

USAMRAA Contract Requirements Matrix -

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Comment -This matrix represents general guidelines to assist the customer in developing documentation for a procurement package. It does not represent official policy and should not be relied upon as such. If there are any questions regarding the information in this matrix, consult the applicable regulatory guidance, but the Contracting Officer will determine final resolution. Coordination with the contracting team early in the process is recommended.

		1	2	3	4	5	6	7	8	9	10	11	12								
		AT and OPSEC (AFARS 5107.9101)	Acquisition Strategy (AFARS 5137.590-3(b))	Acquisition Plan (DFARS 207.103(d))	Market Research (FAR Part 10)	Request Service Contract Approval Form (RSCA) (Army Organizations ONLY)	Performance Work Statement (PWS) Statement of Need (SON) Statement of Objectives (SOO)	Minimum Essential Characteristics (MECs)	Independent Government Estimate (IGE)	Purchase Request (PR)	Quality Assurance Surveillance Plan (QASP) Technical Inspection Plan	Evaluation Criteria (EVAL)	COR Nomination / Technical POC & Budget POC (DFARS PGI 201-602(d))	Justification & Approval (J & A) FAR 6.3, 13.106-(1)(b), & 13.501(a)	Justification for an Exception to Fair Opportunity (JEFO) FAR 16.505(b)(2)	Limited Source Justification (LSJ) FAR 8.405-6	Source Selection Plan (SSP)	Acquisition Decision Memorandum IAW DoD Instruction 5000.2 & Decision Gate Directive 2014-02	Contract Data Requirements List & Data Items Descriptions		
<b>PR Package Requirements</b>																					
Service	<b>Full &amp; Open Comp. &gt; \$250K</b>	R*	R	A	R	R	R		R	R	R	R	R	A		A	A	A	A		
	Other Than Full & Open Comp.	Non	< \$250,000			R	R	R	A	A	R	R	R	A	A		A	A	A	A	
		DoD	> \$250,000	A	R	A	R	R	R	A	R	R	R	R	A		A	A	A	A	
		DoD	> \$250,000	R*	R	A	R	R	R	A	R	R	R	R	A		A	A	A	A	
Supply	<b>Full &amp; Open Comp. &gt; \$250K</b>	R		A	R	R	R	A	A	R	R	R	A	A		A	A	A	A		
	Other Than Full & Open Comp.	Non	< \$250,000			R		A	A	A	R		R	A	A		A	A	A	A	
		DoD	> \$250,000	A		A	R		A	A	R	R		R	A	A		A	A	A	A
		DoD	> \$250K	R		A	R		A	A	R	R		R	A	A		A	A	A	A
MODs	Service	A			A	R/A	A		A	A	A			A	A	A		A	A		
	Supply	A			A		A	A	A	A				A	A	A		A	A		
TOs	Service	A	R		R	R	R	A	A	R	A	A	A	A	A		A	A	A		
DOs	Supply	A			R		A	A	A	R	A	A	A	A	A		A	A	A		
AS is Options	Service & Supply	R			R	A				A				A							

NOTES R = Required A = As Applicable

\*\* For "Supply with Service" & "Service with Supply" include documents from both categories. \*\*

- 1 **AT and OPSEC coversheet**, AFARS 5107.9101 Required prior to issuing a solicitation for a service contract in excess of the **\*micropurchase threshold** or a supply contract in excess of the simplified acquisition threshold. Applies to orders under indefinite delivery contracts, unless each task or delivery order under the contract is for substantially the same product or service, in which case the cover sheet at the contract level is sufficient. Required for ALL Option Exercise packages.
- 2 **Acquisition Strategy** -AFARS 5137.590-3 Required prior to issuing a solicitation for all Services >SAT approval authority dependent on est. total value of action. See AFARS 5137.590-2 Applicability Acquisition Strategy for Services and Acquisition Services Strategy Panel (ASSP) Policy and Compliance Guidance **Written Acquisition Plans** -DFAR 207.103(d)(i) Required for development requirements (FAR 35.001) when the total cost of all contracts for the acquisition program is estimated at \$10 M or more; & for acquisition for production or services when the total cost of all contracts for the program is estimated at \$50 M or more for all years; or \$25 M or more for any one fiscal year. See also AFARS 5107.103-90 Acquisition Plan approvals.
- 3 **Market Research** - Required for every procurement - supplies and services. It is accomplished by developing the essential physical, functional, and/or performance requirements needed to compete the requirement or to substantiate why the procurement must be accomplished with limited or no competition .
- 4 **Request for Service Contract Approval(RSCA)**. AFARS 5107.503 Contracting officers shall not issue a solicitation for a service requirement or award **any** service contract or order, or modify a service contract or order to add new work, without an approved certification. RSCA **IS** required when exercising options on FAR 16.5 IDIQ "D" contract types and orders for services, even if there are no changes in the terms, conditions, scope of work, or level of effort. EXCEPTIONS: The RSCA form **IS NOT** required when exercising options on Non-IDIQ contract types for services, provided there are no changes in the terms, conditions, scope of work, or level of effort. RSCA is NOT required for RDT&E efforts categorized with PSCs AXX1, AXX2, AXX3, AXX4, AXX5, and AXX7, it IS required for AXX6. RSCA form is not required for incremental funding or administrative modifications.
- 5 **Signed Independent Government Cost Estimate (IGCE)/Independent Government Estimate (IGE)**. AFARs 5107.9002. The IGCE/IGE is the U.S. Gov't estimate of costs that a contractor may incur in performing services and/or providing supplies to achieve the Government's objectives. The IGCE is a procurement sensitive document and should be handled accordingly. Signed IGCEs are required for Supply/ Service requirements valued greater than \$250K. KOs shall require the preparation of an IGCE in every procurement action in excess of the simplified acquisition threshold (SAT). The KO, at his or her discretion, may require an IGCE for actions less than the SAT.
- 6 **Contracting Officer Representative (COR) Nomination Letter/Technical POC** DFARS PGI 201.602-2- The COR must submit their COR registration and all COR nomination package documents in the DoD Contracting Officer Representative Tracking (CORT) Tool. Appointed CORs are required for all Service requirements valued greater than \$250K including Supplies contracts if non incidental Services are procured with the Supplies.
- 7 **Justification & Approval (J&A)** - Required if purchase will be made without full and open competition. FAR 6.3, FAR 13.106-(1)(b), & FAR 13.501(a)
- 8 **Justification for an Exception to Fair Opportunity (JEFO)** - Required for task/delivery orders under multiple award IDIQ contracts under FAR Part 16 when fair opportunity is not extended to all contractors holders. FAR 16.505(b)(2)
- 9 **Limited Source Justification (LSJ)** - Required for GSA FSS purchases if less than three firms will be solicited, or if the purchase will be made without competition. Required for FAR Part 8 orders if 'fair opportunity' to compete is not extended to all schedule contract holders. FAR 8.405-6
- 10 **Source Selection Plan (SSP)** - Required when conducting negotiated, competitive FAR Part 15 acquisitions for requirements with an estimated value of \$10 M or more; Required for all Acquisitons that use DoD Source Selection Procedures. Reference the DoD Source Selection Procedure. See DFARS PGI 215.3 and the Army Source Selection Supplement (AFARS Appendix, AA).
- 11 **Acquisition Decision Memorandum (ADM)** - Applies to requirements in the acquisition life-cycle (Decision Gate) IAW DoD Instruction 5000.2 & Decision Gate Directive 2014-02.