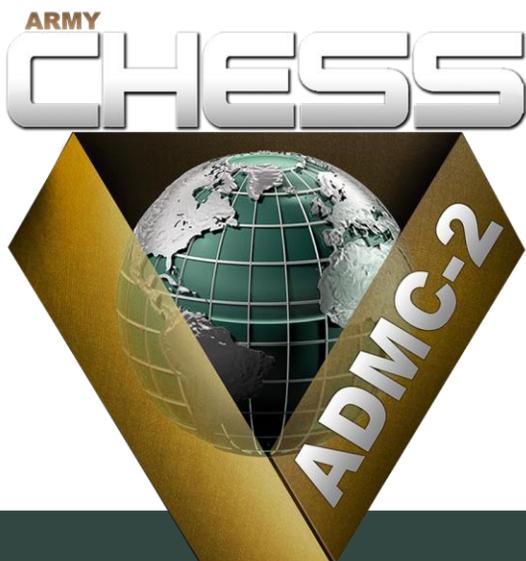




ARMY DESKTOP AND MOBILE COMPUTING-2 (ADMC-2)

ORDERING GUIDE

March 2016



FORWARD

These ordering guidelines contain the information needed to issue delivery orders against the Army Desktop Mobile Computing-2 (ADMC-2) contracts. These contracts were awarded under the Federal Acquisition Streamlining Act (FASA) and Clinger-Cohen Act, and Section 803 of the National Defense Authorization Act (NDAA) for Fiscal Year (FY) 2002, 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 (ID/IQ) contracts, using delivery orders for acquisition of commercial off-the-shelf (COTS) hardware, software, printers, peripherals, accessories, and related services in accordance with (IAW) commercial items definition Federal Acquisition Regulation (FAR) 2.101.

These contracts are available to the Army, Department of Defense (DOD), 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 Computer Hardware, Enterprise Software and Solutions (CHESS). Questions of a contractual nature should be directed to the Procuring Contracting Office (PCO), Army Contracting Command - Rock Island (ACC-RI). These guidelines will be revised, as needed, to improve the process of awarding and managing orders under the ADMC-2 contracts.

CHESS

ATTN: SFAE-PS-CH
9351 Hall Road, Bldg 1456
Fort Belvoir, VA 22060-5526
Toll Free Customer Line 1-888-232-4405
armychess@mail.mil

ACC-RI

ATTN: CCRC-TA
Bldg 102, 2nd Floor SW
1 Rock Island
Rock Island, IL 61299-8000
309-782-8582
Joelle.r.donovan.civ@mail.mil

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



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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 COTS personal computers (PCs), notebooks, tablets, slates, personal digital assistants (PDAs), ruggedized information technology (IT) products, printers, scanners, digital cameras, video teleconferencing (VTC) 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 ADMC-1 and Enhanced Technology-1 Blanket Purchase Agreements. The contracts are multiple award, ID/IQ contract vehicles specifically designed as the primary source of IT equipment to integrate, support, modernize and refresh the Army's net-centric architecture while providing standardized interfaces. There is no fee to place orders against the ADMC-2 contract.

2. SCOPE

The ADMC-2 contracts provide for the acquisition of COTS IT equipment as noted above. Commercial software products covered under the DOD 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 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 IAW 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 firm fixed price (FFP) 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 and Federal Information Processing Standards.



3. PRIME CONTRACTORS

The following is a list of the ADMC-2 prime contractors, their respective contract numbers, business size applicable to the specific contract and links to the prime contractor websites.

Prime Contractor	Contract Number	Business Type	Modules
Telos	W91QUZ-06-D-0001	Small Business	1, 2
Dell	W91QUZ-06-D-0002	Large Business	1
CDW-G	W91QUZ-06-D-0003	Large Business	1, 2, 3
Hewlett Packard	W91QUZ-06-D-0004	Large Business	1
ITG	W91QUZ-06-D-0005	Small Business	1, 2, 3
Transource	W91QUZ-06-D-0006	Small Business	1, 3
Emtec Federal	W91QUZ-06-D-0007	Small Business	1, 2, 3
NCS	W91QUZ-06-D-0009	Small Business	1, 2

4. CONTRACT TERMS/APPROACH

Separate, multiple awards were made for ITS-SB with the following contract terms and provisions:

Contract Terms	ADMC-2
Contract Maximum	<ul style="list-style-type: none"> • \$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	<ul style="list-style-type: none"> • 10 Years: <ul style="list-style-type: none"> ○ 36-month base period ○ Three 24-month options
Pricing Structure	<ul style="list-style-type: none"> • FFP with Economic Price Adjustment (w/EPA) • One Cost Reimbursable (CR) Line Item
Performance-Based Contracting	<ul style="list-style-type: none"> • Shall be used to the maximum extent practicable
Ordering Guidance and Process	<ul style="list-style-type: none"> • See Chapter 3

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, slates, printers, peripherals, and accessories.

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



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

The Contract Line Items (CLINs) consist of catalog items, non-catalog un-priced items, and CR items.

The catalog items consist of the following Modules, each of which has a catalog designation. These items are FFP 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 (CLINs 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 (OCO) must establish firm fixed prices (FFPs) IAW FAR 15.4 for the un-priced items. The non-catalog, un-priced 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 Trade Agreement Act (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. OCOs may make a determination to waive the TAA requirement and purchase the non-TAA compliant item after confirming:

- 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.

OCO's 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 OCO must establish FFPs IAW 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 CR items:

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

CLINs 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 FFP modifications to the contract by the PCO.

5. ORDERS UNDER ADMC-2

The following regulations are applicable to ADMC-2 contracts:

IAW FAR 16.505(b) and Army Federal Acquisition Regulation Supplement (AFARS) 5116.5, for all orders in excess of \$3,000 and not exceeding the simplified acquisition threshold, the OCO must provide each contractor a fair opportunity to compete unless an exception is justified IAW FAR 16.505(b)(2). In making the award, the OCO must document his/her selection, including the basis for award (e.g., low price, or best value tradeoff) and any tradeoffs, in the case of best value, between price and non-price considerations; the selection must consider price. Finally, though not required, the OCO should consider past performance on earlier orders under ADMC-2 and use streamlined procedures. The contract file must include the basis for the exception to the fair opportunity process.

- IAW the NDAA for FY 2008, DOs in excess of \$5,000,000 require the OCO to provide a RFQ or initiating a Reverse Auction to all ADMC-2 contractors that includes a clear statement of the requirements, a reasonable period of time to provide a proposal in response to the RFQ/Reverse Auction, disclosure of the significant factors and sub factors, including cost or price, that the OCO 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 OCO 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 OCO must provide an opportunity for post-award debriefings.
- IAW DFARS 216-505-70, Orders under multiple award contracts, if only one offer is received in response to an order exceeding the simplified acquisition threshold that is placed on a competitive basis, the contracting officer shall follow the procedures at DFARS 215.371.

For ADMC-2, all orders over the simplified acquisition threshold for Module 1 would have to be competed with all eight prime contractors. For Module 2 it would be a competition between the five prime contractors. For Module 3, it would be the four prime contractors.



Examples:

If the requirement is for notebooks and the total value is \$3,000 to the simplified acquisition threshold, consider all eight Module 1 prime contractors identified in section 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 the simplified acquisition threshold, compete among all eight of the Module 1 prime contractors identified in section 3 above.

If the requirement is for ruggedized laptops and the total value is \$3,000 to the simplified acquisition threshold, consider all five of the Module 2 prime contractors identified in section 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 the simplified acquisition threshold, compete among the five Module 2 prime contractors.

Module 2 Awardees: CDW-G Telos
 ITG Emtec Federal
 NCS

If the requirement is for projectors and the total value is \$3,000 to the simplified acquisition threshold, consider the four Module 3 prime contractors identified in section 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 video teleconferencing products and the total value is greater than the simplified acquisition threshold, compete among the four Module 3 prime contractors.

Module 3 Awardees: CDW-G Transource
 ITG 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 – ROCK ISLAND

The ACC-RI roles and responsibilities are as follows:

- Serves as the 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 (RA)s, 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.

2. COMPUTER HARDWARE, ENTERPRISE SOFTWARE AND SOLUTIONS

The CHES roles and responsibilities are as follows:

- Designated by the Secretary of the Army as the Army's primary source for commercial IT
- Is the requiring activity/ACOR for this acquisition
- Maintains the IT e-mart, a no-fee flexible procurement strategy through which an Army user may procure COTS IT hardware, software and services. The CHES IT e-mart features Request for Quote (RFQ) and Reverse Auction tools. The CHES IT e-mart website is: <https://ches.army.mil>.
- With support from Information Systems Engineering Command, Technology Integration Center, assists Army organizations in defining and analyzing requirements for meeting the Army's enterprise infrastructure and infostructure goals.
- Works with other RAs, 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, as needed to ensure requirements, such as approved DOD standards, are understood.

3. REQUIRING ACTIVITY

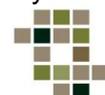
RA is defined as any organizational element within the Army, DOD, or other Federal Agencies. The RA roles and responsibilities are as follows:

- 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

4. ORDERING CONTRACTING OFFICER

The OCOs roles and responsibilities are as follows:

- OCOs within the Army, DOD, 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 OCOs 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.

5. ORDERING CONTRACTING OFFICER'S REPRESENTATIVE

The Order CORs roles and responsibilities are as follows:

- Order CORs will be designated by letter of appointment from the OCO.
- Serves as the focal point for all task activities, and primary point of contact (POC) with the contractors.
- Provides technical guidance in direction of the work; not authorized to change any of the terms and conditions of the contract or order.
- Obtains required COR training. Note: The Army Contracting Command, COR Guide provides a list of approved COR training courses:
<https://www.us.army.mil/suite/doc/24452057&inline=true>.

6. CONTRACTORS

The principal role of the contractors is to deliver products identified in orders issued under its contract within the time frame specified under the contract. Contractors must provide technical assistance and perform warranty services IAW the terms and conditions of the ADMC-2 contract.

7. OMBUDSMAN

IAW 10 U.S. Code 2304c(f) and FAR 16.505(b)(5), ADMC-2 contractors that are not selected for award under a delivery order competition may seek independent review by the designated Ombudsman for the ADMC-2 contracts. The ACC-RI Ombudsman will review complaints from the contractors on all delivery orders issued by ACC-RI and ensure that all contractors are afforded a fair opportunity to be considered for each delivery order, consistent with the procedures in the contract. The Ombudsman for delivery orders not issued by ACC-RI will be the Ombudsman that supports the OCO. The designated Ombudsman for the ADMC-2 contracts issued by ACC-RI is:

Randy McGee
 Army Sustainment Command
 Rock Island, IL 61299-6500
 309-782-7287
 randy.e.mcgee.civ@mail.mil

Note: IAW FY08 Authorization Act, Section 843, the U.S. Government Accountability Office (GAO) will entertain a protest filed on or after May 27, 2008, for delivery orders valued at more than \$10M. Procedures for protest are found on 4 Code of Federal Regulations Part 21 (GAO Bid Protest Regulations).



CHAPTER 3

ADMC-2 ORDERING GUIDANCE

1. GENERAL

- All ADMC-2 contracts contain Delivery Order Procedures. Additional detailed procedures are included herein.
- Ordering is decentralized for all ADMC-2 requirements. Ordering under the contracts is authorized to meet the needs of the Army, DOD, and other Federal Agencies. There are no approvals, coordination, or oversight imposed by the PCO on any OCO. OCOs are empowered to place orders IAW 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 judgments or determinations regarding orders awarded under the ADMC-2 contracts by an OCO. All issues must be resolved consistent with individual agency procedures and/or oversight.
- Upon request, the PCO is available to provide guidance to OCOs executing orders under the ADMC-2 contracts.
- The CHESSE IT e-mart at <https://chess.army.mil> is available to make price comparisons among all awardees and solicit competitive quotes. Only services and their related, incidental hardware/software items are to be released on the ADMC-2 IT e-mart. The OCO will initiate the delivery order request (DOR) process by issuing a DOR to all awardees via the CHESSE IT e-mart. OCOs MUST issue the Request for Quote (RFQ)/DORs or initiating a Reverse Auction via the IT e-mart.
- When posting an RFQ/DOR/Reverse Auction, requiring activities are not to simply submit a vendor's quote as an RFQ/DOR/Reverse Auction.
- When posting a DOR, customers will identify specific delivery instructions for proposal responses. Contractors will indicate their interest via CHESSE IT e-mart; however, proposal packages shall be delivered by means identified in the DOR.

2. PRICING

- Pricing is FFP w/EPA. There are also two un-priced items – one CR line item for ESI Agreement Software and one for FP 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 discounts(s), from the established catalog discount, may be provided under individual delivery orders as negotiated by the OCO. 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 scope of Part B) be sold, as part of the price reduction agreement.

3. ORDER FORMS AND NUMBERING

- An appropriate order form (Defense Department (DD) Form 1155, Order for Supplies or Services, or Standard Form (SF)1449, Solicitation/Contract/Order for Commercial Items) shall be issued for each delivery order. The use of government credit cards is



also authorized IAW applicable rules and procedures. Delivery orders may be issued via telephone, fax, e-mail, postal mail or CHES's IT e-mart.

- OCOs shall not use any order numbers beginning with 0001 through 9999, which are reserved for ACC-RI. 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 United States (CONUS) and OCONUS locations shall be IAW 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 ITG, Transource and Emtec Federal - 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 free on board destination.
- The OCOs 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 OCO 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 liquid crystal display 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, DOD Contract Security Classification Specification, shall be prepared when required.



7. FAIR OPPORTUNITY TO BE CONSIDERED

IAW FAR 16.505(b)(2), for any order exceeding \$3,000 but not exceeding the simplified acquisition threshold, the OCO shall give every ADMC-2 contractor from the specific module from which he/she is purchasing a fair opportunity to be considered for a delivery order unless one of the exceptions to fair opportunity applies. The OCO must document his/her rationale if applying one of the exceptions to fair opportunity; however, no special format is required. All orders exceeding the simplified acquisition threshold for DOD shall be placed on a competitive basis IAW FAR 16.505 and DFARS 216.505-70 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 OCO:

- 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 Fair Opportunity

As provided in FAR 16.505(b)(2) and DFARS 216.505-70(b), the OCO may waive the requirement to place an order on a competitive basis with a written limited sources justification and approval if 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.
- 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.
- A statute expressly authorizes or requires that the purchase be made from a specified source.

The OCO 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>.



8. ORDERING PROCEDURES

Delivery Order Request

- The RA prepares the delivery order request package and submits it to the OCO. Attachment 1 is an example of a delivery order checklist. At a minimum, the package should contain the following:
- List of requirements: the RA will provide details on specific requirements, including a list of equipment and any related services.
- Funding Document: ADMC-2 Orders are funded by the RA. Individual OCOs should provide specific instructions as to the format and content.
- Independent Government Cost Estimate: the estimate will assist the OCO 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 OCO, in conjunction with the RA, 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 the 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 OCO will issue an RFQ/Reverse Auction 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/Reverse Auction 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/Reverse Auction. 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/Reverse Auction's, contractors are expected to facilitate maximum utilization of ESI source software.

Evaluation

- The government will evaluate the contractor's quote IAW the selection criteria identified in the RFQ/Reverse Auction.
- 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 OCO shall consider price as one of the factors in the selection decision. In addition, the OCO should consider past performance on earlier orders under the contract, including quality and timeliness. While the OCO should keep contractor submission requirements to a minimum, other factors that may be considered include:
 - Special features of the supply or service required for effective program performance.
 - Trade-in considerations.
 - Probable life of the item selected compared with that of a comparable item.
 - Warranty considerations.



- Maintenance availability.
- Environmental and energy efficiency considerations.
- Delivery terms.
- Socioeconomic status.

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

Award

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

- Date of order.
- Contract and order number.
- POC (name), commercial telephone, facsimile number and e-mail address.
- OCOs commercial telephone number and e-mail address.
- Description of the supplies to be provided, quantity, and unit price (TO INCLUDE CLIN AND/OR 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 (FMS) requirements shall clearly be marked "FMS requirement" on the face of the order, along with the FMS customer and the case identifier code.
- Other pertinent information.

Instructions on how to create an External SF1449 Award in Standard Procurement System Procurement Desktop Defense for ADMC-2, instructions are provided on the IT e-mart, <https://chess.army.mil>, under CHESS Resources, Contracting Guidelines.

The OCOs 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 ACC-RI 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, section 7 of these guidelines.



The executed order will be transmitted via mail, facsimile, e-mail, or by verbal direction from the OCO. 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 OCO must provide an opportunity for post-award debriefings.



ATTACHMENT 1 EXAMPLE

ADMC-2 DELIVERY ORDER REQUEST CHECKLIST

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

1. RA Point of Contact (POC). Include name, title, organization, commercial and DSN phone numbers for voice and fax, and e-mail address:	
2. Designated Order Contracting Officer Representative (COR) (If applicable) Include name, title, organization, commercial and DSN phone numbers for voice and fax, and e-mail address: (If same as Block 1, type "same)."	
3. Wide Area Work Flow 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. <input type="checkbox"/> Funding Document(s) (scanned or other electronic version is preferable) <input type="checkbox"/> Independent Government Cost Estimate <input type="checkbox"/> Proposal Evaluation Plan Bundling Determination (if needed) <input type="checkbox"/> Delivery order unique Defense Department (DD)Form 254 (only if order unique security requirements exist)	
5. Delivery Order Information	
Federal Acquisition Streamlining Act (FASA) Exception. If you are citing a FASA exception to fair opportunity competition, designate which one below with a justification. FASA Exception Justification: <input type="checkbox"/> The agency need for services is of such urgency that providing such opportunity would result in unacceptable delays. <input type="checkbox"/> Only one such contractor is capable of providing services required at the level of quality required because they are unique or highly specialized. <input type="checkbox"/> The order should be issued on a sole-source basis in the interest of economy and efficiency as a logical follow-on to an order already issued under this contract.	
FASA Exception Justification:	
6. Order COR Training Certification: Army Order CORs are required to have COR training prior to appointment.	
Order COR Training Certification Date:	



ATTACHMENT 2

ADMC-2 ACRONYMS

Below is a list of acronyms pertinent to the ITS-SB ordering guide:

- ACC-RI - Army Contracting Command - Rock Island
- ACRN - Accounting Classification Reference Number
- ADMC-2 - Army Desktop Mobile Computing
- ARO - After Receipt of Order
- CHESS - Computer Hardware Enterprise Software and Solutions
- CLINs - Contract Line Items
- CONUS - Continental United States
- COR - Contracting Officer Representative
- COTS - Commercial Off-the-Shelf
- CR- Cost Reimbursable
- DD - Defense Department
- DFARS - Defense Federal Acquisition Regulation Supplement
- DFAS - Defense Finance and Accounting Service
- DO – Delivery Order
- DOD - Department of Defense
- DOR - Delivery Order Request
- ESI - Enterprise Software Initiative
- FAR - Federal Acquisition Regulation
- FASA - Federal Acquisition Streamlining Act
- FFPs - Firm Fixed Prices
- FMS - Foreign Military Sales
- FFP w/EPA – Firm Fixed Price with Economic Price Adjustment
- FY - Fiscal Year
- GAO - Government Accountability Office
- HDTVs - High Definition Televisions
- IAW - In Accordance With
- ID/IQ - Indefinite Delivery/Indefinite Quantity
- IT - Information Technology
- NDAA - National Defense Authorization Act
- OCO – Ordering Contracting Officer
- OCONUS - Outside the Continental United States
- PCO- Procuring Contracting Office
- PCs- Personal Computers
- PDAs - Personal Digital Assistants
- POC - Point of Contact
- RA - Requiring Activity
- RFQ - Request for Quote



- SF - Standard Form
- SLIN - Sub Line Item Number
- TAA - Trade Act Agreement
- VTC - Video Conferencing

