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MEMORANDUM FOR SEE DISTRIBUTION

FROM: HQ AFMC/CC
4375 Chidlaw Road, Suite 1
Wright-Patterson AFB OH 45433-5001

SUBJECT: AFMC Policy on Purchasing Information Technology (IT) Products
(AFMC/CC Memo, 7 Oct 99)

1. This memorandum modifies the referenced AFMC policy and guidance for acquiring commercial IT products. AFMC IT products are listed in Attachment 1. Attachment 2 outlines the AFMC IT Acquisition Process. This policy will be incorporated into AFI 33-103, *Requirements Development and Processing*, AFMC Supplement 1.

2. AFMC activities shall continue to use the Air Force (AF) IT Superstore to procure IT products unless an alternate source clearly provides a better value. The prices negotiated by Standard Systems Group Commercial Information Technology-Product Area Directorate (CIT-PAD) are extremely competitive, and in most cases, are the best available prices. CIT-PAD will work with customers on an individual basis to obtain even greater price discounts for quantity buys of 50 systems or total purchases greater than \$50K. The customer no longer will submit a waiver request to the CIT-PAD when considering an alternate source from CIT-PAD. For exceptions to using the AF IT Superstore, the customer will provide a best value analysis of the AF IT Superstore product and the alternate source on the Communications and Information System Requirement Document (CSRD). The best value analysis is completed through a process that compares price, performance, availability, and maintainability to select the most advantageous value to the government. When alternate sources provide a better value, the appropriate Communications and Information Systems Officer (CSO) will certify the CSRD and the Contracting Officer will approve the final acquisition. If the AF IT Superstore does not have a product with the capabilities needed to satisfy the requirement, the customer will document this on the CSRD for CSO certification.

3. CIT-PAD has designated MAJCOM Account Managers to be responsible for visiting all MAJCOM bases and promoting the use and benefits of the Air Force IT Superstore. They are also responsible for resolving complaints with vendors and verifying price/availability of any products and services. Further information may be obtained at <http://web1.ssg.gunter.af.mil/cit-pad/> or by contacting the AFMC CIT-PAD Account Manager, Capt Robert King, DSN 596-1075.

4. Our functional point of contact is Mr. Eric Bradley, AFMC CSO/SCST, DSN 787-7696, e-mail: eric.bradley@wpafb.af.mil.

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LESTER L. LYLES
General, USAF
Commander

Attachments:

1. AFMC IT Products
2. AFMC IT Acquisition Process

cc: (listed on next page)

cc:

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DET 8 AFRL/PK
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AEDC/FM
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"AFMC ACQUISITION OF INFORMATION TECHNOLOGY PRODUCTS AND SERVICES (FAQ)

(As of 4 August 2000)

1. How does funding get from the customer to the CIT-PAD Program Office? ANS: By way of an AF Form 9 (Purchase Request) or DD Form 448 Reimbursable MIPR. (POC: Eric D. Bradley, AFMC CSO/SCST-Information Technology & Architecture Branch, DSN 787-7696, E-Mail: eric.bradley@wpafb.af.mil).
2. Will the CIT-PAD Program Office allow for the rollover or banking of end-of-year funds similar to GSA? ANS: No customers will be allowed to bank or rollover end-of-year funds. The funding document (MIPR or PR) should be made out for the exact amount covering both the actual costs of the item plus any additional service charges. (POC: Eric D. Bradley, AFMC CSO/SCST-Information Technology & Architecture Branch, DSN 787-7696, E-Mail: eric.bradley@wpafb.af.mil).
3. Is there an authorized purchase list of items not requiring a CSRD? ANS: No. Other than supply items such as replacement diskettes/cartridges for floppy, zip, and other types of drives, CD-ROM discs, tape cartridges, keyboards, mice, cables, computer/laptop batteries, cabling, switch boxes for video or printers, adapter plugs/connectors for mice, and keyboards. However, for items such as memory upgrades, disk drives, CD_ROM & Zip Drives, SCSI & NIC Cards for installation on existing computers, customers should follow local policy. (POC: John Lee, AFMC CSO/SCSC-Customer Support Branch, DSN 787-7358, E-Mail: johh.lee@wpafb.af.mil).
4. How does the AFMC IT Acquisition policy affect the BRAC Waiver Policy (which is required for purchases over \$2K per AF Directive)? ANS: There is no affect on the BRAC Waiver Policy. (POC: John Lee, AFMC CSO/SCSC-Customer Support Branch, DSN 787-7358, E-Mail: johh.lee@wpafb.af.mil).
5. Can IT Products be purchased off the AF IT Superstore with an IMPAC Card? ANS: At the moment all of the CIT-PAD BPAs can support on-line IMPAC ordering. (POC: Eric D. Bradley, AFMC CSO/SCST-Information Technology & Architecture Branch, DSN 787-7696, E-Mail: eric.bradley@wpafb.af.mil).
6. What's the turnaround time for receiving items purchased from the AF IT Superstore? ANS: Depending on the ordered item it could be anywhere from 2 to 30 days. (POC: Eric D. Bradley, AFMC CSO/SCST-Information Technology & Architecture Branch, DSN 787-7696, E-Mail: eric.bradley@wpafb.af.mil).
7. Does pricing on GSA/FTS contracts exceed pre-established contract prices negotiated by the CIT-PAD Program Office? ANS: They shouldn't, but if you find a case where one does please report it immediately to the CIT-PAD AFMC Customer Representative. The predetermined discounts offered off the IT2 BPAs were negotiated from the GSA discount pricing. In most cases, reported claims have been attributed to a user not doing a true apple-to-apple comparison and not weighing miscellaneous fees such as shipping and warranties etc., (POC: Eric D. Bradley, AFMC CSO/SCST-Information Technology & Architecture Branch, DSN 787-7696, E-Mail: eric.bradley@wpafb.af.mil).

8. Is the CIT-PAD in the business of handling small purchases? ANS: Presently, the CIT-PAD Program Office is only capable of processing small orders that deal with hardware and software. In the near future, additional BPA contracts will be added to include accessories and other small piece part items. (POC: Eric D. Bradley, AFMC CSO/SCST-Information Technology & Architecture Branch, DSN 787-7696, E-Mail: eric.bradley@wpafb.af.mil).
9. Is the CIT-PAD in the business of handling competing cases where one item might be cheaper than another? ANS: Yes! And in cases where items may be found cheaper elsewhere customers should contact the AFMC Account Representative immediately to contest the item(s) in question and to request that an additional price break be negotiated. (POC: Eric D. Bradley, AFMC CSO/SCST-Information Technology & Architecture Branch, DSN 787-7696, E-Mail: eric.bradley@wpafb.af.mil).
10. Are copies of monthly expenditure reports available? ANS: Subject reports containing total IT dollars spent by command can be made available upon request. (POC: Eric D. Bradley, AFMC CSO/SCST-Information Technology & Architecture Branch, DSN 787-7696, E-Mail: eric.bradley@wpafb.af.mil).
11. Can GSA Contracting purchase items off the CIT-PAD? ANS: Yes! However, the customer will be responsible for paying two separate service charges (the CIT-PAD embedded charge of 1.74%) and the GSA negotiable charge of 1-to-4 percent). (POC: Eric D. Bradley, AFMC CSO/SCST-Information Technology & Architecture Branch, DSN 787-7696, E-Mail: eric.bradley@wpafb.af.mil).
12. Can an IMPAC Cardholder purchase a low dollar printer or scanner (over 500 but less than \$2,500) with an approved CSRD from a local vendor or must he purchase it off the BPA? ANS: To purchase these items locally, the user must develop a best value analysis of the local vendor and the AF IT Superstore solutions and include this with the CSRD. (POC: John Lee, AFMC CSO/SCSC-Customer Support Branch, DSN 787-7358, E-Mail: johh.lee@wpafb.af.mil).
13. Does new policy apply to all of AFMC regardless of the Funding Source? ANS: Regardless of the funding source the new AFMC IT Acquisition policy (which is currently responsible for over 75% of all AF acquisitions) should be the recommended approach. The purpose here is to facilitate the accountability of the AFMC CIO corporate assets. (POC: Eric D. Bradley, AFMC CSO/SCST-Information Technology & Architecture Branch, DSN 787-7696, E-Mail: eric.bradley@wpafb.af.mil).
14. Is there a better description of what's covered under the IT Products description? ANS: Subject policy requires the following products (desktops, laptops, hand-held computers, network PCs, workstations, printers, plotters, scanners, I/O peripherals, servers, network products and solutions, COTS software, etc.) be purchased through the AF IT Superstore. However, additional contracts covering accessories are scheduled to be added at a later date. (POC: Eric D. Bradley, AFMC CSO/SCST-Information Technology & Architecture Branch, DSN 787-7696, E-Mail: eric.bradley@wpafb.af.mil).
15. What's the command policy for using the CIT-PAD for AFMC & Tenant Organizations? ANS: For AFMC organizations, AFMC requires the exclusive use of the CIT-PAD contracts

for the purchase and maintenance of all Information Technology (IT) products (excludes Oracle purchases since there is an AFMC enterprise license). For non-AFMC tenants, if the item is not covered in the host base/tenant agreement then the tenant does not have to necessarily comply with the item. The base C&I System Officer (CSO) is seen as an advisor to the non-AFMC tenant and can only mandate those things that are put into the host base/tenant agreement. (POC: John Lee, AFMC CSO/SCSC-Customer Support Branch, DSN 787-7358, E-Mail: johh.lee@wpafb.af.mil).

16. Has the AFI-33-103 been reviewed to ensure field comments and concerns are being addressed? ANS: Yes it has been reviewed and field comments are being addressed. (POC: Linda Hollen, HQ AFMC/SCDP-Policy Branch, DSN 787-2017, E-Mail: linda.hollen@wpafb.af.mil).
17. When does the official AFMC IT Acquisition Policy go into effect? ANS: Subject policy went into effect on 7 October 1999, however it is currently being revised to reflect field issues and concerns. A copy of the policy letter, acquisition process and AFMC Products list can be accessed at <http://www.itsuperstore.af.mil>. (POC: Eric D. Bradley, AFMC CSO/SCST-Information Technology & Architecture Branch, DSN 787-7696, E-Mail: eric.bradley@wpafb.af.mil).
18. When will the policy be "officially incorporated" into AFI 33-103? ANS: The AFMC Supplement 1 to AFI 33-103 will be published in September 00 following the completion of the revised policy letter. Copies of all of the AFMC signed and official policy memos can be found at <http://www.afmc-mil.wpafb.af.mil/organizations/HQ-AFMC/SC/scd/scdp/c4policy/>. (POC: Linda Hollen, HQ AFMC/SCDP-Policy Branch, DSN 787-2017, E-Mail: linda.hollen@wpafb.af.mil).
19. What metrics are required and what format will be used to submit quarterly metrics of approved waivers to HQ AFMC/SC? ANS: The base CIOs and CG Commanders voted unanimously against any quarterly metric reports. This decision was finalized at the May 2, 2000 CIO Conference held at WPAFB. (POC: Eric D. Bradley, AFMC CSO/SCST-Information Technology & Architecture Branch, DSN 787-7696, E-Mail: eric.bradley@wpafb.af.mil).
20. Does the policy apply only to purchases of new and complete computer systems? ANS: No. Subject policy applies to desktops, laptops, hand-held computers, network PCs, workstations, printers, plotters, scanners, I/O peripherals, servers, network products and solutions, COTS software, etc. (POC: Eric D. Bradley, AFMC CSO/SCST-Information Technology & Architecture Branch, DSN 787-7696, E-Mail: eric.bradley@wpafb.af.mil).
21. In Paragraph 2 of Subject letter it states "AFMC henceforth requires the exclusive use of BPA contracts...for the purchase and maintenance of all IT products. Does this mean maintenance of existing IT products that need repair must go through the BPA or can that maintenance still be acquired locally? ANS: No. Subject policy allows for the maintenance on existing systems to still be acquired locally. (POC: Eric D. Bradley, AFMC CSO/SCST-Information Technology & Architecture Branch, DSN 787-7696, E-Mail: eric.bradley@wpafb.af.mil).
22. Are "IT Products" inclusive of upgrades of existing systems? Please define this term as applicable to the AFMC IT Acquisition policy? ANS: No. For example, the following upgrades (disk drives, CD_ROM & Zip Drives, SCSI & NIC Cards) on existing systems can be purchased locally with an IMPAC Card. (POC: Eric D. Bradley, AFMC CSO/SCST-Information Technology & Architecture Branch, DSN 787-7696, E-Mail: eric.bradley@wpafb.af.mil).

23. Does subject policy exclude software purchases that are not part of a system purchase?
ANS: No. Users are still required to use the CIT-PAD contracts for software acquisitions. (POC: Eric D. Bradley, AFMC CSO/SCST-Information Technology & Architecture Branch, DSN 787-7696, E-Mail: eric.bradley@wpafb.af.mil).
24. What should a user do in case they find a price better than what's being offered from the CIT-PAD? ANS: Report it immediately to the AFMC Customer Account Representative. For more information see the AFMC IT Acquisition Process Model. (POC: Eric D. Bradley, AFMC CSO/SCST-Information Technology & Architecture Branch, DSN 787-7696, E-Mail: eric.bradley@wpafb.af.mil).
25. Does a buying activity at a Geographically Separate Units (GSUs) need to process a waiver; or does the unit process the waiver via the SAA at Hanscom or via the locally SAA? ANS: In this case, the Geographically Separate Unit (GSU) should coordinate their request for waiver with their designated CSO. (POC: Eric D. Bradley, AFMC CSO/SCST-Information Technology & Architecture Branch, DSN 787-7696, E-Mail: eric.bradley@wpafb.af.mil).
26. Does this policy infer that there is no minimum dollar threshold? ANS: Originally it did. However, the base CIOs and CG Commanders voted against any such threshold at the May 2 CIO Council held at WPAFB. (POC: Eric D. Bradley, AFMC CSO/SCST-Information Technology & Architecture Branch, DSN 787-7696, E-Mail: eric.bradley@wpafb.af.mil).
27. How does a tenant organization coordinate their request for waivers, if no host tenant agreement for the Communication Squadron to support them in these types of efforts exists?
ANS: Instead of a request for a waiver, the tenant organizations will do a best value analysis of the proposed vendor and the AF IT Superstore product solutions. This will be included as part of the CSR/D documentation. The CSR/D will go to the base CSO for certification if no tenant CSO exists. Tenants organizations should coordinate their request for waivers with the base CSO if no tenant CSO exist. (POC: John Lee, AFMC CSO/SCSC-Customer Support Branch, DSN 787-7358, E-Mail: johh.lee@wpafb.af.mil).
28. Is the small business coordination requirement required when using the CIT-PAD Contracts for items less than \$25K? ANS: No. (POC: John Lee, AFMC CSO/SCSC-Customer Support Branch, DSN 787-7358, E-Mail: johh.lee@wpafb.af.mil).
29. For further clarification please clarify the role difference between the CIO & COO? ANS: Chief Operating Officers (COOs) are responsible for mission needs and financial resources whereas the Chief Information Officer (CIO) is responsible for operating and maintaining our command's computing and communications infrastructure. Each base has its own CIO and each business area has its own COO. The AFMC CIO is Mrs. Debra Haley. She currently serves as both the CIO and COO for AFMC and the Information Management Business Area. (POC: Linda Hollen, HQ AFMC/SCDP-Policy Branch, DSN 787-2017, E-Mail: linda.hollen@wpafb.af.mil).
30. Does AFMC still require completion of a CSR/D when completing an acquisition through CIT-PAD? ANS: Yes. Customers should follow their local CSR/D process established by their local CSO. Local CSOs have the authority to implement streamlined procedures as they

see fit. (POC: John Lee, AFMC CSO/SCSC-Customer Support Branch, DSN 787-7358, E-Mail: johh.lee@wpafb.af.mil).

31. Does the subject policy memo preclude a user from using other CIT-PAD Contracts (for example I-Case for Enterprise Software)? ANS: No. (POC: Eric D. Bradley, AFMC CSO/SCST-Information Technology & Architecture Branch, DSN 787-7696, E-Mail: eric.bradley@wpafb.af.mil).
32. Does subject policy mandate that you break out separately IT components that are part of a system contract end-item? ANS: Subject policy does not mandate that you break out separately IT components that are part of a system contract end item. In fact, in this case you are not buying an IT component you are buying an end item that contains IT. We do recommend that you consider breaking out IT components if they are not integral to the end item and could easily be provided as GFP but this policy does not mandate any such breakout. (POC: Eric D. Bradley, AFMC CSO/SCST-Information Technology & Architecture Branch, DSN 787-7696, E-Mail: eric.bradley@wpafb.af.mil).
33. Does existing policy prohibit users from using their IMPAC Cards for small local items for things they can get done fairly quickly? ANS: No. Policy does allow IMPAC Cardholders (with approved CSRDs) to purchase items, such as accessories, locally. (POC: John Lee, AFMC CSO/SCSC-Customer Support Branch, DSN 787-7358, E-Mail: johh.lee@wpafb.af.mil).
34. R&D contracts that require IT purchase also fall under this policy? What if the IT was ultimately included in the final deliverable to the Government (e.g. breadboard and brassboard model)? If it did apply, how would we get our contractors to comply? ANS: This question requires further research. (POC: Eric D. Bradley, AFMC CSO/SCST-Information Technology & Architecture Branch, DSN 787-7696, E-Mail: eric.bradley@wpafb.af.mil).
35. Who should be requesting the waivers? Contracting Office or user organizations? ANS: User organizations are responsible for requesting and processing requested waivers. (POC: Eric D. Bradley, AFMC CSO/SCST-Information Technology & Architecture Branch, DSN 787-7696, E-Mail: eric.bradley@wpafb.af.mil).
36. Does the policy apply just to AFMC funded purchases or also, to outside user requirements? What about outside the Air Force? DOD? ANS: Subject policy applies to all AFMC purchases regardless of the source or color of funding. (POC: Eric D. Bradley, AFMC CSO/SCST-Information Technology & Architecture Branch, DSN 787-7696, E-Mail: eric.bradley@wpafb.af.mil).
37. Should BRAC bases continue to refresh their IT inventories according to the suggested three-year refresh schedule? ANS: Yes, we highly recommend that all the BRAC bases continue to refresh at least 33% of their inventories annually. (POC: Eric D. Bradley, AFMC CSO/SCST-Information Technology & Architecture Branch, DSN 787-7696, E-Mail: eric.bradley@wpafb.af.mil).
38. Does a user still have to comply with the AF IT Acquisition Process for items and products that's not offered through the CIT-PAD? ANS: Yes. If the AF IT Superstore does not have a product with the capabilities that the user needs, then the user must document this on the CSRD. (POC: Eric D. Bradley, AFMC CSO/SCST-Information Technology & Architecture Branch, DSN 787-7696, E-Mail: eric.bradley@wpafb.af.mil).

AFMC IT ACQUISITION PROCESS