



DEPARTMENT OF THE AIR FORCE

HQ WARNER ROBINS AIR LOGISTICS CENTER (AFMC)
ROBINS AIR FORCE BASE GEORGIA

FAR 4.5
FAR 5.203
FAR 13.1

B4 9.98

20 APR 1998

MEMORANDUM FOR INDUSTRY

FROM: WR-ALC/PK
215 Byron Street
Robins AFB GA 31098-1611

SUBJECT: Electronic Commerce Procedures

1. Effective 22 Apr 98 WR-ALC/PK will implement a new electronic commerce initiative that posts Requests For Quotations (RFQs) on the World Wide Web (WWW). After 22 May 98, WR-ALC/PK will not mail out paper copies of RFQs. This will apply to centrally funded supplies and services not exceeding the Simplified Acquisition Threshold (SAT) of \$100,000.00. Our goal is to maximize electronic communications with industry which will reduce cost and lead times to both industry and the government. These RFQs will be posted to the WR-ALC/PK web page at <http://pkec.robins.af.mil>. We encourage you to visit our web page to familiarize yourselves with this new concept. This page is in addition to our current Business Opportunities Page at <http://contracting.robins.af.mil/wrbiz.htm>, which contains selected Requests For Proposals (RFPs) and formal source selections.
2. In implementing the new electronic commerce initiative, the following procedures apply:
 - a. The Commerce Business Daily (CBD) and the RFQ will be published simultaneously; therefore, the 15-day waiting period prior to release of solicitation will be eliminated.
 - b. The CBD notice will offer a link to our web page so the solicitation will be immediately available for viewing.
 - c. Oral solicitations in accordance with FAR 13.106-1(c) will continue to be issued when circumstances warrant.
 - d. Technical data will be available from the web. Contractors must be cleared by the Defense Logistics Services Center (DLSC) for export controlled data. If not previously cleared to receive export controlled data, our web page will offer a link to DLSC for clearance instructions.
 - e. Initially, contractor responses to electronic solicitations may be via email or electronic FAX to contracting officer's personal computer, telephone, or ground carrier. If you elect to use email, you are advised this is not a secure line of communication. Effective 22 Aug 98, responses via ground carrier will not be accepted.

Atch 98-3B (FAR 4) Post to FAR 4.5, 5.203, and FAR 13.1 by circling the references and noting in the margin: "See 64-10, Atch 98-3B filed at FAR 4." Then file the Atch behind the sups to FAR 4.

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f. The quote response time will be published in the RFQ and a 30-day quote validity will be requested. Our goal will be to award a competitive requirement within 7 working days and a noncompetitive requirement within 10 working days after quote response time. If for some reason (funds, etc.) award is expected to exceed the quotation's validity date, you will be notified.

g. A signed paper copy of the award will be issued until electronic signature procedures are implemented, and the award notice will be posted to the WR-ALC/PK web server.

3. The minimum recommended hardware and software computer requirements to access our web site information are as follows:

a. Personal Computer:

(1) 486/33MHZ based system or higher

(2) 16 MB RAM

b. Modem: 28.8 BPS rate or higher

c. Internet Capability: Browser Software (Netscape or Microsoft Internet Explorer). Your browser must support Secure Socket Layer (SSL) with strong U.S./Canada-only, 128-Bit Encryption to download drawings.

4. Contractors must register in the DoD Central Contractor Registration (CCR) Database no later than 31 May 98. Without this registration, award of a contract, basic agreement, basic ordering agreement, or blanket purchase agreement will not be permitted unless the award results from a solicitation issued on or before 31 May 98. Information on registration and annual confirmation requirements may be obtained by calling 1-888-227-2423 or visiting the Internet at <http://ccr.edi.disa.mil>.

5. We have the opportunity to substantially improve the quality of our acquisition process as well as our business relationships. I believe a full commitment to electronic business operations will result in tangible savings in cost and lead times. Our ultimate goal is to publish all solicitations, receive responses, and make awards electronically. This is an evolving process and I will appreciate your commitment and support of this new initiative to provide RFQs to you electronically using the Internet and World Wide Web.

6. Point of contact for questions of a technical nature is Frank Harris, WR-ALC/PKXD, at (912) 926-1898. You may contact Carrol K. Colbert, WR-ALC/PKPB, at (912) 926-6132, regarding policy issues or concerns.



DAVID D. BURTON, SES
Director
Directorate of Contracting

cc:
WR-ALC/BC
U.S. Small Business Administration