



*Ready.
Resourceful.
Responsive!*

**NAVAL SUPPLY SYSTEMS COMMAND
FLEET & INDUSTRIAL SUPPLY CENTER SAN DIEGO**



Regional Contracts Department

Customer Guide

February 2003



Ready.
Resourceful.
Responsive!

NAVAL SUPPLY SYSTEMS COMMAND
FLEET & INDUSTRIAL SUPPLY CENTER SAN DIEGO

Table of Contents

Introduction	2
Regional Contracts Department Directory	3
Purchase Request Submission	4
Purchase Request Processing Timeframes	5
Requisition Status	5
Contacting Customers for Information	5
Sample Purchase Request Forms	6
Sample DD Form 1149	7
Sample NAVCOMPT Form 2276	9
Purchase Request for Supplies and Services Checklist	10
Urgent Purchase Requests	12
Urgency Impact Statement	12
Sole Source Procurements	12
Sole Source Justification Form	14
Mandatory Sources of Supply	15
Purchase Description	16
Brand Name or Equal	16
Items Requiring Special Attention	17

Introduction

This guide is designed to provide our customers with our procurement procedures and assist them in the submission of quality requisitions. It is our goal that through the use of this guide for document preparation, the Fleet & Industrial Supply Center will be able to provide better service in terms of cost, timeliness and quality.

Regional Contracts Department

Our Mission

Provide combat capability through logistics.

Our Vision

To be the Acquisition Center of choice, providing innovative, efficient, and effective business solutions which result in best value goods and services for our customers.

Our Services

We provide a full range of acquisition services specializing in contracting for:

- 3rd Party Logistics / Direct Vendor Delivery
- A-76
- Base Support Services (Household Goods, Food Services, etc.)
- Engineering and Technical Support Services
- Equipment and Hardware (including maintenance services)
- Port Services (Husbanding)
- Shipboard Habitability
- NMCI
- Ship and aircraft components
- Ship and aircraft repair services

Regional Contracts Department Directory

Representative	Phone
Customer Assistance Desk	(619) 532-3440
Director and Deputy Director	(619) 532-3435
Head, Office of Counsel	(619) 532-2198
Deputy for Small Business	(619) 532-3439
Director, Acquisition & Business Support	(619) 532-1117
Director, Regional Procurement Management	(619) 532-3402
Habitability Branch (Naval Architect)	(619) 556-2116
Contracting Officer (Code 240)	(619) 532-2556
Major Customers/Commodities:	
- Fleet (COMNAVSURFPAC/COMNAVSUBPAC)	
- FISCSD, PWC, NCBC	
- Mess Attendant and Husbanding Service Contracts	
- SUBASE, NAVSTA and tenant commands	
- Household Goods	
- Medical supplies and services (other than Naval Medical Center San Diego)	
- CBC Port Hueneme and tenant commands (over \$25K)	
- NAS Point Mugu and tenant commands (over \$25K)	
Contracting Officer (Code 250)	(619) 532-4057
Major Customers/Commodities:	
- A/76 Outsourcing	
- NMCI	
- Telecommunications	
- Naval Medical Center San Diego	
Contracting Officer (Code 260)	(619) 532-2555
Major Customer/Commodities:	
- NADEP, SUPSHIP, SIMA	
- Laundry and Mortuary Services	
- NASNI and tenant commands	
- Fleet (COMNAVAIRPAC)	
Contracting Officer (Code 280) Seal Beach Detachment	(562) 626-7384
Major Customer/Commodities:	
- Naval Weapons Station Seal Beach and NWAD	
- Port Hueneme and tenant commands (under \$25K)	
- NAS Point Mugu and tenant commands (under \$25K)	
- NPS Monterey	

Purchase Request Submission

Purchase requests for supplies and/or services are normally submitted on either a DD Form 1149 or NAVCOMPT Form 2276. Examples of each of these forms are provided in this guide. Purchase requests may be submitted to FISC San Diego in a variety of methods.

- **E-Mail:** You can submit a scanned copy of your signed purchase request(s) to our Customer Assistance Desk via e-mail. The e-mail address is as follows:

fiscsd_contracting@sd.fisc.navy.mil

- **Hand Delivery, Mail or Fax:** FISC San Diego has various sites to service our large customer base. You may submit your requisitions via fax, hand delivery or mail to the site that is closest to your command. The following information is provided:

Site	Mailing Address	Physical Location
Broadway <i>(including 32nd Street Naval Station & SubBase Point Loma)</i>	Fleet & Industrial Supply Center 937 North Harbor Drive, Suite 60 San Diego CA 92132-0060 Fax: 619-532-2690 DSN 522-2690	937 North Harbor Drive Building 1, 7 th Floor San Diego CA 92132
NAS North Island	Fleet & Industrial Supply Center 937 North Harbor Drive, Suite 430 San Diego CA 92132-0430 Fax: 619-545-4156 DSN 735-4156	NAS North Island Building 334, 3 rd Floor San Diego CA 92135
Seal Beach	Fleet & Industrial Supply Center 800 Seal Beach Boulevard Seal Beach CA 90740-5000 Fax: 562-626-7479 DSN 873-7479	NWS Seal Beach Building 239 Seal Beach CA 90740
Port Hueneme	Fleet & Industrial Supply Center Building 801, Room 104 Port Hueneme CA 93043-5000 Fax: 805-982-2558 DSN 551-2558	CBC Port Hueneme Building 801, Room 104 Port Hueneme CA 93443
Monterey	Fleet & Industrial Supply Center 1588 Cunningham Road, Room E100 Monterey CA 93943-5209 Fax: 831-656-1029 DSN 756-1029	Naval Postgraduate School Herrmann Hall, East Wing Building 221, Room E100 Monterey CA 93943

Purchase Request Processing Timeframes

Our goal is to process routine purchase requests within the specified cycle timeframes as indicated below:

Requirements < \$25K	20 Days
Requirements \$25K to \$100K	30 Days
Requirements \$100K to \$5M	FISC San Diego will contact you within five days of receipt of your requisition. At this time, we will work with you to develop a mutually agreeable milestone plan, and award the contract in accordance with the plan.

Requisition Status

There are several ways you can check the status of your purchase request. They are as follows:

Navy Integrated Call Center (NICC)	Phone: 877-418-6824 (<i>Toll Free</i>)
	Fax: 619-532-4013 DSN 522-4013
	E-Mail: fiscsd_cic@sd.fisc.navy.mil
One Touch Support (OTS) Website	www.onetouch.navy.mil
Regional Contracts Department	Phone: 619-532-3440 DSN 522-3440
Customer Assistance Desk	Fax: 619-532-2690 DSN 522-2690
	E-Mail: fiscsd_contracting@sd.fisc.navy.mil

Contacting Customers for Information

In the event further information is required to process your requirement, FISC San Diego will contact the point of contact identified on the purchase request. The following plan will apply to all requests for information. This plan provides the buyer/contract specialist and the customer established periods for obtaining necessary information. This will ensure that FISC has sufficient time to support all customers without spending undue time on unnecessary calls.

- ☑ **Step One:** Day One, requisition contains incomplete information. Contract specialist notifies customer and requests the additional information.
- ☑ **Step Two:** Four *working days* later if the information is still not received. Contract specialist again requests information from the customer.
- ☑ **Step Three:** Two *working days* after Step Two follow-up. Cancel requisition and send back to customer.

Sample Purchase Request Forms

A sample of the DD Form 1149 and NAVCOMPT Form 2276 are provided. The required information for each form type is provided as follows:

DD Form 1149

BLOCK	ENTRY								
A From	Name, Organization and address of requesting activity								
B To	Name, Organization and address of contracting activity								
C Ship To – Mark For	Delivery location or customer pick-up if indicated. Must include two points of contact, telephone numbers and e-mail addresses.								
D Appropriation Data	Complete line of accounting to include fund code								
E Requisition Date	Self-explanatory								
F Requisition Number	Self-explanatory								
G Date Required	Latest possible acceptable date to meet operational requirements								
H Priority	The urgency of need of the end use requirement specified based on the requisitioner’s Force/Activity Designator (FAD)								
I Signature	Signature of authorized requesting activity official								
J Description	Adequate purchase description which sets forth the essential physical and functional characteristics of the supplies or services required. A purchase description should include the following characteristics, as necessary, to describe the Government’s minimum requirements: <table border="0" style="margin-left: 20px;"> <tr> <td><input checked="" type="checkbox"/> Common nomenclature</td> <td><input checked="" type="checkbox"/> Kind of material (i.e. type, grade, alternatives,etc.)</td> </tr> <tr> <td><input checked="" type="checkbox"/> Electrical data, if any</td> <td><input checked="" type="checkbox"/> Dimensions, sizes or capacity</td> </tr> <tr> <td><input checked="" type="checkbox"/> Intended use, including location within assembly and essential operating conditions</td> <td><input checked="" type="checkbox"/> Equipment with which the item is to be used</td> </tr> <tr> <td><input checked="" type="checkbox"/> Other pertinent information, that further describes the item, material or services required</td> <td><input checked="" type="checkbox"/> If a vendor part number is cited, provide the manufacturer part number</td> </tr> </table>	<input checked="" type="checkbox"/> Common nomenclature	<input checked="" type="checkbox"/> Kind of material (i.e. type, grade, alternatives,etc.)	<input checked="" type="checkbox"/> Electrical data, if any	<input checked="" type="checkbox"/> Dimensions, sizes or capacity	<input checked="" type="checkbox"/> Intended use, including location within assembly and essential operating conditions	<input checked="" type="checkbox"/> Equipment with which the item is to be used	<input checked="" type="checkbox"/> Other pertinent information, that further describes the item, material or services required	<input checked="" type="checkbox"/> If a vendor part number is cited, provide the manufacturer part number
<input checked="" type="checkbox"/> Common nomenclature	<input checked="" type="checkbox"/> Kind of material (i.e. type, grade, alternatives,etc.)								
<input checked="" type="checkbox"/> Electrical data, if any	<input checked="" type="checkbox"/> Dimensions, sizes or capacity								
<input checked="" type="checkbox"/> Intended use, including location within assembly and essential operating conditions	<input checked="" type="checkbox"/> Equipment with which the item is to be used								
<input checked="" type="checkbox"/> Other pertinent information, that further describes the item, material or services required	<input checked="" type="checkbox"/> If a vendor part number is cited, provide the manufacturer part number								
K Suggested Source of Supply	Name, address and telephone number of the suggested source of supply. If possible, please provide a point of contact and extension as well.								
L Quantity / Unit of Issue	Quantity and unit of issue of the supplies or services being requested								
M Unit Price / Extended Price	Unit price and extended price of each supply or service being requested								

NAVCOMPT Form 2276

BLOCK	ENTRY								
A Requisition Number	Self-explanatory								
B Priority	The urgency of need of the end use requirement specified based on the requisitioner's Force/Activity Designator (FAD)								
C Date Required	Latest possible acceptable date to meet operational requirements								
D From	Name, Organization and address of requesting activity								
E For Details Contact	Must include two points of contact, telephone numbers and e-mail addresses.								
F To	Name, Organization and address of contracting activity								
G Mail Invoices To	Name, Organization and address where invoices are to be mailed to.								
H Appropriation Data	Complete line of accounting to include fund code								
I Description	Adequate purchase description which sets forth the essential physical and functional characteristics of the supplies or services required. A purchase description should include the following characteristics, as necessary, to describe the Government's minimum requirements: <table border="0" style="margin-left: 20px;"> <tr> <td><input checked="" type="checkbox"/> Common nomenclature</td> <td><input checked="" type="checkbox"/> Kind of material (i.e. type, grade, alternatives, etc.)</td> </tr> <tr> <td><input checked="" type="checkbox"/> Electrical data, if any</td> <td><input checked="" type="checkbox"/> Dimensions, sizes or capacity</td> </tr> <tr> <td><input checked="" type="checkbox"/> Intended use, including location within assembly and essential operating conditions</td> <td><input checked="" type="checkbox"/> Equipment with which the item is to be used</td> </tr> <tr> <td><input checked="" type="checkbox"/> Other pertinent information, that further describes the item, material or services required</td> <td><input checked="" type="checkbox"/> If a vendor part number is cited, provide the manufacturer part number</td> </tr> </table>	<input checked="" type="checkbox"/> Common nomenclature	<input checked="" type="checkbox"/> Kind of material (i.e. type, grade, alternatives, etc.)	<input checked="" type="checkbox"/> Electrical data, if any	<input checked="" type="checkbox"/> Dimensions, sizes or capacity	<input checked="" type="checkbox"/> Intended use, including location within assembly and essential operating conditions	<input checked="" type="checkbox"/> Equipment with which the item is to be used	<input checked="" type="checkbox"/> Other pertinent information, that further describes the item, material or services required	<input checked="" type="checkbox"/> If a vendor part number is cited, provide the manufacturer part number
<input checked="" type="checkbox"/> Common nomenclature	<input checked="" type="checkbox"/> Kind of material (i.e. type, grade, alternatives, etc.)								
<input checked="" type="checkbox"/> Electrical data, if any	<input checked="" type="checkbox"/> Dimensions, sizes or capacity								
<input checked="" type="checkbox"/> Intended use, including location within assembly and essential operating conditions	<input checked="" type="checkbox"/> Equipment with which the item is to be used								
<input checked="" type="checkbox"/> Other pertinent information, that further describes the item, material or services required	<input checked="" type="checkbox"/> If a vendor part number is cited, provide the manufacturer part number								
J Suggested Source of Supply	Name, address and telephone number of the suggested source of supply. If possible, please provide a point of contact and extension as well.								
K Quantity / Unit of Issue	Quantity and unit of issue of the supplies or services being requested								
L Unit Price / Extended Price	Unit price and extended price of each supply or service being requested								
M Signature	Signature of authorized requesting activity official								

1. THIS REQUEST MUST BE ACCEPTED ON A DIRECT CITATION BASIS ONLY AND IS SUBJECT TO THE CONDITIONS LISTED ON THE REVERSE SIDE.						2. DOCUMENT NUMBER N0007003RC65012						
3. REFERENCE NUMBER		4. FUNDS EXPIRE ON 30 SEP 03		5. DMS RATING B		6. PRIORITY 15		7. DATE REQUIRED 15 MAR 03		8. AMENDMENT NO. BASIC		
9. FROM UIC D COMMANDER US PACIFIC FLEET 250 MAKALAPA DRIVE PEARL HARBOR HI 96860-3131				10. FOR DETAILS CONTACT: E PRIMARY: ET1(SW) THOMPSON @ 619-556-0091 x 7342 E-MAIL: ronald.thompson@navy.mil ALTERNATE: ET2 STEPHENS @ 556-0002 x 7347 E-MAIL: mathew.stephens@navy.mil								
11. TO: UIC F FLEET AND INDUSTRIAL SUPPLY CENTER 937 NORTH HARBOR DRIVE SUITE 60 SAN DIEGO CA 92132-0060						12. MAIL INVOICES TO: G COMMANDER US PACIFIC FLEET 250 MAKALAPA DRIVE PEARL HARBOR HI 96860-3131						
13. ACCOUNTING DATA TO BE CITED ON RESULTING CONTRACTS												
A. ACRN	B. APPROPRIATION	C. SUB-HEAD	D. OBJ. CLASS	E. BU. CONTROL	F. SA	G. AAA	H. TT	P. AAA	I. COST CODE	K. AMOUNT		
H AA	1731804	70BA	000	00070	0	068688	2D	N00070	0007003RC65012	\$12,500.00		
14. AMOUNTS WILL NOT BE EXCEEDED IN THE OBLIGATION DOCUMENT WITHOUT PRIOR WRITTEN APPROVAL FROM THE ISSUER.									L. TOTAL THIS DOCUMENT		\$12,500.00	
									M. CUMULATIVE TOTAL		\$12,500.00	
PROCUREMENT BY CONTRACT OR OTHER MEANS IS REQUESTED THESE ITEMS <input type="checkbox"/> ARE <input checked="" type="checkbox"/> NOT INCLUDED IN THE SERVICE SUPPLY SUPPORT PROGRAM AND REQUIRED IN <input type="checkbox"/> FULL <input type="checkbox"/> PARTIAL <input type="checkbox"/> NONE <input type="checkbox"/> HAS <input type="checkbox"/> HAS NOT BEEN ACCOMPLISHED												
A. ACRN	B. ITEM NO.	C. FSC	D. DESCRIPTION (NAT., STOCK NO., SPEC. AND/OR DRAWING NO., ETC.)					E. QUANTITY	F. UNIT	G. ESTIMATED UNIT PRICE	H. ESTIMATED AMOUNT	
	I 0001	J S203	K CONTRACTOR PROVIDED MANAGEMENT, LABOR, AND SUPPORT TO PERFORM MESS ATTENDANT, SCULLERY, AND STOCK CLERK SERVICES ONBOARD USS TARAWA (LHA 1). STATEMENT OF WORK (SOW) IS ATTACHED. PERIOD OF PERFORMANCE: 15 MAR 03 - 30 SEP 03 SUGGESTED SOURCE OF SUPPLY: ELIZABETH & ASSOCIATES MANAGEMENT SERVICES COMPANY 1760 FREMONT BLVD #BU-60 SEASIDE CA 93955 PHONE: 831-394-7906 POC: RICK R. REESE					L 1	L GP	\$12,500.00	\$12,500.00	
16. SEE ATTACHED PAGES FOR DELIVERY SCHEDULES, PRESERVATION AND PACKAGING INSTRUCTIONS, SHIPPING INSTRUCTIONS AND INSTRUCTIONS FOR DISTRIBUTION OF CONTRACTS AND RELATED DOCUMENTS.										I. GRAND TOTAL		
17. TRANSPORTATION ALLOTMENT (Used if FOB Contractor's plant)												
18. I CERTIFY THAT THE FUNDS CITED ARE PROPERLY CHARGEABLE FOR ITEMS REQUESTED				M AUTHORIZING OFFICIAL (NAME, TITLE AND SIGNATURE) ROBERT E. PRIMROSE, JR BUDGET ANALYST				DATE 3 FEB 03				
19. THIS REQUEST IS ACCEPTED AND THE ITEMS WILL BE PROVIDED IN ACCORDANCE HEREWITH.				ACCEPTING OFFICAL (NAME, TITLE AND SIGNATURE)				DATE				

Purchase Request for Supplies and Services Checklist

FISC has developed a checklist to assist you when preparing your purchase requests. This checklist will ensure that we receive information necessary to purchase what you need, or coordinate the service you require in a timely manner. Your assistance in providing this information will expedite the procurement process, and will alleviate unnecessary calls requesting further information.

Required on ALL purchase requests	
<input type="checkbox"/>	Authorizing signature
<input type="checkbox"/>	Requisition number
<input type="checkbox"/>	Required delivery date (latest possible acceptable date to meet operational commitments), and delivery instructions (delivery location or customer pick-up indicated) <i>or</i> Period of Performance
<i>NOTE: All efforts will be made to meet your required date(s). However, be advised that FISC has no control over contractor availability.</i>	
<input type="checkbox"/>	Appropriate priority designator
<input type="checkbox"/>	Complete line of accounting to include fund code
<input type="checkbox"/>	Quantity / Unit of Issue
<input type="checkbox"/>	Suggested source of supply (including address, telephone number and point of contact).
<input type="checkbox"/>	Primary and alternate points of contact, phone number(s), extension(s), technical POC's and e-mail addresses
<input type="checkbox"/>	Legible (hand written NOT acceptable) and double spaced when submitted on DD 1149 or NAVCOMPT 2276
<input type="checkbox"/>	For requisitions under \$2,500, a written justification is required detailing the circumstances that prevent the use of the purchase card.

Required on Purchase Requests for Supplies	
<input type="checkbox"/>	Complete purchase description to include the minimum critical features the equipment must contain and a copy of the drawing, if applicable. Copy of catalog page, drawing or photo if possible.
<input type="checkbox"/>	Complete description of end item application/next higher assembly (NHA). Include manufacturer, model, serial number and description of NHA for all items which must fit existing equipment.
<input type="checkbox"/>	Manufacturer's name and part number (vendor part numbers may be cited, however, always include manufacturer's data). Include CAGE code, if known, and a complete address of manufacturer and suggested source if different from manufacturer. Provide small business source of supply, if available, along with their part number(s), availability, point of contact and telephone number.
<input type="checkbox"/>	Adequate sole source justification, if applicable.

Required on Purchase Requests for Services

- Manufacturer of item to be repaired
 - Original acquisition (purchase) cost
 - Indicate model number, part number and serial number for each piece of equipment to be repaired.
 - Description of the specific problem ("Does not work" is not sufficient). Be specific as to what function machine will not perform.
 - Indicate whether the work is to be completed at the activity location.
 - If **yes**, provide location of equipment (address, bldg #, floor, room #, etc. If afloat unit, location of ship and location aboard ship, i.e. Pier 1, NAVSTA, Communications Office 5-123-4-Q).
 - If **no**, indicate if activity will deliver and pick-up equipment at contractor's place of business or if you want the contractor to pick-up and deliver.
- NOTE: It is the activity's responsibility to ensure all security arrangements are made for the contractor's access to the base and piers.*
- Required completion date for the service/repair.
 - Indicate any specifications that the repair has to be in accordance with (e.g. MIL-SPEC, FED-SPEC, technical manuals or drawings, etc.)

NOTE: Please ensure this repair is not covered on an existing warranty or maintenance agreement prior to submitting to FISC for purchase action.

Urgent Purchase Requests

Urgent requirements are supplies or services that will result in a work stoppage, or are mission critical and the routine processing time would result in injury to the government. Urgent requirements that are identified by the customer and documented with a valid urgency impact statement will be worked by FISC immediately upon receipt. Urgent requirements can be either hand carried or faxed. If you fax your requirement, please call the purchasing office and advise them that an urgent requirement is on the way. Once the fax is received, immediate processing will begin. Good two-way communication is key to our success!

Urgency Impact Statement

Please ensure your urgency impact statement explains the following:

- The impact to your mission (i.e. the specific "harm" that will result) if you do not receive the material or service by the required delivery date,
- The special circumstances and conditions that exist validating the requirement as an "urgent"

Sole Source Procurements

Federal regulations require all procurement offices to seek competition on all purchases over \$2,500 and to rotate sources for all purchases. "Sole Source Acquisition" means a contract for the supplies or services that is entered into or proposed to be entered into by an agency after soliciting and negotiating with only one source. FISC Contracting Officers can authorize sole source procurement only after it has been determined that the activity has provided a valid sole source justification. Some valid reasons are:

1. Repair parts only available through equipment manufacturer (market survey has been conducted).
2. Compatibility with existing equipment (requires documentation of existing equipment value and special features, which require compatibility that no other manufacturer can provide).
3. The source can / has established proprietary rights in the item or service required.
4. The work is so closely related to that of an on-going contract that it would not be feasible to consider another potential contractor.
5. Similar products lack features that are necessary to meet the Government's minimum needs or other contractors are not qualified to perform necessary services (specific, detailed features or qualifications must be provided in the purchase description or statement of work).
6. Compliance with the agency's standardization program (e.g. Shipboard Copier Program (SCP)).
7. Authorized or required by statute (e.g. Federal Prison Industries (FPI), National Industries for the Blind (NIB), National Industries for the Severely Handicapped (NISH), Defense Automated Printing Service (DAPS)).

8. National security - disclosure of the agency's needs would compromise the national security.

Some of the reasons sole source may **not** be based are:

1. Lack of advanced planning by the requiring activity; or
2. Concerns related to funds expiration or the amount of funds available to the activity.

It is the responsibility of each activity to provide and certify as accurate and complete necessary data to support the recommendation for sole source procurement. Each justification shall contain sufficient facts and rationale to justify sole source procurement. It must have a full explanation as to why the item, or in the case of services, the vendor, is the only one that will satisfy the government's requirement to the exclusion of all others. Statements such as "only known source" or "only source that can meet required delivery date" are not sufficient. "Urgency" is not a justification. "Must be compatible with existing equipment" is not enough information to constitute a valid sole source justification. The term "do not substitute" is not adequate. Requisitions received with statements such as these must be accompanied by a sole source justification. An adequate sole source justification must include the following minimum information:

1. The intended use of the item or service
2. A description of the item to include the critical or unique characteristics of the material or service which are mandatory that limit the requested item to a sole source.
3. The reason why no other source can furnish the requested item (e.g. patents, copyrights or other proprietary data).

FISC has developed a Sole Source Justification form that may be used to document your sole source justification. This form is optional, but we recommend using it. It will assist you in addressing the mandatory issues required when documenting a sole source justification, and obtaining the required approval signature within your activity.

Sole Source Justification

1. The intended use of the material or service:

2. The critical or unique characteristics of the material or service which are mandatory for the intended use:

3. Reasons why only the selected source can furnish the requirements to the exclusion of all other sources. Please include proprietary statement from vendor or patent number:

4. Additional justification/comments:

Department Head/Commanding Officer:

FISC-SD Contracting Officer:

Signature

Date

Signature

Date

Approved

Disapproved

Approved

Disapproved

NOTE: A blank sheet may be used if additional space is required. All supporting documentation must be included.

Mandatory Sources of Supply

Before you begin searching for a local vendor for that supply or service you need, we'd like to remind you of some mandatory sources that must be reviewed before you make that local call. The Government has established some programs that, by law, require us to purchase supplies and services from specific governmental organizations if the supply or service is available from them. Prior to soliciting any private sector business, we must solicit these mandatory sources first.

- Federal Prison Industries (FPI), also referred to as UNICOR. As the name infers, supplies are manufactured and services provided by inmates within our federal prisons.
- National Industries for the Blind (NIB). This organization employs individuals who are legally blind to produce supplies routinely stocked by government agencies. Most of the products have a National Stock Number (NSN).
- National Industries for the Severely Handicapped (NISH). This organization employs individuals who are severely handicapped to provide various types of services to the government. Like NIB, NISH also manufactures some stock numbered products.

Special procedures must be followed before procuring an item available from a mandatory source on the open market. Therefore, it is strongly suggested that you review these sources before submitting your request to the contracting office. Waiver and ordering procedures are found at each of the mandatory source web sites. In the case of FPI, a comparison of products must be accomplished following specific procedures. Please contact the contracting office for assistance in this area.

When submitting purchase requests to FISC, please ensure any waivers you have received are attached. This will avoid any unnecessary processing delays. Purchase requests received for supplies or services available from mandatory sources that do not have waivers are returned to our customers for expedited waiver processing.

In addition to the above mandatory sources, there is another program, which has been designed as a "preferred source of supply" and must be reviewed before looking for a local vendor.

The GSA Federal Supply Schedules (FSS) provide a huge selection of all types of commodities at very competitive prices. While FSS contracts are a preferred source, we can solicit from non-schedule vendors if the contracting officer has determined that is in the best interest of the government (i.e. does not meet your quality or delivery requirements).

If you find a product on a FSS, but it does not meet your requirements, please provide the schedule, product numbers, and reason why it did not meet your needs along with your purchase request. A waiver from GSA is not required.

All of these organizations carry a wide range of products and services. Their full line catalogs are available on the Internet and can be viewed at the following websites:

FPI: www.unicor.gov
NISH: www.nish.org
JWOD: www.jwod.org

NIB: www.nib.org
FSS: www.gsa.gov
JWOD ordering: www.jwod.com

Purchase Description

All open purchase requisitions must contain adequate purchase descriptions. A purchase description should be written in a generic manner, which will allow various manufacturers to bid on products or services. Purchase descriptions should not be restrictive or written in a manner that will allow only one (1) manufacturer's products or services to be quoted. A purchase description should include the following salient characteristics or essential features, as necessary, to describe the Government's *minimum* requirements:

- Common nomenclature (do not use abbreviations)
- Kind of material (i.e., type, grade, color, any acceptable alternatives, etc.)
- Electrical data or operating characteristics, if any
- Dimensions, size or capacity
- The item's intended use, including location within an assembly, equipment, or ship's spaces and essential operating conditions
- Equipment with which item will be used or must be compatible with
- Drawings, sketches and any other information that are considered necessary to ensure proper identification of what is required
- Original Equipment Manufacturer's (OEM) part number, if applicable

If the requested item must be made to a MILSPEC/ FEDSPEC, the ordering data contained in the specification must be included. If the specification has a qualified products list (QPL), the list should also be provided. If the requirement includes services, requisitions must include a statement of work to be performed, the period of performance, key experience or skills required by the contractor's employees, etc. For equipment repairs the requisition must show the acquisition value of the equipment being repaired (i.e., the original price the Government paid).

Brand Name or Equal

A brand name product may be specified if the purchase description includes the brand name product followed by the words "or equal," and includes a list of the minimum essential features that will be required in another product in order for that manufacturer's products to be considered "equal" to the requested brand. Any contractor who submits a quotation on an "equal product" is required to clearly identify the item by brand name, model or part number, and provide literature (e.g., catalog, description, etc.) which shows that the offered product meets the essential physical and functional capabilities required. This data is then furnished to you, the customer, who must determine if the product is in fact equal. If the product is not equal, a written determination explaining why the "or equal" product is not acceptable must be submitted (i.e. which minimum essential feature was not met).

Items Requiring Special Attention

There are times that law or statutes require special approvals or waivers before FISC can contract for certain types of requirements. Additionally, there are specific items that cannot be procured with appropriated funds. Appropriated funds are provided by Congressional Act and have been designated for specific purposes only. The NAVSUPINST 4200.85C, Enclosure (2), contains a list of items that have been identified as requiring "special attention." Screening your purchase requests against this list prior to submitting to FISC will prevent unnecessary processing days. The following items are currently in the "List of Items Requiring Special Attention:"

Advance Payments	Advertising
Airlift Assets	Asbestos And Asbestos-Containing Materials
Black Oxide Coated Brass Threaded Fasteners	Calling Cards, Business Cards And Employee Identification, Christmas Decorations And Other Seasonal Decorations
Coffee Pots, Coffee, "Refreshments"	Commercial Vehicles, Purchase Of
Commercial Or GSA Vehicles, Rental/Lease Of (Without Drivers)	Commercial Vehicles With Drivers For The Purpose Of Transporting Supplies Or Personnel, Rental Of
Construction And Other NAVFAC Services/Supplies	Exchange Of Personal Property
Hazardous Material And Hazardous Waste Disposal Contracting	Fireworks Display
Industrial Plant Equipment	Incentive Music And Equipment
Lodging And Meals	Investment Item
Medical/Dental Care At Civilian Non-Federal Sources	Luggage
Navy Exchange Purchases	Membership Dues
Personal Services	Ozone Depleting Substances (Class I)
Plaques, Ashtrays, Christmas Cards, Paperweights, And Other Mementos As Give-Away Items	Pesticides
Post Office Box Rental	Plastics Aboard Ship
Purchase From Government Employees Or Business Owned Or Controlled By Government Employees	Printing And Duplication
Sensitive Compartmented Information In Contracts	Reprographic Equipment
Shipboard Habitability Equipment, Including Furniture, Laundry/Dry Cleaning And Food Service Equipment	Service Contracts Crossing Fiscal Years
Training	Telephone Equipment And Services
Uniform Items	Transportation, Purchase Of
Withdrawal Of Tax-Free Ethyl And Specially Denatured Alcohol	Visual Information (VI) Equipment And Material, Visual Information/Audiovisual (AV) Production Including Interactive Video (IVD) Acquisition; Visual Information/Acquisition Of Commercial Off-The-Shelf Visual Information (VI) Productions

Detailed information on commonly questioned items can be found at the following web site under the "Acquisition" section:

http://www.sd.fisc.navy.mil/services_set.html

It's not uncommon that after reviewing this instruction, you still may be unclear as to whether or not your requirement falls within the category or definition, or it can be bought using appropriated funds, etc. Should this occur, our local Regional Procurement Management team and Legal Counsel stand by ready to assist you. Please do not hesitate to contact them if you require further guidance or clarification. They can be reached at the following numbers:

Regional Procurement Management: 619-532-2360 or DSN 522-2360

Office of General Counsel: 619-532-2196/8 or DSN 522-2196/8

Please provide any guidance you receive along with your purchase request including the date and name of the individual you spoke with, the advice they provided to you, and any certifications or approvals required. This will help to avoid unnecessary delays in the processing of your requirement.