OVERVIEW

- Big Picture Process
- Requirements Package
- GPC Refresher
- Mandatory Sources
REQUIREMENTS PACKAGE
(Possible) Required Items

1. Independent Government Estimate (IGE)
2. Form 9* or ECARS*
3. Statement of Objectives/Work (SOO/SOW)*
4. Sole Source/Brand Name Justification Letter*
5. Form 332*
6. WOMS*

*As applicable – see rest of presentation
**Independent Government Estimate (IGE)**

- **What It Is:** The IGE is your estimate of what something will cost.

- **When You Need It:** Always (step #1 in any acquisition)

- **How to Get It:** Conduct basic research (e.g. online search), review previous purchase costs, catalogues, personal knowledge, or vendor quotes. (WARNING: Never obligate the government if requesting quotes. Ensure the contractor understands you are collecting pricing information for research purposes only).
IGE: How Much Will This Cost?

- **<$3,500**
  - GPC
  - Be sure to use any mandatory sources

- **$3,500 - $25,000**
  - GPC or Form 9
  - Check to see if available through GSA/other pre-priced contracts

- **$>25,000**
  - Form 9
  - Compile Required Docs & Contact RA to create Form 9

- **Submit Complete Package through DEAMS**
Form 9

**What It Is:** A Purchase Request (PR) itemizing the products/services, quantities, and estimated prices 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.

- Example: “Fencing…1500 linear ft….$30,000”

**When You Need It:** For purchases estimated to cost over $25,000 or that are otherwise unavailable through GPC purchasing.

**How to Get It:** Contact the Resource Advisor (RA). They will need to be provided with all the other required, as applicable (SOO/SOW, Form 332, WOMS, Sole Source/Brand Name Letter) in order to submit entire package into DEAMS.
Statement of Objectives

- **What It Is:** A broad description of the end result required.

- **When You Need It:** When the Form 9 item description needs further details/explanation

- **How to Get It:** Type this up as word document—there is no official template.

- **Pitfalls:** Being too vague can leave room for interpretation – assumes too much is ‘common sense’.
  - Example:
    - Description: “Old fencing is to be torn down and replaced with new fencing equal in quality to the old fencing.”
    - Result: White picket fence instead of rod iron. Old Fence not hauled away. No gate.

Statement of Work

- **What It Is:** A more specific description of the requirement and how the product/services will be provided.

- **When You Need It:** When the Form 9 item description needs further details/explanation and a broad description will not be sufficient to ensure

- **How to Get It:** Type this up as word document—there is no official template.

- **Pitfalls:** Being too specific can lock the government into non-sensible or costly results – eliminates contractor’s ability to use common sense
  - Example:
    - Description: “The old fencing is to be torn down and hauled away. New fencing must be 4.5 ft. tall, rod iron poles 3 cm in circumference. Install gate w/ left swinging hinge at longitude/latitude [coordinates].”
    - Result: 3 cm poles not available locally—shipped from Pennsylvania at much higher price. Incorrect GPS coordinates places gate in awkward location where door cannot swing open.
Brand Name Justification Letter

- **What It Is:** Letter explaining why only one brand is technically acceptable.

- **When You Need It:** When (really and truly) only one brand is technically acceptable.

- **How to Get It:** Type up as an official, signed letter.

- **Example:** Nike Shoes

  This is a brand. Lots of retailers sell Nike (Not Sole Source)

Sole Source Justification Letter

- **What It Is:** Letter explaining why only one vendor can provide a technically acceptable product/service.

- **When You Need It:** When (really and truly) only one vendor can provide the product/service.

- **How to Get It:** Type this up as an official, signed letter.

- **Example:** TO directs use of specific software to which only one vendor has proprietary rights (not distributed through retailers).
Form 332 & WOMS
(Coordination Forms)

Form 332

- **What It Is:** Coordination/approval for altering real property
  - Note “real property” means…

- **When You Need It:** When the requirement will alter real property

- **How to Get it:** Contact CE

WOMS

- **What It Is:** Coordination/approval for tech items

- **When You Need It:** When you are buying tech/computer items.

- **How to Get it:** Contact your squadron computer specialist
Summary

1. Independent Government Estimate (IGE)
2. Form 9* or ECARS*
3. Statement of Objectives/Work (SOO/SOW)*
4. Sole Source/Brand Name Justification Letter*
5. Form 332*
6. WOMS*

*As Required
**For Form 9s…for GPC → ECARS

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Questions?
GPC REFRESHER: Request for a Single Purchase Limit Increase
AFI 64-117, authorizes some uses of the GPC above $3,500 when authorized
- Authority can not be granted to exceed Services threshold ($2,500) or Construction threshold ($2,000)
- Limited to not more than $25,000 per transaction in ordering items from pre-priced contracts and agreements
  - Federal Supply Schedules (FSS)
  - Blanket Purchase Agreements (BPA),
  - Indefinite Delivery/Indefinite Quantity (ID/IQ contracts, etc..)
- Authority may be granted to make purchases up to $25,000 per transaction for specific products from priority source
• FPI
• Ability One Agencies
• Stock Programs of GSA (i.e., Global Supply) and Defense Logistics Agency (DLA)
  – **Training & Education Office personnel** for government, commercial and off-the-shelf training and education up to $25,000 for individual event or planned series of the same training event, activity or course material
  – **Services from DAPS**
    • Considered an intra-Governmental transaction; micro-purchase threshold does not apply; however, $25,000 single-purchase limit does apply
    • Transaction that do not meet the DAPS criteria stated above can use other funding vehicles (i.e., MIPR or DD Form 282, DoD Printing Requisition/Order)
PROCEDURES

  - Registration is required for all roles except for CHs
    - CHs will provide profile information upon first use of ECARS under the “Approval/Data” Form tab
  - AOs and A/OPC are required to evaluate and approve request
- Same rules/prohibitions for use of GPC card apply
  - Still prohibited from splitting requirements to avoid the $3,500 limitation for purchasing and the $25,000 limitation for ordering against pre-priced contracts
The following applies only when CHs are *specifically authorized* to make purchases over the micro-purchase threshold

- When purchasing from FSSs, BPAs or other pre-priced contractual agreements
  - CHs must review prices on at least three schedule contracts/agreements and select the best value for your requirement
    - Ensure items are being compared with same or similar item
  - If less than three sources are available, you must justify restricted competition consideration in writing for a determination prior to purchase
• Urgent/compelling; results in serious injury, financial or other to the Government
  – Poor planning is not a valid circumstances
• Only one source
• Item(s) are particular to one manufacturer (e.g. a particular brand name). Brand name specifications shall not be used unless the particular brand name, product, or feature is essential to the government’s requirements, and market research indicates other companies similar products, or products lacking the particular feature, do not meet, or cannot be modified to meet, the agency’s needs
  – Seek out small business sources of supplies/services

  Rule of Two: Each acquisition of supplies that has an anticipated dollar value > $3,500 is reserved exclusively for SB concerns; unless a determination has been made that there is not a reasonable expectation of obtaining offers from two or more responsible SB business concerns that are competitive in terms of market prices, quality, and delivery
VALUABLE TIPS

- Identify yourself as a Scheduled customer whenever placing an order
- Ask Schedule contractors for their contract numbers and Pricing
  - They should cite the appropriate Schedule contract number on the quote to ensure you receive schedule contract prices
  - They can not charge you more than the schedule contract price…contact the A/OPC if this happens
- ASK FOR DISCOUNTS! You may request a price reduction at any time before placing an order; especially when you determined that a supply/service is available elsewhere at a lower price
VALUABLE TIPS

- Ensure all supplies/services ordered are within the scope of their GSA schedule contract
  - Schedule holders are required to provide one copy of their pricelist upon request to any ordering activity
- Ensure the vendor is responsible for delivery IAW GSA terms & conditions (i.e., FOB Destination vs. FOB Origin)
- Determine if all items are on a pre-priced contract
  - Schedule holders should clearly label non-schedule items, to differentiate items that are on a GSA Schedule contract.
  - Items not on schedule are usually identified as “OPEN MARKET” or “INCIDENTAL”

Schedule GPC survival training by contacting the GPC Team at GPC22@us.af.mil
• The following documentation needs to be uploaded into ECARS for single purchase limit increase
  • GPC 02 – *GPC Limited Source Justification*, if applicable
  • GPC 03 – *Federal Prison Industries Determination & Findings*, if necessary
  • Documentation on approvals/authorization from controlling/servicing organization
    • WOMS  Medical Coordination  HAZMAT
    • SF182  Library Coordination  LRS
• Quotes
• Syllabus for any training courses
• RFQ sheet showing what was requested

*Forms and templates are available on our Sheppard AFB GPC SharePoint Site*
USEFUL TOOLS

- GSA eLibrary is the official online source for complete GSA and VA Schedules information
- GSA eBuy is an online RFQ system that allows ordering activities to post requirements, obtain quotes and issue orders electronically.
- GSA AFAdvantage is the official online source for AF BPAs and such
GSA RFQ Tips

Can I browse without registering?

Yes, you may browse the entire offering of products and services without registering.

- **Keyword Search** - type in a keyword, part number, National Stock Number (NSN) manufacturer, contractor, or contract number in the search box. Select one of the categories from the drop down menu and click the "go" button.

- **Browse by Category** - Browse by products, services or Special Programs then click on product, service or Special Program subcategory that best fits what you are searching for.

- **Advanced Search** - Advanced search allows you to search for an exact phrase in a particular product or service field, restrict your search by category, price, minimum order, or socioeconomic factors, and limit your display options.

  *Poor Keyword Search:*
  Entering only "printer" will produce search results that will include not only printers, but thousands of other items including printer ribbons, printer cartridges, printer stands, printer labels, etc.

  *Better Keyword Search:*
  Better Keyword Search: ACME 123Z inkjet printer within the category IT Solutions & Electronics
Evaluation criteria:
• Buyer should include in the RFQ any criteria that will be used to evaluate quotes and make awards (i.e. socio-economic goals, contractor past performance, acceptance of brand name or equal, etc.).
• If buyer will consider alternative solutions, lower quantities, etc., be sure to specify these considerations in the RFQ.
• Brand Name or equal

RFQ Open/Close Date/Time:
• Buyer must indicate how long the RFQ will remain open (# of days). RFQs must remain open for a minimum of 48 hours (this gives time for sellers to be notified and to quote). Default setting is 5 calendar days.
• RFQ close time is defaulted to the same hour of day as when the RFQ is posted. This time may be changed when you create your RFQ if necessary.

Modifying or cancelling RFQ:
• Buyer may modify or withdraw an RFQ if necessary (once it has been posted and before it closes). Sellers will be notified via e-mail if this occurs.

Forwarding an RFQ:
• Buyer may forward an RFQ via e-mail to another individual(s) within their organization. Please do not forward RFQs to vendors (including both those under GSA contract and those not under contract). Vendors cannot access forwarded RFQs. If you wish to add a vendor to your RFQ, you must modify the RFQ then add the vendor.
When sending in quotes send this page so we can see the lowest priced vendors.
When sending in quotes send in each individual vendor so that we can see the GSA contract number.
### Notes

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<thead>
<tr>
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<tbody>
<tr>
<td><strong>F-1</strong></td>
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<tr>
<td>MULE 4010 4X4</td>
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<td>KAF620MHF</td>
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<tr>
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**Sub Total:** $25,297.02

### Notes

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<tr>
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<tr>
<td>Options/Accessories</td>
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<tr>
<td>Qty 3</td>
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<tr>
<td>$9,000.00 EA</td>
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<tr>
<td>[reduce price]</td>
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<tr>
<td>$27,000.00</td>
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**Sub Total:** $27,000.00

### Notes

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<tr>
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<td>KAF620MHF</td>
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<tr>
<td>Direct Delivery</td>
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<td>10 days shipped ARO</td>
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<tr>
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**Sub Total:** $27,128.82

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*Train, develop, and inspire the world’s premier Airmen to power the world’s greatest Air Force!*
Train, develop, and inspire the world's premier Airmen to power the world's greatest Air Force!

On the left is the message center which displays alerts of recent activity concerning your RFQs.

The first step of the RFQ process is to find sources for the product or service needed. There are three ways to conduct a search.

Search Option #1. Click on a category in the category guide.

Search Option #2. Click on “View Schedule listing”, to view the complete list of the Multiple Award Schedules or click “View Technology Contracts” to view the complete list of IT, GWAC and Network Services Telecommunications Contracts.

Search Option #3. Type in a Keyword, Contract number, Contractor, Manufacturer name, Schedule, SIN or GWAC number.

For this example, search option #1, the category guide, was used to search for “Security Guard Services”. The category that was selected was “Law Enforcement, Fire & Security”.

Buyer’s Homepage.
Schedule 84 is the most logical choice to find “security guards services”.

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When choosing a “Category”, please review each of the descriptions, to determine which “Category” most closely matches your requirements.

In this example, “Category” **246 52** was selected.

<table>
<thead>
<tr>
<th>Category</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>246 52</td>
<td><strong>In this example, ”Category” 246 52 was selected.</strong></td>
</tr>
</tbody>
</table>

All the SINs in the selected Schedule are now displayed in the “Category” column.
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This page displays all the sellers who have contracts under “Category” 246 52 and have their catalogs listed on GSA Advantage!

You can click on the contractor’s name to view information about the company such as address, phone number, and point of contact information.

For additional information, click on the web page symbol to visit the seller’s website.

eBuy allows you to re-sort the seller listing by socio-economic status. If you want to view only sellers whom are “Small Business”, highlight it, and click the “Go” button. The page will refresh and only “Small Business” concerns will be displayed. Multiple selections can be made by holding down “Ctrl”.

When the RFQ is a set-aside for a small business, select the socio-economic code from the drop-down. Only contracts who fall under that socio-economic code can bid on the RFQ.

eBuy has incorporated the seller text files from GSA Advantage!. These files contain information about the seller’s contract including labor rates, services, terms, etc. The text files can be helpful when doing market research and procuring services.
Upon completion of market research and contractor selection, Click the “Submit” button to proceed to Step 2.
You will repeat step one and select the vendor(s) of your choice. Click the "Submit" button.
Upon completion of market research and contractor selection, Click the “Submit” button to proceed to Step 2.
The requirements for the RFQ are entered on the “Step 2. RFQ Information” page.

If you are procuring services or products using funds from the American Recovery & Reinvestment Act of 2009, this box should be checked. This is used to inform the seller and for your documentation.

You must enter a title for the RFQ. The title will help both the you and seller identify the RFQ.

The reference number input box is located here. This box was designed to assist customers, such as those who are using the FTS ITSS system, to add their tracking number to the RFQ. It may also be used to add an internal agency reference number.

If you are only requesting information or seeking sources, this box should be checked. This indicates to the sellers that this is a request for information only.
When looking for products, specify the number of days after the receipt of order the seller is expected to deliver the products.

If the requirements are for a service, but the exact period of performance has not been identified, this option should be selected.
If products will be included in the RFQ, information about them should be entered in the Line Items area.

Each line item can have a different shipping address, but the quantity of a line item cannot be split between addresses.

Additional information that needs to be provided to the sellers can be typed into the Description field. You may include information about simple services or indicate that additional documents will be attached for complex services.

If you already have prepared documents such as a statement of work, drawing, spreadsheet, etc., eBuy allows you to easily attach it to the RFQ.
A document can be attached to the RFQ by clicking on the “Browse” button in Step 1.
Select the documents from your hard drive and attach them directly to the quote. You may attach as many documents as necessary; however, each document must be less than 5 megabytes in size.
Add Attachments to RFQ

Instructions: You may attach a statement of work or additional documents to the RFQ as needed. Each document must be less than 5MB in size.

No documents attached

Attach additional documentation:

Step 1 - Select a document for upload | Browse

Step 2 - Enter a new name for the document (optional)

Step 3 - Click to upload the document | Upload The File

After selecting the documents, click “Upload the File”.
All documents attached will be listed in the “Documents attached to RFQ” box. Click on the link to review the file.

To remove a document from the RFQ click the “x” button.

When finished, click “Go Back to the RFQ Basic Info” button.
You can verify the files were successfully uploaded by looking in the “Attached Documents” area.

The shipping address should also be verified. This address is taken from your GSA Advantage! profile. You can make changes by clicking on “Edit Shipping Address”.

After all information has been entered and verified, click on the “Continue” button.
Step 2. RFQ Information

Instructions: Please enter your RFQ information below. If necessary, you may attach supporting documentation, such as statements of work, proposals, etc., by clicking on “Attach Documents”. You should also include any criteria you may use to evaluate quotes.

Reminder: In order to satisfy legal requirements, you should request quotes from at least three (3) vendors for orders exceeding the micro-purchase threshold (FAR 8.405-1). Include brand name justification/documented if applicable (FAR 8.405-5).

eBuy has a suggested category for your RFQ. You can view/add one or more of these categories by clicking on the category and selecting vendors. Otherwise, click "Continue".

In this example we chose to use the suggested category 426 54 to post your RFQ. To use a suggested category, click on the category title. To continue without making any changes, click "Continue" button.
You will repeat step one and select the vendor(s) of your choice. Click the "Submit" button.

### Protective Service Occupations

<table>
<thead>
<tr>
<th>Category</th>
<th>Description</th>
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</thead>
<tbody>
<tr>
<td>246-54</td>
<td>TOTAL SOLUTIONS FOR LAW ENFORCEMENT, SECURITY, FACILITIES MANAGEMENT, FIRE, RESCUE, CLOTHING, MARINE CRAFT AND EMERGENCY/DISASTER RESPONSE</td>
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</table>

<table>
<thead>
<tr>
<th>Vendor</th>
<th>City, State</th>
<th>Socio-economic</th>
<th>Text File</th>
<th>Web page</th>
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<tbody>
<tr>
<td>MAIL/WIDE SECURITY SOLUTIONS, INC</td>
<td>BOSTON, MA</td>
<td>Small Business</td>
<td></td>
<td></td>
</tr>
<tr>
<td>BEST CHOICE COMPANY</td>
<td>OAK PARK, FL</td>
<td>Other than Small Business</td>
<td></td>
<td></td>
</tr>
<tr>
<td>BOWIERD SECURITY CORP</td>
<td>DENVER, CO</td>
<td>Other than Small Business</td>
<td></td>
<td></td>
</tr>
<tr>
<td>BRIGHT LIGHTS SECURITY CORP</td>
<td>MILLVILLE, NJ</td>
<td>Small Business</td>
<td></td>
<td></td>
</tr>
<tr>
<td>CTRIC INC</td>
<td>MINNEAPOLIS, MN</td>
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<td></td>
<td></td>
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<tr>
<td>SAFETY STATION CORPORATION</td>
<td>JERSEY, NJ</td>
<td>Other than Small Business</td>
<td></td>
<td></td>
</tr>
<tr>
<td>ELLERTYX INC SERVICES, INC</td>
<td>SPRING LAKE, NC</td>
<td>Small Business</td>
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</tr>
<tr>
<td>FRANKER SECURITY SERVICES CORP</td>
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<td>GEAR SOLUTIONS COMPANY</td>
<td>SOUTH WIND, TN</td>
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<td>GRUMPY GRANDS PRODUCTS &amp; SECURITY SERVICES INC</td>
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<tr>
<td>GUMMY HOUSE PROTECTIVE SERVICES CORP</td>
<td>SHELLINGTON, PA</td>
<td>Small Business</td>
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<td>HAM BROWN SECURITY SECURITY COMPANY</td>
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<td>Small Business</td>
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</tr>
<tr>
<td>OFEDAN INC</td>
<td>GENEVIEVE, UT</td>
<td>Other than Small Business</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
The RFQ has been updated to reflect the new category.

After all of the information has been reviewed, click on the "Continue" button.
After selecting a closing date, make sure to review all information entered. If you need to make changes, click on the “Back” button which will return you to the requirements information page.

When the RFQ is completely finished and ready to be submitted, click the “Submit RFQ” button.

On the review page, you must specify when the RFQ will close. The minimum requirement for an RFQ to be open is 2 days; but the default is 5 days. Be sure to allow the contractors sufficient time to submit a quote.

You can specify the RFQs exact closing time in hour increments here. The closing times should be based on the eastern time zone.

If the RFQ is not immediately ready to submit, it can be “Saved to Draft”. The RFQ will be saved, but will not be issued until it is retrieved and submitted.
At this point, the RFQ has been submitted and the clock begins to tick. All sellers, whom were selected, will now receive an email notification about the RFQ. In addition, the RFQ will be posted for viewing by all.

To access your RFQs click on “My RFQs” at the top of the page.
The “My Active RFQs” page contains a single line summary of each active RFQ.

Instructions: Listed below are your active RFQs. To review specific RFQ activity, click on the “RFQ ID”.

<table>
<thead>
<tr>
<th>RFQ ID</th>
<th>RFQ Title</th>
<th>Status</th>
<th>Close Date</th>
<th>Responses Received</th>
</tr>
</thead>
<tbody>
<tr>
<td>RFQ76293</td>
<td>Security Guard Services</td>
<td>Open</td>
<td>04/24/2009 03:00:00 PM EDT</td>
<td>4</td>
</tr>
<tr>
<td>RFQ417</td>
<td>Surveillance Security Services</td>
<td>Open</td>
<td>06/19/2009 03:00:00 PM EDT</td>
<td>5</td>
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</tbody>
</table>

To view the RFQ details, simply click on the RFQ ID. All the activity for the RFQ will be displayed.
The “RFQ Detail” page provides a summary of all RFQ activity.

At any time while the RFQ is “Open”, if you need to modify the contents of the RFQ, click the “Modify RFQ” link.

The “Quote ID” is a unique three letter identifier assigned to each seller’s quote. To review a quote, click on the “Quote ID” number.

If you do not have the authority to make an award, eBuy provides the option of forwarding the RFQ to another person in the office. This can be done by clicking on the “Forward RFQ” link.
The seller’s contact information, total quote price, quote good until date, prompt pay, socio-economic status, DUNS #, and shipping information is displayed on this page.

The quote pricing is broken down and totaled at the bottom of this page. The “Total Quote” includes any line items, transportation costs, and pricing included within the attached documents.

If you add notes and save them, please note that once saved, these notes will become a part of the RFQ file.
When you have reviewed all quotes and are ready make an award decision, you can click on the "Award-Notify Vendor" button or "Do Not Award-Notify Vendor" button.

To award a vendor click on the "Award-Notify Vendor" button. Clicking this button generates an email message to the seller, alerting them of the award decision.

NOTE: Selecting this button does not obligate funds. You may generate a purchase order online using eBuy or go offline and use your agency’s order and payment system.
Quote Award Confirmation

You have chosen to send an award notification to BRIGHT LIGHTS SECURITY CORP. Once confirmed, e-Buy will send the award notice via e-mail.

Note: You may generate a purchase order using your internal purchase order system.

When you select “Award-Notify Vendor” an award confirmation screen will appear, allowing you to confirm the award decision or go back to the “Vendor Quote” page.
**Additional Notifications**

A "No Award" e-mail notice can also be sent to some or all remaining vendors listed below. Please make your selection and click Submit.

- [ ] Send "No Award" notices to ALL vendors below
- [ ] Do not send any "No Award" notices

For the vendor(s) who were not awarded you can request eBuy to send "No Award" e-mail notices to the remaining sellers who did not receive an award. You must check the "Send No Award" notices box to initiate the emails.

You can use the text box to give the reasoning for your award decision to the sellers not awarded.

<table>
<thead>
<tr>
<th>Do Not Notify</th>
<th>Quote ID</th>
<th>Vendor</th>
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<tbody>
<tr>
<td></td>
<td>RFQ76252-MPB</td>
<td>ELLETRYX INC</td>
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<tr>
<td></td>
<td>RFQ76253-ZNK</td>
<td>BOWERSK SECURITY GUARDS</td>
</tr>
<tr>
<td></td>
<td>RFQ76250-GAO</td>
<td>FRAMEK SECURITY SERVICES, CORP</td>
</tr>
</tbody>
</table>
Train, develop, and inspire the world's premier Airmen to power the world's greatest Air Force!

The “RFQ Detail” page now reflects the award decision.

Thanks for using eBuy!!!

To send the RFQ to another person click on the "Forward RFQ". If you have finished responding to the quotes, you can move the RFQ from the "Active" folder by selecting "Move to RFQ History". If the RFQ has "Closed", you may repost the RFQ by selecting "Re-Issue RFQ". You may view the attachments by clicking on them.

<table>
<thead>
<tr>
<th>RFQ ID: RFQ76253</th>
<th>Reference #:</th>
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<tbody>
<tr>
<td>RFQ Title: Guard Services</td>
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<tr>
<td>RFQ Status: Closed</td>
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<tr>
<td>RFQ Close Date: 04/24/2009 05:00:00 PM EDT</td>
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<tr>
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<th>Date Resvd</th>
<th>Total Quote</th>
<th>Quote Status</th>
<th>Vendor Notified</th>
<th>Quote good until</th>
<th>PO</th>
<th>Vendor Attachments</th>
<th>Buyer Notes</th>
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<tbody>
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<td>RFQ76253-HBV</td>
<td>BRIGHT LIGHTS GERCURITY CORPS</td>
<td>04/22/2009</td>
<td>62,750.00</td>
<td>Awarded</td>
<td>05/15/2009</td>
<td>n/a Guard Services and Products</td>
<td>Best Value</td>
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<td>ELLERY INC.</td>
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<td>Not Awarded</td>
<td>06/23/2009</td>
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<td>04/14/2009</td>
<td>76,150.00</td>
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<td>06/13/2009</td>
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</tr>
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</table>

eBuy will electronically store all information about each of your RFQs. The information will be stored for seven (7) years.
### GPC Approval & ECAR Data Form

#### Card Holder Data

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<td>Name</td>
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</tr>
<tr>
<td>Email</td>
<td><a href="mailto:lynnette.brown.1@us.af.mil">lynnette.brown.1@us.af.mil</a></td>
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<td>Office MAJCOM</td>
<td>CON AOPC Level 4</td>
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<td>SubCom</td>
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<td>AO Name</td>
<td>LYNNETTE BROWN</td>
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<tr>
<td>AO Alternate</td>
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#### Purchase Information

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<td>Commodity</td>
<td>$3.5K - $25K</td>
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**Select...**

- Ability One Base Service Store
- AFWAY Non-QEB
- AFWAY Quarterly Enterprise Buy (QEB)
- Cell Phone (Mandatory Use)
- DLA Document Services (DAPS)
- DoD eMail AF Tools & Parts Program (AFTAPP)
- DoD eMail Office Supplies (mandatory use)
- Federal Prison Industries (UNICOR)
- GSA Global Supply (Only items sold/shiped by global supply, recognized by checkmark and globe icon)
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<tr>
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<tr>
<td><strong>Code:</strong></td>
<td>Select...</td>
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<tr>
<td><strong>Sub.Code:</strong></td>
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<td><strong>Interest Item (Disaster Code):</strong></td>
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<td><strong>Humanitarian/Peacekeeping:</strong></td>
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<tr>
<td><strong>Quotes:</strong></td>
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<tr>
<td><strong>Number:</strong></td>
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<tr>
<td><strong>Vendor:</strong></td>
<td>Vendor1 / Vendor2 / Vendor3</td>
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<td><strong>Actions:</strong></td>
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<tr>
<td><strong>Document:</strong></td>
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<tr>
<td><strong>Requiring Authorization:</strong></td>
<td>Yes / No</td>
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<tr>
<td><strong>Agreement Compliant:</strong></td>
<td>Yes / No / N/A</td>
</tr>
</tbody>
</table>

Train, develop, and inspire the world's premier Airmen to power the world's greatest Air Force!
Questions?
MANDATORY SOURCES
OVERVIEW

- What is a Mandatory Source?
- Why do I use them?
- Where do I start?
- Websites available
- Questions
WHAT IS A MANDATORY SOURCE?

- Inventories of the requiring agency
- Excess from other agencies
  - Defense Reutilization and Marketing Office (DRMO)
- Federal Prison Industries, Inc. (FPI/UNICOR)
- Committee for Purchase from People Who Are Blind or Severely Disabled
  - Ability One
- Federal Supply Schedules
  - General Services Administration (GSA)
  - Defense Logistics Agency (DLA)
  - Department of Veterans Affairs
  - Decentralized Blanket Purchase Agreements (BPA)
  - Federal Strategic Sourcing Initiative (FSSI)
  - NETCENTS and AFWay
**WHY DO I USE THEM?**

- Per Federal Acquisition Regulation (FAR) Part 8
  - Except as required by 8.003, or as otherwise provided by law, agencies shall satisfy requirements for supplies and services from or through the mandatory Government sources and publications.

- Quicker and easier
  - One-stop shopping
  - Pre-negotiated prices
  - Already Vetted Vendors
WHERE DO I START?

- Talk to Contracting!
  - We are more than happy to help you out
- Market Research
  - Previous purchases
  - Internet searches
  - Ask other bases
WEBSITES AVAILABLE

- http://www.gsa.gov/fssi
- https://www.gsaadvantage.gov/
- https://www.gsaelibrary.gsa.gov/
- https://www.abilityone.gov/
- https://www.unicor.gov/
- https://www.afway.af.mil/
UNICOR DELIVERS

Personal attention, competitive prices, durable products, and professionally delivered services! Explore our diverse offerings in more than 80 different Federal SupplyClasses, and purchase with full confidence!

Read more...

Integrate Case Goods

Apparel and Accessories

Data Services

Eyewear

Mattresses, Linens, Beds, and Draperies

Signage

Awards and Plaques

Electronics Recycling

Facilities and Correctional Management

Office Furniture, Seating, and Accessories

Vehicle Uptime, Remanufacturing and Fleet Services

CAD Modeling, Drafting, and Design Services

Electronics and Components

Food Service Products

Printing and Bindery Services

Warehousing and Logistics Services

Contact Center Solutions

Energy Efficient and Green Products

Industrial Storage

Range Solutions
The AbilityOne Program creates employment and training opportunities for people who are blind or who have other severe disabilities, empowering them to lead more productive and independent lives. Its primary means of doing so is by requiring Government agencies to purchase selected products and services from nonprofit organizations employing such individuals.
<table>
<thead>
<tr>
<th>Product Search</th>
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<tbody>
<tr>
<td><strong>OEM</strong>: HEWLETT-PACKARD</td>
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<tr>
<td><strong>Vendor</strong>: HEWLETT-PACKARD</td>
</tr>
<tr>
<td><strong>Description</strong>: DPI-PSC2916 HP LASERJET ENTERPRISE M7552 PRINTER, 110V, UNIVERSAL OS, CAC ENABLED, GIG ETHERNET, IPv6 COMPLIANT, 30PPM, 1200X1200 DPI, AUTO DUPLEX,EPEAT SILVER, DISA MULTI-FUNCTION DEVICE AND NETWORK PRINTERS STG COMPLIANT, ENCRYPTED HDD, WARRANTY 4 YEARS NBD HDD RETENTION, CLICK HERE FOR MORE INFORMATION</td>
</tr>
<tr>
<td>GSA: $7239.00</td>
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<tr>
<td><strong>Add to Cart</strong></td>
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| **OEM**: HEWLETT-PACKARD | **OEM Part No**: CC524A201 | **Unit of Issue**: EACH |
| **Vendor**: COAST TO COAST | **Vendor Type**: Small Business | **Contract**: FA8055-14-A-0003/TC_M16 |
| **Description**: DPI-PSC2916 CTC HP LASERJET ENTERPRISE M7552 PRINTER, 110V, UNIVERSAL OS, CAC ENABLED, GIG ETHERNET, IPv6 COMPLIANT, 30PPM, 1200X1200 DPI, AUTO DUPLEX,EPEAT SILVER, DISA MULTI-FUNCTION DEVICE AND NETWORK PRINTERS STG COMPLIANT, ENCRYPTED HDD, WARRANTY 4 YEARS NBD HDD RETENTION, CLICK HERE FOR MORE INFORMATION |
| GSA: $8455.09 | CONUS: $5294.77 | OCONUS: $6572.79 |
| **Add to Cart** | **Submit RFQ** | 

| **OEM**: RICOH CORPORATION | **OEM Part No**: 416992-IDI | **Unit of Issue**: EACH |
| **Vendor**: INTELLIGENT DECISIONS | **Vendor Type**: Small Business | **Contract**: FA8055-14-A-0005IDI_M16 |
| **Description**: DPI-PSC2916 IDI RICOH MP C2003Q, 110V, UNIVERSAL OS, GIG ETHERNET, IPv6 COMPLIANT, 30PPM, 600X600 DPI, AUTO DUPLEX,EPEAT GOLD, DISA MULTI-FUNCTION DEVICE AND NETWORK PRINTERS STG COMPLIANT, |
Submit RFQ

* RFQ Name: Rugged Laptops
Requesting Ruggedized Laptops, need the following specifications:
- 2.4GHz dual core processor or better
- 500GB hard drive or better
- 4GB of RAM or better
- 15.7" touchscreen

* RFQ Description:

* Vendor Categories: Select a contract category

<table>
<thead>
<tr>
<th>Contract Number / A</th>
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<tbody>
<tr>
<td>NETCENTS-2 Application Services Full &amp; Open</td>
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<tr>
<td>NETCENTS-2 Application Services SB</td>
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<tr>
<td>Client, Computing and Servers</td>
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<tr>
<td>NETCENTS-2 Products</td>
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<tr>
<td>NETCENTS-2 NetOps SB</td>
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<td>NETCENTS-2 NetOps Full &amp; Open</td>
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<tr>
<td>Digital Printing and Imaging (DPI)</td>
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<td>Client Computing Solutions</td>
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Rationale:
### Completed Steps

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<tr>
<th>Role</th>
<th>Name</th>
<th>Internal Comments</th>
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<tbody>
<tr>
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<td>JARED PERZYNSKI</td>
<td></td>
<td>04/14/2017</td>
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<tr>
<td>Base Review</td>
<td>ARNOLDO MATAMOROS</td>
<td>THE ITEC OR UNIT REP...</td>
<td>04/14/2017</td>
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<tr>
<td>Approval Official</td>
<td>CONNIE PATTY</td>
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<td>04/14/2017</td>
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<td>Resource Advisor</td>
<td>CONNIE PATTY</td>
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### Next Step Approvers

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<tr>
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<td>BRIAN</td>
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<td>CO</td>
<td>ELIZABETH</td>
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<td>CO</td>
<td>JAE MARK</td>
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<td>CO</td>
<td>MARK JONES</td>
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### Approval Submission

- **Vendor Response Due Date:**
- **Desired Delivery Date:**
- **Internal Comments:**
- **Approval Decision:**
  - [ ] Approve
  - [ ] Disapprove

You are the current step in the approval process for this Request.
Federal Strategic Sourcing Initiative (FSSI)

Strategic sourcing is the structured and collaborative process of critically analyzing an organization’s spending patterns to better leverage its purchasing power, reduce costs, and improve overall performance. The primary goals of FSSI are to:

- Strategically source across federal agencies;
- Establish mechanisms to increase total cost savings, value, and socioeconomic participation;
- Collaborate with industry to develop optimal solutions;
- Share best practices; and
- Create a strategic sourcing community of practice.

Current FSSI Commodity Solutions
Furniture and Furnishings Overview

GSA’s Integrated Workplace Acquisition Center (IWAC) provides furniture, furnishings and related services for office, residential, dormitory, industrial, healthcare and educational settings. GSA offers a complete solution for large furniture purchases. This service is unmatched in the U.S. government.

Whether it is bachelor housing, 21st century knowledge centers, traditional office space, classrooms, patient rooms or any other furniture-related service, GSA and America’s leading furnishing suppliers can deliver a solution that fits all environments and budgets. GSA offers more choices, more options, more ways to help enhance work environments and improve the productivity and quality of life for employees.

Furniture and Furnishings Solutions

GSA makes purchasing furniture products and services simpler, easier and less expensive by providing both requisition and acquisition solutions. This allows commercial partners to have a full range of items available under one contract for agencies to purchase, comply with policies changes, and to add value and ease.

- **National Stock Number** - Pre-negotiated GSA established requisitions for furniture and furnishings
- **Schedule 71 Furniture**
- **Schedule 71 II K Comprehensive Furniture Management Services**
- **Schedule 72 Furnishings and Floor Coverings**

The shortcut to this page is www.gsa.gov/furniture.
### Upholstered Seating

Upholstered sofas, loveseats, lounge chairs, benches and ottomans, as well as motion furniture such as sleep sofas and recliners. Accessories include replacement covers and comply with applicable performance and flammability requirements where appropriate. In addition, sleep sofas comply with the appropriate design requirements.

### 33 Contractors

<table>
<thead>
<tr>
<th>Contractor</th>
<th>Contract #</th>
<th>Socio-Economic</th>
<th>Contractor TNCs / DBE Status</th>
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<td>GS-27F-0020U</td>
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<td>HERITAGE HOME GROUP, LLC</td>
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Questions?
Summary

- Big Picture Process
- Requirements Package
- GPC Refresher
- Mandatory Sources
Questions?