From: Sineath CIV John
To: Bergman CIV Alan D; Brunson CIV Janet C; Carroll Maj George T; Cerka CIV Frances C; Corcoran LtCol Eric M; Crawford Civ Dale A; Drury CIV Deborah A; Gaylor CIV Sherry F; Gubitti Civ Cynthia A; Henley CIV June R; Higa CIV Sakura K; Hughes CIV Sandra K; Humphrey CIV Sharon E; Ingle Capt Steven L; Lemmond CIV Barbara G; Long Capt Eric J; Lovett-Black Civ JoAnna; Matthews CIV Layton D; Michael Maj Ronnie D; Mullen CIV Melvin T; Payne CIV Mark H; Pendley CIV Larry F; Pockette CIV Michael D; "Polesnak Maj Stephanie M RC (SW) II MEF FWD G4 OCS Branch Head"; Powell CIV Hollis H; Rabassi Maj Christopher E; Rego CIV Arthur J; Schmid LtCol Steven J; Stroh CIV Linda L; Washington CIV Connie A; Young Capt Wynndee M;
cc: Beckner CIV Linda; Donahue Maj Kimberly A; Faughnan CIV Kevin; Fernandez CIV Kimberly F; Haines CIV John; Harper CIV Twana E; Keys CIV John; Lerma MGySgt Maricela G; Mckellop SSgt Jessycca E; Reier CIV Susan; Robinson LtCol Macon R; Sullivan SES Frances L; Uher CIV Lauren; Romano CIV Mark; Oliver CIV R. Kaye; Shah, Sejal [USA];
Subject: APM 12-02 DON Furniture Acquisition Policy
Date: Tuesday, October 18, 2011 15:06:00
Attachments: DON_Furniture_Acquisition_Policy.pdf

All,

BACKGROUND:

The Department of Navy (DON) has limited the procurement of commonly purchased furniture products to a suite of common contracting vehicles in order to streamline the procurement and administration process, facilitate standardization, and reduce procurement costs.

POLICY:

a. Effective immediately, Contracting Officers shall utilize only the Naval Supply Systems Command (NAVSUP) Fleet Logistic Center (FLC), Norfolk suite of Blanket Purchase Agreements (BPAs) for ordering office, dorm and quarters, child development, and industrial and institutional furniture. The procurement of shipboard furniture is exempt from this policy.

b. Authority to approve exceptions to this policy must be made on a case by case basis at a level no lower than the Chief of the Contracting Office (CCO).

PROCEDURES:

Contracting Officers shall procure furniture using only the suite of contracting vehicles and ordering guides identified on the RDA Acquisition One Source

website, under Strategic Sourcing, Policy & Guidance, DON Furniture Acquisition, at https://acquisition.navy.mil/rda/home/acquisition_one_source/strategic_sourcing/don_furniture_acquisition.

Please ensure this guidance is provided to all appropriate acquisition personnel.

John (Jack) Sineath
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