

29 August 2008

N9 SERVICE CENTER STANDARD OPERATING PROCEDURE

Subj: PREPARATION AND SUBMISSION OF NON-APPROPRIATED FUND (NAF) BLANKET PURCHASE AGREEMENT (BPA) PURCHASES OF SUPPLIES AND SERVICES

Ref: (a) BUPERS INSTRUCTION 7043.1B OF 23 AUG 2000, CHAP 3, Para 304
<http://mwr.navy.mil/mwrprgms/policy/70431.pdf>
(b) Established Blanket Purchase Agreement Listing (By Vendor Names)

Encl: (1) Sample BPA Call Log Form
(2) Sample BPA Call Record Form
(3) MWR/VQ Activity Alphanumeric Number Letter Designation List (2-pages)

1. Purpose. To publish Standard Operating Procedures (SOP) for use by MWR and VQ activities for acquisition of recurring small purchases/services in accordance with reference (a).

2. Scope. This SOP provides guidance, instructions, and procedures to be followed in all aspects of conducting the NAFI blanket purchase agreement purchasing requirements and record keeping.

3. Applicability. This SOP applies to all Navy Region Hawaii activities utilizing NAF funding for acquisition of supplies and services requirements not exceeding \$5,000.

4. Establishment of a BPA. Requests for establishing a new BPA will be prepared by the requestor on a purchase request form and will certify that funds in a specified amount will be available for a specified period of time (bulk funding).

5. BPA Controls. Calling and receiving functions will be separated between the BPA Caller and the Receiving Agent to ensure the integrity of the procurement process.

6. Role of the BPA Caller. BPA Call Procedures: BPA calls are limited to \$5,000.00 for supplies, \$2,500.00 for services and \$2,000.00 for construction. Calls placed against BPAs will only be made by appointed BPA callers and will not exceed the dollar limitations authorized. BPA callers cannot re-delegate their authority.

BPA callers will:

- (a) Receive a copy of reference (b) periodically from the Contracting office. The BPA listing will be distributed quarterly and when updated.
- (b) Place oral calls against a BPA unless a written order is deemed appropriate.
- (c) Itemize purchases with size, color, quantity, etc on the call record.
- (d) Negotiate prices at the time the call is placed against a BPA.
- (e) Assigned a separate call number for each order placed. This will be an alphanumeric number beginning with the letter designation for the activity placing the call and ending with a sequential number assigned to the individual call, such as A-0001, A-0002 etc. Sequential numbers will be maintained on a fiscal year basis and will start over at the beginning of each fiscal year. The Contracting office will assign the letter designation for each activity (see paragraph 9 below).

- (f) Ensure the item being ordered is authorized under the agreement and the item is available for purchase.
- (g) Identify themselves to the supplier, provide the supplier with the BPA number, verify the price of the item, and provide delivery instructions.
- (h) Enter the date of the call, the call alphanumeric digit, the amount of the call, and the caller's name on a call log for each call made. A purchase request is not required to be completed prior to making a call against an existing BPA. At the end of each month, callers will forward the original signed log along with original delivery tickets to the accounting office. The caller will retain a copy of the log and delivery tickets for the caller's files at the activity. An aggregate purchase order covering all calls made during that monthly period is not necessary. The signed call record and delivery tickets will provide sufficient documentation for payment purposes.
- (i) Forward a copy of the BPA Call Record to the appointed receiving agent of your activity.
- (j) Rotate calls among suppliers, if BPAs are established with more than one supplier for the same item of class of items.
- (k) Ensure that calls/orders are not split into smaller buys to avoid call limitations. This is known as splitting requirements and is strictly prohibited.

7. Role of the Receiving Agent. An appointed receiving agent is the authorized representative of the Contracting Officer for the purpose of conducting inspection and acceptance of supplies and services ordered by an appointed BPA caller.

Receiving Agent will:

- (a) Receives a BPA Call Record form (enclosure 2) from the BPA caller.
- (b) Receives deliveries directly from the contractor and check deliveries against the copy of the BPA Call Record.
- (c) Verifies quantity received, note any exceptions or variances. Indicates acceptance by signature and date on the BPA Call Record and then forward a copy of the BPA Call Record with the receipt certification recorded and return back to the BPA Caller.

8. BPA Callers and Receiving Agents Must Keep Documentation. BPA files must enable complete reconstruction of every step of the order process. Call records, delivery tickets, invoices, and payment authorizations must be kept. The accuracy and completeness of all BPA documents are necessary for continued use of this simplified ordering process. Records and supporting documents are subject to inspection by the Procurement Office, Region Inspection General Office, annual Procurement Management Reviews (PMRs) and Fiscal Oversight Review audits. Blank BPA Call Log and BPA Call Record forms are available for downloading at our website <http://www.greatlifehawaii.com/Employees>.

9. NAFI Activity Alphanumeric Number Character Designation. Alpha letter designation for NAFI and VQ activities is listed on enclosure (3) Sequential numbers (A-0001, A-0002, etc) will be maintained on a fiscal year basis and will start over each fiscal year.

//T. A. Jones//
N9 Service Center Manager

SAMPLE

BPA CALL RECORD

(Use One Sheet For Each Call; Send One Copy to Accounting and One Copy to the Receiving Agent)

BPA No.: NAFPEA-04-A-0103 Date Of Call: 10/01/08

Vendor/Contractor: A. C. LYAU COMPANY LTD

Call No.: CP-0001

Item No.	Description	Qty	Amount	Promised Delivery
1359876	Candy, Chocolate w/raisan	6	\$100.00	10/03/08
6784321	Peanuts, Mixed	12	60.00	10/03/08
9865432	Potato Chip - Regular	24	24.00	10/03/08

BPA Caller Full Name (Please Print): HELEN GRANT

BPA Caller Signature: * _____

RECEIVING REPORT

Date Received: 10/03/08

Inspected/Accepted (Conforms To Description Above): YES

Shortages/Overages/Non-Conformance: NONE

Receiving Agent Full Name (Please Print): JOHN DOE

Receiving Agent Signature: * _____

***-INITIALS ARE NOT ACCEPTABLE**

BPA Call Record Form Revised 10/01/08

ENCLOSURE (2)

SAMPLE

MWR/VO ACTIVITY ALPHANUMERIC NUMBER LETTER DESIGNATION LIST
EFFECTIVE 1 OCTOBER 2008 (FISCAL YEAR 2009)

<u>MWR/VO ACTIVITY DESIGNATION</u>	<u>ALPHA LETTER</u>
<u>Aquatics</u>	<u>AQ</u>
<u>Athletics, Naval Station Gym/Sports</u>	<u>ATH</u>
<u>Auto Skills Center</u>	<u>ASC</u>
<u>Barber's Point Cottages</u>	<u>BCT</u>
<u>Barber's Point Bowling Center</u>	<u>BBC</u>
<u>Barber's Point Bowling Snack Bar</u>	<u>BSB</u>
<u>Barber's Point Golf Course</u>	<u>BGC</u>
<u>Beeman's Center</u>	<u>BC</u>
<u>Block Arena ITT</u>	<u>ITT</u>
<u>Bougainville CDC</u>	<u>BO</u>
<u>Child Development Center</u>	<u>CDC</u>
<u>Child Development Homes</u>	<u>CDH</u>
<u>Club Pearl</u>	<u>CP</u>
<u>Combined Bachelor Housing</u>	<u>CBH</u>
<u>Community Central</u>	<u>CC</u>
<u>F&FRSC Warehouse</u>	<u>WHS</u>
<u>Facilities Projects (MWR Admin)</u>	<u>FP</u>
<u>Fitness Center</u>	<u>FN</u>
<u>Human Resource Office (HRO)</u>	<u>HR</u>
<u>Kids Cove</u>	<u>KC</u>
<u>Kunia ITT</u>	<u>KIT</u>
<u>Liberty Program/Paradise</u>	<u>LIB</u>
<u>Marketing</u>	<u>MKT</u>
<u>MWR Administration</u>	<u>ADM</u>
<u>Navy Marine Golf Course</u>	<u>NMG</u>
<u>Navy Youth Programs (Previously Boys & Girls Club)</u>	<u>NYP</u>
<u>NCTAMS Auto Skills</u>	<u>ASC</u>
<u>NCTAMS CDC</u>	<u>NC</u>
<u>NCTAMS Fitness</u>	<u>NF</u>
<u>Oceans Enlisted Club</u>	<u>OEC</u>
<u>Outdoor Adventure Center</u>	<u>OAC</u>
<u>Pearl Harbor Bowling Center</u>	<u>SB</u>
<u>PMRF Cottages</u>	<u>PC</u>
<u>PMRF Fitness</u>	<u>PF</u>
<u>PMRF Shenanigans</u>	<u>PS</u>
<u>Rainbow Bay Marina</u>	<u>RBM</u>
<u>Rainbow Hale CDC</u>	<u>RH</u>
<u>Sharkey's Theater</u>	<u>ST</u>
<u>VQ PMRF</u>	<u>PVQ</u>
<u>VQ Naval Station</u>	<u>VQ</u>
<u>Youth Activities</u>	<u>YA</u>

