**DEPARTMENT OF THE AIR FORCE**
**WASHINGTON, DC**

**OFFICE OF THE ASSISTANT SECRETARY**

MEMORANDUM FOR ALMAJCOM/FOA/DRU (CONTRACTING) 10 FEB 2004

FROM: SAF/AQC
1060 Air Force Pentagon
Washington, DC 20330-1060

SUBJECT: Competition and Source Requirements When Using AFWay

This memorandum rescinds SAF/AQC memo dated 4 Sep 02, same subject, and replaces it with more current guidance. AFWay is a web-based USAF system with pre-negotiated contractual instruments for purchasing Commercial-Off-The-Shelf (COTS) Information Technology products. The system combines eBusiness and eCommerce processes, which guide users through requirements approval, purchase, and asset tracking by combining these into one simplified process.

To ensure pre-negotiated contract holders receive a fair opportunity, competition requirements for individual orders shall be adhered to when soliciting quotes estimated to exceed the micro-purchase threshold. Contracting Officers shall solicit, at a minimum, those contract holders in the specific category of products being acquired. Contracting Officers are required to award orders to contractors that can provide the products that represent the best value to the government and they shall follow the ordering procedures at FAR 8.404(b)(2) when determining best value.

Our point of contact for AFWay issues is Lt Col Tim Reed, SAF/AQCA, DSN 425-7023 or e-mail at timothy.reed@pentagon.af.mil.

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