

Johnston CIV Randy

From: Johnston CIV Randy
Sent: Wednesday, October 21, 2009 3:41 PM
To: M_HQMC_MCFCS_Civilian; M_HQMC_MCFCS_Directors/Deputies;
M_HQMC_MCFCS_Enlisted; M_HQMC_MCFCS_Officer
Subject: APM 09-22 SEAPORT-E PROGRAM

Attachments: DASN ALM Memo for Seaport Enhanced Program dated 24jun09.pdf; DASN ALM Memo - DoDIG report for Seaport-e 24jun09.pdf



DASN ALM Memo DASN ALM Memo -
for Seaport Enha... DoDIG report f...

Hi USMC Contracting Community,

Background: The Department of Defense Inspector General (DoD IG) performed an audit on the U.S. Navy's SeaPort-e Program in early 2009 and issued Audit Report D-2009-082 on 06 May 2009. The audit report addressed several recommendations for stronger internal controls and administration to enhance competition within the SeaPort-e Program. For Marine Corps Field Contracting System (MCFCS) offices, these recommendations included: 1) documenting that adequate competition was obtained while considering total small business set-asides in accordance with FAR 19.502-2(b); 2) changing the SeaPort-e Concept of Operations (CONOPS) from a guideline to an authoritative requirement; 3) ensuring contracting officers using SeaPort-e receive training on writing and issuing performance-based task orders, and develop acceptable quality assurance surveillance plans; and 4) verify semiannually that Task Order Managers (TOMs) have been designated/appointed as a Contracting Officer Representative (COR) and obtained the training certificate IAW DFARS 201.602.

Policy: As recommended in attached DASN ALM Memo dated 24 June 2009 entitled "SeaPort Enhanced Program, Department of Defense Inspector General Audit Report No. D-2009-082" and in DASN ALM Memo dated 24 June 2009 entitled "SEAPORT ENHANCED PROGRAM", all MCFCS offices shall ensure that the Small Business Coordination Record is completed prior to task order award and that each business clearance (BCM) or price negotiation memorandum (PNM) documents that adequate competition was obtained while considering FAR 19.502-2(b). Additionally, MCFCS offices shall treat the SeaPort-e Concept of Operations (CONOPS) as an authoritative requirement and not a guideline. The CONOPS ground rules for length of time that solicitations should be open are now mandatory for orders issued in SeaPort-e. No variations will be considered unless a waiver is obtained by the Chief of the Contracting Office (CCO) from each respective Regional Contracting Office (RCO). Task Order Managers (TOMs) who are required to be designated and appointed on SeaPort-e task orders as a COR (as determined by the Contracting Officer) shall obtain their COR certificate of training no later than 60 days after task order award, unless a COR certificate can be completed prior to award. Finally, SeaPort-e encourages writing and issuing performance-based task orders, and to develop acceptable quality assurance surveillance. Accordingly, all MCFCS offices shall utilize SeaPort-e's Performance-Based Services Acquisition (PBSA) guidance in developing the Statement of Work (SOW) and the Quality Assurance Surveillance Plan (QASP) provided in SeaPort-e.

Procedures: The procedures to comply with the revised SeaPort-e policy changes are available in the latest SeaPort-e user guide and CONOPS. The user guide entitled "Virtual SYSCOM/SeaPort User Manual" and CONOPS entitled "SeaPort VS Concept Operations" are available only to registered SeaPort-e users. To register as a SeaPort-e user, go to the following website at: <https://buy.seaport.navy.mil/seaport/login.asp?EID=1>. Once logged in, click on the CONOPS tab to download the latest user guide and CONOPS for your reference and direction. To utilize SeaPort-e's Performance-Based Services Acquisition (PBSA) guidance, click on the CONOPS tab within SeaPort-e, then click on the Reference Materials folder, and finally click on the Performance-Based Services Acquisition Guidance folder which contains the DoD PBSA Guidebook, several helpful websites, and a QASP template for use..

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V/R,

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