FLEET AND INDUSTRIAL SUPPLY CENTER
NORFOLK, VIRGINIA 23511-3392

MEMORANDUM

Subj: FISCAL YEAR 2003 PLANNING GUIDE

Ref: (a) NAVSUPINST 4200.84 Series
(b) NAVSUP Publication 547 of Jun 94

Encl: (1) FISC Norfolk Contracting Offices
(2) Timeline for Receipt of Purchase Requests at FISC Norfolk Contracting Offices and PALT Table
(3) FISC Norfolk Customer Service Representatives and Points of Contact
(4) FISC Norfolk Competition Advocate and Deputy Competition Advocates

1. Purpose. Our purpose is to improve the procurement planning process by ensuring all Fleet and Industrial Supply Center (FISC), Norfolk customers are well informed of the established timeline for receipt of purchase requests at FISC Norfolk Contracting Offices listed in enclosure (1). By providing customer guidance and quality service, we hope to achieve greater efficiency and meet your every expectation.

2. Discussion. Reference (a) discusses Procurement Administrative Lead Time (PALT) and requires each Contracting Officer to inform the activities served of its current PALT forecasts. Fiscal year 2003 PALT forecasts and the associated FISC Norfolk timeline for receipt of Requests for Contractual Procurement (RCP) or other purchase requests citing expiring funds or requiring contract award on or before 1 October 2003 are established in enclosure (2). Customer feedback in previous years has been instrumental in achieving PALT reductions and efficiencies. We remain committed to further reductions in cycle time and encourage continued feedback in this area. Please visit the NAVSUP website at www.navsup.navy.mil to let us know what you think about the services we provide to you.

3. Recommendations for Procurement Originator

a. Ensure all procurement packages are prepared in accordance with reference (b). A key step in the acquisition process is the preparation of an RCP that clearly and thoroughly

describes the required material or services and includes all supplementary information necessary to process the action. Reference (b) provides instructions for completing the RCP, as well as detailed guidance on the supplementary documentation that may be required. In addition, FISC Norfolk has customer service representatives dedicated to assisting you with your requisition packages. For documentation preparation assistance or to answer any questions concerning the procurement process or a procurement package, please contact a customer service representative listed in enclosure (3).

b. Submit all purchase requests at the earliest possible time, even prior to receipt of new fiscal years funds, if necessary. With proper planning, presolicitation actions can be executed and solicitations readied for issuance contingent upon funds being received, providing a line of accounting is on purchase request. We strongly encourage all renewal orders to be submitted at the earliest possible date to ensure a start date of 1 October 2003.

c. Our Contracting Officers and Customer Service Representatives are always available for advance procurement planning, and you are encouraged to communicate your needs to them as early as possible. This will help ensure procurement packages are complete and requirements clearly defined. A workable RCP allows us to provide immediate service and saves you from expending time and resources on costly rework.

d. After identifying your required delivery date, consider both PALT and manufacturing time or service start-up time to determine the date by which you must submit your purchase request.

e. For large dollar valued procurements requiring formal source selection, we recommend your technical panel conduct the evaluation of offerors' proposals in our facility where Legal Counsel and the Contracting Officer are continuously available to advise and assist.

f. For other than full and open competition, including all sole source procurements, timely submission of the required Justification and Approval (J&A) is essential for processing the purchase request. Any questions concerning the use of the J&A form or the authorized reasons for other than full and open competition should be directed to one of the appropriate customer

service representatives listed in enclosure (3). The FISC Norfolk Competition Advocate and Deputy Competition Advocates listed in enclosure (4) are available for advanced review of requirements to be processed on an other than full and open competition basis.

4. Action

a. Please use the PALT matrix listed in enclosure (2) to plan submission of the RCP. PALT is measured in days from receipt of a proper, complete, and workable procurement request and represents an average for procurement within a particular category.

b. Please ensure RCPs are received at the FISC Norfolk Contracting Office no later than the dates established by enclosure (2). These dates were derived considering the increased number of procurement actions received at the end of the fiscal year in conjunction with the PALT forecast. FISC Norfolk has implemented the DoD mandated Standard Procurement System (SPS). We encourage you to submit all renewal orders and expiring fund orders no later than 31 July 2003. All orders submitted after that date risk untimely processing.

c. Please annotate appropriately by the procurement request to indicate expiring funds.

d. On simplified acquisitions, all Contracting Officers should notify the procurement request originator within 10 days after receipt if they will be unable to complete the action prior to 30 September 2003 for expiring funds. For actions over $100,000, you will be contacted within 5 days of receipt of your RCP package to begin discussion of a milestone plan.

e. If you have an urgent requirement that must be processed sooner than would be possible within normal PALT, you should immediately contact a FISC Norfolk Contracting Customer Service Representative or designated point of contact listed in enclosure (3) to discuss possible alternatives to expedite processing.

f. Afloat Units. No suggested submission dates have been established for requisitions from afloat units. Afloat units are requested to submit known requirements as far in advance as possible to ensure timely procurement action. All requisitions

received from afloat units will be processed as expeditiously as possible to meet required delivery dates. If contract award is not possible prior to the expiration of funds, the FISC Norfolk Procurement Office will notify the requisitioner as soon as possible.

5. Special Categories. Requisitions citing expiring funds in the following categories will be accepted up to 26 September 2003 subject to the following procedures:

a. Local Requirements. All requisitions submitted by local activities after the dates established in enclosure (2) must be hand-carried, faxed, sent via message, or electronically sent to the appropriate FISC Norfolk contracting office. The determination will be made at that time whether sufficient time exists to award an order in time to obligate expiring funds.

b. Renewal of Rental/Lease/Maintenance Agreements. At the end of each fiscal year, several thousand agreements expire and require renewal on 1 October 2003. In addition, many new requests are submitted. To ensure placement of these requirements in as timely a manner as possible, activities are urged to submit their purchase request as soon as their FY04 purchase requirements are known. These documents should cite FY04 funds with the statement "Subject to Availability of Funds." Note: Under no circumstances will Contracting Officers place orders/contracts for continuing services after 01 October 2003 using FY03 funds.

(1) In accordance with FAR 8.001, requiring activities must submit a statement along with the requisition stating that screening for excess government property has been performed prior to initiating a lease. In accordance with DFARS 207.401, for leases of more than 60 days, the requiring activity must prepare and provide the Contracting Officer with justification supporting the decision to lease versus purchase. A determination for lease versus purchase must show that the following minimum factors have been considered in accordance with FAR 7.401:

(a) Estimated length of period the equipment is to be used and extent of use during that period

(b) Financial and operating advantages of alternative types and makes of equipment

(c) Cumulative rental payments for the estimated period of use

(c) Net purchase price
(e) Transportation and installation costs
(f) Maintenance and other service costs
(g) Potential obsolescence of the equipment because of imminent technological improvements

(2) Additional considerations:

(a) Availability of purchase options
(b) Potential for use of the equipment by other agencies after its use by the acquiring agency is ended
(c) Trade-in or salvage value
(d) Imputed interest
(e) Availability of a servicing capability, especially for highly complex equipment; e.g., can the equipment be maintained by the Government or other sources if purchased

6. Please note Government personnel that are not authorized to commit funds on behalf of the Government should be cautious to not create an "unauthorized commitment". Only warranted Contracting Officers can commit the Government. RCP's sent to FISC contracting activities should be followed-up by the customer to ensure a contract has been awarded. Customers should not automatically assume a contract award was made if they have not received a cancellation or rejection status back.

7. Customers should remember to use their Purchase Cards for any purchase under the $2,500.00 threshold. Purchase Cards give the customer the ultimate control of cycle time or PALT.

8. Status. Customers can obtain requisition status on the FISC Norfolk Web site at www.nor.fisc.navy.mil. Click on the block labeled "One Touch Supply", then click on the blue "Enter" at the center of the screen. Follow the additional instructions that appear to obtain requisition status.

9. Goal. Our goal is to meet or exceed customer expectations through quality contracting services. With proper planning, communication, and teamwork with our customers, we will deliver innovative, effective, and timely procurements.

FISC NORFOLK
CONTRACTING OFFICES

ACTIVITY	ADDRESS
Acquisition Department (N00189)	FISC Norfolk, Acquisition Department 1968 Gilbert Street, Suite 600 Norfolk, VA 23511-3392
Detachment Philadelphia (N00140)	FISC Norfolk, Detachment Philadelphia 700 Robbins Avenue, Bldg. 2B Philadelphia, PA 19111-5083
Detachment Washington (N00600)	FISC Norfolk, Detachment Washington 1014 N St. SE Suite 400 Washington, DC 20374-5014
Norfolk Naval Shipyard (NNSY) Annex (N00181)	FISC Norfolk, Norfolk Naval Shipyard Annex Bldg. 1500, 2nd Floor, Attn: Code 530 Portsmouth, VA 23709-5000

TIMELINE FOR RECEIPT OF PURCHASE REQUESTS AT FISC NORFOLK CONTRACTING OFFICES AND PALT TABLE

PROCUREMENT ACTION	AVERAGE PALT	FY 03 DEADLINE
1. Simplified Acquisition Procedures (SAP)		
Under $2500 (Micropurchase)	10 Days	19 Sep 03
$2500-$25K (Competitive)	15 Days	12 Sep 03
$2500-$25K (Noncompetitive)	20 Days	10 Sep 03
$25K-$100K (See Note 1)	40 Days	21 Aug 03
Commercial Item - under $5M	60 Days	01 Aug 03
2. FSS/GSA Delivery Order	30 Days	30 Aug 03
3. Other Delivery Order		
Firm Fixed Price (FFP)	20 Days	10 Sep 03
Other than FFP	30 Days	30 Aug 03
4. Exercise of Options (Most options are required to be exercised 30 days prior to contract expiration, with notice of intent to exercise the option required 60 days prior to contract expiration)	75 Days	17 Jul 03 (or 90 days prior to contract expiration)
5. Contracting by Sealed Bid/Negotiation Under $1 Million: $100K-$1M (Competitive/ Commercial Item/Noncompetitive)	100 Days	20 Jun 03
6. Contracting by Sealed Bid/Negotiation Over $1 Million (Competitive/Commercial Item):		
a. Technical evaluation (if required promptly performed at FISC Norfolk Contracting Activity $1M-$10M		
over $10M	110 Days	12 Jun 03
b. Technical evaluation (Best Value)	175 Days	08 Apr 03
7. Contracting Negotiation Over $1 Million (Noncompetitive)		
$1M-$10M	85 Days	03 Jul 03
Over $10M	340 Days	24 Oct 02

The established deadline dates are based on 30 September 2003 awards for requirements citing expiring funds, or 1 October 2003 start dates for contract renewals or follow-on actions.

NOTE 1: Applies only to those requirements that specifically fall under SAP.

FISC NORFOLK
CUSTOMER SERVICE REPRESENTATIVES AND POINTS OF CONTACT

Location	Points of Contact	Phone Number
Acquisition Department	Chief of Contracting Office	(757) 443-1601
	Technical Director	(757) 443-1601
	Customer Rep (Contracts)	(757) 443-1441
	Customer Rep (Simplified Acquisition)	(757) 443-1378
		DSN 646
Detachment Philadelphia	Officer in Charge	(215) 697-9550/51
	Technical Director	(215) 697-9550/51
	Customer Rep (Contracts)	(215) 697-9700
	Customer Rep (Simplified Acquisition)	(215) 697-9660/68
		DSN 442
Detachment Washington	Officer in Charge	(202) 433-2901
	Technical Director	(202) 433-3500
	Customer Liaison	(202) 433-2846
		DSN 288
NNSY Annex	Purchase Officer	(757) 396-8354
	Deputy Purchase Officer	(757) 396-8037
		DSN 961

FISC NORFOLK
COMPETITION ADVOCATE AND DEPUTY COMPETITION ADVOCATES

Location	Competition Advocate		Phone Number
FISC Norfolk	Ms. Catherine Rudolph		(757) 443-1603
		FAX	(757) 443-1617
			DSN: 646
	Deputy Competition Advocates		
Detachment Philadelphia	Mr. Daniel O'Sullivan		(215) 697-9571
		FAX	(215) 697-9574
			DSN: 442
Detachment Washington			(202) 685-1271
		FAX	(202) 685-0000
			DSN: 288

Enclosure (4)