

**Defense Logistics Agency (DLA)
Land Aberdeen**

**Gateway to Sustainment (G2S)
Multiple Award (MA) Indefinite Delivery
Indefinite Quantity (IDIQ) Contracts**

G2S Customer Guide

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1. Introduction

This guide provides the customers (end users) with pertinent information for using the Gateway to Sustainment (G2S) Multiple Award (MA) Indefinite Delivery Indefinite Quantity (IDIQ) contracts. It also provides guidance for procedures and process flows for identifying G2S requirements through Delivery Order/Task Order (DO/TO) award. The G2S contract terms are identified and explained to ease the ordering process.

Defense Logistics Agency (DLA) Land Aberdeen is the contracting organization that has overall contractual responsibility for the basic G2S contracts as the Procuring Contracting Office (PCO). U.S. Army Communications-Electronics Command (CECOM) is the main customer for the G2S contracts. Any other customers will need to work with their contracting offices and provide program management, technical assistance, and funding for their requirements on G2S contracts.

The contract features decentralized ordering and is designed as a flexible and responsive end-user solution with acquisition streamlining advantages. The G2S contracts can provide Firm-Fixed unit prices and cost CLINs for services as needed.

Notice: This guide is not intended to take precedence over any aspects of the contract. In the event of any conflict between the information in this guide and the terms and conditions of the contract, the contract is the binding document.

2. Scope

2.1 Overview

The G2S contract consist of eleven separate contracts, one to each G2S Prime Contractor (i.e., Vendor), Amentum Services, Inc. (SPRBL1-23-D-0004), Science Applications International Corporation (SAIC) (SPRBL1-23-D-0005), Centuria Corporation (SPRBL1-23-D-0006), STS International, Inc. (SPRBL1-23-D-0007), L3 Technologies, Inc. (SPRBL1-23-D-0008), Micro USA, Inc. (SPRBL1-23-D-0009), Atlantic Diving Supply, Inc. (ADS) (SPRBL1-23-D-0010), Fairwinds Technologies, LLC (SPRBL1-23-D-0011), TeleCommunication Systems, Inc. (Comtech) (SPRBL1-23-D-0012), DataPath (SPRBL123D0013), and AR1 (SPRBL123D0015) with a combined ceiling of \$3.2 billion over ten years.

G2S is designed to purchase a universe of Command, Control, Computers, Communications, Cyber, Intelligence, Surveillance and Reconnaissance (C5ISR) equipment and services supporting the U.S. Army Communications-Electronics Command (CECOM), the Defense Logistics Agency (DLA), the Department of Defense (DoD) and any Federal Government Agency. G2S provides a holistic repeatable solution that will ensure a robust industrial base. The suite of contracts enables streamlined responses to surges in warfighter needs by leveraging a

multiple-award supply base that provides quick-turnaround coverage for critical items. The contracts allow for fair and reasonable competition amongst awardees and ensure centralized post-award monitoring. The Statement of Work (SOW) includes supplies and services and covers both commercial and non-commercial items. The scope of the G2S contract includes the following nine (9) Program Support Categories:

- (1) Standard Equipment
 - Products with a National Stock Number (NSN) assigned
 - Fielded and in sustainment
- (2) Non-Standard Equipment
 - Management Control Number (MCN) assigned
- (3) Test & Evaluation
- (4) Repair
- (5) Upgrades / Ancillary Engineering Services / Design Changes
- (6) Engineering Studies and Analysis / Industrial Capability Analysis
- (7) System or Item Specific Obsolescence Monitoring, Reporting & Mitigation
- (8) Facilitation of Hybrid Organic / Contractor Support
- (9) Field Service Representatives (FSR)
 - Providing qualified and proficient FSRs capable of providing field service for systems to include both hardware and software inspection, testing, troubleshooting, repairs and upgrades.

The G2S Federal Stock Classes (FSCs) include:

- 2815 – Diesel Engines and Components
- 5805 – Telephone and Telegraph Equipment
- 5810 – Communications Security Equipment and Components
- 5820 – Radio and TV Communications Equipment, Except Airborne
- 5840 – Radar Equipment, Except Airborne
- 5855 – Night Vision Devices
- 5895 – Miscellaneous Communication Equipment
- 5975 – Electric Hardware, Supplies
- 5985 – Antennas, Waveguides, Related Equipment
- 5995 – Cable, Cord, and Wiring Assemblies; Communications Equipment
- 5996 – Amplifiers
- 5998 – Electrical, Electronic Assemblies; Boards, Cards, Assoc Hardware
- 5999 – Miscellaneous Electrical and Electronic Components
- 6115 – Electric-Wire-Power-Distribution-Equipment
- 6130 – Converters, Electrical, Nonrotating
- 6625 – Electrical and Electronic Properties Measuring, Test Instruments
- 7021 – ADP Cent Processing Unit (CPU, Computer), Digital
- 7025 – ADP Input/Output and Storage Devices
- **Any other C5ISR items determined by the DLA-G2S Contracting Officer and Management to fall under the G2S scope**

3. G2S Team

3.1 Procuring Contracting Officer (PCO)

The G2S PCO has overall contractual responsibility for the G2S basic contracts. The G2S PCO's responsibilities include:

- Performing all administrative functions associated with the basic contracts, including issuance of basic contract modifications, final decisions, explanations of terms and conditions and contract interpretation.
- Managing all protests, claims, and contract litigation associated with the G2S basic contracts (Not any individual DO/TOs issued by others).
- Ensuring program and procedural compliance with the Federal Acquisition Regulation (FAR), DoD FAR Supplement (DFARS), and other governing regulations, policies, laws and statutes.
- Maintaining the G2S order form and providing copies to the Ordering Contracting Officer (OCO) and interested parties.
- Approving/signing Delegation of Ordering Authority.
- Upon request, providing guidance to the OCO executing DO/TO under the G2S basic contracts.
- Issuing G2S Acquisition Requirements Package (ARP) control numbers (e.g., G2S-XXXX-XXX, where XXXX is the Fiscal Year followed by the XXX assigned serial number).

Note: PCO reserves the right to conduct a peer review of the OCO actions as deemed appropriate.

3.2 Ordering Contracting Officer (OCO) Responsibilities

The contracting organization is responsible for the following:

- Requesting a determination and approval of scope by DLA Aberdeen Management.
- Ensuring that they have reviewed, signed, and received a final Delegation of Ordering Authority signed by the G2S PCO and complying within any limitations stated in that document.
- If using PADDs to award the DO/TO, reaching out to PADDs team and completing an order header record for the DLA base contract.

- Reviewing the G2S basic contracts to ensure an understanding of the requirements.
- Reviewing ARP documents that are specific to their customer's requirements (e.g., most recent G2S Order Form, Statement of Objectives (SOO), Statement of Work (SOW), Performance-based Work Statement (PWS), Contract Data Requirements List (CDRL), etc.).
- Preparing/Approving/Redacting the Brand-name Justification Memorandum for Record (MFR), when required per FAR 16.505, along with the associated requirements for distribution of the redacted copy to the G2S Prime Contractors.
- Preparing/Approving/Redacting the Fair Opportunity Exemption Memorandum for Record (MFR), when required per FAR 16.505, along with the associated requirements for public posting of the redacted copy to the Governmentwide point of entry (GPE).
- If cost reimbursement line items or contract financing opportunities are being considered for the DO/TO RFP, clearly indicating that those awards are contingent on the Offeror providing written confirmation that they have passed a purchasing system review per DFARS 252.244-7001 completed within the past three (3) years by their cognizant DCMA Contract Administration Office.
- Ensuring Funding Documentation is accurate.
- Making a commercial item determination prior to the issuance of a G2S Order RFP.
 - If an item/incidental service is determined commercial, the G2S Order RFP will clearly communicate that the item is commercial, by stating that the commercial clauses apply.
 - All G2S Order RFPs will include or reference the applicable commercial or noncommercial clauses.
 - Applicable commercial and noncommercial clauses can be found in Section I, after the base contract clauses.
 - A G2S Order RFP may have a combination of commercial and noncommercial items as long as the G2S Order RFP clearly differentiates these items. However, orders for commercial supplies/services must be issued separately from noncommercial supplies/ services and must be Firm-Fixed-Priced (FFP).
- Determining if the G2S Order RFP will be set-aside for G2S Small Business Prime Contractors.
 - Per the G2S basic contracts, the Government reserves the right to set-aside future DO/TOs under \$250,000 solely for G2S Small Business Prime Contractors. Note that the G2S basic contracts do not adjust this dollar value with any associated changes to definitions of the Simplified Acquisition Threshold (SAT) in FAR 2.101 or any of the listed exceptions (e.g., SEPA, Special Emergency

Procurement Authority for the acquisitions of supplies or services determined by the head of the agency in support of a contingency operation, etc.).

- Issuing G2S Order RFPs to all of the G2S Prime Contractors or only the G2S Small Business Prime Contractors if set-aside as described above.
 - The G2S Prime Contractors are required to have electronic mail capabilities and a single primary electronic mail address. The distribution list is maintained by the G2S PCO.
- Receiving and evaluating proposals, including conducting any necessary discussions or evaluation of data other than certified cost and pricing data, if necessary to make a determination of fair and reasonable pricing. G2S was awarded from a competitive solicitation so any future DO/TO RFPs cannot require certified cost and pricing data. A
- Documenting the award decision as required by regulation.
- Awarding DO/TOs without incorporating any provisions or clauses that are inconsistent with the terms of the G2S basic contracts (Refer to Section 5.8, below).
- Providing any required Post-Award Notices to unsuccessful offerors and conducting any requested Post-Award Debriefings per FAR 16.505. Normally required for individual orders exceeding \$6M.
- Resolving any Post-Award Protests per FAR 16.505. Normally Post-Award Protests are only allowed for individual orders exceeding \$10M (For agencies other than DoD, NASA, and the Coast Guard) or \$25M (For DoD, NASA, or the Coast Guard).
- Maintaining the official contract files for the DO/TOs. If using the Army Paperless Contract Files (PCF) System for the Aberdeen Proving Ground (APG), also providing PCF Cabinet to the DLA-G2S Team (PCF Cabinet Security to include “Readers: DLA BUYERS”).
- Ensuring that the G2S PCO is provided copies of all DO/TOs issued against G2S contracts and all modifications within 15 days of issuance (Via the Group In-Box: DLA-G2S@dla.mil).
- Appointing Contracting Officer’s Representative (CORs) and specifying their duties/responsibilities under G2S orders.
- Providing a copy of the COR appointment letter to the G2S PCO (Via the Group In-Box: DLA-G2S@dla.mil).
- Administering DO/TOs.
- Resolving Do/TO disputes, claims and protests.

- Ensuring that the G2S PCO receives timely information on any issues or problems with the DO/TO that could affect the G2S basic contracts.
- Providing information and copies of reports to the G2S PCO required by FAR, DFARS and statute (Via the Group In-Box: DLA-G2S@dla.mil).
- Ensuring past performance (CPARS and/or PARs) is completed in accordance with (IAW) agency procedures for each DO/TO.
- Reporting fraudulent activities or investigations regarding G2S contractors to the Inspector General (IG) office via the G2S PCO (Via the Group In-Box: DLA-G2S@dla.mil).
- Conducting close-out procedures for each DO/TO.
- Managing the contract ceiling (As specified in the Delegation of Ordering Authority signed by the G2S PCO).
- Reporting quote rate, on time delivery (OTD) metrics, overall spend report and performance issues to the G2S PCO as described in the Delegation of Ordering Authority.

3.3 Contracting Officer's Representative (COR) Responsibilities

CORs will be designated by letter of appointment from the OCO. The COR:

- Obtains Service/Agency required training for CORs.
- Serves as focal point for all task activities and acts as primary point of contact for contractors.
- Provides technical oversight of the DO/TO and ensures adherence to the terms and conditions of the DO/TO and G2S contract.
- Is not authorized to make commitments or changes that may affect price, quality, quantity, delivery or other terms and conditions of the contract or DO/TO and may be held personally liable for unauthorized acts.
- Conducts final inspection and acceptance of engineering services.
- Accepts services, receives any materials purchased, receives and reviews deliverables, and performs contractor surveillance IAW the Quality Assurance Surveillance Plan (QASP).
- Maintains program and technical documentation relating to their program.
- Approves individual DO/TO Contract Data Requirements Lists (CDRLs).

- Accepts services in Wide Area Work Flow (WAWF) for engineering services DOs.
- Reports on contractor performance via Contractor Performance Assessment Reporting System (CPARS), as applicable, or Performance Assessment Reports (PAR).

4. Ordering Procedures

4.1 Service or Agency Sponsoring Activity

DLA Land at Aberdeen administers the G2S basic contracts centrally, but has authorized decentralized ordering to meet the needs of the Federal Government. G2S is available for use by federal agencies with G2S requirements within the scope of the G2S SOW.

4.2 Control Number Procedures

IMPORTANT: Before the issuance of any G2S Order Request for Proposal (RFP), the ordering activity must obtain a G2S control number by submitting an email to the G2S PCO (Via the Group In-Box: DLA-G2S@dla.mil). Once the G2S PCO gives approval to order and assigns a G2S control number (e.g., G2S-XXXX-XXX, where XXXX is the Fiscal Year followed by the XXX assigned serial number), **the OCO must provide the control number with any G2S Order RFP issued to the G2S Prime Contractors.** The G2S Prime Contractors cannot accept any G2S Order RFP or DO/TO without a G2S control number.

The G2S Prime Contractors are required to return any G2S Order RFP or DO/TO received without a G2S control number.

Upon receipt of the G2S control number, the designated OCO is empowered to issue G2S Order RFPs and DO/TO IAW the terms and conditions of the G2S contract, G2S ordering guidelines, the FAR, DFARS, and applicable Service/Agency procedures (And the Delegation of Ordering Authority signed by the OCO and G2S PCO and comply within any limitations stated in that document).

If there are questions concerning a requirement and whether or not it can be supported under the G2S contact, a scope determination will be made by DLA Land Aberdeen Management.

4.3 Future Orders

To encourage efficiency in the order process, the OCO may release future Order RFPs. Future Order RFPs will include Government's order requirements up to two (2) years for multiple orders and may coincide with the quarterly forecast provided to all G2S Prime Contractors. Once an order awardee is selected, the OCO may not issue orders immediately, and may delay the order until accounting information is received. Information that may be included in the future Order RFP(s) can be the following:

- a. A notice of the intent to make a purchase.
- b. A clear description of the supplies/services to be delivered including quantity for supplies or services to be performed **per order**. The actual quantity purchased **per order** may be increased or decreased by a percentage (+/-%) to allow for quantity adjustments, as with the range as outlined in the future Order RFP.
- c. An explanation of the Best Value determination for **the future individual order(s) evaluation** that could be based on Trade-off procedures or Lowest Price Technically Acceptable procedures.
- d. The anticipated order window.
- e. Identify if the requirement is under SAT or SEPA SAT, if applicable.

G2S Prime Contractor(s) will be notified soon after the selection if it will receive a future order. Once the G2S prime Contractor is selected for a future order, it may not be notified again before the order is placed. If an order is cancelled, the selected G2S Prime Contractor will be immediately notified.

4.4 Rapid Ordering Catalogs and Supplements

Rapid Ordering Catalogs

Items identified on the Rapid Ordering Catalog are high demand, and/or high priority items that require a rapid response and could include pricing up to the ten (10) year G2S basic contract term. The Government may add, delete or update items on the Rapid Ordering Catalog. The Rapid Ordering Catalogs include prices and delivery information. To be added, the OCO will conduct the following steps:

- a. The OCO may conduct a review of all customer requests to identify new/replacement items proposed to be added to the G2S basic contract(s) and forward to the G2S PCO for review. Since the Rapid Ordering Catalogs are incorporated into the G2S basic contracts, updates would require the G2S PCO to issue a modification to the G2S basic contract(s). Therefore, the G2S PCO must approve any G2S Order RFPs that might result in a change to any G2S Rapid Ordering Catalog.

- b. Once an item has been approved by the G2S PCO for a proposed change to any G2S Rapid Ordering Catalog, the OCO may proceed with the G2S Order RFP process which must be sent to all G2S Prime Contractors (Not set-aside for G2S Small Business Prime Contractors). If any of the items will have an increase in the SAT for purposes of future automated orders (i.e., orders without further competition as described below in Sections 4.4.e and 4.4.f, that must be clearly identified in advance at the time of the Order RFP and be documented in the contract file (e.g., SEPA, Special Emergency Procurement Authority for the acquisitions of supplies or

services determined by the head of the agency in support of a contingency operation, etc. must be documented in the file confirming the eligibility of the item for this increase in the SAT).

c. After the OCO has completed their evaluation and signed their award decision document, they must then forward that document and the proposed change(s) to the Rapid Ordering Catalog(s) to the G2S PCO. Items added to a Rapid Ordering Catalog serve as the supply/services ceiling price for the applicable period (Base period and/or each respective option year period). Prices within the Rapid Ordering Catalog may be utilized for expedited ordering by the G2S PCO, OCO or any other delegated ordering office.

d. The G2S Prime Contractor will be notified once an item has been added to its contract's Rapid Ordering Catalog. The G2S prime Contractor will also be notified if an item is selected for automated ordering (See below).

e. The G2S Prime Contractor's pricing added to the Rapid Ordering Catalog will serve as the ceiling price and cannot be exceeded on future requirements during the applicable period (Base period and/or each respective option year period). Once items are on the Rapid Ordering Catalog, the Contracting Officer may issue Order RFPs with a twenty-four (24) hour response period. The G2S Prime Contractor is required to provide a response by the end of the response period to be considered for award. However, at the Contracting Officer's discretion, the G2S Prime Contractor may be required to provide quotes within 24 hours for urgent or high priority requirements that are not identified on the Rapid Ordering Catalog. For requirements under the Simplified Acquisition Threshold (SAT) as defined in FAR 2.101, the Contracting Officer may elect to not contact each G2S Prime Contractor and may utilize the information provided in the Rapid Ordering Catalog or Rapid Ordering Catalog Supplement to provide a fair opportunity as permitted by FAR 16.505(b)(1)(ii). Orders under the Micro-purchase Threshold as defined in FAR 2.101 may be competed among all awardees. Orders under the Micro-purchase Threshold may also be auto-awarded based on pricing provided in advance, historical pricing obtained from previously competed orders, or based on the pricing submitted on the Rapid Ordering Catalog.

f. Rapid Ordering Catalog Supplement - Automated Ordering. For select items that are high demand, and/or high priority, the Contracting Officer may issue an Order RFP to add item(s) to the Rapid Ordering Catalog Supplement, which establishes catalog prices and order details so that the Contracting Officer can easily compare the prices and order details to make Best Value decision. The Rapid Ordering Catalog Supplement will be for a shorter period of time up to two (2) years. The G2S Prime Contractor will be notified when submitting pricing for the Rapid Ordering Catalog, if items in that submission will be added to the Rapid Ordering Catalog Supplement. The Contracting Officer will follow the same process as above but may request and include additional information to make a Best Value decision. Examples of information that may be requested in the RFP for items on the Rapid Ordering Catalog Supplement include range prices for economic quantity breaks, standard and expedited delivery information and any other information deemed important by the Contracting Officer to determine the Best Value. The G2S prime Contractor will be notified of the criteria used to make a decision before placing an order for that item. The Rapid Ordering Catalog Supplement does not need to include ceiling prices. The Rapid Ordering Catalog Supplement is intended to be used to automatically award orders that are at or below SAT. As allowed by FAR 16.505(b)(1)(ii), the Contracting Officer may use

information in the Rapid Ordering Catalog Supplement or provide a fair opportunity to each G2S prime Contractor's Rapid Ordering Catalog Supplement offer per item/order before placing in the system to be automatically ordered. The Government does not intend to issue additional Order RFP(s) for items on the Rapid Ordering Catalog Supplement during the validity period, prior to issuing an order, unless the order exceeds the SAT.

4.5 Inspection & Acceptance

Inspection and acceptance will be determined at the DO/TO level. Each order shall appoint Contracting Officer Representatives as appropriate and assign proper personnel to accept the services in Wide Area Work Flow (WAWF). All other CLINs will be inspected and accepted at origin by the Defense Contract Management Agency (DCMA).

4.6 Wide Area Work Flow

OCOs must ensure that WAWF instructions are included in each order to ensure that the contractor has the correct information to invoice promptly. All orders should include the WAWF instructions as required by agency regulations.

4.7 Distribution of Order/Mod

The OCO provides a copy of the order and any subsequent modifications to DLA-G2S@dla.mil via email or EDA distribution.

4.8 Engineering Services Orders

All Engineering Services orders will be negotiated by the OCO. No set labor categories or rates are established in the basic contract. G2S will not centrally manage the engineering services.

4.9 Contractor Performance Assessment Reporting System (CPARS)

As required by their Service/Agency, the requesting organization COR or Program Manager shall be responsible for CPARS reporting for G2S DO/TO s that meet the CPARS dollar threshold. CORs and Program Managers are responsible to provide copies of any CPARS submissions to the G2S PCO to be included in the overall quality assurance program of G2S.

4.10 Security Issues

A DD254, DoD Contract Security Classification Specification, was not completed on the basic contracts. Any necessary DD254 should be included by the OCO in the individual DO/TO as required by agency specific regulations.

5. Initiating G2S Delivery Order/Task Order

For services TOs, coordinate with the DLA Land Aberdeen Division Chief before beginning in-depth acquisition planning functions. After completing this coordination, the OCO should conduct proper acquisition planning following agency specific processes for planning and funding the requirement, gaining all necessary approvals and documenting the acquisition process for each TO. The total estimated value of a TO should be considered in developing an acquisition strategy. Service acquisitions require the nomination and appointment of CORs by the OCO.

Hardware procurements can be more streamlined. If the required item is on one or more of the G2S Rapid Ordering Catalogs or Rapid Ordering Catalog Supplements and the agency is authorized to purchase from this contract, then a Delivery Order Request Package (DORP) should be submitted to the PCO for issuance of a control number. The OCO is responsible for adhering to all policies and regulations applicable to the G2S contracts.

5.1 Acquisition Requirements Package (ARP)

The ARP contains a number of documents prepared by the customer (end-user or COR) that are required by the OCO for developing the delivery order and obtaining a control number. Included among these are the following key documents:

- PWS (when applicable)
- Independent Government Estimate (IGE)
- Acquisition History
- Completed Order Form spreadsheet (includes the information typically found in a Technical Requirements Document and Notes to KO); this will be provided by DLA Land Aberdeen. Please DO NOT complete any forms from previous acquisitions (prior versions may be obsolete)
- Covered Defense Information (CDI) Memorandum for Record (MFR)
- Brand-name Justification MFR for items peculiar to one manufacturer (when applicable)
- Technical Data Package (TDP) (when applicable)
- Funding Document
- COR nomination & appointment letters (when applicable)
- QASP that specifies (1) all work requiring surveillance; and (2) the method of surveillance, pursuant to FAR 46.401 (if applicable)
- DD254, if applicable

- GFP attachment, if applicable
- CDRLs

The PWS developed by the customer shall include the work to be performed, location(s) of work, list of deliverables, performance standards, documentation standards, acceptance criteria, performance schedule, and any special requirements in sufficient detail to permit accurate estimation of cost, hours, and other resources and completion date (as applicable) by the contractor(s). The G2S basic contracts do not include a PWS. Each TO RFP needs to include a PWS specific to that TO RFP.

5.2 Quality Assurance Surveillance Plan (QASP)

Each ordering office shall incorporate this in any TO requiring a QASP. The performance objectives included in the PWS shall be those for TOs.

5.3 Government Furnished Property (GFP)

Any Government Furnished Property (GFP) shall be identified in the Order RFP. This includes any Government furnished materials, equipment, services, or space to be utilized if performed on a Government installation. The OCO is responsible for GFP affected by their DO/TO, which includes uploading the GFP attachment into PIEE.

5.4 Contract Data Requirements List (CDRL)

The DD Form 1423 is used to provide specifications on the type, content, frequency, and format of data and documentation being delivered as part of a DO/TO. The G2S Order Form establishes a “Menu” of CDRLs for which to choose. The OCO shall include separate line items (or sub-line items) for each CDRL required for delivery. Any CDRLs that are separately priced must be specifically identified on each DO/TO. If a CDRL is required that is not included in the G2S basic contracts, it would need to be incorporated by the OCO into that specific DO/TO.

5.5 Acquisition Plan

An Acquisition Plan is not required for G2S DO/TOs since it was completed as part of the basic G2S IDIQ acquisition. However, per FAR 16.505(a)(8), a separate Acquisition Plan may need to be developed internally by the OCO for their specific requirements. The G2S PCO does not review or approve Acquisition Plans that are required for any orders awarded by another agency.

5.6 Market Research

Acquisition history should be provided, but a formal Market Research report is not required by the OCO unless directed otherwise. The acquisition history does not need to include a Sources Sought Announcement or a formal Market Research Summary.

5.7 Ordering Periods

The base ordering period for this G2S contract is five (5) years with five (5) one (1) year unilateral option periods. With the unilateral option years exercised, G2S supports up to ten (10) years.

Ordering Period	From	To
Year 1	March 30, 2023	March 29, 2024
Year 2	March 30, 2024	March 29, 2025
Year 3	March 30, 2025	March 29, 2026
Year 4	March 30, 2026	March 29, 2027
Year 5	March 30, 2027	March 29, 2028
Year 6 (Option)	March 30, 2028	March 29, 2029
Year 7 (Option)	March 30, 2029	March 29, 2030
Year 8 (Option)	March 30, 2030	March 29, 2031
Year 9 (Option)	March 30, 2031	March 29, 2032
Year 10 (Option)	March 30, 2032	March 29, 2033

The exercise of unilateral options is IAW FAR 52.217-9 entitled "Option To Extend the Term of the Contract." Options are exercised by the PCO via modifications to the G2S basic contract(s).

Requests for supplies/ services will be competed among awardees, except under certain circumstances IAW FAR 16.505(b)(2) and otherwise as defined in this contract. Award decisions may be made either by line item or in their entirety. The OCO may choose to use reverse auction for the competition of delivery orders as outlined in DLAD Proc Note L09 Reverse Auction. In accordance with FAR 16.505(b)(8), the following office has been designated the delivery order ombudsman:

Competition Advocate Office
DLA Land and Maritime
landmarcompadvocate@dla.mil

5.8 Contents of DO/TOs

Each DO/TO will contain:

- Date of order
- G2S basic contract number and order number
- PCO assigned Control Number
- Contract line item number and description, quantity and price
- Delivery/Performance schedule
- Place of performance
- Accounting and appropriation data
- Work Specification (PWS), as applicable

- QASP (service TOs only)
- Any Government-furnished property, material, equipment, or base support to be made available for performance under the DO
- Contractor Proposal, as applicable
- WAWF Instructions including DFARS Clause 252.232-7006 where necessary with the Routing Data Table customized for the individual DO/TO. There is a placeholder copy of this Clause in the G2S basic contracts but the customized version of this Clause needs to be incorporated at the order level. For example, the Routing Data Table would delineate any differences between the DCMA Contract Administration Office assigned to the G2S Prime Contractor versus the DCMA Contract Administration Office assigned for Government Source Inspection/Acceptance to be completed at a Facility/CAGE Code other than the G2S Prime Contractor's Facility/CAGE Code.
- Contract Clauses, as applicable

Agency Specific Clauses and Additional FAR Clauses: Provisions and clauses that supplement the FAR, which are prescribed and included in authorized agency acquisition regulations and issued within an agency to satisfy the specific needs of the agency as a whole, may be added at the DO level so long as they are not inconsistent with the terms of the G2S contract. G2S contracts include clauses for both commercial and non-commercial items.

Frequently Asked Questions

1. **Question:** What is the typical time for DLA Land Aberdeen to award DOs for CECOM supplies under G2S?
Answer: DLA time to award is 30 days from receipt of the complete ARP depending on NIIN/Vendor/complexity. Non-DLA organizations time to award may vary based on contracting activities timeline. Items that are included in one or more G2S Rapid Ordering Catalogs or Rapid Ordering Catalog Supplements using the streamlined procedures described above in Sections 4.4.e and 4.4.f have the fastest award time.
2. **Question:** Who issues modifications to DO/TOs under G2S?
Answer: The modifications to individual DO/TOs will be issued by the cognizant OCO within the requiring activity with responsibility for administration of the DO/TO. The G2S PCO is the only person authorized to make modifications to the basic contract.
3. **Question:** Are there pass through charges or Program Management Administration (PMA) fees assessed by DLA for the use of the G2S contracts (e.g., fixed or percentage usage fees)?
Answer: Presently, no not at this time.
4. **Question:** Is there a threshold for small business set-asides?
Answer: Yes, orders estimated under \$250K normally are set-aside for competition among the G2S Small Business Prime Contractors. Additionally, the G2S Prime Contractors are required to maintain a minimum of forty percent (40%) of the total awarded order dollar value throughout the life of the contract to small business (Excluding orders procurable only from a Government directed source that is an other-than-small business).
5. **Question:** Can G2S provide long term pricing?
Answer: Yes, as described above and in the G2S Attachment 0001 - Post-Award Ordering Process document, Rapid Ordering Catalogs can provide pricing up to the duration of the G2S contracts and Rapid Ordering Catalog Supplements can provide pricing for up to two (2) years after the award of the Supplements. But these are both intended for high demand, and/or high priority items that require a rapid response only. Multiple-award contract programs such as G2S are designed to provide a short Administrative Lead Time (ALT) and allow ongoing competition. Therefore, the first preference would be to compete individual requirements as they are identified/funded. The second preference would be to consider establishing Rapid Ordering Catalog Supplements. The last preference would be to consider adding items to the Rapid Ordering Catalogs.

Memorandum for Record

The following documentation and coordination was accomplished on the basic G2S contract, and is not required for subsequent DO/TOs:

- Contractor Responsibility Documentation (see note below)
- Equal Employment Opportunity (EEO) Compliance – EEO clearance was obtained for the G2S Prime Contractors prior to award of the G2S basic contracts
- Synopsis (pre/post)
- Announcement of Contract Award (1279 Report) per DFARS 205.303
- Small Business Coordination (DD 2579)

* **Note:** Although a Contractor Responsibility Determination was made prior to award of the G2S basic contracts, IAW FAR 9.405-1 the OCO should complete and document an exclusion review prior to award of any individual DO/TO. Additionally, the OCO should complete and document verification of at least a basic self-assessment completed recently, within the past three (3) years as required by DFARS 252.204-7020 prior to award of any individual DO.

Ordering Contracting Officer Checklist

- ✓ Review ARP documents.
- ✓ Request a determination and approval of scope by DLA Land Aberdeen Management.
- ✓ Review the G2S Customer Guide, G2S basic contracts, and Rapid Ordering Catalogs and Supplements (search for NIINs in your ARP).
- ✓ Request and sign Delegation of Ordering Authority memo and return to G2S PCO to sign.
- ✓ If you are using PADDs contract writing system, request, complete, and return the Order Header Record excel sheet for the DLA base contract from the PADDs team. This will allow you to initialize orders against the base G2S contracts.
- ✓ Prepare Brand-name Justification Memorandum for Record (MFR) and distribute redacted copy to the G2S Prime Contractors, when required.
- ✓ Prepare a Fair Opportunity Exemption MFR and publicly post a redacted copy to the Governmentwide point of entry (GPE), when required.
- ✓ If cost reimbursement line items or contract financing are included in the RFP, ensure written confirmation that offerors have passed a purchasing system review per DFARS 252.244-7001.
- ✓ Review Funding Documentation for accuracy.
- ✓ Make a commercial item determination prior to the issuance of a G2S Order RFP and ensure appropriate clauses are used.
- ✓ Determine if the G2S Order RFP will be set-aside for G2S Small Business Prime Contractors (DO/TOs under \$250,000).
- ✓ Request G2S control number from G2S PCO.
- ✓ Issue G2S Order RFP by email using the control number to all of the G2S Prime Contractors or only the G2S Small Business Prime Contractors if set-aside. Identify any GFP in RFP.
- ✓ Receive and evaluate proposals.
- ✓ Conduct any necessary discussions and document the award decision as required by regulation.
- ✓ Award DO/TOs without incorporating any provisions or clauses that are inconsistent with the terms of the G2S basic contracts. Inspection and acceptance, WAWF instructions, and CDRLs not included in the G2S basic contracts should be included.

- ✓ Distribute DO/TOs to G2S inbox and upload to EDA with any associated attachments.
- ✓ Upload GFP attachment into PIEE, if applicable.
- ✓ Determine if a DD254 is necessary.
- ✓ Provide any required Post-Award Notices to unsuccessful offerors and conduct any requested Post-Award Debriefings per FAR 16.505. Normally required for individual orders exceeding \$6M.
- ✓ Resolve any Post-Award Protests per FAR 16.505. Normally Post-Award Protests are only allowed for individual orders exceeding \$10M (For agencies other than DoD, NASA, and the Coast Guard) or \$25M (For DoD, NASA, or the Coast Guard).
- ✓ Maintain the official contract files for the DO/TOs. If using the Army Paperless Contract Files (PCF) System for the Aberdeen Proving Ground (APG), also provide PCF Cabinet to the DLA-G2S Team (PCF Cabinet Security to include “Readers: DLA BUYERS”).
- ✓ Ensure that the G2S PCO is provided copies of all DO/TOs issued against G2S contracts and all modifications within 15 days of issuance (Via the Group In-Box: DLA-G2S@dla.mil).
- ✓ Appoint a Contracting Officer’s Representative (COR) and specify their duties/responsibilities under G2S orders, if necessary.
- ✓ Provide a copy of the COR appointment letter to the G2S PCO (Via the Group In-Box: DLA-G2S@dla.mil).
- ✓ Complete any and all modifications necessary on awarded DO/TOs. Distribute modifications to G2S inbox and upload to EDA with any associated attachments.
- ✓ Resolve DO/TO disputes, claims and protests.
- ✓ Ensure that the G2S PCO receives timely information on any issues or problems with the DO/TO that could affect the G2S basic contracts.
- ✓ Provide information and copies of reports to the G2S PCO required by FAR, DFARS and statute (Via the Group In-Box: DLA-G2S@dla.mil).
- ✓ Ensure past performance (CPARS and/or PARs) is completed IAW agency procedures for each DO/TO.
- ✓ Report fraudulent activities or investigations regarding G2S contractors to the Inspector General (IG) office via the G2S PCO (Via the Group In-Box: DLA-G2S@dla.mil).
- ✓ Conduct close-out procedures for each DO/TO.
- ✓ Manage the contract ceiling (As specified in the Delegation of Ordering Authority signed by the G2S PCO).

- ✓ Report quote rate, on time delivery (OTD) metrics, overall spend report and performance issues to the G2S PCO as described in the Delegation of Ordering Authority.

Requiring Activity ARP Checklist

The requiring activity should work with their contracting agency to develop the ARP. The ARP contains a number of documents prepared by the customer (end-user or COR) that are required by the OCO for developing the DO and obtaining a control number. Included among these are the following key documents:

- ✓ PWS (when applicable)
- ✓ Independent Government Estimate (IGE)
- ✓ Acquisition History
- ✓ Completed Order Form spreadsheet (includes the information typically found in a Technical Requirements Document and Notes to KO); this will be provided by DLA Land Aberdeen. Please DO NOT complete any forms from previous acquisitions (prior versions may be obsolete)
- ✓ Covered Defense Information (CDI) Memorandum for Record (MFR)
- ✓ Brand-name Justification MFR for items peculiar to one manufacturer (when applicable)
- ✓ Technical Data Package (TDP) (when applicable)
- ✓ Funding Document
- ✓ COR nomination & appointment letters (when applicable)
- ✓ QASP that specifies (1) all work requiring surveillance; and (2) the method of surveillance, pursuant to FAR 46.401 (if applicable)
- ✓ DD254, if required
- ✓ GFP attachment, if required
- ✓ CDRLs