

# CHANGE REQUEST COVER SHEET

**Change Request Number:** 13-38

**Date Received:** 2/13/2013

**Title:** PR Package Correction

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**Name:** Joshua Fletcher

**Phone:** 202-267-4267

**Policy OR Guidance:** Guidance

**Section/Text Location Affected:** T3.2.1A2.a

**Summary of Change:** Addition of OPM risk designation tool and deletion of #26

**Reason for Change:** New information addition and out of date information deletion

**Development, Review, and/or Concurrence:** AAP-110

**Target Audience:** All AMS users

**Potential Links within FAST for the Change:** None

**Briefing Planned:** No

**ASAG Responsibilities:** Approve

**Potential Links within FAST for the Change:** None

**Links for New/Modified Forms (or) Documents (LINK 1)**

**Links for New/Modified Forms (or) Documents (LINK 2)**

**Links for New/Modified Forms (or) Documents (LINK 3)**

## SECTIONS EDITED:

Procurement Guidance:

*T3.2.1 - Procurement Planning*

*Procurement Request (PR)*

**Section 2 : Content of PR Package** [\[Old Content\]](#) [\[New Content\]](#) [\[RedLine Content\]](#)

## SECTIONS EDITED:

### **Section 2 : Content of PR Package**

**Old Content:** Procurement Guidance:

*T3.2.1 - Procurement Planning*

*Procurement Request (PR)*

**Section 2 : Content of PR Package**

- a. The program official with the requirement to be satisfied through a procurement action prepares the PR package. The nature, value, and complexity of the requirement determine the exact content of the package. For example, information needed for a single source contract modification differs from that required for a systems development requirement to be competitively procured.
- b. As soon as a requirement becomes known, the program official should consult with the cognizant contracting organization, or CO if known, to determine the specific types of information needed for an acceptable PR package, and when the information must be provided. Much of the information in a PR package is the foundation for a contractual instrument, so it should be complete in all essential aspects. The Estimated Acquisition Lead-Time chart (see AMS Procurement Forms) may serve as a planning tool for both the contracting organization and program official to estimate lead-times for the various milestones applicable to a procurement.
- c. The following list represents information and documentation that may be required for a PR package. This list is not all-inclusive nor will each item below apply to every procurement action:
- (1) Requisition committing funds
  - (2) Statement of work, specification, purchase description, drawings, or other appropriate technical description of the requirement
  - (3) Technical data items (such software design documents or test plans) to be delivered, Data Item Descriptions (defining data content, format, preparation instructions, and intended use), and Contract Data Requirements List
  - (4) Independent Government Cost Estimate

- (5) List of potential vendors and addresses (including incumbent contractor, if applicable)
- (6) Delivery destination or place of performance and delivery date or period of performance (and optional quantities or periods)
- (7) Method and place of inspection and acceptance
- (8) List of Government furnished property or information
- (9) First article testing requirements
- (10) Federal standards that must be met, e.g., energy, environment, health, and safety
- (11) Physical, personnel, and information system security requirements
- (12) Contractor Personnel Position Risk and Sensitivity Level Determination - FAA Form 1600.77 or OPM [Position Designation Automated Tool \(PDT\)](#)
- (13) Classified information or sensitive unclassified information handling requirements
- (14) Requirement for vendor's descriptive literature or product samples
- (15) Brand name or equal or brand name mandatory justification
- (16) Warranty requirements which are over and above generally accepted warranty included with the purchase of an item/service
- (17) Liquidated damages justification
- (18) Requirement for value engineering provisions
- (19) Privacy Act compliance determination
- (20) Section 508 Rehabilitation Act determination of non-availability or undue burden
- (21) Reprocurement data requirements, spare/repair parts lists, or other special rights
- (22) Information about use of existing patents or copyrights
- (23) Performance or payment bond requirements
- (24) Requirement for insurance coverage or special indemnification
- (25) Support services labor categories and description of minimum qualifications

- (26) Requirement for key personnel clause
- (27) Requirement for Government consent to subcontracting clause
- (28) Personal services justification
- (29) Single source justification
- (30) Chief Financial Officer's approval- Over \$10 million (Note: The contracting office may accept a PR that lacks the Chief Financial Officer's (CFO) approval for applicable procurements over \$10 million; however, the CFO approval must be received by the CO prior to the issuance of the Request for Offer (RFO))
- (31) Chief Information Officer's approval for information technology over \$250,000
- (32) Draft technical evaluation factors
- (33) Draft technical proposal instructions
- (34) Requirements for earned value management system, reports, and integrated baseline reviews

d. The program official submits the PR package to the appropriate contracting office, or assigned CO if known. Unless otherwise required by local procedures implemented by mutual agreement between the PR-initiating organization and contracting office, documents in the PR package are in electronic format and annotated with a PR number and project title. Materials accompanying a PR package that cannot be provided in electronic format, such as drawings, are delivered to the appropriate contracting office or assigned CO, and labeled with PR number, project title, and location.

**New Content: Procurement Guidance:**

*T3.2.1 - Procurement Planning*

*Procurement Request (PR)*

**Section 2 : Content of PR Package**

a. The program official with the requirement to be satisfied through a procurement action prepares the PR package. The nature, value, and complexity of the requirement determine the exact content of the package. For example, information needed for a single source contract modification differs from that required for a systems development requirement to be competitively procured.

b. As soon as a requirement becomes known, the program official should consult with the cognizant contracting organization, or CO if known, to determine the specific types of information needed for an acceptable PR package, and when the information must be provided. Much of the information in a PR package is the foundation for a contractual instrument, so it should be complete in all essential aspects. The Estimated Acquisition Lead-

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**Red Line Content: Procurement Guidance:**

*T3.2.1 - Procurement Planning*

*Procurement Request (PR)*

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- (~~29~~28) Personal services justification
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