

BASIC PURCHASING GUIDE

1. Conduct Market Research to include reviewing all mandatory and priority sources:

- a. Mandatory Sources
 - i. Furniture→ FSSI (Through AFAdvantage)
 - ii. IT→ AFWay (Computers, Printers, etc.)/NETCENTS
- b. Priority Sources
 - i. Excess Inventory/DRMO
 - ii. Federal Prison Industries <https://www.unicor.gov/>
 - iii. AbilityOne <https://www.abilityone.gov/>
 - iv. GSA <https://www.gsaadvantage.gov/>
- c. Other Sources: If the item/service does not have a mandatory source and is not available on a pre-priced contract, other research sources include internet searches, past pricing, catalogues, personal knowledge, and vendor quotes. (WARNING: If requesting quotes, never obligate the government. Ensure the contractor understands you are collecting pricing information for market research purposes only.)

2. Develop an Independent Government Estimate (IGE)

Based off your market research, develop a cost estimate. This estimate will allow FM or your RA to determine whether sufficient funding exists to purchase the good/service and to set aside funding for that purpose.

3. Choose GPC vs Form 9

- a. Is the IGE under \$3,500 (commodities), under \$2,500 (services), or under \$2,000 (construction)?
 - i. No. Continue to 2b
 - ii. Yes. Contact GPC office
- b. Is the IGE under \$25,000?
 - i. No. Continue to 3
 - ii. Yes. Continue to 2c
- c. Is the item available on a pre-priced contract (GSA, NETCENTS, etc.)?
 - i. No. Continue to 3 & contact your RA to complete a Form 9
 - ii. Yes. Contact GPC office / Complete an ECARS form

4. Submit required all documents, as applicable, in DEAMS

- a. Form 9
- b. PWS/SOO/SOW
- c. Brand Name *or* Sole Source Justification Letter
- d. WOMS
- e. AF 332

Form 9: *A Purchase Request (PR) itemizes the products/services, quantities, and estimated price of a requirement so as to set aside funds for the purchase. A planning Form 9 is for planning purposes only with the hope that the item will be funded at the end of the fiscal year.*

Performance Work Statement (PWS)/ Statement of Work (SOW)/ Statement of Objectives (SOO): *Your PWS/SOW/SOO is a detailed description of the requirement, which will be provided to the contractor. The document should be specific, measurable, attainable, and time bound, describing any limiting parameters such as time or hours the service providers are able to work. Note: There is no specific template and can be submitted as a Word Document.*

Brand Name/Sole Source Justification Letter: *A Brand Name requirement means that only one brand is technically acceptable. A Sole Source requirement means that only one vendor provides the good or service. Please note, there are limited commercial items or services that are adequately justified/approved as a Brand Name or Sole Source requirement.*

WOMS: *Coordination/approval for technical items. This form is available at the Contracting Purchase Center located on the Sheppard AFB home page or contact your squadron computer specialist.*

AF 332: *If the item to be procured requires CE support (electric, water, installation, alteration of real property, etc.) then coordination via an AF 332 needs to be made with CE PRIOR to the purchase of the item. This form is available at the Contracting Purchase Center located on the Sheppard AFB home page.*

