

Policies and Procedures for Proper Use of Non-DoD Contracts

NEW POLICIES

OSD Policy Memo on Proper Use of Non-DoD Contracts (Issued October 2004, effective January 1, 2005)

- Applicable to the acquisition of both services and supplies
- Applies above the simplified acquisition threshold (\$100,000)
- Provide DoD unique terms and conditions to assisting agencies
- Agencies and departments must establish a pre-award review process/procedures to ensure that using non-DoD vehicles are in the best interest of DoD
- Develop post-award review processes/procedures to analyze data on non-DoD contract vehicle usage

Promoting Acquisition Excellence

Defense Procurement
and Acquisition Policy (DPAP),
General Services Administration (GSA),
and the Defense Acquisition University
(DAU)

Tools and Training Online resources 24/7

- DPAP Proper Use of Non-DoD Contracts
<http://www.acq.osd.mil/dpap/specificpolicy/index.htm>
- DAU Continuous Learning Center supports the acquisition community
<https://atlas.dau.gov/html/clc/Clc.jsp>
- FSS Center of Acquisition Excellence Virtual Campus
<https://fsstraining.gsa.gov>

Customer Support Center
mashelpdesk@gsa.gov
Phone: (800) 488-3111



A Partnership – Working Together to Achieve Acquisition Excellence



Policies and Procedures for Proper Use of Non-DoD Contracts

Visit the Acquisition Community
Connection (ACC) Community
of Practice at:

<https://acc.dau.mil/usingnondodcontracts>

Generally Speaking ...

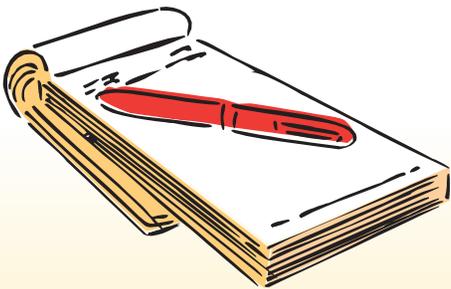
Determine whether the requirement is within the scope of the contract
Contractor price list = contract

- Be reasonable

Do Market Research

- GSA Advantage®, e-Library, contractor price lists, and catalogs, or contact:
schedules.infocenter@gsa.gov
or (800) 488-3111

... and remember to Document, Document, and Document



DoD supports GSA's "Get It Right" and promotes Acquisition Excellence and the efforts of all the assisting agencies to properly support DoD customers



What "Get it Right" and "Acquisition Excellence" Means to the Acquisition Workforce

- The use of non-DoD contracts is encouraged when it is the best method of procurement to meet DoD requirements.
- Advance acquisition planning. Non-DoD vehicles are not a substitute for poor acquisition planning.
- Not to be used to circumvent conditions and limitations imposed on the use of funds.

**Who are the members of the acquisition team responsible for ensuring the requirements are followed?
Your customer, Contracting Officers, Financial Managers, Program Managers and contractors ... YOU are part of the acquisition team!**

Determine whether using a non-DoD contract is in the best interest of DoD, and take into consideration:

- Does the schedule satisfy customer requirements
- Whether the requirement are within scope of the intended vehicle
- Cost effectiveness (including fee and discounts)
- Contract administration

Program Managers – define the requirement accurately and completely

Finance Managers – review funding documents to ensure appropriate funds are being utilized

DoD Contracting Officers – determine whether or not using a non-DoD contract vehicle is in the best interest of the Department

Contractors – market vehicles properly and notify the government immediately of improper use