



United States Army Medical Research Acquisition Activity USAMRAA



25 March 2009

**"Helping Us Help You"
Submitting a "Model" Requirements
Package to USAMRAA**



AGENDA

Complete and proper Purchase Request Preparation and Submission

- ▶ **PR attachments**
- ▶ **(Backup & Supporting data)**
- ▶ **Role of the Account Managers and
Branch Chiefs**

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ATTACHMENTS/BACKUP/SUPPORTING DOCUMENTATION FOR PR's

QUOTES – for purchase of items (supplies & equipment, etc. and basic services)

MEC – Minimum Essential Characteristics – See FAR Part 11; 11.002, 11.104 - 105

► PROPOSALS

- ◆ STATEMENTS OF WORK – when contracting for R&D
- ◆ PERFORMANCE WORK STATEMENTS - when contracting for services; defines the work in terms of “what” is required, rather than “how” the work is to be performed
- ◆ Budgets and other information



- ▶ **SIGNED Service Contract/Civilian Hire Approval Form (Formerly known as MEDCOM Approval)**
- ▶ **MUST be received by PRCentral before or simultaneously with electronic PR or the PR WILL BE RETURNED/CANCELLED**
 - ◆ - **BE SURE THE PR NUMBER APPEARS ON THE APPROVAL**
 - × The approval does no good whatsoever if we don't know which PR it supports. If the PR number is not on the approval (or the e-mail submitting the approval), there's a chance that the PR could be cancelled or returned because we were not able to associate the approval with the appropriate PR.
- ▶ **APPROVAL NOT Required - Supplies, equipment – Cell phone service, Attending symposium, grants & cooperative agreements, SBIRs,**
- ▶ **Construction w/end items;**
- ▶ **Non-Army money**
- ▶ **If you are in doubt about whether or not MEDCOM is required, call PRCentral or your Account Manager**

HOW TO SEND ATTACHMENTS/BACKUP

COMING SOON – LIVE LINK!

(Presentation tomorrow @ 9:35 Plenary)

- ▶ **Preferred: Via e-mail to PRCentral**
usamraaprcentral@amedd.army.mil

- ▶ **E-mail attachments: Forward v/s Reply**

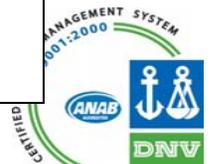
- ▶ **Separate e-mails for separate requirements**

- ▶ **Acceptable:**
 - ◆ **Fax 301/619-1367**

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- ▶ **Use the Complete PR number in Subject Line of E-mail**
- ▶ **Send info directly to the Contract Specialist or buyer if they've requested info – no need to copy PRCentral on this**
- ▶ **Let PRCentral know if the PR is cancelled**
- ▶ **Let PRC know if the PR number has changed since you sent the attachments**





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COMPLELTE & PROPER PR

UNIQUE NUMBER – 14 Characters

W23RYX - 9084 - 1234

W74MYF - 9084 - N001

DODAAC

**Julian
Date**

**Customer
Number**



UNACCEPTABLE PR NUMBERING

W81XWH71351234A

W81XWH71351234*
_

W81XWH713512345

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- ▶ **What you put on the PR, is not (necessarily) what we see on the PR (Justification, comments block)**
- ▶ **Previous award/PR number**
 - ◆ **Mod to W80DLM83031234 or**
 - ◆ **Mod to W81XWH-08-C-1234**
- ▶ **Fund cite and funded amount**
- ▶ **No funds for IDIQ**
- ▶ **No \$0 PRs unless for No Charge(N/C) items – SPECIFY IN THE PR that it is a N/C item!**
- ▶ **No PR needed for admin actions (EWOFF; Change of PI; other admin) – e-mail PRCentral or the Specialist/Buyer**
 - ◆ **Differentiate - Zero and letter O (they're not interchangeable)**
 - ◆ **No dollar amounts in classification block of PR – dollar amounts have a separate field in which to be entered**



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- ▶ **No Contract Level Funding**
- ▶ **No need for “N/A” in any field (Catalog number; serial number; brand name; etc.)**
- ▶ **No “hard returns” in comments block**
- ▶ **Multiple Items/Multiple CLINS**
- ▶ **Delivery Address**
- ▶ **Sole Source – include justification, FAR 6.3**
- ▶ **Item Description – be specific and clear - see next...**



Item Descriptions

Soft, pliant, textured; latex; one size fits all, catalog no. 067A391, 75/box

Item Descriptions

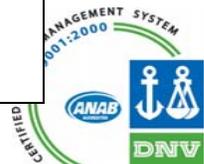
**Sld. Ster. Vls. in clr. or amber gls.
Mst/b tp. 1 bste. asmbd. gls. w/20
mm nk. with btl. stprs. and almn.
seals. Ster'n. mst/b perf'd in an FDA
insp. fac., operating to cGMP
compl. 10ml**

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OTHER ISSUES

- ▶ **Customer Personnel Information**
 - ◆ Include a POC w/phone # in PR – If you are out of the office, leave a message or out of office e-mail providing the name(s) of other(s) who can assist if there are problems with the PR
 - ◆ Send info to Owen Martz t/b entered into PD2
 - ◆ Send Owen Martz an e-mail when personnel s/b removed
- ▶ **Expedite PRs – either mark the PR as an Expedite, or send PRCentral an e-mail – use the PR number as the subject line.**
- ▶ **At the end of the fiscal year – DO NOT mark PRs as expedites simply because they have expiring funds.**
- ▶ **Cancelling a PR – Must be a written request for cancellation. E-mail is required – use the PR number as the subject line**
- ▶ **Additional Info can be included in the Line Item Extended Description**
- ▶ **Suggested Sources – if you know of any, please include them in the PR**



- ▶ **Account Managers**
- ▶ **v/s**
- ▶ **CSC Chiefs**

- ▶ **ACCOUNT MANAGERS**
- ▶ **Provide Acquisition Guidance and Support to Customers**
 - ▶ **Review procurement actions**
 - ▶ **Sign procurement actions**
 - ▶ **Mentor Contract Specialists**

- ▶ **Customer Service Center Chief**
 - ▶ **General Manager for the CSC**
 - ▶ **Hiring of new Employees**
- ▶ **Assign work to Specialists & Buyers**
 - ▶ **Backup for AMs**

▶

▶ **SUGGESTIONS FOR PRCentral?**

- ▶ **How can we do it faster?**
- ▶ **How can we be more efficient?**
- ▶ **How can we help you, the customer?**

▶ **QUESTIONS?**