



**UNITED STATES MARINE CORPS**  
MARINE CORPS AIR STATION  
BEAUFORT, SOUTH CAROLINA 29904-5001

ASO 4205.1  
CO  
22 JUL 2011

AIR STATION ORDER 4205.1

From: Commanding Officer  
To: Distribution List

Subj: PURCHASE REQUEST (PR) BUILDER PROCESS

Ref: (a) Federal Acquisition Regulation (FAR)  
(b) Defense Federal Acquisition Regulation Supplement (DFARS)  
(c) NAVSUP INST 4200.85D  
(d) MCO P11240.106

Encl: (1) Purchase Request (PR) Builder Form  
(2) Sole Source Justification Form and Guidelines  
(3) Sample PR Builder Training Certificate  
(4) Sample PR Builder Access Designation Letter  
(5) UMMIPS Priority System  
(6) Procurement Action Lead Time (PALT)  
(7) Government Sources of Supply in order of priority  
(8) Priority Designation Letter

1. Situation. Purchase Request (PR) Builder is a Headquarters Marine Corps (HQMC) sponsored software program that was established to create an automated paperless document transmission methodology that provides business leaders with the ability to track and manage PRs electronically.

2. Mission

a. This Order applies to all Marine Corps Air Station (MCAS) Beaufort activities submitting PR via the PR Builder workflow process. A printed copy of a blank PR form is attached as enclosure (1).

b. The PR Builder software package is the mandated Marine Corps web-based electronic procurement generator designed to standardize PR documents. It can be utilized from anywhere in the world where internet access is available and Internet Explorer's installed. All PRs above the micro-purchase threshold of \$3,000 must be initiated using the PR builder application. A recent Continuous Process Improvement (CPI) study indicated that 61% of all PR Builder requests submitted into the MCAS Beaufort Supply Department were defective. These defects have caused significant delays and variation in the MCAS Supply Department's ability to deliver goods and services to our customers.

3. Execution

a. The Contracting Office is responsible for the acquisition of supplies and services from commercial sources and supports all MCAS units and tenant commands with their commercial acquisition requirements.

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b. References (a) through (d) set forth administrative regulations, procedures, and basic policies for contracting and purchasing.

c. Roles and Responsibilities

(1) MCAS Beaufort Supply Department. The Supply Officer is designated as the PR Builder Process Owner at MCAS Beaufort. This designation requires the Supply Officer to ensure that:

(a) All PR Builder users aboard MCAS Beaufort are properly trained in the local procedures established by this Order.

(b) Manage program and provide quarterly reports to the S-4 Officer concerning the current state of established process metrics along with an improvement plan if the process output metrics are not meeting the established targets.

1. PR Builder cycle time  $\leq$  7 days.
2. PD2 cycle time < 23 days.
3. Process iterations (defects) < 1.2.

(c) Control access and authorize users to the MCAS Beaufort Supply Share Point site where documents and information on the PR Builder process will be maintained and updated.

(d) Control access to PR Builder through command sponsored training and designation letters as identified in enclosures (3) and (4).

(2) The Customer. Customers are defined as tenant commands aboard MCAS Beaufort along with the MCAS activities that require PR support from the Station Supply Department. Customers are required to meet the standard PR submission requirements, local training requirements, and local access requirements as outlined in this Order.

(3) Tech Edit. The personnel within customer service who provide reviews and approvals for PR's and specific National Stock Numbers (NSN) prior to submitting for financial approval and funding.

(4) Property Control. Property Control is responsible for MCAS Beaufort's Consolidated Memorandum Record (CMR). Property Control is also responsible for ensuring that all controlled items being purchased through the PR Builder process are entered on the requestors CMR. All PRs will be routed to this office prior to going to the Fiscal User for financial approval.

(5) Fiscal User. The Fiscal User adds the Financial Information Pointer (FIP) and Line of Accounting (LOA) to the PR. The Fiscal user has the ability to approve, disapprove, or comment on the PR. A required user in the Standard Accounting, Budgeting, and Reporting System (SABRS) compatible workflow.

(6) Financial Approval. The Financial Approver has the authority to approve the FIP and LOA assigned to the PR, and add funding data to the PR if necessary. A required user in SABRS compatible workflow.

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(7) Contracting Officer. The Contracting Officer, Contracting Specialist, buyer, or Purchasing Agent who will approve the PR.

d. PR Builder Request Required Fields. The following fields are required for all MCAS Beaufort PRs:

(1) PR Number. This is the document number the customer received from their Comptroller.

(2) PR Name. The names of the items being purchased.

(3) Actual Price. Total cost of the items being purchased.

(4) Priority. Only 07, 09, or 14 priority codes are allowed. If priority 07 is used, a justification letter must be attached to the PR and signed by the requesting department head and approved by the Supply Officer.

(5) Priority Justification. Why this item is needed.

(6) Date Created. Date you enter information into PR Builder.

(7) Financial System. All users except Marine Aviation Logistics Squadron 31 (MALS-31) should select SABRS.

(8) Additional Information. Check the appropriate box if necessary. If sole source is selected refer to enclosure (2) for additional requirements.

(9) Originator Information. Include your email address, phone number, and physical address of the individual who best understands the PR requirements.

(10) Line Items. Complete description of requested item. All line items must be in the same commodity group.

(a) Customer Line Item Number (CLIN) - Subsequently number each line item on the PR beginning with 0001.

(b) Item Name: Name of item requested.

(c) Quantity: Number of items requested.

(d) Price: Unit cost of item.

(e) Unit of Issue: How is the item packaged (Example: EA/BX, etc).

(f) Amount: Self-populates from quantity and unit price.

(g) Line Item Description: Clearly identify what needs to be purchased. Include item part number and model as applicable.

(h) Date Required: Identify when requested items are needed. For service contracts, customer would identify the Period of Performance (POP), start date, and POP end date.

(i) Special Material/Packaging Description: Leave blank.

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(j) Ship to Department of Defense Activity Address Code (DODAAC):  
M60169

(11) Recommended Source of Supply. Vendor name, address, email, and telephone/fax numbers.

(12) Attachments. The types of required waivers and attachments are listed below:

(a) Information Technology (IT) Waivers. IT waivers are required for all computers, software, copiers, plasma TVs, cameras, and projectors. IT waivers must be initiated and granted by the requestors S-6 department. A copy of that waiver must be attached to the PR.

(b) Commercial Vehicle Waivers. Commercial vehicle waivers are required for purchase's, rent, or lease of commercial vehicles. This waiver must be initiated and approved through the MCAS Motor Transportation Officer in accordance with reference (d).

(c) Sole Source Requirements. Submit sole source justifications for requirements that the requestor believes can only be supported by one commercial provider. See enclosure (2).

(d) Priority 07 or Higher Requirement. Attach urgency justifications for all priorities that are level 07 requirements or higher. See enclosure (5) for information on selection priorities.

e. Priority Designations & Timeliness. Contracting interprets priorities per the Uniform Material Movement and Issue Priority System (UMMIPS). Per the UMMIPS, MCAS Beaufort departments and units only qualify for F/AD IV which is priorities 07, 09, and 14. Selecting priority 07 requires a priority justification letter signed by the requesting department head and attached to the PR. See Enclosure (8).

f. Timeliness of PR Submissions. Units are encouraged to submit high priority or urgent requirements as soon as possible with the understanding that submitting on weekends and/or around holiday periods will affect the Supply Department's ability to meet those needs.

g. Procurement Action Lead Time (PALT). Is the length of time from receipt of the procurement requirement until award of the contract. Receipt of the PR Builder request by contracting constitutes acceptance of the PR and all supporting documentation. See enclosure (6).

h. PR Screening. All PRs must be screened by the requesting unit for availability from government supply channels. Open market purchases can be made only when requirements cannot be obtained from required Government sources of supply. See enclosure (7).

4. Administration and Logistics. All contract awards will be sent electronically to the submitter via email as soon as the contract has been signed.

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a. Reporting Requirements. MCAS Beaufort Supply Officer will report Process Metrics quarterly to the Station S-4 Officer and the CPI guiding Coalition. The key metrics to report are listed below. When the key metrics are not at or below the published goals as outlined in paragraph 3.C.B.2 of this Order, then the metrics report should also include an improvement plan to ensure that the process metrics return to the necessary limits.

- (1) PR Builder Cycle Time
- (2) PD2 Cycle Time
- (3) PR Builder Iterations (Process Defects)

b. Training. A PR builder access designation letter must be submitted before training is given. (See enclosure 4). All users requesting access to PR Builder must contact customer service at 228-7922. An assessment test will be given after completion of the new user training. A test score of 70% or higher is required in order for a new user to be given access to the MCAS Beaufort PR Builder workflow system.

(1) The training session will be held quarterly at Station Supply, building 612. Additional training sessions can be held for customers in need of one-on-one assistance.

(2) Each unit must have both a primary and alternate user capable of entering PR Builder workflow documents.

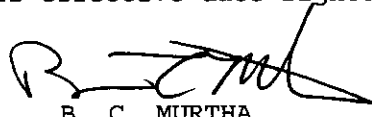
c. Recommendations. Recommendations concerning the contents of this Order and signature are invited. Such recommendations will be routed via the Supply Department.

d. Concurrence

(1) Commanding Officer's (CO) and Section Heads shall ensure that all personnel who are responsible for performing purchasing functions, or requesting purchasing and contracting support functions become familiar with the contents of this Order.

(2) The CO of Marine Aircraft Group 31 (MAG-31) concurs with this Air Station Order (ASO) insofar as it pertains to members of MAG-31 units aboard MCAS Beaufort.

5. Command and Signal. This Order is effective date signed.



B. C. MURTHA

DISTRIBUTION: A

**BASIC INFORMATION**

PR Number	Alternative Doc Number	PR Name
Actual Price Priority	Priority Justification	
Date Created Financial System SABRS	<b>Additional Information</b> <input type="checkbox"/> Sole Source <input type="checkbox"/> Classified <b>DO/DX Rating</b>  <input type="checkbox"/> Subject to Availability of Funds	<b>Originator Information</b> Title: Name: Bldg: Room: Address:  Phone: Email: <a href="mailto:juanita.roberson@usmc.mil">juanita.roberson@usmc.mil</a>

Comments

**LINE ITEMS**

TAC

**RECOMMENDED SOURCES OF SUPPLY**

Cage Code	Vendor	POC	Room	Building
Address				
Phone	Fax	Email		
URL				

**ATTACHMENTS**

Attachment Type	Document Type	Description	FileName	Date
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**TRACKING LOG**

First Name	Last Name	Status	Days Prior To Alert	Alert Date	Status Date	Iteration
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## Sole Source

(a) When the supplies or services required by the agency are available from only one or a limited number of responsible sources, and *no other type of supplies or services will satisfy agency requirements*, full and open competition need not be provided for.

(b) Supplies or services may be considered to be available from only one source if

(1) the source has submitted an unsolicited research proposal

(2) the supplies are deemed to be available only from the original source in the case of a follow on contract for the continued development or production of a major system or highly specialized equipment, when it is likely that award to any other source would result in substantial duplication of cost to the Government that is not expected to be recovered through competition or unacceptable delays in fulfilling the agencies requirements.

The "sole source" exception is the one most customers will try and use to justify the particular contractor or item they want. Following is a closer look at what is required to justify this exception. The customer has to be able to state specific reasons *why no other type of supplies or services will satisfy agency requirements*. Valid justifications **do not** include such reasons as:

- (1) "I am familiar with this product and I like it's quality best"
- (2) "A lot of offices have used this company to move their furniture and I know they do a good job"
- (3) "We've already checked around and we believe this company will give us the best price"
- (4) "We've used this company/product before and we want to go with them/it again"
- (5) "I forgot to submit my requirement to contracting and we need this item by next week and company A says they can deliver it by next week"

In all the above examples, there may be other companies and products that will meet your need, therefore, competition would be required. The FAR states that this exception shall only be used

(1) when there is a reasonable basis to conclude that the agency's minimum needs can only be satisfied by unique supplies or services available from only one source or only one supplier with unique capabilities

(2) the existence of limited rights in data, patent rights, copyrights, or secret processes; the control of basic raw material; or similar circumstances, make the supplies and services available from only one source

(3) when the agency head has determined in accordance with the agency's standardization program that only specified makes and models of technical equipment and parts will satisfy the agency's needs for additional units or replacement items

Let's look at some at potentially valid justifications for sole source acquisitions.

(1) The requiring activity has a software program developed by Company A. Company A holds all proprietary data rights and will not share those rights with any other company. Now the software needs to be reprogrammed to have additional functionality. Company A is the only company that can do the work because of their proprietary rights. The Government can justify Company A as the only company that will satisfy our needs.

(2) The requiring activity is hosting an official reception that will be catered. In doing their market research they met with several caterers about food and prices. Each caterer has unique foods/recipes that they prepare and are not duplicated by any other caterer. The requiring activity chooses the food that caterer B offers. The Government can justify caterer B as the only company that will satisfy our needs based on the unique food requirements.

**(Note: A justification letter for use of a sole source must be submitted by the customer along with the requirements package or the acquisition may be delayed. The format for the sole source justification is provided for customers to down-load).**



**JUSTIFICATION FOR USE OF SOLE SOURCE CONTRACTING PROCEDURES**

The service or material listed on (Document number) \_\_\_\_\_ is sole source and competition is precluded for reasons indicated below. There are no substitutes available for this material.

Restricted to the following source. Provide original manufacturer's name. (If a sole source manufacturer distributes via dealers, ALSO provide dealer information.)

Manufacturer: \_\_\_\_\_  
Manufacturer POC & Phone Nr. \_\_\_\_\_  
Mfr. Address \_\_\_\_\_  
Manufacturers Dealer/Rep \_\_\_\_\_  
Dealer/Rep Address/Phone Number \_\_\_\_\_

\_\_\_\_\_ Description of the item or service required, the estimated cost, and required delivery date.  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_ Specific characteristics of the material or service that limit the availability to a sole source (unique features, function of the item, etc.). Describe in detail why only this suggested source can furnish the requirements to the exclusion of other sources.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_ The requested material or service represents the minimum requirements of the government

**FILL IN ALL APPLICABLE BLANKS BELOW**

The material/service must be compatible in all aspects (form, fit and function) with existing systems presently installed. Describe the equipment you have now and how the new item/service must coordinate, connect, or interface with the existing system.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

A patent, copyright, or proprietary data limits competition. The proprietary data is:

\_\_\_\_\_  
-These are "direct replacements" parts/components for existing equipment. Identify and briefly describe the existing equipment below:  
-Other information to support a sole-source buy:  
\_\_\_\_\_  
\_\_\_\_\_

**I CERTIFY THAT STATEMENTS CHECKED, AND INFORMATION PROVIDED ABOVE, ARE COMPLETE AND CORRECT TO THE BEST OF MY KNOWLEDGE. I UNDERSTAND THAT THE PROCESSING OF THIS SOLE-SOURCE JUSTIFICATION PRECLUDES THE USE OF FULL AND OPEN COMPETITION.**

Signature \_\_\_\_\_ Activity \_\_\_\_\_

Title \_\_\_\_\_ Date \_\_\_\_\_

-----  
Contracting Officer Signature \_\_\_\_\_ Date \_\_\_\_\_

## GUIDELINES FOR SOLE SOURCE JUSTIFICATIONS

i. Technical and requirements personnel are responsible for providing and certifying as accurate and complete necessary data to support their recommendation for other than full and open competition. The justification must demonstrate that only one company can perform. The following are examples of bases for sole source acquisitions:

- a. The supplies or services to be acquired are unique to a contractor.
- b. Time is of the essence and only one known source can meet the Government's needs within the required timeframe.
- c. Data is unavailable for competitive procurement.
- d. It is necessary that the item being acquired from the one source be compatible and interchangeable with existing equipment.

2. The following elements must be addressed in the sole source justification:

- a. State clearly the Government's requirements. Make sure that the entire requirement is covered by the justification.
- b. Explain why the contractor is the only company that can meet the Government's requirement. The documentation necessary to adequately substantiate the two most common bases of sole source is discussed below:

- (1) If the contractor has a unique capability, whether it be an item or service, it is insufficient to simply say that the contractor is unique. If the item is unique to the contractor, the unique characteristics must be set forth. If the contractor has unique expertise, that expertise must be described. If the contractor has unique equipment or facilities or he has proprietary data, it must be explained.
- (2) If only one contractor can perform within the required timeframe, the timeframe must be explained:

- (a) provide the date by which the supplies or services must be delivered.
- (b) Indicate how that date was determined and its significance.
- (c) Indicate the impact of delay beyond that date in terms of program schedules, milestones, etc.
- (d) State how long it would take another contractor to acquire the capability to perform (learning period), how much it would cost another contractor to get up to speed, and if appropriate, what it would cost the Government in terms of dollars and manhours to get another contractor up to speed. State the bases for the above estimates.

- c. State how the decision to go sole source was reached. Generally, technical personnel's knowledge and experience can be used to support sole source. The following are examples of documentation supporting this element:

- (1) Explain requisition originator's experience that would indicate that he knows that only one source can perform.
- (2) Explain that technical publications, symposiums, or conferences clearly indicate that only one company can perform. List publications read and symposiums and conferences attended.
- (3) State what is being done to foster future competition.
- (4) Justification must be signed and dated.

2. There are several other points to be made:

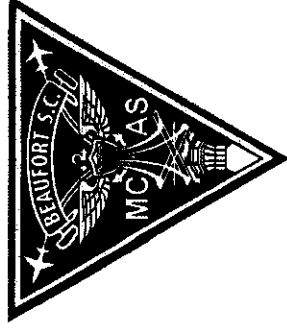
- a. The two most often cited bases for sole source are uniqueness and timeframe. There are often confused and inappropriately interchanged. If a contractor is unique and if his uniqueness is adequately substantiated, a discussion of timeframe is inappropriate. If the basis for sole source is timeframe, a discussion of uniqueness should not be made or alluded to. Timeframe does not make a contractor unique.
- b. In cases where an unsolicited proposal for R&D has been received, the justification limiting acquisition to a single source must verify that the proposal represents the product

of original thinking by the submitting contractor and could not be obtained competitively without revealing the original thinking.

- c. Statements that a contractor has the best capability, offers the lowest price, or is the only qualified source are not bases for sole source. Such determinations can only be made through competitive acquisitions. A strong presentation which merely establishes that the recommended source is most highly qualified to perform but does not establish why other sources cannot perform is unacceptable.
- d. Incumbency does not justify sole source.
- e. Administrative delay or lack of adequate advanced planning do not create an urgency that justifies sole source acquisition.



# United States Marine Corps Certificate of Training



This is to certify that

Has satisfactorily completed

**PURCHASE REQUEST (PR) BUILDER TRAINING**

This \_\_\_ day of \_\_\_ 2011  
Given At

Supply Department  
Marine Corps Air Station  
Beaufort, SC 29904

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Connie Washington  
Contracting Officer

(Ltr Heading )

From:

To: Station Supply, Contracting Section, Marine Corps Air Station, Beaufort, SC

Subj: AUTHORIZATION FOR PURCHASE REQUEST (PR) BUILDER ACCESS

Ref: (a) ASO 4205.1

1. Per the reference, you are hereby delegated to access to the Purchase Request (PR) Builder Program to request supplies or services for your department.
2. Mandated annual training will be required and failure to attend may result in your account being suspended.
3. Questions or concerns may be directed to Station Supply, Ext 7922.

NAME	RANK	SIGNATURE	PRIMARY OR ALTERNATE
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2. The listed supercedes all previous approval lists.

SECTION SIGNATURE

## Force/Activity Designator(F/AD)Assignment Criteria

F/AD I - United States Forces in combat and other forces or Joint Chief of Staff(JCS) activities designated by the Secretary of Defense on the recommendation of the JCS.

F/AD II - Fleet Marine Forces (FMF) CONUS forces maintained in a state of combat readiness for immediate (within 24 hours) employment or deployment.

F/AD III - All Fleet Marine Forces (FMF) within and outside CONUS not included under F/AD II.

F/AD IV - Fleet Marine Forces (FMF) Reserve units, training bases, FMF supporting establishments, and security forces.

F/AD V - All other Active and Reserve forces or activities.

Per the UMMIPS, Marine Corps Bases and units only qualify for F/AD IV.

All priority purchase requests must be accompanied by additional justification, either a brief letter or urgency form, signed by competent authority indicating why the requirement justifies moving it to the head of the line. What deadline or requirement must be met? What mission fails if the requirement is not met immediately? Is there a protracted manufacturing lead time justifying an urgent requirement?

Force/Activity Designator (FAD)	Urgency of Need Designator		
	A	B	C
I	01	04	11
II	02	05	12
III	03	06	13
IV	07	09	14

Procurement Administrative Lead Times (PALT)

The Procurement Administrative Lead Time (PALT) in the tables below are considered general lead times for commercial acquisition buys and may be used as guidelines for workload planning by the Contracting Officer and the Customer. Marine Corps units that execute simplified acquisitions are required and encouraged to process requirements in the timeliest manner possible while remaining within legal, regulatory, and procedural confines.

Dollar Value	Acquisition	Work Days To Award
Under \$25,000	All Simplified Acquisition Procedures	30
\$25,001 - \$150,000	Supplies	50
\$25,001 - \$150,000	Services	60
\$150,001 - \$5M	In accordance with the AP (Acquisition Plan)	As negotiated/TBD
Any	GSA Schedule Orders	30-90 days
Any	Established BPA under GSA	60

## Government Sources of Supply In Order Of Priority

### 1. Supplies

- (a) Agency inventories
- (b) Excess from other Agencies
- (c) Federal Prison Industries
- (d) Ability One
- (e) Wholesale Supply Services
- (f) Federal Supply Schedule
- (g) Commercial or DOD/DON/IDTC/IDPO/Local

### 2. Services

- (a) Ability One/JWOD
- (b) Federal Supply Schedule
- (c) Federal Prison Industries (FPI)
- (d) Commercial



LETTERHEAD

From: Commanding Officer (Unit)

To: Contracting Officer, Station Supply, Marine Corps Air Station, Beaufort, SC

Subj: AUTHORIZED TO SIGN URGENCY OF NEED DESIGNATOR "A"

Ref: (a) MCO 4400.16G

1. Per the reference, Commanding Officer must assign in writing personnel to approve any requisitions with the Urgency of Need Designator (UND) of "A".
2. Per the reference, paragraph 4.b, the personnel listed below are authorized to approved Urgency of Need Designator of "A" purchases for this command.

NAME	RANK	LAST 4	SIGNATURE
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2. The listed supersedes all previous approval lists.

(SIGNATURE)