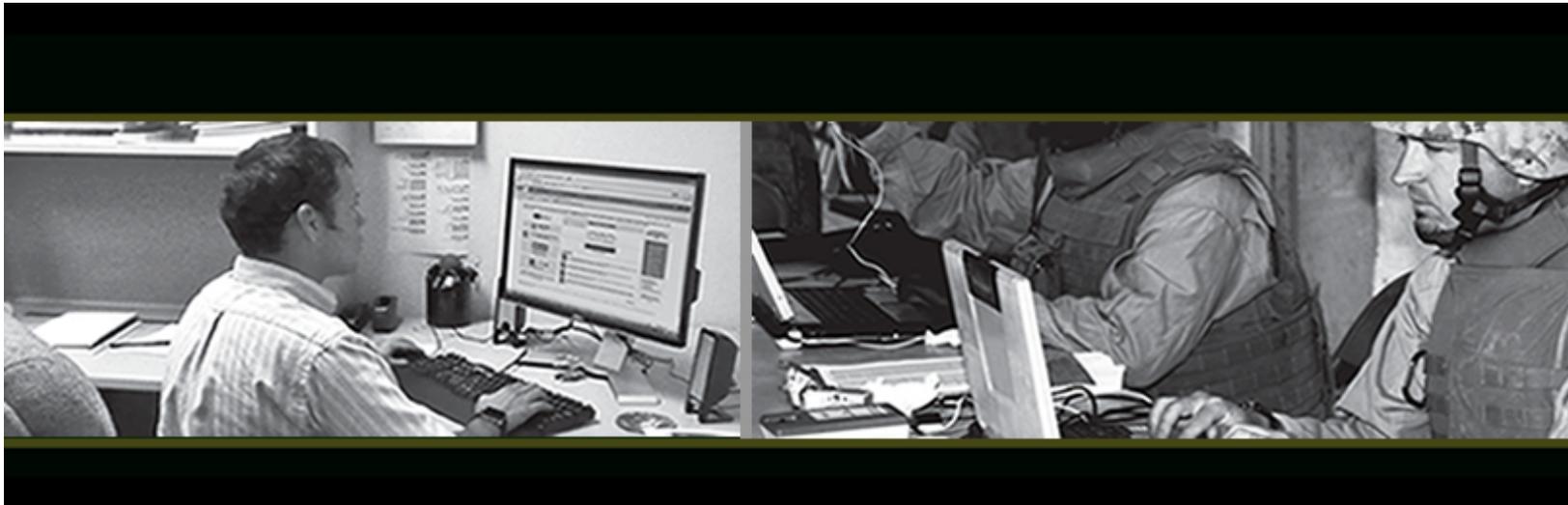




ARMY DESKTOP and MOBILE COMPUTING-2 (ADMC-2)



June 2011

FOREWARD

The Army Desktop and Mobile Computing (ADMC-2) Ordering Guide contains the information needed to issue delivery orders against the ADMC-2 contracts. These contracts were awarded under the Federal Acquisition Streamlining Act (FASA) and Clinger-Cohen Act, which requires that the prime contractors be provided a fair-opportunity-to-be-considered for delivery order awards. The contracts are structured as Indefinite Delivery/Indefinite Quantity (IDIQ) contracts, using delivery orders for acquisition of COTS hardware, software, printers, peripherals, accessories, and related services in accordance with commercial items definition FAR 2.101. These contracts are available to the Army, Department of Defense, and other federal agencies. In addition, government support contractors may place orders against the contracts in support of their government customers. IAW FAR Part 51

Questions regarding these guidelines and procedures for placing orders against the contracts should be directed to the Computer Hardware, Enterprise Software and Solutions (CHESS). Questions of a contractual nature should be directed to the Procuring Contracting Office (PCO), Army Contracting Command (ACC), National Capital Region (NCR). These guidelines will be revised, as needed, to improve the process of awarding and managing orders under the ADMC-2 contracts.

**Computer Hardware, Enterprise
Software and Solutions (CHESS)**

**ATTN: SFAE-PS-CH
9350 Hall Road, Bldg 1445
Fort Belvoir, VA 22060-5526
Toll Free Customer Line 1-888-232-4405
Peo eis.pdchess.helpdesk@us.army.mil**

**Army Contracting Command
National Capital Region
200 Stovall Street
Alexandria, VA 22332**

Information regarding the ADMC-2 contracts, including links to the prime contractors' home pages, can be found at: <https://chess.army.mil>.

TABLE OF CONTENTS

(ADMC-2)

CHAPTER 1- ADMC-2 GENERAL INFORMATION

1. Background
2. Scope
3. Prime Contractors
4. Contract Terms
5. FAR 16.505, DFARS 216.505-70, and AFARS 5116.5

CHAPTER 2- ADMC-2 ROLES AND RESPONSIBILITIES

1. Army Contracting Command (ACC), National Capital Region (NCR)
2. Computer Hardware, Enterprise Software and Solutions (CHESS)
3. Requiring Activity
4. Ordering Contracting Officer
5. Order Contracting Officer's Representative
6. Contractors
7. Ombudsman

CHAPTER 3- ADMC-2 ORDERING GUIDANCE

1. General
2. Pricing
3. Order Forms and Numbering
4. Delivery Requirements
5. Security
6. FAR 16.505, DFARS 216.505-70, and AFARS 5116.5

CHAPTER 4- ADMC-2 ORDERING PROCEDURES

1. Ordering Procedures
2. ADMC-2 Delivery Order Award Process

ATTACHMENT

Order Request Checklist

CHAPTER 1

ADMC-2 GENERAL INFORMATION

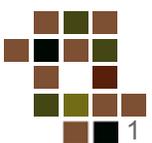
1. BACKGROUND

The objective of the ADMC-2 contracts is to provide a contractual vehicle for the Army to procure commercial-off-the-shelf (COTS) personal computers (PCs), notebooks, Personal Digital Assistants (PDAs), ruggedized information technology (IT) products, printers, scanners, digital cameras, video teleconferencing equipment, projectors, displays, high-definition televisions (HDTVs), peripherals, accessories, non-Enterprise Software Initiative (ESI) software, ESI software, asset tagging, installation services, and warranty services that are capable of meeting a variety of Army IT requirements. All DoD and other federal agencies are authorized to use the contracts to satisfy their IT requirements. The ADMC-2 contracts will be the contract vehicle for Army consolidated buys.

The ADMC-2 contracts are a follow-on to the Army Desktop Mobile Computing-1 and Enhanced Technology -1 Blanket Purchase Agreements (BPAs). The contracts are multiple award, Indefinite Delivery/Indefinite Quantity (ID/IQ) contract vehicles, specifically designed as the primary source of information technology (IT) equipment to integrate, support, modernize and refresh the Army's net-centric architecture while providing standardized interfaces.

2. SCOPE

The ADMC-2 contracts provide for the acquisition of COTS IT equipment as noted above. Commercial software products covered under the DoD Enterprise Software Initiative (ESI) or Smartbuy Program shall be available for purchase under these contracts. Equipment provided under these contracts shall be new. Used or refurbished equipment is not acceptable. The warranty duration for desktops and notebooks is three years. Multiple warranty terms are offered to include original equipment manufacturer (OEM) and warranty uplifts and downlifts. In order to keep pace with changes in technology, the contractors shall provide for new technologies and refresh their catalog product offerings in accordance with the contractors' commercial business practices and as Army requirements change over the 10-year life of these contracts. These technologies may include, but are not limited to, biometrics, embedded encryption, body wearable computers and displays, wireless products, and thin client to meet worldwide requirements of the Army.



In addition, the contractors shall provide related fixed price services including, but not limited to: installation, site survey, system configuration, and/or integration, image blasting, custom imaging, asset tagging, and asset disposition. These services shall be directly related to the equipment purchased, non-complex in nature, and do not require a detailed statement of work in order to be accomplished. These services shall be performed as requested by the customer on individual delivery orders. IT products procured through this acquisition are required to comply with DoD and Army standards, such as the Defense IT Standards Registry (DISR) and Federal Information Processing Standards.

These contracts were accomplished using a modular approach that allowed the contractors the option of bidding on one, two, or all three modules. A general description of the modules follows:

Module 1: Desktops, notebooks, tablets, printers, peripherals, and accessories.

Module 2: Ruggedized devices (includes notebooks, tablets, Personal Digital Assistants (PDAs)), peripherals, and accessories.

Module 3: Printers, peripherals, video teleconferencing, digital cameras, scanners, PDAs, projectors, displays, HDTVs, and accessories.

The Contract Line Items (CLINs) consist of catalog items, non-catalog unpriced items, and cost reimbursable items.

The catalog items consist of the following Modules, each of which has a catalog designation. These items are Fixed Price with Economic Price Adjustment (FP w/EPA). CLINs shown are for the base year and option years. A single discount percentage is identified for each of the ADMC-2 equipment categories. The discount percentage is fixed for the life of the contract.

Module 1

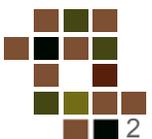
- Catalog A, Desktop Systems (CLINs 1001, 2001, 3001, 4001, 5001)
- Catalog B, Portable Systems (CLINs 1002, 2002, 3002, 4002, 5002)
- Catalog C, Document Processors/Printers (CLINs 1003, 2003, 3003, 4003, 5003)
- Catalog D, Accessories (C LINs 1004, 2004, 3004, 4004, 5004)

Module 2

- Catalog E, Ruggedized Devices (CLINs 1005, 2005, 3005, 4005,5005)
- Catalog F, Accessories for Ruggedized Devices (CLINs 1006, 2006, 3006, 4006, 5006)

Module 3

- Catalog G, Document Processors/Printers (CLINs 1007, 2007, 3007, 4007, 5007)
- Catalog H, Peripherals (CLINs 1008, 2008, 3008, 4008, 5008)



The ordering contracting officer must establish firm fixed prices in accordance with FAR 15.4 for the unpriced items. The non-catalog, unpriced items are:

Within Scope Items: Items not covered by other CLINs but within the scope of the contract (CLINs 1100, 2100, 3100, 4100, 5100)

Note: All ADMC-2 contract catalog items must be TAA compliant. However, there are instances where an item required as part of an ADMC-2 order is not TAA compliant and no TAA compliant item is available. Ordering Contracting Officers may make a determination to waive the TAA requirement and purchase the non-TAA compliant item after confirming:

- That the item to be purchased is non-TAA compliant.
- No TAA compliant items are available from any of the eight ADMC-2 contractors.
- No other TAA compliant items are available that will satisfy the requirement.

Ordering Contracting Officers will document the order file to support the determination to waive the TAA requirement. Such waivers will be specific to the individual delivery order. Non-TAA compliant items will be offered under the Within Scope Items CLIN.

The Ordering Contracting Officer must establish firm-fixed-prices in accordance with FAR 15.4 for these items.

Shipping Outside the Continental United States (OCONUS): (CLINs 1400, 2400, 3400, 4400, 5400)

Shipping Variations: (CLINs 1410, 2410, 3410, 4410, 5410)

Related Services: (CLINs 1500, 2500, 3500, 4500, 5500) consisting of:

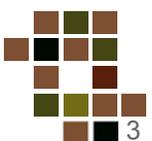
- Services related to the equipment, such as installation, configuration, etc.
 - (Subline item numbers (SLINs) 1500AA, 2500AA, 3500AA, 4500AA, 5500AA)
- Other Direct Charges
 - (SLINs 1500AB, 2500AB, 3500AB, 4500AB, 5500AB)
- ADMC-2 Accounting for Contractor Services
 - (SLINs 1500AC, 2500AC, 3500AC, 4500AC, 5500AC)

There is one CLIN for cost reimbursable items:

ESI Agreement Software: Contractors shall be reimbursed on a cost reimbursable basis (at the prices charged, with no markup percentage for loadings, fee or profit) for any software acquired under an ESA. Cost is to be determined.

There is one CLIN for Non-Catalog Items:

Non-catalog Items: (CLINs 1700, 2700, 3700, 4700, 5700). Proposed technology improvements that are acceptable to the government will be negotiated as fixed price modifications to the contract by the procuring contracting officer.



3. PRIME CONTRACTORS

Following is a list of the ADMC-2 prime contractors, their respective contract numbers, business size and modules applicable to the specific contract. Links to the prime contractor Web sites can be found at the CHES Web site: <https://chess.army.mil>.

Prime Contractor	Contract Number	Business Size	Module(s)
CDW Government Inc.	W91QUZ-06-D-0003	Large	1, 2, 3
Dell Federal Systems L.P.	W91QUZ-06-D-0002	Large	1
Hewlett-Packard Co.	W91QUZ-06-D-0004	Large	1
Integration Technologies Group Inc.	W91QUZ-06-D-0005	Small	1, 2, 3
NCS Technologies Inc.	W91QUZ-06-D-0009	Small	1, 2
Telos Corp.	W91QUZ-06-D-0001	Small	1, 2
Transource Computer	W91QUZ-06-D-0006	Small	1, 3
Emtec Federal (Formerly Westwood Computer Corp.)	W91QUZ-06-D-0007	Small	1, 2, 3

4. CONTRACT TERMS

Separate, multiple awards were made for ADMC-2; however, the following contract terms and provisions apply to all awardees:

Contract Terms	ADMC-2
Contract Minimum	- \$2,500.00 for each contractor. The minimum applies only to the Base Period
Contract Maximum	- \$5,000,000,000 over a 10-year period of performance - The contract maximum represents the total requirement for the life of the contract (including options, if exercised).
Period of Performance	- 10 years: <ul style="list-style-type: none"> • 36-month base period • Three 24-month options • One 12-month option
Pricing Structure	- Firm Fixed Price with Economic Price Adjustment - One Cost Reimbursable Line Item
Ordering Guidance and Process	- See Chapters 3 and 4 below



5. ORDERS UNDER ADMC-2

- In accordance with FAR 16.505(b) and AFARS 5116.5, for all orders in excess of \$3,000 and not exceeding \$150,000, the ordering contracting officer must provide each contractor a fair opportunity to compete. This means the ordering contracting officer must consider all ADMC-2 contractors for the specific module from which you are purchasing though he/she need not contact any of them. In making the award, the ordering contracting officer must document his/her selection and the selection must consider price. Finally, though not required, the ordering contracting officer should consider past performance on earlier orders under ADMC-2 and use streamlined procedures.
- In accordance with DFARS 216.505-70(c), for all orders exceeding \$150,000, the ordering contracting officer shall conduct a “mini-competition” unless he/she obtains a waiver pursuant to DFARS 216.505-70. In a “mini-competition,” the ordering contracting officer must provide a Request For Quotation (RFQ) to all contractors. The RFQ shall include the requirements and the basis for selection. In making the award, the ordering contracting officer must document his/her selection and the selection must consider price. Finally, though not required, the ordering contracting officer should consider past performance on earlier orders under ADMC-2 and use streamlined procedures.
- In accordance with the National Defense Authorization Act for Fiscal Year 2008, delivery orders in excess of \$5,000,000 require the ordering contracting officer to provide a Request For Quotation (RFQ) to all ADMC-2 contract holders that includes a clear statement of the requirements, a reasonable period of time to provide a proposal in response to the RFQ, disclosure of the significant factors and subfactors, including cost or price, that the ordering contracting officer expects to consider in evaluating such proposals, and their relative importance. In the case of an award that is to be made on a best value basis, the ordering contracting officer must prepare a written statement documenting the basis for the award and the relative importance of quality and price or cost factors. For orders in excess of \$5,000,000 the ordering contracting officer must provide an opportunity for post-award debriefings.
- Chapter 3, Paragraph 6, below contain waiver procedures.
- For ADMC-2, all orders over \$150,000 for Module 1 would have to be competed with all 8 contractors. For Module 2 it would be a competition between the 5 contractors for Module 2. For Module 3, it would be the 4 contractors for Module 3.

Examples:

If the requirement is for notebooks and the total value is \$3,000 to \$150,000, consider all eight Module 1 awardees identified in paragraph 3 above. Although they do not have to be contacted, price must be considered, and the selection documented.

If the requirement is for desktops and the total value is greater than \$150,000, compete among all eight of the Module 1 awardees identified in paragraph 3 above.

If the requirement is for ruggedized laptops and the total value is \$3,000 to \$150,000, consider all five of the Module 2 awardees identified in paragraph 3 above and set forth below. Although they do not have to be contacted, price must be considered and the selection documented.

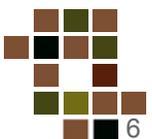
If the requirement is for ruggedized laptops and the total value is greater than \$150,000, compete among the five Module 2 awardees.

Module 2 Awardees: CDW Government, Inc.
Integration Technologies Group, Inc.
NCS Technologies, Inc.
Telos Corp.
Emtec Federal

If the requirement is for projectors and the total value is \$3,000 to \$150,000, consider the four Module 3 awardees identified in paragraph 3 above and set forth below. Although they do not have to be contacted, price must be considered and the selection documented.

If the requirement is for VTC products and the total value is greater than \$150,000, compete among the four Module 3 awardees.

Module 3 Awardees: CDW Government, Inc.
Integration Technologies Group, Inc.
Transource Computer
Emtec Federal



CHAPTER 2

ADMC-2 ROLES AND RESPONSIBILITIES

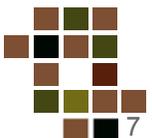
The following is a summary of the roles and responsibilities for the primary organizations in the ADMC-2 contract process.

1. ARMY CONTRACTING COMMAND - NATIONAL CAPITAL REGION (ACC-NCR)

- Serves as the Procuring Contracting Office (PCO) for the ADMC-2 contracts. The PCO has overall contractual responsibility for the ADMC-2 contracts. All orders issued are subject to the terms and conditions of the contract. The contract takes precedence in the event of conflict with any order.
- Provides advice and guidance to requiring activities, ordering contracting officers, and contractors regarding contract scope, acquisition regulation requirements, and contracting policies.
- Approves and issues contract modifications.
- Represents the contracting officer position at various contract-related meetings.

3. U.S. ARMY COMPUTER HARDWARE, ENTERPRISE SOFTWARE AND SOLUTIONS (CHESS)

- Designated by the Secretary of the Army as the Army's primary source for commercial IT.
- Is the requiring activity for this acquisition.
- Assistant Project Manager to Project Director, Enterprise Infostructure (PD EI) for the Program Executive Office Enterprise Information Systems (PEO EIS).
- Maintains the IT e-mart, a Web-based, e-commerce ordering and tracking system. The IT e-mart Web site is: <https://chess.army.mil>.
- With support from the CECOM, Information Systems Engineering Command (ISEC), Technology Integration Center (TIC), assists Army organizations in defining and analyzing requirements for meeting the Army's enterprise infrastructure and infostructure goals.
- Works with requiring activities, including those outside of the Army, to help them



understand how ADMC-2 can best be used to meet their enterprise requirements.

- Conducts periodic meetings with the prime contractors, e.g., quarterly In-Process Review (IPRs), to ensure requirements, such as approved DoD standards, are understood.
- Serves as the contracting officer's representative.

4. REQUIRING ACTIVITY

Defined as any organizational element within the Army, Department of Defense, or other federal agencies.

- Adheres to the requirements and procedures defined in the ADMC-2 contracts and these ordering guidelines.
- Defines requirements.
- Funds the work to be performed under ADMC-2 orders.
- Prepares delivery order requirements packages.

5. ORDERING CONTRACTING OFFICER

- Ordering contracting officers within the Army, Department of Defense, and other federal agencies are authorized to place orders within the terms of the contract and within the scope of their authority.
- They are not authorized to make changes to the contract terms. The ordering contracting officer's authority is limited to the individual orders.
- Serves as the interface between the contractor and the government for individual orders issued under the ADMC-2 contracts.
- Responsible for requesting, obtaining and evaluating proposals/quotations and for obligating funds for delivery orders issued.
- Responsible for addressing non-TAA compliant product issues affecting individual delivery orders and preparing any waivers or determinations necessary to acquire non-TAA compliant products.

6. ORDER CONTRACTING OFFICER'S REPRESENTATIVE

- Order contracting officer's representative (CORs) will be designated by letter of appointment from the ordering contracting officer.
- Serves as the focal point for all task activities, and primary point of contact with the contractors.
- Provides technical guidance in direction of the work; not authorized to change any



CHAPTER 3

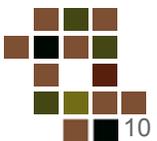
ADMC-2 ORDERING GUIDANCE

1. GENERAL

- Ordering is decentralized for all ADMC-2 requirements. Ordering under the contracts is authorized to meet the needs of the Army, Department of Defense, and other federal agencies. There are no approvals, coordination, or oversight imposed by the PCO on any ordering contracting officer. Ordering contracting officers are empowered to place orders in accordance with the terms and conditions of the contracts, ADMC-2 ordering guidelines, the FAR, DFARS (as applicable), and their own agency procedures.
- The PCO will not make judgements or determinations regarding orders awarded under the ADMC-2 contracts by an ordering contracting officer. All issues must be resolved consistent with individual agency procedures and/or oversight.
- Upon request, the PCO is available to provide guidance to ordering contracting officers executing orders under the ADMC-2 contracts.
- The CHESSE IT e-mart at <https://chess.army.mil> is available to make price comparison among all awardees and solicit competitive quotes.

2. PRICING

- Pricing is Fixed Price with Economic Price Adjustment. There are also two unpriced items – one cost reimbursable line item for ESI Agreement Software and one for fixed price non-catalog items under the Technology Refreshment Clause.
- Catalog items will be purchased by delivery orders. The catalog CLIN on the delivery order shall list the discounted amount for the catalog items ordered. In the description column, the following minimum information will be listed: catalog number, part number, description, item quantity, unit price and extended amount, discount applied, and the discounted grand total.



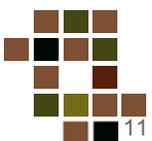
- Additional discount(s), from the established catalog discount, may be provided under individual delivery orders as negotiated by the ordering contracting officer. Any and all agreements to reduce pricing under the provision shall be subject to all other provisions set forth in the contract. Contract terms and conditions may not be waived, nor additional products (not specified in the scope of Part B) be sold, as part of the price reduction agreement.

3. ORDER FORMS AND NUMBERING

- An appropriate order form (DD Form 1155, Order for Supplies or Services, or SF 1449, Solicitation/Contract/Order for Commercial Items) shall be issued for each delivery order. The use of government credit cards is also authorized in accordance with applicable rules and procedures. Delivery orders may be issued via telephone, fax, e-mail, postal mail or CHESSE's IT e-mart.
- Ordering contracting officers shall not use any order numbers beginning with 0001 through 9999, which are reserved for ACC-NCR. DoD agencies should use ordering numbers as specified in DFARS 204.7004(d)(2)(i). Non-DoD federal agencies may use any numbering system provided it does not conflict with either of these numbering systems.

4. DELIVERY REQUIREMENTS

- Delivery of products to Continental U.S. (CONUS) and Outside Continental U.S. (OCONUS) locations shall be in accordance with individual delivery orders. Maximum delivery time to the addresses specified in each delivery order shall be within 30 calendar days for CONUS addresses and 35 calendar days for OCONUS from the date a valid order is received by the contractor, or as otherwise agreed to by the parties. In addition, several Contractors proposed faster delivery times than the ADMC-2 requirement, for Integration Technologies Group, Transource Computer and Emtec — see the IT e-mart for their contractual delivery times. Faster delivery times range from 5 to 20 days after receipt of order (ARO) for CONUS and 10 to 30 days ARO for OCONUS. All contractors offer the ability to expedite delivery, some subject to negotiation or additional cost, with the quickest expedited delivery beginning within 24 to 48 hours ARO. Partial shipments and partial payments are authorized under the contracts. Shipping shall be FOB Destination.
- The ordering contracting officer's authority is limited to the individual orders. They are not authorized to make changes to the contract terms.
- Coordination and scheduling of shipment and delivery is the responsibility of the ordering activity. Commercial shipping is required in lieu of developing a shipping mechanism reliant upon government personnel intervention.



- If an item cannot be delivered within the delivery time for that item, the Contractor shall notify the ordering contracting officer and CHES, within two business days of order receipt, of the expected delivery date for the ordered item(s). Upon notification, the Ordering Agency may choose to cancel the delivery order or request due consideration for the delay.

5. SHIPMENTS TO CALIFORNIA - CALIFORNIA ENVIRONMENTAL FEE

The State of California requires the payment of an Electronic Waste Recycling Fee on certain electronic devices shipped to California. **The fee applies to Government purchases and must be paid by the customer.** The fees are added to the customer's order as a pass through charge and must be included in the total amount of the delivery order or credit card at the time of purchase. The CHES vendor remits the fees to the State of California.

If a delivery order or credit card purchase contains LCD desktop computer monitors and/ or laptop computers that are being shipped to California, contact the CHES vendor so that they can determine the additional charge that will be incurred against the delivery order or credit card purchase.

6. SECURITY CONSIDERATIONS

Orders shall indicate any security clearances required and the level of classified access necessary. A DD Form 254, Contract Security Classification Specification, shall be prepared when required.

7. FAR 16.505, DFARS 216.505-70

In accordance with FAR 16.505(b)(2), for any order exceeding \$3,000 but not exceeding \$150,000, the ordering contracting officer shall give every ADMC-2 contractor from the specific module from which he/she are purchasing a fair opportunity to be considered for a delivery order unless one of the exceptions to fair opportunity applies. See paragraph 6.d, below. The ordering contracting officer must document his/her rationale if applying one of the exceptions to fair opportunity, however, no special format is required.

All orders exceeding \$150,000 for DoD shall be placed on a competitive basis in accordance with FAR 16.505 and DFARS 216.505-70(c) unless a written waiver is obtained, using the limited sources justification and approval format in FAR 8.405-6. Refer to your agency's approval authorities for placing orders on another than competitive basis. This competitive basis requirement applies to all orders by or on behalf of DoD. Non-DoD agencies shall comply with their own agency's procedures.



The requirement to place orders on a competitive basis is met only if the ordering contracting officer:

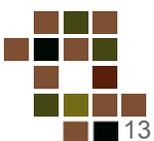
- Provides a notice of intent to purchase to every ADMC-2 contractor from the specific module from which you are purchasing, including a description of work to be performed and the basis upon which the selection will be made; and
- Affords all ADMC-2 contractors responding to the notice a fair opportunity to submit an offer and to be fairly considered.

Exceptions to the requirement to place an order on a competitive basis. As provided in FAR 16.505(b)(2) and DFARS 216.505-70(b), the ordering contracting officer may waive the requirement to place an order on a competitive basis if a written limited source's justification and approval is done and one of the following circumstances applies:

- The agency's need for the supplies or services is so urgent that providing a fair opportunity would result in unacceptable delays. Use of this exception requires a justification that includes reasons why the ADMC-2 processing time for a fair opportunity to be considered will result in an unacceptable delay to the agency. The justification should identify when the effort must be completed and describe the harm to the agency caused by such a delay.
- Only one contractor is capable of providing the supplies or services required at the level of quality required because the supplies or services ordered are unique or highly specialized. Use of this exception should be rare. When using this exception, explain (1) what is unique or highly specialized about the supply or service, and (2) why only the specified contractor can meet the requirement. See DFARS Procedures, Guidance and Information (PGI) 216.505-70(1) for additional guidance.
- The order must be issued on a sole-source basis in the interest of economy and efficiency because it is a logical follow-on to an order already issued under these contracts, provided that all awardees were given a fair opportunity to be considered for the original order. See DFARS PGI 216.505-70(2) for additional guidance.
- A statute expressly authorizes or requires that the purchase be made from a specified source.

The ordering contracting officer must follow his/her agency's procedures for documenting the process and rationale for selection of the awardee for each order.

The CHESSE IT e-mart is available to make product and price comparisons among all awardees and solicit quotes from all awardees. Refer to <https://chess.army.mil>.



CHAPTER 4

ADMC-2 ORDERING PROCEDURES

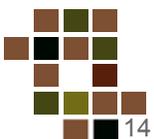
1. ORDERING PROCEDURES

Delivery Order Request: the Requiring Activity prepares the delivery order request package and submits it to the ordering contracting officer *Attachment. 1* is an example of a delivery order checklist and instructions. At a minimum, the package should contain the following:

- **List of requirements:** the requiring activity will provide details on specific requirements, including a list of equipment and any related services.
- **Funding Document:** ADMC-2 Orders are funded by the requiring activity. Individual ordering contracting officers should provide specific instructions as to the format and content.
- **Independent Government Cost Estimate (IGCE):** the estimate will assist the ordering contracting officer in determining the reasonableness of the contractors' cost and technical proposals. The estimate is for government use only and should not be made available to the ADMC-2 contractors.
- **Basis for Delivery Order Award:** the ordering contracting officer, in conjunction with the requiring activity, develops the evaluation criteria that form the basis for delivery order award. Whether the award will be based on low price, technical acceptability or best value, the criteria should be provided to the contractor. If award will be based on best value, evaluation factors and significant sub factors that will affect contract award and their relative importance should be shown.

Proposal Preparation Request: the Ordering KO will issue a Request For Quote (RFQ) to all contractors for the module or modules being acquired, unless a waiver has been documented, using the CHESSE IT e-mart: <https://chess.army.mil>.

- Recommend an RFQ submission date of 3-5 calendar days after issuing a delivery order proposal/quote request. Upon mutual agreement between the contractor(s) and the government, a shorter or longer response time may be established.
- If unable to perform a requirement, the contractor shall submit a “no bid” reply in response to the RFQ. All “no bids” shall include a brief statement as to why the contractor is unable to perform, e.g., conflict of interest.
- In responding to RFQ's contractors are expected to facilitate maximum utilization of Enterprise Software Initiative (ESI) source software.



Evaluation

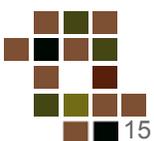
- The government will evaluate the contractor's quote in accordance with the selection criteria identified in the RFQ.
- Award may be determined as a result of the lowest price technically acceptable or a tradeoff process resulting in the best value to the government. When determining "best value," the ordering contracting officer shall consider price as one of the factors in the selection decision. In addition, the ordering contracting officer should consider past performance on earlier orders under the contract, including quality and timeliness. While the ordering contracting officer should keep contractor submission requirements to a minimum, other factors that may be considered include:
 1. Special features of the supply or service required for effective program performance.
 2. Trade-in considerations.
 3. Probable life of the item selected compared with that of a comparable item.
 4. Warranty considerations.
 5. Maintenance availability.
 6. Environmental and energy efficiency considerations.
 7. Delivery terms.
 8. Socioeconomic status.

After proposals have been received and evaluated, an authorized official from the requiring activity will document the results.

Award

At a minimum, the following information shall be specified in each delivery order awarded as applicable:

- Date of order.
- Contract and order number.
- Point of contact (name), commercial telephone, facsimile number and e-mail address.
- Ordering contracting officer's commercial telephone number and e-mail address.
- Description of the supplies to be provided, quantity, and unit price (TO INCLUDE CONTRACT LINE ITEM NUMBER (CLIN) AND/OR SUB-LINE ITEM NUMBER (SLIN)). Defense Finance and Accounting Service (DFAS) requires identification of the CLIN/SLIN numbers on the order form (or credit card form) for initial entry of orders into their automated payment system. When the contractor submits a request for payment, DFAS will compare the request for payment of CLIN/SLINs with the order CLIN/SLINs. Use of item numbers other than CLINs/SLINs in the "Item No." block on the order form may result in payment delays and excessive administrative costs to both the contractor and the government.



- Delivery date for supplies and performance period for services.
- Address of place of delivery or performance to include consignee.
- Packaging, packing and shipping instructions, if any.
- Accounting and appropriation data and Contract Accounting Classification Reference Number (ACRN) (DFAS requires an ACRN(s) on all orders.) Specific instructions regarding how payments are to be assigned when an order contains multiple ACRNs.
- Invoice and payment instructions to the extent not covered by the contract.
- Orders for known foreign military sales requirements shall clearly be marked “FMS requirement” on the face of the order, along with the FMS customer and the case identifier code.
- Any other pertinent information.

Instructions on how to create an External SF1449 Award in SPS/PD2, instructions are provided on the IT e-mart, <https://chess.army.mil>, under More CHESS Resources, Contracting Guidelines/Templates.

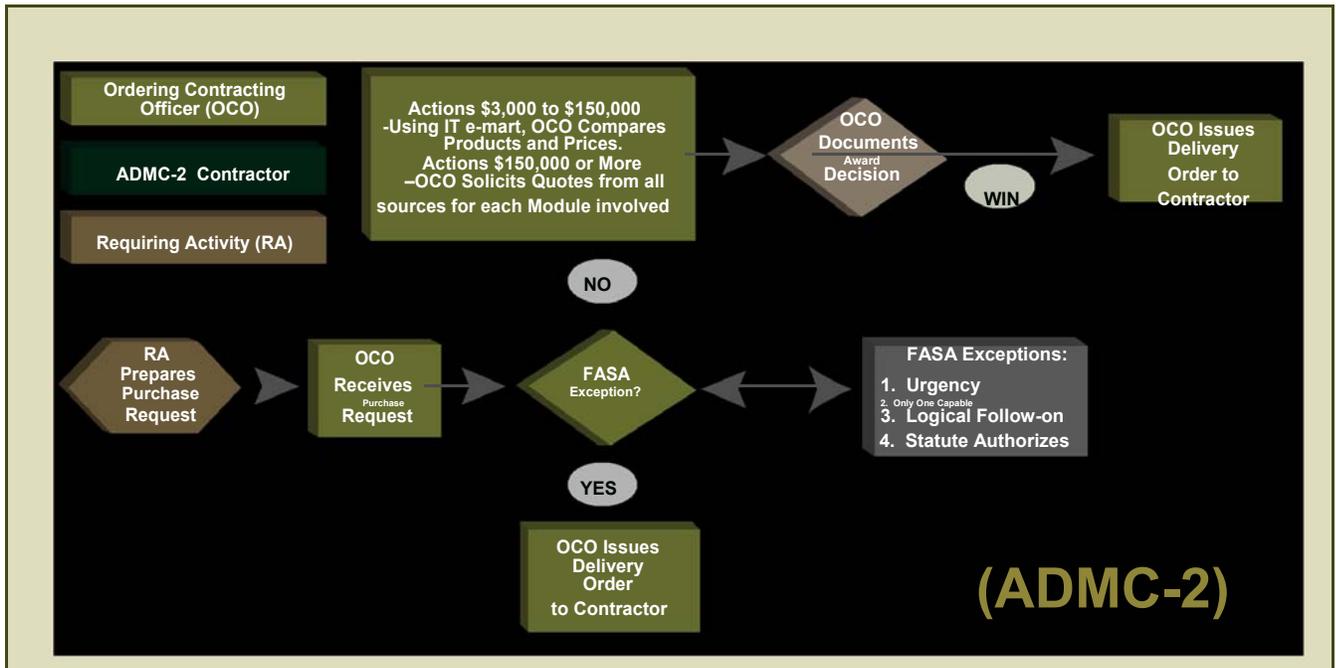
The ordering contracting officer’s decision on each order shall be final and shall not be subject to protest under FAR Subpart 33.1. A protest is not authorized in connection with the issuance or proposed issuance of a delivery order except for a protest on the ground that the order increases the scope, period, or maximum value of the contract or a protest of an order valued in excess of \$10,000,000. The Army Contracting Command, NCR Ombudsman will review complaints from the contractors and ensure that all contractors are afforded a fair opportunity to be considered for each order, consistent with the procedures in the contract. The designated Ombudsman is identified in Chapter 2, paragraph 7 of these guidelines.

The executed order will be transmitted via mail, facsimile, e-mail, or by verbal direction from the ordering KO. If verbal direction is given, written confirmation will be provided within five working days.

After award, timely notification shall be provided to the unsuccessful offerors and will identify, at a minimum, the awardee and award amount. For orders in excess of \$5,000,000 the ordering contracting officer must provide an opportunity for post-award debriefings.

The ADMC-2 Delivery Order Award Process is illustrated below:

The ADMC-2 Delivery Order Award Process



ATTACHMENT 1 EXAMPLE

ADMC-2 DELIVERY ORDER REQUEST CHECKLIST AND INSTRUCTIONS

This form constitutes a request for contract support under the ADMC-2 contracts. The Requiring Activity completes this form, together with the associated attachments, and forwards the entire package to the appropriate ordering contracting officer for processing.

1. Requiring Activity Point of Contact. Include name, title, organization, commercial and DSN phone numbers for voice and fax, and e-mail address:	
2. Designated Order Contracting Officer's Representative (OCOR) (If applicable) Include. name, title, organization, commercial and DSN phone numbers for voice and fax, and e-mail address: (If same as Block 2, type "same)."	
3. Wide Area Work Flow (WAWF) Inspector/Acceptor POC (if applicable) Include name, e-mail address, and phone number	
4. Attachments Checklist. Complete package must include the following items. Send files electronically via e-mail or fax to the ordering contracting officer(All. files shall be completed using MS Word Office 2000 or MS Excel Office 2000, as appropriate.)	
<input type="checkbox"/> Funding Document(s) (scanned or other electronic version is preferable)	
<input type="checkbox"/> Independent Government Cost Estimate (IGCE)	
<input type="checkbox"/> Proposal Evaluation Plan	
<input type="checkbox"/> DO-unique DD Form 254 (only if order unique security requirements exist).	
5. Delivery Order Information	
FASA Exception. If you are citing a FASA exception to Fair Opportunity Competition, designate which one below with a justification.	
<input type="checkbox"/> Only one such contractor is capable of providing supplies required at the level of quality required because they are unique or highly	
<input type="checkbox"/> specialized The order should be issued on a sole-source basis in the interest of economy and efficiency as a logical follow-on	
<input type="checkbox"/> A statute expressly authorizes or requires that the purchase be made from specified source	
<input type="checkbox"/> The agency need for supplies is of such urgency that providing such opportunity would result in unacceptable delays	
FASA Exception Justification:	
6. Order COR Training Certification: Army Order CORs are required to have contracting officer's representative (COR) training prior to appointment in accordance with paragraph 1.7 of the ACC Acquisition Instruction. Appendix A of the ACC Acquisition Instruction contains a list of ACC-approved training courses. Refer to: http://aca.saalt.army.mil/Community/procedures.htm	
Order COR Training Certification Date:	