

**DESIGN AND ENGINEERING SUPPORT PROGRAM (DESP III)
PURCHASE REQUEST (PR) SUPPLEMENT**

CET Title:		
Est. Dollar Value (including ALL options): \$	PR/MIPR #:	
Type Program: _____ (Insert PEO Program or Other Contracting (see AFFARS 5302.101 for definitions) and identify if it is an ACAT program. If it is an ACAT Program, identify what level, e.g. ACAT I, ACAT II)		
Task Order Initiator Name:		
Organization:	Phone:	E-mail:

****REPORT MUST BE COMPLETED PRIOR TO REQUESTING TO UTILIZE DESP3****

Initiating Office Endorsement:

As the designated requirements official, I have reviewed the CET and PR supplement sheet for the proposed task and I hereby certify that (1) the information is correct, (2) the identified task is within the scope of the basic DESP 3 IDIQ contract and that it is performance-based, (3) no known organic resources/capability is available to satisfy these requirements (4) none of the functions to be performed under this effort are inherently governmental IAW FAR 7.503(e), and (5) IAW DFARS 237.503(c) this requirement does not include an unauthorized personal services arrangement, either in the way the work statement is written or in the manner in which the resulting contract will be managed and overseen. Additionally, I will provide the DESP 3 Office (OO-ALC) with a periodic status of progress toward accomplishing the objectives of this task and a final analysis performance report upon its completion.

Task Order Initiator (TOI): _____ **DATE:** _____
Signature/Symbol/Phone

TOI Supervisor: _____ **DATE:** _____
Signature/Symbol/Phone

Authorized Ordering Center (Activity Issuing the Order)

The PR and CET have been reviewed and we concur with the initiating office that this task is within the scope of the basic DESP3 IDIQ contract and that it is performance-based. In accordance with DFARS 207.503(S-70), the contracting officer determines that appropriate military or civilian DoD personnel (A) Cannot reasonably be made available to perform the functions; (B) will oversee contractor performance of the contract; (C) will perform all inherently governmental functions associated with the functions to be performed under the contract; and (D) the contracting officer ensures that the agency addresses any potential organizational conflict of interest of the contractor in the performance of the functions under the contract (see FAR Subpart 9.5).

DESP III Technical Lead: **(required for OC-ALC and WR-ALC)** _____ **DATE:** _____
Typed Name/Symbol/Phone

DESP III Ordering Center
***Contracting Officer:** _____ **DATE:** _____
Typed Name/Symbol/Phone

JOB CONTROL NUMBER ASSIGNED _____

JCN # to be assigned only by the DESP III Contracts Office prior to solicitation!

***Note:** Signature does not warrant a contractual document. Signature only verifies that the DESP III Contracting Officer agrees that this may be a potential order against the DESP III contract. Official orders against the DESP III contract will be placed on official form DD 1155 and will be signed by the ordering activity task order contracting officer.

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DESIGN AND ENGINEERING SUPPORT PROGRAM (DESP III)
Purchase Request (PR) Supplement Sheet

1. **Acquisition Planning Documentation:** Per FAR Part 7.1, some form of acquisition planning documentation is required for ALL acquisitions. For purposes of DESP III, this document (PR Supplement Sheet) will fulfill the requirements of FAR Part 7.1 for this acquisition.

2. **Scope Certification:** Please provide appropriate responses to the following:

a. **Product/Service Description/Benefits:** The purpose and objectives of this effort are to...*Provide a brief description/overview/summary of what you want done. Provide an explanation of the acquisition's background, including its purpose and any special features. Describe the government's needs, in terms of function, performance, and/or essential characteristics. Objectives should be written to the top-level need. They should be clear, concise, and easy to understand. These objectives guide the market research efforts. If applicable, discuss how the original requirement was restated to permit commercial or Non-Developmental Items (NDIs) to satisfy the government's requirement (FAR Subpart 10.002(c)).* This effort benefits the U.S. Government by.... *Provide a brief scope statement on why this effort benefits the Government.*

b. **Objectives and Support Taskings:** Check the applicable Objectives and Support Taskings from the basic DESP III IDIQ contract Performance Work Statement (PWS) dated 3 June 2010, which apply to this order.

Objectives

- Reduce life-cycle costs (PWS 1.2a)
- Increase system operational life (PWS 1.2b)
- Improve system performance (PWS 1.2c)
- Improve system sustainment (PWS 1.2d)
- Improve system and personnel safety & environmental friendliness (PWS 1.2e)
- Provide engineering services to departments and agencies in support of systems and infrastructure critical to the performance of their identified roles (PWS 1.2f)
- Provide training (PWS 1.2g)

Support Taskings

- Perform design and/or engineering studies and analyses (PWS 1.2.1a)
- Establish, maintain, integrate, utilize, and develop/provide training (PWS 1.2.1b)
- Develop and maintain all necessary test plans and procedures, which take into account both user requirements and applicable environmental, health, and safety standards (PWS 1.2.1c)
- Provide rapid access to initial one-time production runs for modified piece parts, sub-system components, or systems, which were developed or improved as a result of a specific task order (PWS 1.2.1d)
- Provide A&AS in support of any of the objectives or taskings listed in PWS Para 1.2 (PWS 1.2.1e)

c. **A&AS:** Does this task involve Advisory and Assistance Services or Services > \$100,000?

- No
- Yes, If yes, which of the taskings or objectives listed in paragraph 1.2 of the basic DESP III PWS are these A&AS services in support of and why sufficient personnel with the requisite training and capabilities are not available within the agency or another Federal agency to perform these A&AS services.

Justification: *Please explain why these services are considered to be A&AS.*

d. **Incidental construction:** Is construction required in the performance of this task?

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- No
- Yes - Explain why minor construction is required (attach coordination documentation, i.e. AF Form 332, AF Form 103). [AF Form 332](#), [AF Form 103](#) . In no event shall construction costs exceed \$250,000 of the total task order dollars, whichever is less. Estimated construction cost for this effort is _____.

e. **Prototype Development:** Will prototyping be required in performance of this task?

- No
- Yes - Number of prototypes required _____. Please explain the requirement for one or more prototypes, as applicable.

f. **Limited Manufacturing/Production:** Will Limited manufacturing/production be required in performance of this task?

- No
- Yes - Estimated quantity _____. Please justify quantity in accordance with the DESP III PWS Definitions (document supplied in para 1 a).

g. **Severable or Non-Severable:** Is this service Severable or Non-Severable?

____ Severable Services: A service is severable if it can be separated into components that independently meet a separate need of the government. As a general rule, severable services are the bona fide needs of the fiscal year in which performed. An order for severable services with a period that begins in one fiscal year and ends in the next fiscal year can be placed if the period of the order does not exceed 1 year (Ref. FAR 37.6, DFARS 232.703-3(b), FAR 37.106 and 10 U.S.C. 2410a).

____ Non-Severable Services: A service is non-severable if the service produces a single or unified outcome, product, or report that cannot be subdivided for separate performance in different fiscal years. Thus, the government must fund the entire effort with dollars available for obligation at the time the contract is executed, and the contract performance may cross fiscal years.

Justification: *Explain why your requirement is severable or nonseverable.*

h. **Mission Essential:**

- No
- Yes, If yes, identify which aspects of the CET are mission essential IAW [DFARS 252.237-7023](#) and information included on CET para 9.0 (Continuation of Essential Services During Crisis) including DODI 3020.37 <http://www.afsc.army.mil/gc/files/i302037.pdf>

i. **Defense Business Systems:** Will this order include the modernization of a Defense Business System?

- No
- Yes, If yes provide documentation demonstrating that the “Approval of Certification of Defense Business System Modernization Under 10 U.S.C.2222(a)” for applicable systems in the CET has been completed.

Justification: (provide justification)

j. **Development of CET:** Did a contractor assist in the development of the specification, CET, etc?

- No
- Yes, Contractor Name and company _____

3. **Performance Requirements:** In addition to the information summarized in other sections in this document, the following unique performance requirements to consider in support of this effort are...

a. **Required Period of Performance or Delivery Schedule:** (provide summary – basic, options, optional tasks, etc.)

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b. Class I Ozone Depleting Substances:

I have reviewed the requirement, including available technical documentation, and certify that it does not require the contractor to use Class I Ozone Depleting Substances (ODS) identified in Air Force Policy, nor is written so that it can only be met by the use of Class I ODS.

I have attached the approved ODS waiver.

c. Security: If applicable, contact your local Security Manager for assistance in filling out a DD Form 254.

Additional security requirements do not apply to this task.

A DD Form 254 is provided to cover the additional security requirements of this task.

d. Performance Site: For this task, work will be performed at:

Contractor's Plant

Government Location – If you marked Government Location or require access to government information/data then a Non Disclosure Statement is required.

e. Point of Inspection: See DFARS 246.402

Source (Origin)

Destination

f. Point of Acceptance:

Source (Origin)

Destination

g. Quality Assurance / Special Inspection Requirements:

Certificate of Conformance (FAR 52.246-15)

Contractor Responsibility for Inspection (FAR 52.246-1)

Standard Inspection (FAR 52.246-2, -3, -4, -5 or -6 as applicable to contract)

Higher Level Contract Quality (FAR 52.246-11, ISO 9001 2000, AS 9100, NATO AQAP 2070 or equivalent)

Commercial Item Inspection (FAR 52.212-4)

*Other (provide justification below)

*Justification: (provide justification)

h. F.O.B

Source (Origin)

Destination

i. Base Support: To be provided in the performance of this task (i.e. work station, phone, computer, etc.)

No

Yes – Explain

j. Government Furnished Equipment (GFE): To be provided in the performance of this task

No

Yes – Explain why providing this property is in the Government's best interest, that the overall benefit to the acquisition significantly outweighs the increased cost of administration, including ultimate property disposal, that providing the property does not substantially increase the Government's assumption of risk; and that the Government requirements cannot otherwise be met. The contractor's inability or unwillingness to supply its own resources is not sufficient reason for providing GFP/E.

Note: Property shall only be provided to contractors when the conditions of FAR 45.102, Policy, are clearly met. Items that will not be in the sole possession of the contractor and/or remaining at the Government's location are not GFP/E; rather, they are considered Base Support. A property management plan is not required from the contractor for Base Support because the contractor will not manage/track the items in the performance of the contract.

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k. **Data Rights:** Will data rights be purchased (if applicable)?

- Yes
- No (provide justification below)

Justification: (provide justification)

l. **Safety Plan:** Will a safety plan from the contractor be required (if applicable)?

- Yes
- No (provide justification below)

Justification: (provide justification)

m. **Extension of Services:** Circumstances that may require an extension of services (see FAR 52.217-8)?

- Yes, If yes, it should be noted that under DESP III the contractor shall not be required to make any deliveries after 09 Jan 2019 (7 years from basic DESP III contract award date). Therefore, anticipated delivery under this task order, including the basic performance period, option periods, optional tasks and extension of services IAW FAR 52.217-8, shall not go beyond 09 Jan 2019. (discuss the circumstances below)

No

Discussion: (provide justification)

n. **Surveillance:** The Government will use surveillance in accordance with the Services Summary as defined in the CET and quality assurance surveillance plan (QASP). Provide a list of proposed primary and alternate Contracting Officer Representatives (COR):

Primary COR: _____
 Alternate COR: _____

o. **Risks:** Identify any technical, cost, schedule or performance risks that may affect either the Government or contractor. Identify what efforts are planned to mitigate these risks.

Discussion: (provide justification)

p. **CPARS:** Contractor Performance Assessment Reporting System is required on DESP III Task Orders that exceed \$1,000,000.00 in services. The Task Order threshold is the aggregate face value of the task order. The Task Order Initiator (TOI) is required to provide their organization’s CPARS Central Focal Point (not the TOI, but someone in their organization responsible for tracking CPARS). (If requirement is <\$1,000,000.00 then mark N/A)

- N/A (<\$1,000,000.00)
- >\$1,000,000, please provide the following information:
 CPARS Focal Point: _____
 Telephone Number: _____
 E-mail Address: _____

q. **Buyer and/or CO:** Please identify the designated buyer or contracting officer who will be doing the buy for this task. (For Decentralized Ordering Agencies Only if requirement is purchased at Hill AFB then mark N/A)

- N/A (purchased at Hill AFB)
- Decentralized Ordering Agencies, please provide the following information:
 Name: _____

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Organization: _____
Phone/Email: _____

r. **Other Performance Requirements:** In addition to the information summarized in other sections in this document, the following unique performance requirements to consider in support of this effort are... *Provide any unique requirements that should be considered in this acquisition and when looking for potential sources. This may include:*

- *Remote work locations*
- *Base access limitations*
- *Extended TDYs*
- *Unique certifications and licenses required to perform the work*

4. **Cost Estimate:** *The following rationale was used to develop the Government Cost Estimate:

- ___ Comparison of actual costs previously incurred by the same contractor for same and/or similar work.
- ___ Comparison of previous cost estimates from the same contractor or other contractors for the same and/or similar work.
- ___ Independent government cost estimates by technical government technical personnel.
- ___ Forecasted or planned expenditures.

**The Government Cost Estimate should not be released to the contractors.*

5. **FTEs:** Total Estimated number of FTEs per year: _____

6. **Budgeting and Funding:** What is your Government Funding Profile for this effort?

a. **Program Funding:** For planning purposes, estimate funding for basic and option years as necessary.

- Basic:
- Option(s):
- Optional Task(s):
- Option to Extend Services (52.217-8):
- Total Estimated Funding Amount for this effort:

b. **Funding Currently Available:**
\$ (provide amount currently committed, appropriation and fiscal year)

c. **Incremental Funding Required:**
___ No
___ *Yes, if yes, the requirement must be severable, not exceed one year in length, use unexpired funds or the contract uses funds available from multiple (two or more) fiscal years and the contract is funded with R&D appropriations or Congress has otherwise authorized incremental funding. An incrementally funded FFP contract shall be fully funded as soon as funds are available.

**The Government Budgetary information should not be released to the contractors.*

d. **New Start Validation Form (AFI 63-101 Attachment 2):**

In accordance with AFI 63-101, I have validated the following prior to approving this contracting action (one of the following must be answered yes):

	YES	NO
1. Program was budgeted and appropriated. Effort was budgeted in the President's		

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Budget Submission and is consistent with program direction provided by Defense Appropriations Conference language and/or marks. Fiscal year of President's Budget Submission must match fiscal year of funds being used. This effort is not a new start.		
2. Program was a Congressional add. Effort was not requested in the President's Budget Submission, but funds were appropriated by the Defense Appropriations Conference and effort is consistent with program direction provided by Defense Appropriations Conference language and/or marks. Fiscal year of marks must match fiscal year of funds being used. This effort is not a new start requiring Congressional approval. SAF/AQX or AF/ILS Program Authorization attached.		
3. Program is an out-of-cycle New Start. Effort is an out-of-cycle new start for which Congressional notifications/approval has been accomplished as reflected on the Secretary of the Air Force funds release document. SAF/AQX or AF/ILS Program Authorization attached.		
4. SAF/HAF has advised that new start notifications are not required (documentation attached).		

Department of Defense Appropriations Act, 2000, Public Law 106-79 Sec. 8096. None of the funds in this Act may be used to compensate a DoD employee who initiates a new start program without notification to OSD and the congressional defense committees, as required by DoD financial management regulation.

***Note:** The validation form IAW 63-101 is required on all Purchase Requests with the exception of commodities. Commodities are defined as funds code 3010 (BP12, BP14, BP16, BP17), funds code 3020 (BP22, BP24, BP25, BP26), funds code 3080 (BP82, BP83, BP84, BP86) and funds code 3011 (BP35). New start notification procedures do not apply to these funds codes unless it results in a new program (i.e., not a replenishment spare). Contract actions using O&M (3400) funds do not require the form except for the first year of sustainment.

7. Market Research / Background / Acquisition History: Adequate market research performed shall be determined based on the type of effort, scope of work and previous contract history. Market research performed in support of this current acquisition included the following:

a. Industry Day: Do you want to have an industry day in the event your requirement is authorized for DESP3? These are informal meetings with the DESP3 prime contractors and a subcontractor to discuss the requirement; they normally take 1 hour and are strongly recommended.

___ Yes Proposed Date: _____
 ___ No

b. Past and Current Contracting Efforts: Provide a brief history of how this requirement has been met in the past.

c. Contract History: Provide a summary of previous contracts awarded for this effort including contract number, contractor and whether they are large or small businesses (especially if small businesses had a special category of small business like 8(a), HUBZone, Woman Owned, or Service Disabled Veteran Owned). This summary shall also state known subcontracting portions under the contract and the basis for award - whether it's been placed on contract with small businesses, small business set-asides, large businesses, placed on an Army contract, competed or sole source, was it awarded to 8(a), Woman Owned, HUBZone, or Service Disable Veteran Owned businesses, etc.

Contract Number:

Contractor and their business size: (large business or small business – if small are they 8(a), HUBZone, Woman Owned, or Service Disabled Veteran Owned)

Basis for Award: (competitive or sole source – if sole sourced provide the FAR 6.3 Authority or basis for Exception to Fair Opportunity (EFO) that authorized sole or limited sources)

***Small Business Set-Aside:** (yes or no)

8(a) Set-Aside: (yes or no)

Known Subcontracting Portions under Contract: list subcontractor and their business size

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*Note: If the previous or current contract/task order for this effort was awarded under a small business set-aside then this anticipated effort must also be awarded under a small business set-aside in order to be issued in accordance with the DESP III ordering procedures.

- d. **Current Incumbent:** Is there is a contractor that has or is currently performing the work for this task?
 No (first time buy)
 Yes, if yes please provide the following acquisition history information.
Contractor Name: _____ CAGE Code: _____
Contract/Task Order Number: _____
 No Yes: *Previously awarded under a small business set-aside.

*Note: If the previous or current contract/task order for this effort was awarded under a small business set-aside then this anticipated effort must also be awarded under a small business set-aside in order to be issued in accordance with the DESP III ordering procedures.

- e. **Availability of Other Contract Vehicles or Alternate Acquisition Strategy.** *You may find there are other contract vehicles or alternate acquisition strategies available that better meet your needs. Provide a list of existing contracts and their basis for award and a description on why it is in the Government’s best interest to utilize DESP3 for this effort rather than other existing contracts.*
- f. **Other Companies Considered.** *Provide a list of other companies and their business size considered for this acquisition as a result of other market research techniques utilized. This shall also include a summary of the market research techniques utilized.*

For DESP3, it is necessary to research whether or not there are any small businesses that may be able to perform the service and specifically if there are any of the following categories of small businesses: HUBZone, 8a, Service Disabled Veteran Owned and Women Owned. If any are identified and there are no prime contractors already on DESP3 in those categories, then the requirement may not be allowed to be placed under DESP3. Office of the Assistant Secretary Memorandum “Increased Use of Small Business Concerns” dated 15 Jun 2012, states that the CO shall first consider an acquisition for the small business socioeconomic contracting programs (i.e. 8(a), HUBZone, SDVOB, or WOSB programs) before considering a small business set-aside (see FAR 19.203).

Market research techniques utilized may include:

- *Contacted knowledgeable people within government and industry. Please identify individual(s), organizations, company contacted.*
- *Attending trade shows, requirement symposiums, conferences, lectures, and conducting interchange meetings or pre-solicitation conferences.*
- *Professional Journals, Commercial and Government publications (magazines, brochures, parts catalogs, product literature, manufacture/distributors/dealers literature and websites, etc.)*
- *Unsolicited proposals from industry (i.e. availability of item or services)*
- *Review recent market research for same and or similar items. This could entail but is not limited to reviewing the 761 Master Files, previous Justification and Approval (J&A) documents, Official Contract files, Inventory Management Specialists (IMS) folders, draft Request for Proposal (RFP), results from sources sought synopsis, and procurement history records.*

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- *Query government and commercial databases and internet searches.*
- *Publish formal requests for information. This could entail but is not limited to publishing requests on the Internet such as Sources Sought Synopsis, OO-ALC and/or Wing home page, or any other available electronic commerce.*
- *Utilize source lists for similar items. This could entail but is not limited to reviewing the Thomas Register and Central Contractor Register.*

To use of the Central Contractor Register, follow these steps:

1. *Select a North American Industry Classification System (NAICS) code by going to <http://www.census.gov/epcd/naics07/> or <http://www.census.gov/eos/www/naics/> or <http://www.census.gov/cgi-bin/sssd/naics/naicsrch?chart=2007>*
2. *Find the Size Standard for the NAICS code you selected by going to http://www.sba.gov/sites/default/files/Size_Standards_Table.pdf*
3. *Go to the Central Contractor Register to do searches by going to http://dsbs.sba.gov/dsbs/search/dsp_dsbs.cfm*

g. Market Research Conclusions and Recommendations: As a result of the action(s) taken above, it has been determined that it is in the Government’s best interest to pursue this effort under the DESP III contract vehicle.

OR

As a result of the action(s) taken above, it has been determined that it is in the Government’s best interest to pursue this effort under the DESP III contract vehicle and proceed with a request for approval of Exception to Fair Opportunity (EFO) that authorizes sole source for this effort.

OR

As a result of the action(s) taken above, it has been determined that it is not in the Government’s best interest to pursue this effort under the DESP III contract vehicle.

h. Market Research Attachments: *Provide a list of attachments and a copy of the actual documentation in support of the market research performed.**Please attach any documentation you have from your market research (internet searches, publications, literature, RFI responses, etc.) to go into the contract file.***

8. Competitive/Non-competitive: A determination must be made regarding whether or not a task order is to be formally competed (requiring either an Oral or Written Proposal). Competitive proposals will be submitted in accordance with an approved template (i.e., a restricted format described within Section 9.0 of the User’s Guide). At least one of three conditions must be satisfied in order to justify soliciting a single source. If a sole source justification does not accompany this PR Supplement Package, the task order will be competed.

a. Sole Source Task:

No (Skip to part b. below)

Yes, with contractor name and CAGE code

If yes, an Exception to Fair Opportunity Process justification (similar to a J&A) is required and shall

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be included with the PR supplemental sheets at time of submittal. The justification format and content are found in the [Exception to Fair Opportunity](#) template. Exceptions to Fair Opportunity should be rare. If your requirement necessitates a sole source or single source, work with your PCO and Competition Advocate who will review the EFO and approve it or recommend another course of action. It may mean doing a sole source contract outside of DESP III. Justification approval levels are as follows:

- \$0 to \$650,000 – Contracting Officer
- Greater than \$650,000 but less than \$12,500,000 – Competition Advocate
- Greater than \$12,500,000 but less than \$85,500,000 – Head of the Contracting Activity if SES or General Officer; otherwise CC/CV/CA; If PEO, Senior Procurement Executive approves
- \$85,500,000 and above – Senior Procurement Executive of the Agency

**Note: FAR 16.505(a)(4)(iii)(A) requires any sole source effort over \$25K on a multiple award IDIQ contract to provide the Exception to Fair Opportunity (EFO) justification and supporting documentation along with the solicitation to all 26 DESPIII Primes.*

b. Competitive Proposal Process: If none of the exemptions listed in the [Exception to Fair Opportunity](#) are applicable, then the task will be competed. An M3 Evaluation Criteria sheet must be completed and attached to the task order PR package. The M3 questions given in the [M3 Method](#) template are default or recommended questions, which will be tailored to a particular task order. *Please indicate if such an attachment has been provided: (“Yes” or “No”) _____*

c. Evaluation Method:

- ___ Highest M3 Score (competitive)
- ___ Other method (Sole Source), provide description: