

## USAMRAA Contract Requirements Matrix

Comment -This matrix represents general guidelines to assist the customer in developing documentation for a procurement package. It does not represent official policy and should not be relied upon as such. If there are any questions regarding the information in this matrix, the Contracting Officer will determine final resolution. Coordination with the contracting team early in the process is recommended.

				Note 11	Note 1	Note 2	Note 10.a. & 10.b.	Note 3			Note 4	Note 5	Note 6	Note 7	Note 8	Note 9					
PR Package Requirements				Acquisition Strategy	Acquisition Plan	Market Research	Request Service Contract Approval Form (RSCA) (Army Organizations only)	Performance Work Statement (PWS) Statement of Need (SON) Statement of Objectives (SOO)	Minimum Essential Characteristics (MECs)	Independent Government Estimate (IGE)	Purchase Request (PR)	Quality Assurance Surveillance Plan (QASP) Technical Inspection Plan	Evaluation Criteria (EVAL)	Antiterrorism/Operations Security Review (AT/OPSEC) Coversheet	COR Nomination / Technical POC & Budget POC	Justification & Approval (J & A)	Justification for an Exception to Fair Opportunity (JEFO)	Limited Source Justification (LSJ)	Source Selection Plan (SSP)	Acquisition Decision Memorandum (ADM) IAW DoD Instruction 5000.2 & Decision Gate Directive 2014-02	Contract Data Requirements List & Data Items Descriptions
Service	<b>Full &amp; Open Comp.</b>			A	A	X	X	X		X	X	X	X	X				A	A	A	A
	Other Than Full & Open Comp.	Non DoD	< \$150,000			X	X	X	A	A	X	X	X	X	A	A		A		A	A
		DoD	> \$150,000		A	A	X	X	X	A	X	X	X	X	X	A		A	A	A	A
Supply	<b>Full &amp; Open Comp.</b>			A	A	X		A	X	X	X		X	X				A	A	A	A
	Other Than Full & Open Comp.	Non DoD	< \$150,000			X		A	X	A	X		X	X	A	A		A		A	A
		DoD	> \$150,000			A	X		A	X	X	X		X	X	A		A	A	A	A
MODs	Service					A	A	A		A	A	A		X		A	A	A	A	A	A
	Supply					A		A	A	A	A			X		A	A	A	A	A	A
TOs	Service			A		A	X	A	A	A	X	A	A	X	A	A					A
DOs	Supply					A	A	A	A	A	X	A	A	X	A	A	A				A
AS is Options	Service & Supply					A	X				A				A						

X = Required A = As Applicable

\*\* For "Supply with Service" & "Service with Supply" include documents from both categories. \*\*

### NOTES

- Written Acquisition Plans - Required for development requirements, as defined in FAR 35.001, when the total cost of all contracts for the acquisition program is estimated at \$10 M or more; and for acquisition for production or services when the total cost of all contracts for the program is estimated at \$50 M or more for all years or \$25 M or more for any fiscal year. (Ref. DFAR 207.103(d))
- Market Research - Required for every procurement - supplies and services. It is accomplished by developing the essential physical, functional, and/or performance requirements needed to compete the requirement or to substantiate why the procurement must be accomplished with limited or no competition (FAR 10).
- Signed Independent Government Cost Estimate (IGCE)/Independent Government Estimate (IGE) The IGCE/IGE is the U.S. Gov't estimate of costs that a contractor may incur in performing services and/or providing supplies to achieve the Government's objectives. The IGCE is a procurement sensitive document and should be handled accordingly. An IGE is applicable to commercial supplies. Signed IGCEs are required for Supply/ Service requirements valued greater than \$150K. For requirements valued less than \$150K, IGCEs are desired, but not required. (Ref. USAMRAA Procurement Advisory Notice (PAN) - Preparation and Use of the Independent Government Cost Estimate).
- Contracting Officer Representative (COR) Nomination Letter/Technical POC - The COR must submit their COR registration in the Department of Defense Contracting Officer Representative Tracking (CORT) Tool is required for submission of all COR nomination packages. Otherwise the name of a Technical POC is required for post award administrative coordination. Reference USAMRAA PAN - Administration and Surveillance of Service Contracts. Appointed CORs are required for Supply/ Service requirements valued greater than \$150K.
- Justification & Approval (J&A) - Required if purchase will be made without full and open competition.
- Justification for an Exception to Fair Opportunity (JEFO) - Required for task/delivery orders under multiple award IDIQ contracts under FAR Part 16 when fair opportunity is not extended.
- Limited Source Justification (LSJ) - Required for GSA purchases if less than three firms will be solicited, or if the purchase will be made without competition. Required for FAR Part 8 task/delivery orders if 'fair opportunity' to compete is not extended to all contractors.
- Source Selection Plan (SSP) - Required when conducting negotiated, competitive acquisitions for requirements with an estimated value of \$10 M or more. Reference the DoD Source Selection Procedure (SSP - dated Mar 31, 2016) and the Army Source Selection Supplement (AS3 dated -Dec 21, 2012).
- Acquisition Decision Memorandum (ADM) - Applies to requirements in the acquisition life-cycle (Decision Gate) IAW DoD Instruction 5000.2 & Decision Gate Directive 2014-02.
- a. Request for Service Contract Approval(RSCA) - the RSCA IS required for RDT&E Management and Support service contracts with an associated Product Service Code(PSC) of AXX6 which falls under the Knowledge Based Services Portfolio Group, Program Management Services Portfolio.
- b. Request for Service Contract Approval(RSCA) - the RSCA IS NOT required for RDT&E service contracts falling within Product Service Code(PSC) of AXX1, AXX2, AXX3, AXX4, AXX5 and AXX7.
- 11 Refer to the most current version of USAMRAA Policy 17-02 Acquisition Strategy for Services and Acquisition Services Strategy Panel (ASSP) Policy and Compliance Guidance (28 OCT 16).