

# Mission and Installation Contracting Command

## Mission Contracting Office – Fort Bragg



## Customer Guide

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**Lieutenant Colonel Dennis M. McGowan**  
**Director, Mission Contracting Office-FBNC**  
**Commander, 905th CCBn**

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## INTRODUCTION

The guide will provide a better understanding of the policies, procedures and functions of the contracting processes used by Mission Contracting Office – Fort Bragg (MCO-FB) for our customers to utilize as standard operating procedures and guidance. This guide will also serve as a step-by-step outline of the procurement process and provide templates for requiring activities. It is important that requiring activities and the contracting office work as a team throughout the acquisition process to provide the best possible products and services to our ultimate customer, the Soldier.

## PART I ROLES AND RESPONSIBILITIES

### References

The acquisition of products and services for the Federal Government is subject to the uniform policies and procedures established in the following references:

1. Title 41 of the United States Code, Chapter 3, Procurement of Supplies and Services by the Armed Services
2. Federal Acquisition Regulation (FAR);
3. Department of Defense Federal Acquisition Regulation Supplement (DFARS);
4. Army Federal Acquisition Regulation Supplement (AFARS);
5. Army Federal Acquisition Regulation Supplement Manual No. 2;
6. Defense Federal Acquisition Regulation Supplement (DFARS), Procedures, Guidance and Information (PGI);
7. Acquisition Instruction (AI) 00-01 and 00-02
8. Army Contracting Command (ACC) Desk Book, January 2010;
9. Job Order Contracting (JOC) Guide (January 2003);
10. ACC Pamphlet 70-1

### Mission, Vision, Services

**Mission:** Provide operational contracting and acquisition management support to the U.S. Army Garrison and the military organizations stationed at Fort Bragg, NC.

**Vision:** A professional workforce committed to high quality, responsive service to our clients, applying a common-sense approach to the acquisition process.

**Services:** We provide installation contracting support for all United States Forces assigned, attached to or deployed from Fort Bragg, North Carolina.

Contracting support includes:

- Services and Supplies
- Construction
- Information Technology
- Contracting Officer Representative (COR) Training
- Contingency/Deployment Operations
- Government Purchase Card Program Management
- Customer Training (Preparing performance work statements, developing independent Government estimates, source selection, preparing purchase requests, competition, market research, preparing quality assurance statements, and performance requirement summaries)
- Monthly customer training seminars

### Supported Units

**INSERT CHART OR LISTING OF ALL AREAS COVERED BY MCO-FB HERE**

### Directory

A MCO-FB Directory is located at: <http://www.bragg.army.mil/Organizations/TENANT-UNITS/Mission---Installation-Contracting-Command.aspx> and includes important contacts and telephone numbers that you may need to complete your requirement package.

### Organizational Layout

**DO WE HAVE A BASIC CHART TO INSERT HERE?? We need to show them where the PR will go ... to which branch.**

## **PART II FUNDAMENTAL PRINCIPLES**

### **Contracting Authority**

Only the contracting officer has authority to enter into contracts on behalf of the Government. This authority applies to all modification and termination of existing contracts as well as the award of new contracts. The customer must make sure that all direction to the contractor is processed through the contracting officer. The customer has no authority to give direction to the contractor or enter into agreements with the contractor that would affect the contract's terms or conditions.

### **Availability of Funding**

Pursuant to the Anti-Deficiency Act, 31 U.S.C. 1341, the contracting officer cannot award a contract unless adequate funds are available (See FAR Subpart 32.7- Contract Funding). The type of funding is also a key element to every acquisition. Customers are required to identify the "color" (type) of funding at the time the Purchase Request is submitted to Contracting.

### **Standards of Conduct**

Strict standards of conduct apply to Government procurement personnel. The requirements are based on criminal statutes that are complex and can result in serious consequences if violated. Since Government personnel must sometimes work in partnership with contractor personnel, it is particularly important to understand the required standards of conduct and activities that are prohibited. For details, refer to FAR Part 3- Improper Business Practices and Personal Conflicts of Interest and the DoD Joint Ethics Regulation, DoD 5500.7-R or contact your installation or regional legal counsel for advice.

### **Publicizing Contract Actions**

The contracting officer must publicize contract actions in order to increase competition, broaden industry participation in Government contracting, and help local businesses and other such concerns to obtain contracts and subcontracts (See FAR Part 5- Publicizing Contract Actions).

### **Competition**

The Competition in Contracting Act (CICA) requires Contracting Officers to promote and provide for full and open competition in awarding Government contracts. See FAR Part 6- Competition Requirements for details, required procedures and exceptions that may apply to these requirements.

### **Contractor Qualification**

The contracting officer must make an affirmative responsibility determination before an award can be made to a contractor. In essence, the determination shows that the contractor is capable of performing the contract and has a satisfactory record of performance, integrity, and business ethics. See FAR Part 9 for details on contractor responsibility determinations and other procedures relating to contractor qualifications.

### Contract Acquisition Lead Times (CALT)

Contract Acquisition Lead Times (CALT) are established for planning purposes to set milestones/projections for each *new* or *follow-on* requirement. CALT cannot begin until a complete requirement's package arrives at the contracting office and ends when the contract is awarded by the pre-award team. CALT Goals for MCO-FB are as follows:

<b>CALT*</b>				
	Micro- Purchase Threshold (Small Purchase)	Simplified Acquisition Threshold	Simplified Procedures	Large Purchase
	<b>Under \$3K</b>	<b>\$3K to \$150K</b>	<b>\$150Kto \$6.5M</b>	<b>Over \$6.5M</b>
Supplies	GPC	30 days	90 days	120 days
Services	GPC	60 days	120 days	250 days
Construction	GPC**	60 days	90 days	120 days

Table Notes:

\* Add 60 days if PARC approval is required

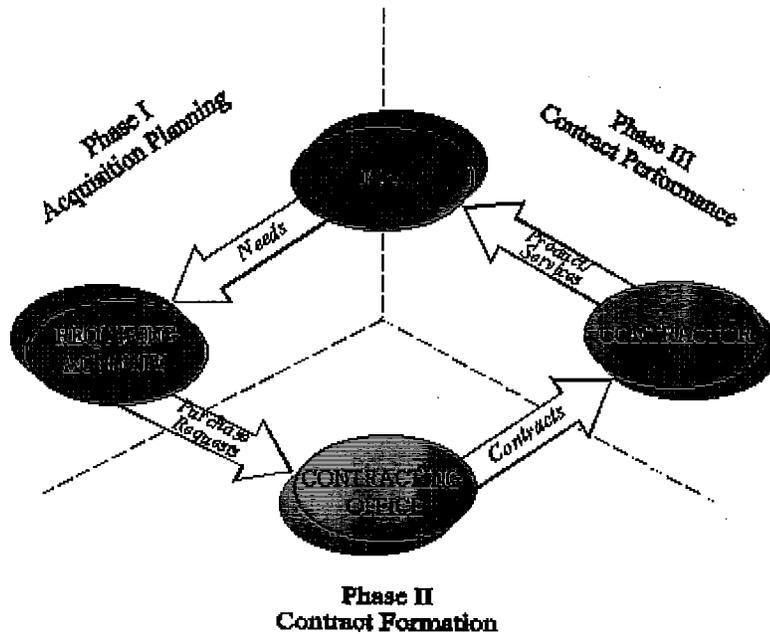
Approval thresholds, as defined by FAR Subpart 1.108(c), for Mission Contracting Centers, MICC Contracting Offices, and Installation Contracting Offices are as follows:

- Principle Assistant Responsible for Contracting (PARC) <\$250M (subject to limitations in the delegation)
- Senior Contracting Officials of Mission Contracting Commands: <\$250M (subject to limitations in the delegation)
- Directors of Mission Contracting Offices: <\$50M
- Directors of Installation Contracting Offices: <\$25M

\*\*Micro-purchase threshold is \$3,000 for supplies, \$2,500 for services, and \$2,000 for construction

### PART III THE CONTRACTING PROCESS

The figure below shows the major elements of the Government contracting process, which consists of four steps that are accomplished in three phases.



During acquisition planning, primary responsibility rests with the requiring activity. During contract formation and performance, the focus shifts to the contracting office. However, both the requiring activity and the contracting office have important duties throughout the process.

The following table summarizes the most significant functions that the Government accomplishes during the three phases.

<u>Phase I Acquisition Planning*</u>	<u>Phase II Contract Formation*</u>	<u>Phase III Contract Performance*</u>
Determination of Need	Solicitation of Offers	Initiation of Work & Modification
Extent of Competition	Source Selection	Contract Performance Assurance
Source Selection Planning	Reviews & Approvals	Payment & Accounting
Planning for Solicitation Terms & Conditions	Contract Award	Contract Closeout & Termination

**Determination of Need – Top Four Steps to Success**

In order to be successful in obtaining the product or service, the Customer must take full responsibility in the acquisition planning process and development of the purchase request and the requirements package including . Planning and purchase requests should be managed by the technical experts and/or functional managers responsible for service and delivery outcomes. Senior Leaders should maintain situational awareness of requirements development, program management and expiring services. Division Chiefs (05 and above) must sign Sole Source Justifications and Approvals.

**1) STEP ONE – Forecasting Requirements**

**Customer Functions:**

- Submit information for early planning to the Contracting Office based on spend plans and forecasts' regardless of availability of funds. Work with your Resource Managers (RMs) on approval requirements within your unit.
- Identify required test equipment/tooling, software, Government Furnished Property (GFP), etc.

- Identify documentation/data requirements:
  - o Specifications; and
  - o Technical Data Rights.
  - o Performance Work Statement/Statement of Work, Quality Assurance Surveillance Plan, Minimum levels of acceptable quality for performance.
  - o The Independent Government Estimate (IGE)

## 2) STEP TWO – Market Research

### Customer Functions:

- Conduct market research including contacting other installations with similar requirements, explore possible solutions through trade shows and specialized journals.
- Insert statement regarding forms of market research and results of findings.

### Market Research: How to help yourself by avoiding improper practices

MICC conducts market research prior to soliciting a requirement for procurement, it is also the customer's responsibility as well. When conducting market research, be careful not to make statements that could be construed as a commitment of the Government to any future action. Additionally, during the course of this research customers should:

- Become familiar with DOD Instruction 5500.7-R, Joint Ethics Regulations
- **DO NOT** favor nor create the appearance of favoritism of one source over others
- **DO NOT** release information to sources, either before or during the contracting process, which would give a competitive advantage. This includes, but is not limited to, details of the requirement, government estimates, and the number of competing firms.
- **DO NOT** ask a prospective contractor to help prepare the specification or SOW without a contract to do so. Also, using a vendor's plan or proposal as the basis for establishing a government requirement is generally prohibited.
- **DO NOT** permit a vendor to prepare government estimates.
- **DO NOT** use prospective contractors' price estimates as the sole determining basis of the Government estimate. Utilize Government sources for estimate development.
- **DO** clarify that the Government's intent is only to seek price and availability information, not to make a purchase when obtaining informational quotes or obtaining general information.

### **3) STEP THREE – Contract Planning**

#### **Customer Functions**

- Identify the overall procurement requirements and associated budget. Describe the government's needs and any constraints placed on the procurement.
- Describe market research results, including previous procurements, related requirements, and historical problems as they affect technical issues.
- Work with the contracting office to identify sources, budgeting and funding, product descriptions, priorities, allocations, and allotments, contractor vs. government performance, management information requirements, government furnished property, government-furnished information, environmental considerations, security considerations, and milestones.
- Deliverable Quantities/Options: Identify procurement requirements, including options, and foreign military sales; prepare the contract line item structure and data requirements with the assigned contracting office.
- Write the contract statement of objectives/statement of work (SOO/SOW)/specification, project design reviews, acceptance requirements, and schedule. Include minimum acceptable quality levels. Site visit hosting, agenda and transportation are the responsibility of the Customer. The Contracting Office will lead and facilitate.

### **4) STEP FOUR – Purchase Requests**

#### **Customer Functions**

- Assure adequate funding and IGEs to support technical requirements.
- Assure adequate technical review and support for Sole Source and Brand Name or Equal requests including legal review.
- Assure proper coordination of requirements through Installation Safety, Environmental and/or other offices as required.
- Prepare PR inputs, as applicable:
  - o Section B: Supplies and Services Line Items.
  - o Section C: SOW, SOO, PWS, Specifications.
  - o Section D: Packaging and Marking.
  - o Section E: Inspection and Acceptance. WAWF
  - o Section F: Period of Performance or Delivery.
  - o Section G: Contract Administration Data.
  - o Section H: Special Contract Requirements.

## **PART IV CONTRACTING METHODS AND TYPES**

The FAR prescribes several sets of acquisition procedures that are appropriate in a given case, depending on the nature of the supplies and services and the size and complexity of the requirement. In determining an acquisition approach, the customer should consider the following methods.

### **Required Sources of Supply**

Before establishing a new contract for supplies or services, the customer should determine if the product is available from one of the sources identified in FAR Part 8- Required Sources of Supplies and Services. Use of these sources can save the customer considerable time and costs, as well as furthering important national and Government priorities.

A listing of the Government supply sources specified at FAR 8.002 and 8.003 follows:

- Excess supplies from inventories (See Property Book Officer);
- Federal Prison Industries, Inc.;
- Products and services available from the Committee for Purchase From People Who Are Blind or Severely Disabled;
- Wholesale supply sources, such as stock programs of the General Services Administration and military inventory control points;
- Federal Supply Schedules;
- Commercial sources (including educational and nonprofit institutions);

### **Commercial Items**

Commercial Items are “any item, other than real property, that is of a type customarily used by the general public or by non-Governmental entities for purposes other than Governmental purposes, and--

1. Has been sold, leased or licensed to the general public; or,
2. Has been offered for sale, lease or license to the general public; or,
3. Will be offered for sale, lease or license to the general public.”

### **Simplified Acquisitions**

FAR Part 13- Simplified Acquisition Procedures apply to acquisitions that do not exceed the amount specified in the term “simplified acquisition threshold” in FAR Subpart 2.1-Definitions. Currently this amount is \$150,000. Simplified acquisition procedures streamline the acquisition process to reduce administrative costs and lead times and avoid unneeded burdens on contractors. Further streamlined procedures apply to purchases that do not exceed the “micro-purchase threshold.” The micro-purchase threshold is \$3,000 for supplies, \$2,500 for services, and \$2,000 for construction.

## **Government Purchase Card (GPC)**

The Government Purchase Card (GPC) may be used to purchase authorized supplies, equipment, and non-personal services up to the micro-purchase threshold currently set at \$3,000 for supplies, \$2,500 for services and \$2,000 for construction, as defined by FAR 2.101, DFARS 213.301 (2) and AFARS 5113.270-90.

With additional training the cardholders may be authorized by a contracting officer, in writing, to utilize the GPC as a payment instrument for orders exceeding \$3,000 made against Federal Supply Schedule, General Service Administration (GSA) contracts, Blanket Purchase Agreement (BPA) or orders placed against Indefinite Delivery/Indefinite Quantity (IDIQ) contracts such as the Army Computer Hardware Enterprise Software and Solutions (CHESS), IAW AFARS 5113.202.90 (c).

The Contracting Officer may also authorize a GPC cardholder to make payments for commercial off the shelf training up to \$25,000 when given special authority, in writing, by the Contracting Officer.

Detailed procedures for using the purchase card within the Mission Contracting Office- Fort Bragg (MCO-FB) GPC Program can be obtained by contacting the GPC office at [usarmy.bragg.acc-micc.list.mco-fort-bragg-gpc@mail.mil](mailto:usarmy.bragg.acc-micc.list.mco-fort-bragg-gpc@mail.mil), calling (910)-643-7226 or visiting our website @ <http://www.bragg.army.mil/Organizations/TENANT-UNITS/Mission---Installation-Contracting-Command/GPC.aspx>.

Refer to Appendix D for the Top 20 most frequently asked GPC questions.

## **Purchase Orders**

Purchase orders are used for supplies and services that exceed the micro-purchase threshold but do not exceed the simplified acquisition threshold. Normally, the contracting officer issues a purchase order after receiving a nonbinding quotation from the prospective contractor. The order becomes an enforceable contract when the Contractor either acknowledges acceptance of the order or begins work to fulfill the order. See FAR 13.302 for procedures relating to purchase orders.

## **Blanket Purchase Agreements (BPAs)**

BPAs are standing ordering arrangements similar to charge accounts that Contracting Officers establish with qualified sources to satisfy recurring needs. An initial BPA is established then orders are placed against it sometime later. In most cases, they are written to more than one contractor. The use of a BPA is mandatory for purchasing supplies and services it covers.

## **SF 44, Purchase Order-Invoice-Voucher**

The SF 44 is a multipurpose pocket-size purchase order form the customer, if authorized by the contracting officer, can use for on-the-spot, over-the-counter purchases that do not exceed

the micro-purchase threshold, except the simplified acquisition threshold applies to fuel and oil. The SF 44 should not be used when the Government wide purchase card can be used. See FAR 13.306 and DFARS 213.306 for procedures relating to the SF 44.

### **Sealed Bidding**

For acquisitions that exceed the simplified acquisition threshold, a more formal process is required. In sealed bidding, each prospective contractor submits its offer in the form of a sealed bid that respond to the Government's formal solicitation, known as the Invitation For Bid (IFB). All such bids remain sealed until a specified time and date when they are all opened in a public forum. Award is made to the lowest price bid that meets all requirements stated in the IFB. While the winning bidder is allowed to correct minor errors, there can be no negotiations prior to award and award can only be made to the lowest bidder, if its bid complies with the IFB.

- However, it requires rigid adherence to the prescribed procedures. If the requirement cannot be properly defined, the Government may be forced to accept a less desirable bid. Failure to strictly adhere to the required process can cause administrative delays or void an otherwise acceptable contract award.

### **Contracting by Negotiation**

Contracting by negotiation involves discussions or negotiations with prospective contractors after receipt of proposals. It is used for acquisitions that exceed the simplified acquisition threshold when conditions required for sealed bidding cannot be met. This method is called for when the Government cannot describe its needs precisely enough for a prospective contractor to prepare a satisfactory offer without the need for any clarification or explanation.

The negotiation method allows the Government to perform technical evaluations to determine the offer that represents the overall best value to the Government. While the negotiation method offers greater flexibility than sealed bidding, it is still a formal process that requires careful adherence to well established procedures. This is particularly true for large competitive acquisitions, where protests can cause considerable delays and added costs to the Government.

*Sole Source* acquisitions and *Competitive* acquisitions are the two types of negotiated acquisitions. Sole source acquisition "means a contract for the purchase of supplies or services that is entered into or proposed to be entered into by an agency after soliciting and negotiating with only one source." In sole source acquisitions, the Government is dealing with a single contractor and the incentives of a competitive environment are missing. Therefore, the focus of sole source negotiations is on arriving at a fair and reasonable price based on analysis of the cost proposal and detailed negotiations of every contract term and condition. The Government should strive to simplify the proposal and negotiation process to eliminate unneeded proposal information and requirements; e.g., evaluation criteria and voluminous proposal preparation instructions.

In a competitive environment, the procedures of this part are intended to minimize the complexity of the solicitation, the evaluation, and the source selection decision, while maintaining a process designed to foster an impartial and comprehensive evaluation of proposals, leading to selection of the proposal representing the best value to the Government.

When two or more contractors are known, the Government's goal is to facilitate the competition between the prospective contractors because a fair and reasonable price will likely result from market pressures. Source selection procedures should minimize the complexity of the solicitation, the evaluation, and the source selection decision, while fostering an impartial and comprehensive evaluation of proposals and selection of the proposal representing the best value to the Government.

## Types of Contracts

A wide selection of contract types are available to the Government and contractors in order to provide needed flexibility in acquiring the large variety and volume of supplies and services required by agencies. Contract types vary according to:

(1) The degree and timing of the responsibility assumed by the contractor for the costs of performance; and (2) The amount and nature of the profit incentive offered to the contractor for achieving or exceeding specified standards or goals.

The contract types are grouped into two broad categories: **Fixed-Priced** contracts (see Subpart 16.2) and **Cost-Reimbursement** contracts (see Subpart 16.3).

### Selecting Contract Types

Selecting the contract type is generally a matter for negotiation and requires the exercise of sound judgment. Negotiating the contract type and negotiating prices are closely related and should be considered together. The objective is to negotiate a contract type and price (or estimated cost and fee) that will result in reasonable contractor risk and provide the contractor with the greatest incentive for efficient and economical performance. There are two broad categories of contract types.

### Fixed-Price Contracts

Fixed-price contracts give the contractor responsibility for performance costs and therefore, profit decreases as costs increase, potentially resulting in a loss to the contractor. This type of contract provides maximum incentive for the contractor to control contract costs, but it is only suitable when the risk of performance is minimal and can be predicted with an acceptable degree of certainty. With this type of contract, the majority of risk is assumed by the contractor; however, with a highly successful program management process, the contractor is able to benefit as well.

### Cost-Reimbursement Contracts

Cost-reimbursement contracts are appropriate when risks of performance are too great to use a fixed-price contract. However, cost-reimbursable contracts have a number of disadvantages. This contract type gives the contractor a minimal incentive for controlling performance costs. The contract is established with an estimated cost, a set fee (profit), and a contract ceiling (not-to-exceed) price. The Government reimburses the contractor for costs incurred up to the

ceiling. Unless the contracting officer adds additional funding, the contract ends when the ceiling is reached, even if all of the work called for in the contract is not completed. Additionally, the contractor must have an adequate accounting system for determining applicable costs and the Government must be able to provide appropriate contract surveillance to ensure that the contractor is using efficient methods and effective cost controls. Finally, the FAR prohibits the use of cost-reimbursement contracts for commercial items. See FAR Subpart 16.3- Cost-Reimbursement Contracts and DFARS 216.3 for policies and procedures.

### **Time-and-Materials (T&M) and Labor-Hour Contracts**

In T&M and labor-hour contracts, the Government pays for the number of direct labor hours expended in performing the contract. The Government and the contractor negotiate fixed hourly rates that include wages, overhead, general and administrative expenses, and profit. T&M contracts include a provision for incidental materials to be provided at cost. FAR 16.601 for T&M contracts and FAR 16.602 for labor-hour contracts provide policies and procedures.

T&M and labor-hour contracts have the same disadvantages as cost reimbursement contracts and may only be used when it is not possible to estimate accurately the extent or duration of the work or to anticipate costs with any reasonable degree of confidence. By containing a ceiling price instead of a fixed price, they do not give a strong incentive for the contractor to work efficiently and control costs. The contractor can benefit from a favorable rate differential by using lower labor categories than were used to negotiate the hourly rates. In addition to the rate differential, less skilled workers may require more hours to do the job. This requires additional contract surveillance by the Government.

### **Incentive Contracts**

FAR Subpart 16.4 and DFARS 216.4, along with portions of Subparts 16.2 and 16.3, provide various kinds of incentive arrangements that enable the Government to motivate the contractor to improve technical performance and to avoid inefficiency and waste. The contracting officer may include incentives relating to cost control, delivery or production rates, high quality levels, and other requirements that are of particular value to the Government. The Government must weigh the likely benefit of the incentives against the administrative burdens of implementing them. See the OSD Guide to Incentive Strategies for Defense Acquisitions for additional information relating to contracting incentives.

### **Indefinite-Delivery Contracts (IDCs)**

IDCs allow the Government to acquire supplies or services when the exact times and/or exact quantities of future deliveries are not known at the time the contract is awarded. FAR Subpart 16.5 addresses three types of IDCs:

- *Indefinite-Delivery Definite-Quantity (IDDDQ)* contracts call for the contractor to deliver a definite quantity of specific supplies or services for a fixed period of time. This contract type is used when the Government knows that a definite quantity of supplies or services will be required during the contract period, but does not know precisely when delivery of supplies or performance of services will be needed.

- *Indefinite-Delivery Indefinite-Quantity (IDIQ)* contracts provides for an indefinite quantity of supplies or services to be delivered during the contract period. IDIQ contracts set a minimum level of supplies or services that the Government must order and a maximum amount that the contractor can be required to deliver.
- *Requirements Contracts* obligate the Government contracting office to acquire all of its requirements for specific supplies or services during a specified period of time from a specific contractor. This contract must contain a realistic estimate of the quantities of supplies or services that will be required and must state a maximum amount of supplies or services the contractor can be required to deliver.

### **Agreements**

- Agreements are used to streamline the contracting process when repetitive contracts or orders will be awarded to a contractor during a given period of time and the supplies and services cannot be specified so as to establish a single contract or an Indefinite-Delivery Contract. Agreements are not contracts themselves, but are documents that the Government enters into with contractors to provide terms and conditions and procedures for contracts or orders that will be awarded later.

A basic agreement is a written instrument of understanding, negotiated between an agency or contracting activity and a contractor that:

- Contains contract clauses applying to future contracts between parties during its term
- Contemplates separate future contracts that will incorporate by reference or attachment the required and applicable clauses agreed upon in the basic agreement.
- A basic agreement should be used when a substantial number of separate contracts may be awarded to a contractor during a particular period and significant recurring negotiating problems have been experienced with the contractor. Basic agreements may be used with negotiated fixed-price or const-reimbursement contracts.

## PART V COMPLETING DA FORM 3953

### General

Requiring activities shall prepare purchase request through the General Fund Enterprise Business System (GFEBS). Contact use resource manager on training and organization guidance utilizing the GFEBS system.

Completion of DA Form 3953, Purchase Request and Commitment (PR&C), is the requiring activity's (customer's) responsibility. The form must be filled out in sufficient detail and go through comptroller/ resource management channels to the Contracting Office. It is critical that the customer identify and describe the item of support, required service, or the construction project needed in detail (identify the specific requirement). The requiring activity will attach an Independent Government Estimate (IGE) to the PR&C (Part VI of this handbook).

The POC is responsible for completing a receiving report after the receipt of supplies and/or upon the completion of a service i.e., lease or repair of equipment. The receipt supplies and services is performed through validation of vendor/contractor invoices at WAWF, <https://wawf.eb.mil>

### Preparation

1. 3953 must have all signatures and approvals
2. Click on procurement-requirement, then click on PR Form
3. Enter document number
4. Enter description of what you are requesting (supply/service) – Then click on OK
5. Line item tab will show at the top of page, click on line item, click on add, then click on CLIN
6. Enter item description
7. Enter extended item description include part #, model #, dimensions, and color if needed. Be as thorough as possible. This will assist in ensuring you get the right item.
8. Enter Qty, Unit of issue and Unit price of item being requested
9. Click on Delivery Tab and fill in appropriate information, then click on OK
10. Click on Description Tab and enter the NAICS. You can find this information by going to NAICS code website: <http://www.census.gov/eos/www/naics/>
11. Click on Funding Tab, then click on Add, then click on New

12. Click in Funding Strip Tab and add 65 digit line of accounting (funding) since this is now an aquiline document. You will get your funding line from your budget or Resource Manager (RM).
13. Click on OK
14. Click on RED X(located on the top right of page)
15. "Save this Data" will appear. Click "YES"

## **PART VI PREPARING AN INDEPENDENT GOVERNMENT ESTIMATE (IGE)**

### **General**

The Independent Government Cost Estimate (IGCE) is the requiring activity's [unit's] realistic cost factors (services or construction) or price factors (supplies) to support contract funding requirements (the U.S. Government's estimated cost for supplies, services, or construction a DoD contractor will occur in the performance of a contract with DoD). All requiring activities are required to submit an IGCE for all purchase requests in excess of the Simplified Acquisition Threshold, currently \$150,000.

### **Format**

Various formats are acceptable as long as it incorporates all required data. Reference the Army Contracting Command's "Contract File Internal Control Requirements for Independent Government Cost Estimates (IGCE) Desk Book" dated July 2011, which is on our website: <http://www.bragg.army.mil/Organizations/TENANT-UNITS/Mission---Installation-Contracting-Command.aspx>

## **PART VII PREPARING PERFORMANCE WORK STATEMENTS and QUALITY ASSURANCE SURVEILLANCE PLANS (QASP)**

### **General**

Units requesting services or construction are responsible for specifying, in writing, precisely what the Contracting Officer is to procure and how the requester will verify that it is getting what it requested. The Statement of Work (SOW) is the document that specifies the construction services to be procured and the Performance Work Statement (PWS) outlines services to be performed. The Quality Assurance Surveillance Plan (QASP for services) or Surveillance Plan (SP for construction) is the document that specifies how the requester will verify it is getting what it requested.

### **Performance Work Statement (PWS)**

Everything that the contractor must do under the contract must be specified in the PWS. Lack of specificity in the PWS causes problems later as it often leads to disagreements between the contractor and Government on what the requirement actually is. A detailed sample is on our webpage: <http://www.bragg.army.mil/Organizations/TENANT-UNITS/Mission---Installation-Contracting-Command.aspx>

### **Quality Assurance Surveillance Plan (QASP).**

The QASP is the written instructions by which the COR checks to ensure the Government is getting what is contractually required. The QASP consists of written instructions for the COR, and a checklist containing items of contract performance which have been extracted from the Statement of Work. A detailed sample is on our webpage: <http://www.bragg.army.mil/Organizations/TENANT-UNITS/Mission---Installation-Contracting-Command.aspx>

## **ANNEX A JUSTIFICATION FOR OTHER THAN FULL & OPEN COMPETITION**

### **GUIDANCE TO CUSTOMERS ON PREPARING J&As**

1. Begin the J&A process as early as possible. Allow additional time for the review process at Department of Army and to respond to their comments.
2. Market research should be done and the J&A should include a discussion of the type of market research, who conducted it, when it was done, who responded and the results. A thorough knowledge of the marketplace would be evident in each J&A. General phases regarding the Government's continuous surveillance of the marketplace are not acceptable.
3. The status of the technical data should be fully described along with any information regarding the cost to procure the technical data suitable for competitive procurement. The J&A should discuss buying the data, show that the cost is prohibitive or state that the firm has refused to sell it.
4. Fixed price type contracts are highly preferred. If another contract type is anticipated, the J&A should discuss the rationale for that decision. All time-and-materials contracts and single award task order contracts over \$100M must include a solid analysis demonstrating that other contract types are untenable.
5. The J&A should fully analyze the alternative strategies to sole source procurements. This analysis should indicate that a good faith effort was made to consider where we are with the system and what could be done to increase the level of competition, if not for the current buy then for the future. All J&As will have to be supported with an analysis of alternatives (AoA). The analysis must present actionable options to maximize competition for future acquisitions, minimize the quantities procured and the period of performance under sole source acquisition, and obtain the technical data and Government-purpose data rights necessary to facilitate competition, while maintaining an acceptable level of cost, schedule and performance risk. If the analysis cannot be completed prior to submission of the J & A, the quantities and duration of time on the J&A should be reduced to the minimum needed to satisfy the requirement. The J&A will state that a written analysis of alternatives will be completed within 120 days and will be incorporated as an addendum to the program strategy.
6. Discussion of the following items should also be included in each J&A as appropriate:
  - a. Consider the entire life cycle of the acquisition when planning the acquisition strategy. A completed award at Milestone A does not relieve the need to maximize competition at each phase of the acquisition.

- b. Review data rights. Have data rights been appropriately considered? Has consideration been given to whether government purpose data rights, either by right or negotiation, are a possibility? Should the purchase of the technology be pursued? Will the technologies of the system change so rapidly that purchased technical data packages become outdated before the next acquisition?
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## ANNEX B BLANKET PURCHASE AGREEMENT TRAINING

### 1. What is a BPA?:

- A simplified acquisition method of filling repetitive needs for supplies or services by establishing “charge accounts” with qualified vendors
- Reduce administrative burden of always writing DA 3953’s

### 2. Types of BPA’s:

- Centralized - Contracting Office use only
- Decentralized - most common type. Puts customers in the drivers seat

### 3. Establishing a BPA:

- Simple request letter from your commander to the contracting office
- Must state:
  - Type of supplies/services required
  - Simple Statement of Work - What contractor is expected to do
  - How long (1 or 2years) the BPA should last
  - Recommended sources
- Follow up with funding document (DA 3953) for the anticipated total amount

### 4. All BPA’s shall have a price list:

- Must be approved by the Contracting Officer (KO)
- Each Price List will reflect effective and expiration period

### 5. Who Places Calls:

- Only those designated by Commander
- Only those trained by the Contracting Office
- Formally appointed by KO in writing
  - For a specific command (e.g. FORSCOM, CENTCOM)
  - For a specific period of time
  - To buy specific items (e.g. expendable office supplies)
  - Delegation cannot be re-delegated

### 6. Funding Issues:

- DA 3953 and subsequent funds increase letter(s)
- Tracking Funds: Yearly Call Register
- NOTE: ALWAYS ENSURE FUNDS ARE AVAILABLE PRIOR TO PLACING ANY CALLS!!! NEVER OVER OBLIGATE
- Fiscal Year End - All funds on a BPA expire on 30 Sep
- Be careful to review end of year requirements and check with RM

### 7. Dollar Limits:

- Ordering Officers dollar limitation per call is \$25,000
- All calls over \$25,000 must be brought to KO for signature
  - Price comparison is required for purchase of \$25,000 or more.

- Memo for record of this comparison must accompany Call Sheet
- Do not split requirements to stay under your dollar limitation, just complete your call sheet and bring it to the contracting office BPA Ordering

**8. Process Overview:**

- A requirement has been identified for supply or services on your BPA
- Verify that funds are available
- Verify that supplies or services are on your Approved Price List (signed by a contracting officer & current)
- Only order supplies or services identified in Price List
- Rotate vendors when there are multiple BPAs
- Complete BPA Call Sheet
- Fax/Hand carry your call sheet to vendor
- Log your call on your BPA Monthly Call Register
- Contractor delivers supplies or services
- Inspect supplies or services and verify that it matches the BPA call sheet of what was ordered
- Acknowledge Receipt of supplies or services on the contractor's delivery ticket only if it is what you asked for
- Mark off BPA call as closed
- Receive invoice from vendor
- Verify that the invoice(s) is/are accurate and matches those calls placed on call register. If different, notify vendor or KO

**9. Monthly Reports:**

- At the KO's request, you will provide the KO with the following documents:
  - Monthly/Yearly Call Register
  - Monthly Report
  - Monthly Receiving Report
- You must provide the Finance Office with the following documents:
  - Vendor invoices
  - Monthly/Yearly Call Register
  - Delivery tickets
  - Monthly Receiving Report

**10. Upon complete review of invoice(s), the ordering officer shall certify for vendor to receive payment.**

*"I certify that all supplies/services have been received, accepted and that all items for which the vendor request payment are on the Approved Price Lists"*

*Printed Name/Title/Signature/Date*

**11. Monthly inspections:**

- These inspections are not intended to harass you, its to ensure the rights of the Government are protected and that you're properly administering your BPA

- Misuse or Abuse of a BPA
- Shall result in administrative or judicial action against the violator and possibly cancellation of the BPA.

**12. Rules to remember:**

- No call shall be placed unless funds are available
- No call shall be placed by an unauthorized person
- No call shall be placed for supplies/services not on the Approved Price List
- No call shall be placed exceeding dollars threshold call limitation (\$2,500), unless signed by KO
- Splitting requirements to stay with in call limitation is prohibited
- Call Registers shall be maintained correctly and forwarded to the KO at his/her request

**13. Avoid doing or appearing to do anything improper. Do not**

- Accept anything of value from a vendor doing business with the U.S. Government (meals, baseball caps, coffee cups, pens, etc)
- Make purchases from a vendor in which the ordering officer has a financial interest
- Seek private employment with a vendor from whom the ordering officer is procuring supplies or services
- Do anything which might adversely affect the confidence of the public in the integrity of the Government

**14. Termination Issues:**

- Clearance
  - Account for all calls and funds
  - Clear before departing area of operation
- Termination ends appointment
  - At the request of the commander
  - At the end of the appointment period
  - For making unauthorized purchases
  - (Item not on BPA, Item not for the BPA Price, Purchase above Limit)
  - Unsatisfactory performance or misconduct

**Note: Making unauthorized purchases can lead to termination, UCMJ, paying for items**

**Your KO is here to provide assistance to you concerning any matters relating to BPAs**

**The whole purpose of giving you a BPA is to help you accomplish your mission**

**ANNEX C Top 20 GPC Questions Asked**  
**(For a complete listing, go to our GPC Home Page located at**  
**[http://www.bragg.army.mil/Organizations/TENANT-UNITS/Mission---](http://www.bragg.army.mil/Organizations/TENANT-UNITS/Mission---Installation-Contracting-Command.aspx)**  
**[Installation-Contracting-Command.aspx](http://www.bragg.army.mil/Organizations/TENANT-UNITS/Mission---Installation-Contracting-Command.aspx)**

1. BATTALION T-SHIRTS : NO.

Battalion T-Shirts cannot be purchased with the GPC. In fact, normally, no items of wear may be purchased with the GPC card. There can be exceptions for Reenlistment incentives and CTA 50-900 items that are authorized and local purchase is authorized. GPC cardholders will need assistance to make any purchases of items of wear and should not attempt to make purchases by themselves. Please contact your GPC Account Manager.

2. BUS RENTAL: NO.

Units may not use the Government Purchase Card (GPC) to rent/lease buses. Units needing bus support should contact the DOL, Transportation Division Motor Pool (TMP), (910)396-1992 <http://www.bragg.army.mil/ITO/tmp.htm>; If the TMP cannot assist with the bus requirement TMP will provide a memo of No Availability and direct you to Group Movements. DOL, Transportation Division, Group Movement Section will work with you on providing bus support, 396-5802/1513, <http://www.bragg.army.mil/ITO/cto.htm> as of June 2007

3. CABLEVISION : YES.

In accordance with AR 25-1, Army Knowledge Management and Information Technology, dated 15 Jul 05. Cable television services can be purchased with the GPC purchase card when it is for official use only. Appropriated funds may be used to purchase the following authorized cable television services in support of official Army when needed to accomplish the organization's mission. Cable must be paid monthly as services are received. Units are authorized to purchase:

Standard cable television service which includes local, national and cable news channels and weather channels;

Install/connect cable television outlets;

Converter box and remote rental for televisions that are not cable ready;

If the requirements for Cable will exceed the \$2,500 GPC single purchase threshold, the billing official will need to contact their account manager for further guidance.

4. SEASONAL DECORATIONS: YES.

Seasonal decorations can be bought in the same manner and, in general, for the same reasons as day-to-day office decorations. The amount expended must be appropriate given the nature of the area being decorated. Concentrate on secular decorations and NOT religious, except

where necessary to accomplish the Chaplain's pastoral mission. For example, Santa Claus in his sleigh as opposed to the Christ child in the manger. Must use the verbiage "Happy Holidays" rather than "Merry Christmas" on banners, etc.

5. STORAGE: NO.

Units must contact the Directorate of Public Works (DPW), Real Property Division. The DPW point of contact may be reached at 396-7819 or 396-4139.

6. TAX EXEMPT STATUS:

Prior to making purchase cardholders should ensure vendors understand the Government Credit Card falls under the tax-exempt status. The first four digits of the card serve as the notification number. Should a vendor have questions about tax-exempt regulations direct them to the North Carolina Department of Revenue web site for assistance.

Go to [www.dor.state.nc.us](http://www.dor.state.nc.us) Click on Practitioner, Under the heading Bulletins click Sales and Use Tax, Click on Table of Contents, Go to Section 3, GPC section is 37-1 D 2. b:

7. T-SHIRTS: NO.

In general, no personal items of wear (clothing) may be purchased with appropriated funds. CTAs and ARs do not authorize unit-specific shirts, etc., for PT. Organizations with these type items on their CTA, e.g. Golden Knights, NCO Academy, are authorized to purchase T-shirts with GPC.

8. TROPHIES AND SIMILAR DEVICES IN recognition OF ACCOMPLISHMENTS FOR MILITARY: Yes,

with administrative approvals. AR 672-20, Incentive Awards, 29 Jan 99, AR 600-8-22, Military Awards, dated 11 Dec 06. The admin approval must be signed by the first general officer in your chain of command or for non-general officer commands; authority is delegated to the DCG, XVIII Airborne Corps and Fort Bragg.

Awards are for presentation to military members, units or agencies of the Department of Army (DA) for excellence in accomplishments and competition contribution to the effectiveness of the military mission.

Accomplishments and competitions recognized will be officially established and announced.

All eligible members, units and agencies will be given an equal chance to compete.

Contests and events will be of a continuing nature. However, awards may be made on a one-time basis where the achievement is unique and clearly contributes to increased effectiveness.

Coordination will be accomplished to prevent one member, unit or agency from receiving two awards for an achievement when other candidates were equally qualified.

Funding for awards will come from the organization making the award. The Government Purchase Card (GPC) may only be used for the purchase of awards after receiving the proper authority and within the cardholder's single purchase authority. Under no circumstances will a requirement be split in order to avoid the cardholder's single purchase authority.

Trophies to be awarded are left to the discretion of the approval authority. Trophies may include, but are not limited to: loving cups, plaques, badges, buttons, coins and similar objects. Cash prizes and presentation of savings bonds are not authorized. Cash prizes awarded under the provisions of AR 672-20, Incentive Awards, dated 29 Jan 99 are excluded from the provisions of this regulation. Engraving is authorized under AR 600-8-22, Military Awards, dated 11 Dec 06.

Commanders who approve the purchase of the award will set the monetary limits. However, such awards will not exceed the value of \$75 for an individual award or \$250 for a team award. The appropriate MACOM or principal HQDA official will specifically approve exceptions.

#### 9. WARRANTIES : NO.

However, you may purchase service/maintenance agreements. Maintenance Agreements or service agreements are contracts that require preventive maintenance, perhaps updates and, sometimes repairs for parts that break that should not have broken if the maintenance was properly done. Warranties are an obligation to fix something that breaks, usually with a specified period. What will be fixed, and what repair expenses are covered by the warranty are set out in the terms of the warranty. While a GPC cardholder may not negotiate for a specific or specialized warranty, this does not mean they must reject products or services covered by a manufacturer's standard warranty.

#### 10. PRINTING SERVICES: NO.

The Defense Automation and Production Services (DAPS) provides printing and other document services to the DoD.

DAPS has accepted the Government Purchase Card as a method of payment for its services since August, 1996. Effective July 1, 1997, all DAPS orders for printing services within the continental United States and Hawaii must use the GPC as the method of payment. Purchasing DAPS services with the GPC is mandatory.

You must use the Defense Automated Printing Service (DAPS) or obtain a written "waiver" from them that they cannot support your requirement. Forward a copy the waiver to your GPC account manager. Use their DAPS Online website, <http://www.daps.dla.mil/dapsonline.html> for more information

#### 11. PATCHES: NO.

Special patches, SSI-Former wartime service (combat patch), skill badges, insignia of branch and rank must be paid for out-of-pocket and CAN NOT be sewn on at government expense and the GPC can NOT be used. AR 670-1, Wear and Appearance of Army Uniforms and Insignia, 3 Feb 05 contains complete details on each different uniform.

12. PROGRAMS: NO.

PER AR 25-30, The Army Publishing Program, dated 27 Mar 06. Programs for a social event such as a ball cannot be printed with appropriated funds.

13. LIGHT REFRESHMENTS for cultural awareness events: YES.

Agencies may use their GPC to purchase "LIGHT REFRESHMENTS". Light refreshments are considered a sampling of foods, NOT A MEAL. Therefore, when planning such events the time the event is held can also be of importance. Events held during lunchtime, 1100-1300, where "light refreshments" are offered could be perceived as offering a "MEAL".

When hosting such events refer the guidance here

<http://www.gao.gov/decisions/appro/301184.htm> U.S. Army Corps of Engineers, North Atlantic Division -- Food for a Cultural Awareness Program, B-301184, January 15, 2004.

14. LIGHT REFRESHMENTS for conference and meetings: See, The Use of Appropriated Funds to Purchase Light Refreshments at Conferences, GAO decision B-288266, January 27, 2003.

While the JFTR provides for the purchase of light refreshments in support of conferences where the majority of attendees are in a travel status, the Comptroller General has determined that the refreshments should only be provided for those in a travel status.

"LIGHT REFRESHMENTS" for morning, afternoon, or evening breaks are defined to include but not limited to, coffee, tea, milk, juice, soft drinks, donuts, bagels, fruit, pretzels, cookies, chips, or muffins. Early and consistent coordination with your legal support staff remains essential to successful planning and executing your conference.

Such refreshments can only be served to visitors on tdy status attending THE CONFERENCE. Appropriated funds will NOT be used to provide refreshments to the non-traveler (local participants).

The organization hosting the event must institute controls that insures that the non-traveler (local participants) do not partake in the consumption of "light refreshments" that were purchased with appropriated funds. If your organization cannot institute such controls and if refreshments are provided, they must be purchased with private funds and request donations to reimburse the costs. Further information on conference planning can be obtained by reviewing the JFTR at Part 301-74

15. INSIGNIA ITEMS: MAYBE.

Cardholders needing to purchase insignia items should first check with the mandatory sources listed at the Institute of Heraldry rather than making a local purchase. A listing of potential sources can be requested through the Industrial Specialist, at the Institute of Heraldry, DSN: 656-4985 or Commercial (703)806-4985. Remember, local purchase of an insignia is only authorized when the insignia is authorized by CTA or the insignia is required to be furnished at government expense indicated in AR 670-1, Wear and Appearance of Army Uniforms and Insignia, dated 3 Feb 05 and AR 700-84, Issue and Sale of Personal Clothing, dated 18 Nov 04. The cardholder must maintain evidence in his/her file that the insignia was not available

through the supply system. You can view insignias at <https://www.perscomonline.army.mil/tagd/tioh/tioh.htm>. You can also review the frequently asked questions listed at this site for additional authorized sources.

16. HAZARDOUS MATERIALS (AND CONTAINERIZATION OF): NO

You must first call the LCI/ SSSC, 910-436-0865, to insure the item is not currently stocked or there is no substitute on hand. If not available, approval for purchase(s) will be given by the LCI/SSSC. The Directorate of Public Works Environmental Compliance Branch is responsible for coordinating a review of Hazardous Materials used and stored on Fort Bragg. The intent is to find more environmentally friendly products and to reduce the amount of hazardous waste generated on the installation.

17. FLAGS, GUIDONS OR STREAMERS:

For Procedures for Obtaining Flags, Guidons, or Streamers visit the Institute of Heraldry home page at <http://www.tioh.hqda.pentagon.mil/>

18. DRY CLEANING OF UNIFORMS FOR MILITARY FUNERAL DETAILS: NO.

As a general rule, individual Soldiers are personally responsible for all cleaning and maintenance of their uniforms. AR 670-1 states that all personnel will maintain a high standard of dress and appearance. AR 210-130 establishes the policies for the Army's Installation Laundry and Dry Cleaning (L&DC) Operations. This regulation only applies to Government-operated or contractor-operated L&DC facilities and authorizes, at the installation commander's discretion, dry cleaning of military uniforms at government expense in support of military funerals. If a Soldier does not have access to an L&DC facility or the installation commander has not given the required authorization, then the general rule from AR 670-1 will govern and individual Soldiers will remain personally responsible for ensuring that their uniforms are clean and serviceable.

Currently, Soldiers at Fort Bragg do not have access to an L&DC facility and are responsible for the care and cleaning of their uniforms, including in support of military funerals.

19. COURT REPORTER: YES.

Units can use their GPC to pay for and obtain court reporter services under \$2,500, ONLY, if it is in support of an EEO complaint or at the request of an attorney from the Corps SJA office AND relates to either an EEO complaint or a Merit Systems Protection Board appeal.

20. CLOTHING: NO (SOF PERSONNEL see INDIGENOUS CLOTHING)

Purchases of clothing with appropriated funds are authorized ONLY if one of the three statutory provisions below applies:

5 U.S.C. 7903 Special Clothing for Hazardous Occupations

5 U.S.C. 5901 Uniform Allowances

29 U.S.C. 688 Authority under the Occupational Safety and Health Administration (OSHA)

Do not use the GPC to purchase clothing or items of wear unless the items are authorized for your unit by an applicable CTA (such as CTA 50-900 or CTA 50-909) or regulation AND the Supply Support Activity, or AR 710-2, authorizes local purchase. Items of wear may not be purchased with the GPC just because other units have them or they appear to be something that would be useful for a current or upcoming mission. Local purchase without use of the supply system, via GPC or otherwise, of items not authorized by CTA or regulation violate VCSA guidance on offline purchases, AR 710-2 and can result in violations of the Anti-Deficiency Act. Ask for assistance from your S-4/G-4, the DOL and/or supporting legal office before making any purchase of items of wear unless you have determined that the items are authorized by the applicable CTA, an Army Regulation or by the Supply Support Activity.

**ANNEX D POLICY NOTICE**  
**Policy on Deficient Requirement Packages**

The following standard operating procedure applies to all requests for information made from the MCO-FB to the supported requiring activity.

The assigned Contract Specialist will contact the point of contact identified on the purchase request to identify additional information (not specifically outlined in Section \_\_\_ of this guide) to establish a suspense date for submission of the required information.

To avoid sufficient time to support all clients and prevent unnecessary follow-up, the following procedures will apply to those requiring activities who fail to meet the due date/time for document submission:

**Step One:** Contract Specialist notifies customer and requests the additional information via e-mail with a preferably mutually agreed to deadline.

**Step Two:** Three (3) *working days* after the missed suspense due date/time, the Contract Specialist will elevate request to the Contracting Officer. The Contracting Officer will provide the second suspense due date/time to the requiring activities point of contact (identified on the PR) and copy their next level of command on such request, while also copying the MCO-FB Division Chief.

**Step Three:** If three (3) additional working days pass and the requested information are not provided, the Division Chief will provide the final email notice canceling the requisition. The Contract Specialist will then return all documentation to the client immediately. No further action will be performed.

**NOTICE** of purchase requests that are returned: Customers should prepare for a break in service or realign their delivery requirements to allow for Purchase Request corrections and updates.

**Review and approval process:**

Actions <\$1M: Specialist > KO (If over \$500k, Legal must review)

Actions \$1M> to <\$10M: Specialist > KO > Legal > Branch Chief

Actions \$10M> to <\$25M: Specialist > KO > Branch Chief > Legal > Div Chief > Procurement Analyst > Commander

Actions \$25>: Same as above but with MCC Legal > Procurement Analyst > MCC Director

