

11 July 2008

MEMORANDUM FOR DISTRIBUTION

To: All MWR and CBH Activities
Subj: F&FRSC Procurement Office Update #1

The following paragraph was abstracted from Commander, Navy Installations Command (CNIC) Communications Newsletter dated 27 June 2008 concerning GSA Schedules and AFNAFPO Contracts. It is considered appropriate to pass this communication on to all Fleet and Family Readiness NAF Managers due to its importance in the nature regarding our every day purchasing requirements for supplies, furnishings, and equipment.

“NAF Contracting Officers. Are you taking advantage of GSA Schedules and AFNAFPO contracts when ordering supplies, furnishings, and equipment? Did you know that since these contracts have already been negotiated with vendors, a \$5K NAF Supplies and Services Warrant is all that is required for you to be able to place delivery orders against GSA and AFNAFPO contracts regardless of the total dollar value of your order? Did you know that you don’t have to worry about the dreaded “split purchase” policy because there is no competition limit on delivery orders against existing contracts? Did you know that even if you decide not to use GSA or AFNAFPO for a particular purchase, you can use the GSA and AFNAFPO price lists from various vendors as a means of comparing prices and verifying that the price you are paying to the non-GSA or non-AFNAFPO vendor is reasonable? Did you know that it takes an average of 51.5 hours to prepare a Request for Proposal and resulting contract for purchases over \$25K, but it only takes an average of 1.5 hours to issue a delivery order against an existing contract? If your answer is “no” to any of the above questions, run don’t walk to the nearest computer. You may access the GSA Schedules by going to www.gsa.gov . For AFNAFPO, go to www.afnafpo.com . If you prefer the old-fashioned way of researching sources, AFNAFPO will mail to you copies of their catalogs and price lists. Call AFNAFPO at (210) 652-6931 or DSN 487-6931, and ask to be placed on the mailing list. POC: Ada Storms (901) 874-6680.”

This office distributed GSA and AFNAFPO contract reading material/literature in April 2008 to all F&FRC MWR activity managers and personnel. It is recommended that you refer to these distributions for further assistance in reducing your procurement related work load and eliminating unnecessary ordering restrictions.

MWR Procurement Office updates will continued to be issued on this website in order to keep all Fleet & Family Readiness personnel abreast of the latest changes to procurement/contracting regulations and to better our procurement work practices and communications.

Bruce Harris