



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

BG 9.98

20 APR 1998

MEMORANDUM FOR SEE DISTRIBUTION

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. Contracting officers will continue to synopsise contract actions expected to exceed \$25,000.00 in the Commerce Business Daily (CBD). RFQs will be electronically submitted via **the WR-ALC/PK web server the same day or no later than the next work day**. The 15-day waiting period prior to release of the RFQ after synopsis is not required. There is a Federal Acquisition Regulation (FAR) case in process to incorporate language into the FAR implementing the National Defense Authorization Act for FY98 which deletes the requirement for synopsis if electronic commerce is utilized.

b. The synopsis notice in the CBD must include the WR-ALC/PK web site address at <http://pkec.robins.af.mil>. The CBD notice will offer a link to our web page so the solicitation will be immediately available for viewing.

c. RFQs exceeding \$10,000.00 up to and including \$100,000.00 for centrally funded supplies and services procurements will be posted to the new dedicated WR-ALC/PK web server. Posting RFQs under \$10,000.00 is at the discretion of the contracting officer. Instructions for posting solicitations to the web server are attached.

Atch 98-3C (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 98-3C filed at FAR 4." Then file the Atch behind the sups to FAR 4.

d. Contracting officers will continue to prepare a source list for the purpose of identifying previous suppliers. Initially, contracting officers may augment the web solicitation by sending an email or facsimile of the web solicitation to previous suppliers. After 22 Aug 98, the web will be the sole means for contractors to obtain a copy of the RFQ. Contracting officers may continue to notify previous suppliers via telephone or email that the solicitation is available on the WR-ALC/PK web server. During this transitional period, if you have not heard from the known suppliers, request that you contact them to verify receipt of the solicitation.

e. Oral solicitations, in accordance with FAR 13.106-1(c), will continue to be issued when circumstances warrant.

f. 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.

g. Initially, contractor responses to electronic solicitations may be via email or electronic FAX to the contracting officer's personal computer, telephone, or ground carrier. If contractors elect to use email, they have been advised that this is not a secure line of communication. Effective 22 Aug 98, responses via ground carrier will not be accepted.

h. 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, contracting officers will ensure that contractors are notified.

i. 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. Contractors have been advised that they 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>.

4. 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. I take the electronic commerce initiative described above very seriously and encourage you to join me in ensuring WR-ALC/PK is a leader in electronic commerce. I am asking for your commitment to this program and will very much appreciate your support.

5. 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

Attachment:
Instructions for Posting Solicitations

cc:
U.S. Small Business Administration
WR-ALC/BC
HQ AFMC/PKL
HQ AFMC/PKP
HQ AFMC/PKS

DISTRIBUTION:
WR-ALC/LBK
WR-ALC/LEK
WR-ALC/LFK
WR-ALC/LJK
WR-ALC/LKK
WR-ALC/LNK
WR-ALC/LRK
WR-ALC/LUK
WR-ALC/LYK
WR-ALC/PK3
WR-ALC/PKX
WR-ALC/PKA

INSTRUCTIONS FOR POSTING SOLICITATIONS TO THE WEB SERVER

1. Instructions for posting ACPS or Word generated documents are as follows:

a. ACPS Document:

(1) Prepare document in ACPS. There is no change to this procedure. At the end of the document creation process after macro "END" is executed, the following Output Options appear:

DOCUMENT OUTPUT OPTIONS

A = Xerox Printer
B = Local Printer
C = WordPerfect File (VER 6)
D = MicroSoft Word File (VER 6)
E = WEB SITE File
F = EMAIL File
G = PC FAX File
Z = Exit

Enter Selection

Previous Output Choices

(2) Select "A" for XEROX printer. This selection will give you a paper copy of your solicitation for your file. Also Select "E" for WEB SITE File. Upon your selection of this menu, your document is automatically transferred to the WR-ALC/PK Web Server. Your document will then be married up with your attachments.

(3) **Important Note on Reworks and Restarts.** Because of the way the output process assembles documents, the menu choices are not available when you do a rework. The restart menu does have an option to go to the output process menu. If you want to use the output process on a reworked/restarted document use the following rule:

Do all the required reworking/restarting to get your document looking the way you want. When you are ready to print, do a final restart and select the output process option.

(Note: Detailed instructions for using the enhanced output process in ACPS are located in MICROSOFT Mail, Shared Folders, ACPS: ACPS Output Process Instructions. These instructions were developed by Doug Cochran/WR-ALC/PKXD/61898. The enhanced output process allows creation of Microsoft Word and World Wide Web (html) versions of ACPS documents.)

(4) Send all attachments to PKXOA. (If you have electronic version of attachments, please email attachments to PKXO@pk.robins.af.mil.) PKXOA will scan attachments and create an electronic file to be married up with your solicitation.

(5) If you have technical data, PKXOA is responsible for assigning passwords to contractors for access to export controlled data.

Atch

b. Word Document (Letter RFQ):

(1) Prepare document in Word. Document should include all applicable clauses and provisions prescribed for the particular acquisition. Email document to PKXO@pk.robins.af.mil. File will be transferred to the WR-ALC/PK Web server where it will be married up with your attachments.

(2) Send all paper attachments to PKXOA. (If you have electronic version of attachments, please email attachments to PKXO@pk.robins.af.mil.) PKXOA will scan paper attachments and create an electronic file to be married up with your solicitation.

(3) If you have technical data, PKXOA is responsible for assigning passwords to contractors for access to export controlled data.

2. Should you have any questions of a technical nature, please contact Frank E. Harris/PKXD at 61898, or Carrol K. Colbert/PKPB at 66132 should you have a policy concern.