



DEPARTMENT OF THE NAVY
COMMANDER NAVY RESERVE FORCE
1915 FORRESTAL DRIVE
NORFOLK VA 23551-4615

COMNAVRESFORINST 4200.2F
N4
30 Sep 2025

COMNAVRESFOR INSTRUCTION 4200.2F

Subj: SERVICE REQUIREMENTS REVIEW BOARD

- Ref:
- (a) 10 U.S.C.
 - (b) DoD Instruction 5000.74 of 10 January 2020
 - (c) SECNAV Memo Department of the Navy Contractual Services Resourcing and Execution Process of 11 March 2014
 - (d) Joint Assistant Secretary of the Navy (ASN (RD&A)/ASN (FM&C)) Memorandum, Contractual Services Guidance of 29 September 2020
 - (e) Joint Assistant Secretary of the Navy (ASN RD&A)/ASN (FM&C) Guidance for Identifying and Aligning Product Service Codes and Object Class Codes (PSC/OCC) in Procurement and Financial Systems for Contractual Services of 23 July 2015
 - (f) Navy Marine Corps Acquisition Regulation Supplement (NMCARS) part 5237.191, Service Requirements Review Board Reporting
 - (g) SECNAVINST 5000.2G
 - (h) Joint Assistant Secretary of the Navy (ASN (RD&A)/ASN (FM&C)) Memorandum, Additional Department of Navy Implementation Guidance for Defense Acquisition of Services of 30 September 2022
 - (i) CNO WASHINGTON DC 011753 Z DEC 23 (NAVADMIN 289/23)
 - (j) Joint Assistant Secretary of the Navy (ASN (RD&A)/ASN (FM&C)) Memorandum, Additional Department of the Navy Implementation Guidance for Defense Acquisition of Services of 25 July 2024

- Encl:
- (1) FYXX-FYXX Service Requirement Review Board Reporting Template
 - (2) Tripwire Reporting Template
 - (3) DON Requirements Justification for Services Acquisition Template
 - (4) Near-Term Obligation Template
 - (5) Service Requirements Package
 - (6) Definitions
 - (7) Criticality Code Assignment
 - (8) Contractual Services Requirements Tripwires

1. Purpose. To publish policy, responsibility, and procedures for acquisition of contractual services.

2. Cancellation. COMNAVRESFORINST 4200.2E

3. Background. References (a) through (j) provide the statutory basis for the requirements validation, management, and oversight of services acquisition as well as provides mandatory Department of the Navy (X') contractual services policy. This instruction outlines the policy and

This instruction outlines the policy and procedures of references (a) through (j) within Commander, Navy Reserve Force (COMNAVRESFOR) and subordinate commands

4. Scope

a. This policy applies to contractual services requirements with a total cumulative acquisition value of \$1 million or more, in support of COMNAVRESFOR and subordinate commands, including those that are funded by a NAVCOMPT 2276 Request for Contractual Procurement Military Interdepartmental Purchase Request (MIPR), Fiscal Service Form 7600A General Terms & Conditions (GT&C), project order, or any other method for obtaining contractor support. Per reference (a), this includes both base contracts and resulting task orders. A service contract is a contract that directly engages the time and effort of a contractor whose primary purpose is to perform an identifiable task rather than to furnish an end item of supply. Examples of contractual services include knowledge-based, electronic, communication, equipment-related, medical, facility-related, and transportation services. Contractual services examples also include analysis support and recurring studies.

b. Acquisitions Subject to This Instruction Include

(1) All advisory and assistance services.

(2) All performance-based logistics support services contracts that repair or modify equipment or deliver logistics, engineering, or transportation services, including contracts that are categorized as a “supply.”

(3) Operations and maintenance funded maintenance, repair, and demolition of equipment and existing land and structures.

(4) Ship and aircraft maintenance, overhaul, and repair.

(5) Delivery services incidental to a supply purchase.

(6) Help desk and customer service support incidental to equipment or off-the-shelf software purchases.

(7) Manufacturer’s warranties beyond the standard manufacturer’s warranty.

c. Exceptions

(1) Prime Engineering, Manufacturing, and Development contracts for acquisition category (ACAT) programs.

(2) Research and Development (R&D) services and any services related to R&D (Product Service Code Category “A”).

(3) Construction services and any services related to construction as defined in Federal Acquisition Regulation (FAR) subpart 2.101 (Product Service Code Category “C”, “Y” or “Z2”).

(4) Utilities services including heat, electricity, water, gas, sewage and other utility services (Product Service Code Category “S1”).

(5) Commercial subscription services including database and information systems, periodicals, publications, and educational course subscriptions.

(6) Commercial software or licensing agreements and updates available as a commercial supply.

(7) Foreign Military Sales funded services.

(8) National Defense Sealift Funds executed on a direct and reimbursable basis.

(9) Leases of property (Product Service Code Category “W” or “X”).

(10) Fleet Environmental Program will use the Environmental Program Review web process to review, validate, prioritize, and approve fleet environmental requirements.

(11) Services listed in FAR 37.502 to include services obtained under contracts with a total contract value below \$1 million and services of any value incidental to supply contracts.

(12) Services in direct support of a contingency, humanitarian, or peacekeeping operation as defined in FAR 2.101. This exemption will apply to the response and initial deployment phase but will terminate as soon as practical based on conditions on the ground and a determination by the decision authority.

(13) Services that are required to respond to and recover from an emergency or disaster directly supporting an emergency declaration or a major disaster declaration by the president. This exemption will apply to the response and initial recovery phase but will terminate as soon as practical during the sustainment phase, managing reconstruction and recovery efforts based on conditions on the ground and a determination by the decision authority.

(14) Services from Department of Defense (DoD) Federally Funded Research and Development Centers, which are acquired following the management structure described in FAR 35.017 and DoDI 5000.77 and from DoD University Affiliated Research Centers (UARCs), which are acquired following the management structure described in the DoD UARC Management Plan.

(15) Transportation services for persons and things (Product Service Code Category “V”).

(16) Performance-Based Logistics supply contracts.

(17) Procurement of supplies/commodities (e.g., equipment, information technology hardware (including warranties)).

5. Policy. A formal review of COMNAVRESFOR funded service requirements will be undertaken each fiscal year (FY) via the Service Required Review Board.

The Service Required Review Board is the process to review, validate, prioritize, and approve services requirements across and down the entire force. Service Required Review Boards must be conducted at both the echelon II (COMNAVRESFOR) and echelon III (Commander, Navy Reserve Forces Command (COMNAVRESFORCOM), Commander, Naval Information Force Reserve (COMNAVIFOR), and Commander, Naval Air Reserve Forces Command (COMNAVAIRES), and include a review of all applicable service requirements, except those identified in paragraph 4c. Ad hoc Service Required Review Boards must also be convened to review any urgent or emergent requirements not previously identified. Service Required Review Boards and approval is required for all new requirements; however, execution of pre-priced options does not require additional Service Required Review Boards approval per reference (a). Service Required Review Board approval is required prior to the issuance of funds or approval of the service requirement's acquisition strategy per references (b) and (c).

a. The Service Required Review Board must

(1) Be cross-functional, with representation from the required activity, contracting, and financial management communities, as they are available, and chaired by a flag officer (FO). For activities that do not have an FO assigned, contractual services

(2) Strictly follow separation of functions. A single individual performs only one of the functions in paragraphs 5a2(a) through 5a2(c):

(a) Initiation of the requirement

(b) Placement of the order

(c) Receipt, inspection, and acceptance of supplies or services

(3) Justify the requirement, assign a criticality code, and approve an acquisition strategy.

(4) Consider mission need, workforce analysis and work functions (organic labor versus contractor support services, inherently governmental functions, etc.), and any tripwire encroachments when rendering a decision.

(5) Focus on ensuring the requirement is adequately defined, validated by a board, assessed based on anticipated contract spend and contractor level of effort, and afforded proper levels of contract oversight to include the assignment of adequately trained contracting officer's representative (COR).

b. In-lieu-of boards may also be conducted so long as they yield similar results, capture Service Required Review Board data and are chaired by an FO, (chairmanship can be delegated to the O-6 or GS-15 level for contractual services requirements below \$10 million). In-lieu-of boards or processes can include the mid-year review and unfunded review so long as the responsibilities and requirements of the Service Required Review Board detailed in this instruction apply (e.g. approval authorities, record keeping, reporting) and must meet the intent of references (b) through (d).

c. Service Required Review Board Control Number. Each service requirement will have a unique number based on the following format: 'Command Name/Acronym', '-', 'Office Code', '-', next number in command sequence. This Service Required Review Board sequence numbering must be used to track the requirement throughout its lifecycle, meaning it must be repeated each FY thereafter until the requirement is no longer required. Once a number is used it cannot be repeated or used for another requirement in the future. See examples in paragraphs 5c(1) through 5c(2):

(1) Echelon II

(a) CNRF-N2-01

(2) Echelon III

(a) CNRFC-N7-01

(b) CNAFR-N4-01

(c) CNIFR-N3-01

d. Classified Requirements. Classified data will not be submitted to the Service Required Review Board but must be captured and maintained in a secure environment consistent with its classification level and available upon request by appropriately cleared officials. Classified requirements will require the same reporting as outlined herein but will be submitted in a secure environment consistent with its classification level.

e. Following Service Required Review Board approval, the classified requirement will be submitted per COMNAVRESFORINST 4200.35 Sensitive Activity and Intelligence-Related Contracting within the Navy Reserve Force and SECNAVINST S4200.35A Sensitive Activity and Intelligence-Related Contracting within the Department of the Navy.

6. Service Required Review Board Roles and Responsibilities

a. Echelon II Service Required Review Board must

(1) Be conducted for all echelon II service requirements with an acquisition value above \$1 million.

(2) Act as the final decision for the prioritization of all requirements.

(3) Include all echelon III service requirements with an acquisition value at or above \$10 million.

(4) Be held no later than 1 October.

(5) Echelon II Service Required Review Board Panel Members

(a) Chairman. The chairman for the echelon II Service Required Review Board is the COMNAVRESFOR Deputy. The Chairman must:

1. Have overall responsibility for management and execution oversight of all COMNAVRESFOR contractual service requirements.
2. Be responsible for the conduct of the board and is the final decision authority for approval or disapproval of service requirements and their prioritization.
3. Specify the level of participation deemed appropriate for a review.
4. Approve bridge contracts and sole source contracts less than \$750,000.

(b) Executive Director. The executive director must:

1. Maintain oversight of COMNAVRESFOR contracts to ensure judiciousness and oversight, including compliance with the Procurement Integrity Act, Competition in Contracting Act, applicable Federal, DoD, DON Acquisition Regulations, and Joint Ethics Regulations.
2. Designate members of the Service Required Review Board.
3. Ensure all Service Required Review Board members (echelon II and III to include delegated board members) complete and submit OGE 450 Confidential Financial Disclosure Report and OGE 278e Public Financial Report, as required.

(c) Service Required Review Board Panel Voting Members. Voting members of the Service Required Review Board must consist of:

1. COMNAVRESFOR chief of staff (COS).
2. COMNAVAIRFOR COS
3. COMNAVIFOR Executive Director
4. N8 Comptroller
5. N1 Manpower
6. Office of General Counsel
7. Others at the discretion of the executive director

(d) Supply Officer. The COMNAVRESFOR contractual services manager for the echelon II Service Required Review Board is COMNAVRESFOR supply officer. The contractual services manager must:

1. Facilitate the Service Required Review Board review of requirement
2. Assist the Service Required Review Board panel members by coordinating and administering Service Required Review Board data.
3. Serve as the primary point of contact for Service Required Review Board data submission.
4. Schedule Service Required Review Board meetings, prepare and notify Service Required Review Board panel members of the agenda and compile service record and requirement data.
5. Capture meeting minutes, action items, key recommendations, findings, and track savings resulted from unneeded or low priority requirements that can be reduced or eliminated.
6. Manage, oversee, and advise senior leadership on all matters related to services acquisition.
7. Develop and oversee Service Required Review Board policy and procedures for COMNAVRESFOR.
8. Issue Service Required Review Board identification number that will allow for traceability of the requirement through the services acquisition lifecycle and an initial services record for the requirement.
9. Support development of acquisition strategies.
10. Use enclosure (1) to summarize all applicable service requirements.
11. Use enclosure (2) to summarize tripwire encroachments. This will apply to the reporting of tripwire encroachments that occur during the FY (not previously reported).
12. Use enclosure (3) per references (h) and (i), to summarize Service Required Review Board chairman's final decisions and any related comments. Enclosures (1) and (3) serve as the documents of record to show all the reviewed items and the determination for each service requirement.
13. Submit all echelon II and echelon III Service Required Review Board compiled data and meeting minutes to the Deputy Assistant Secretary of the Navy for Acquisition and Procurement per references (f) and (g) using the provided template in enclosure (1) no later than 15 October of each FY.

b. Echelon 3 Service Required Review Board must:

- (1) Be conducted for all echelon III service requirements with an acquisition value above \$1 million.

- (2) Prioritize echelon III requirements.
- (3) Be held no later than 15 August.
- (4) Echelon III Service Required Review Board panel members.

(a) Chairman. The chairman for the echelon III Service Required Review Board is the senior civilian (executive director) or O6 or GS-15 as delegated per references (b) and (c) of the echelon III command. The chairman must:

1. Be responsible for the conduct of the board.
2. Be the final decision authority for the approval or disapproval of service requirements and their prioritization prior to submission to the echelon III Service Required Review Board if applicable.
3. Specify the level of participation deemed appropriate for a review.

(b) Service Required Review Board panel voting members. Voting members of the board must consist of:

1. Echelon III COS
2. N8 Comptroller
3. N1 Manpower
4. Office of General Counsel
5. Others at the discretion of the executive director.

(c) Contractual Services Manager. The contractual services manager for the echelon III Service Required Review Board is designated or appointed by the echelon III senior civilian. For COMNAVRESFOR, the contractual services manager is the COMNAVRESFOR N4B. For COMNAVAIRFOR, the contractual services manager is COMNAVAIRFOR N43. For COMNAVIFOR, the contractual services manager is the COMNAVIFOR supply officer. The contractual services manager must:

1. Facilitate the Service Required Review Board review of requirements.
2. Assist the Service Required Review Board panel members by coordinating and administering board data.
3. Serve as the primary point of contact for Service Required Review Board data submission.
4. Schedule Service Required Review Board meetings, prepare and notify board panel members of the board agenda, and compile service record and requirement data.

5. Submit all required Service Required Review Board data to the COMNAVRESFOR contractual services manager (or designated representative) by 1 September. All required board data includes applicable reporting templates and documents for final decisions made during the echelon III Service Required Review Board (enclosures (1) through (3)) as well as echelon III requirements at or above \$10 million for inclusion in the echelon II Service Required Review Board.

6. Comply with all applicable contractual services and Service Required Review Board policies.

7. Perform financial management functions; coordinated and reviewed with the COMNAVRESFOR comptroller.

8. Capture meeting minutes, action items, key recommendations, findings, and track savings resulted from unneeded or low priority requirements that can be reduced or eliminated.

9. Track spending against Service Required Review Board approved amounts.

10. Issuing Service Required Review Board identification numbers will allow for traceability of the requirement through the services acquisition lifecycle and an initial services record for the requirement.

11. Respond to contractual services financial data calls and drills.

12. Manage, oversee, and advise senior leadership on all matters related to services acquisition.

13. Verify contractual service requirements and documentation.

14. Establish and oversee the process for make versus buy decisions.

15. Provide services acquisition guidance, knowledge, and experience.

16. Coordinate and ensure completeness of procurement request packages.

17. Verify appropriate head of contracting activity (HCA) is executing procurement.

18. Conduct COR and command training.

19. Track COR nominations and maintain training records.

20. Prepare and maintain copies of all government sponsor nomination letters.

21. Maintain records of all contractors' common access card (CAC) and building access issuance.

22. Coordinate and compile quarterly contractor verification.

23. Support development of acquisition strategies.

24. Research strategic sourcing options.

25. Review the procurement package prior to forwarding to HCA to provide advice and guidance to the required office, as needed, to assemble a quality procurement package to ensure all required elements are included and to ensure the requirement is adequately described.

26. Initiate review of new or emergent requirements that have not received prior Service Required Review Board approval.

27. Document the results (e.g. services record data) of the Service Required Review Board or in-lieu-of board conducted.

28. Use enclosure (1) to summarize all applicable service requirements.

29. Use enclosure (2) to summarize tripwire encroachments. This form will apply to the reporting of tripwire encroachments that occur during the FY (not previously reported).

30. Use enclosure (3) to summarize Service Required Review Board chairman's final decisions and any related comments. Enclosures (1) and (3) serve as the documents of record to show all the reviewed items and the determination for each service requirement.

c. Requirement Owners. The requiring activity is responsible for identifying and defining requirements within the mission of the agency. Requirement owners must:

(1) Notify the contractual services manager of the need for a separate Service Required Review Board to review classified requirements.

(2) Prepare and gather all required information to comply with the data reporting requirements contained within enclosures (1) through (4) of this instruction.

(3) Participate and provide command leadership with information necessary to explain and justify the requirement to the Service Required Review Board.

(4) Obtain validation and approval of the requirement through the Service Required Review Board process.

(5) Comply with the recommendations made by the Service Required Review Board and include evidence of the board's approval with procurement request package when submitting to funds control personnel for approval.

(6) Participate in the evaluation of proposals.

(7) Provide personnel, as needed, to support and oversee the procurement and execution of the service through to completion.

(8) Prepare the service requirements package utilizing enclosure (5).

(9) Complete enclosure (4), and forward to the COMNAVRESFOR contractual services manager for all funding documents that exceed the FY approved amount or for all purchase requests that are not an authorized requirement on the final and approved Service Required Review Board reporting template.

(10) Report tripwire encroachments to the contractual services manager as they occur, explain the reason in detail, including whether the cause is systemic, specific to a certain set of circumstances, or a one-time occurrence in accordance with the prescribed format outlined in enclosure (2).

d. N8 Fund Control Personnel. Fund control personnel must:

(1) Only approve funding documents for the procurement of contractual services with Service Required Review Board approval. The Service Required Review Board control number or Service Review Identification Number must be annotated in the text field of the funding document (i.e., SERVICE REQUIRED REVIEW BOARD Control Number = XXXX).

(2) Validate Service Required Review Board approval as well as ensure the funding document does not exceed the FY approved amount on the final and approved Service Required Review Board reporting template (published by the COMNAVRESFOR contractual services manager) by more than 5 percent, prior to approving funding documents for services requirements with an acquisition value of \$1 million or more.

(3) Notify the requirements owner and the COMNAVRESFOR contractual services manager to prompt the required review if the funding document amount is more than 5 percent over the requirement's FY approved amount or if the purchase request is not an authorized requirement on the final and approved Service Required Review Board reporting template.

(4) Ensure the Product Service Code or Object Class Code used on the corresponding funding documents aligns with the requirement's Product Service Code or Object Class Code identified on the final Service Required Review Board reporting template.

e. COR. CORs play a critical role in the outcome of the contract administration process. CORs are nominated by the requiring office (this may be the COR's supervisor) and submitted to the contracting officer via the Joint Appointment Module for appointment. CORs will:

(1) Function as the eyes and ears of the contracting officer.

(2) Monitor contractor's technical performance and report any potential or actual problems to the contracting officer.

(3) Be nominated from the requiring organization prior to procurement package submission.

(4) Complete all required training.

(5) Have sufficient time to devote to their COR responsibilities.

(6) Avoid conflicts of interest.

(7) Report on contractor performance at least annually or at the end of the period of performance. This can be completed in the Contractor Performance Assessment Reporting System or via the COR Functional Review and COR Performance Report.

f. Legal and N1 Manpower Representatives will:

(1) Support determinations of functions, to include inherently governmental, or closely associated with inherently governmental.

(2) Advise panel members as required.

g. All Service Required Review Board members throughout the COMNAVRESFOR enterprise, to include delegated board members, are required to complete and submit OGE Form 450 Confidential Financial Disclosure Report Executive Branch or OGE Form 278e Executive Branch Personnel Public Financial Disclosure Report, as appropriate, annually.

7. Records Management. Records created as a result of this instruction, regardless of media and format, must be managed per Secretary of the Navy manual 5210.1.

8. Review and Effective Date. Per OPNAVINST 5215.17A, N4 will review this instruction annually on the anniversary of its effective date to ensure applicability, currency, and consistency with Federal, Department of Defense, Secretary of the Navy, and Navy policy and statutory authority using OPNAV 5215/40 Review of Instruction. This instruction will automatically expire 10 years after effective date unless reissued or cancelled prior to the 10-year anniversary date or an extension has been granted.



L. A. FROST

Deputy Commander

Releasability and distribution:

This instruction is cleared for public release and is available electronically only via Department of the Navy Issuances Web site, COMNAVRESFOR Web site, <http://navyreserve.navy.mil>

FYXX-FYXX SERVICE REQUIREMENT REVIEW BOARD REPORTING TEMPLATE

The Service Required Review Board Results Data Template provides the data format all Budget Submitting Offices (BSOs), program executive offices (PEOs), and Direct Reporting Program Managers must use to submit all Service Required Review Board results to the DON SSM. Service Required Review Board results need to be submitted for all services requirements valued at or greater than \$1M to SeniorServicesManage.fct@navy.mil no later than 15 October of each year. The required minimum data elements and their definitions are defined in Table 1: SRRB Results Data Dictionary.

Table 1: SRRB Data Results Data Dictionary

DATA ELEMENT	DATA ELEMENT NAME	DESCRIPTION OF DATA UNDER THIS COLUMN HEADING
Budgeting Submitting Office/Program Executive Office/Direct Reporting Program Managers	BSO/PEO/DRPM	Office responsible for the services requirement. BSO : Select BSO Number from the drop down list. PEO/DRPM: Select your organization from the drop down list.
Description of Service Requirement	Description	A brief description of the services to be provided.
Product and Service Code	PSC	The 4 digit alpha-numeric PSC that describes, at the line item level, the service and products being procured. The Defense Procurement and Acquisition Policy (DPAP) PSC Selection Tool may be used for identifying an appropriate PSC.
Object Class Code	OCC	Select the services-related OCC from the drop down box. OCCs are categories, as established in OMB Circular A-11, which describe obligations by services purchased by the Federal Government. OCCs are required in Lines of Accounting at the CLIN level in alignment with the PSC to OCC crosswalk posted on the DON Object-Data Question Tracker (OQT).
Service Requirement Review Board Approval (Date)	SRRB Approval Date	The date the requirement was validated/approved by the SRRB. (mm-dd-yyyy)
Service Requirement Review Board Number/Services Identification Number	SRRB Number/ SID	Enter the Services Identification (SID) number or other unique identifier your organization assigned when a services requirement was validated. One example of an SRRB number could include: BSO Budget Activity-SRRB Approval Date-SRRB FY Sequence Number (SID: 24-00-010117-001)
Solicitation / Contract Number	Solicitation / Contract #	Enter one of the following: - Solicitation Number (preaward) - Contract Number (if new award/option/task order) - N/A (only if no solicitation has been issued)
Contract Award (New / Modification / Bridge or Option Exercised)	New Modification Bridge Option Exercised	Enter type of contract action for this requirement: - New: A new contract award Modification: A change to existing contract Bridge: Non-competitive contract awarded to "bridge" two contracts for same requirement Option: Exercising an option of an existing contract
Appropriation	APPN	Data field includes the funds appropriation (RDT&E, Procurement, O&M, etc.) Select the appropriation symbol used for the service from the drop down box (ie. 1319 = RDT&E). If multiple appropriations will be used, annotate all appropriations.
Fiscal Year of funding	FY\$	Fiscal Year of appropriation.
Current Year Dollar Value (\$)	Current Year Amount (\$)	Enter the full dollar amount to the nearest dollar (use \$10,000,000 - not \$10M). The actual current year dollar value of this requirement for a new contract / modification / bridge / option.
Total Dollar Value (\$)	Total Amount (\$)	Enter the full dollar amount to the nearest dollar (use \$10,000,000 - not \$10M). For a new/modification: The total actual dollar value (regardless of FY) of the requirement being approved including all options, if exercised and fully funded. For an option/bridge: The total actual dollar value (regardless of FY) of the option or bridge contract including all options, if exercised and fully funded.

<https://navy.deps.mil/sites/dasnap/Services%20Acquisition/default.aspx>. Copies of the Excel version of the SRRB Data Results Template can also be requested by sending an email to SeniorServicesManage.fct@navy.mil.

[illegible]

30 Sep 2025

TRIPWIRE REPORTING TEMPLATE

Ref: (a) COMNAVRESFORINST 4200.2F

Instructions: This form applies to the reporting of tripwire encroachments that occur during the fiscal year (not previously reported). Tripwire encroachments that occur outside of the annual Service Requirement Review Board review, which require Service Requirement Review Board chairman notification, must be reported through the COMNAVRESFOR CSM.

1. Per reference (a), the encroachment of (name of tripwire) is being reported in support of (Requirement Name) under existing or proposed contract (insert contract number). (Requirement office) is the requirement owner and the services are being contracted for by (insert contracting office).

2. Service Required Review Board Control Number:

3. Description of Requirement:

[Insert here]

4. Tripwire Encroachment:

Explain the reason or rationale for tripwire encroachment in detail, including whether the cause is systemic, specific to a certain set of circumstances, or a one-time occurrence.

5. Remedy or Mitigation Plan:

If the issue is systemic or due to a certain set of circumstances, provide explanations or solutions, such that all issues are fully understood or resolved in a timely manner.

DON REQUIREMENTS JUSTIFICATION FOR SERVICES ACQUISITION TEMPLATE

Instructions: This template is to be used for all contractual services base contracts and task orders with a total estimated value of \$1 million or more unless exempt per DON guidance.			PAGE 1 of 3
1. REQUIREMENT NAME	2. CONTROL #	3. PRIORITY	4. DATE
Coordination and approval signatures required per ASN(RD&A) Memorandum, "DON Contractual Services Guidance," and/or comparable HCA/BSO Guidance. See Notes below.			
5. ORIGINATOR (Name, Organization, Contact Information)		6. SIGNATURE and DATE	
7. SRRB DECISION AUTHORITY (IAW DON Contractual Services Guidance and/or other HCA/BSO guidance)		8. SRRB APPROVAL Approve <input type="checkbox"/> Disapprove <input type="checkbox"/>	
		9. SIGNATURE* and DATE	
10. COST ESTIMATE. Attach Supporting Documentation For Basis Of Cost Estimate.		11. REQUIRED PERIOD OF PERFORMANCE START DATE	
REQUIREMENT JUSTIFICATION:			
12. OPERATIONAL NEED/ FUNCTIONAL REQUIREMENT:			
DESCRIPTION			
13.	a. DESCRIPTION OF SERVICES	b. ONE TIME / RECURRING	c. # of YEARS
	<small>Provide short description or attach documents. If attaching documents, reference here.</small>	Recurring <input type="checkbox"/>	
14. POTENTIAL SOURCE(S), IF KNOWN:			
15. FUNDS HOLDER NAME AND PHONE NUMBER:			
16. APPROVAL Approve <input type="checkbox"/> Disapprove <input type="checkbox"/>		17. SIGNATURE AND TITLE	
COORDINATION (Enter SID# below and send approved form to):			
18. SRRB ID (SID) NUMBER(S)			
*CERTIFICATION STATEMENT (Contract Function): This purchase request requirement is in compliance with the standard guidelines found in the Department of Defense's Handbook of Contract Function Checklists for Services Acquisition (May 2018 or successor document), that all appropriate statutory risk mitigation efforts have been made, and that the purchase request does not include requirements formerly performed by Department of Defense civilian employees.			

REQUIREMENT JUSTIFICATION FOR SERVICE ACQUISITIONS			PAGE 2 OF 3
Requirement Name:			
Short description of Service Requirement:			
SRRB Questions	Yes	No	Additional Information/Comment (Use for responses and other information)
1. Explain the mission need for the requirement and the outcomes to be achieved from acquiring services, and how the requirement supports the broader organizational mission. Explain the risks and the impact to the mission if this requirement is not met.			
2. Does the requested contract contain only the minimum essential requirement(s) to accomplish the mission?	<input type="checkbox"/>	<input type="checkbox"/>	
3. Have you considered Category Management strategic sources (for example, SeaPort, GSA OASIS, Army CHES, etc.) or contacted the DON Category Management Program Office at NAVSUP (https://www.navsupsup.navy.mil/public/navsup/cmpo/) ?	<input type="checkbox"/>	<input type="checkbox"/>	
4. Is this a new/first time acquisition for this requirement? If it is not, briefly provide the contract history.	<input type="checkbox"/>	<input type="checkbox"/>	
5. Is this an enduring/continuing requirement? If this is an enduring/continuing requirement, how was it previously satisfied?	<input type="checkbox"/>	<input type="checkbox"/>	

REQUIREMENT JUSTIFICATION FOR SERVICE ACQUISITIONS (CONTINUED)		PAGE 3 OF 3
Requirement Name and Control Number:		
6. Are any of the requirements inherently Governmental or closely associated with inherently Governmental functions? Use reference (m) found at https://www.acq.osd.mil/dpap/sa/Policies/docs/DoD_Handbook_for_Contract_Function_Checklists.pdf and Federal Acquisition Regulation (FAR) section 7.503(c) and (d) to assist in determining if the requirement is inherently Governmental or closely associated with inherently Governmental functions. If any of the requirements are determined to be closely associated with inherently Governmental functions, has a preliminary analysis been conducted to ensure that the requirements in Defense FAR Supplement (DFARS) section 207.503(S-70) are satisfied?	<input type="checkbox"/>	<input type="checkbox"/>
7. Are Government resources available to perform this requirement? If they are, explain why a contract is being used.	<input type="checkbox"/>	<input type="checkbox"/>
8. What is the projected cost of the requirement, at least through the Fiscal Year Defense Program (5 years)?	<input type="checkbox"/>	<input type="checkbox"/>
9. Is funding available for contract award?	<input type="checkbox"/>	<input type="checkbox"/>
10. Can this requirement be reduced or eliminated with savings transferred to higher-priority objectives or mission requirements?	<input type="checkbox"/>	<input type="checkbox"/>

SERVICE REQUIREMENTS PACKAGE

Service Requirements Package. The requiring activity has a responsibility for translating the requirement need into an actionable requirement for contract award that will allow proper management and measurement of outcomes throughout contract performance. The acquisition packages should provide sufficient detail to establish a validated, funded effort with adequate acquisition planning and a clear description of the requirement. The requirement package shall include:

1. Requirements Approval. The Service Requirements Review Board assigned Service Requirements Review Board identification will be the requirements approval.
2. Acquisition Strategy. The approved acquisition strategy must be included in the package to ensure that the contracting process aligns with the approved strategy.
3. Funding Document. A procurement action should have funding before the effort is solicited to allow for efficient workload planning and to minimize work performed on an effort that does not ultimately get funded. Funding documents shall include the appropriate product service codes and object class codes per reference (e).
4. Contract Line Item Number Level Product Service Code. Product Service Codes identify services being procured. Requiring activities will establish Product Service Codes for each deliverable line item and identify them in the procurement request so that it can be linked at the point of commitment to the object class recording in the accounting system. If the contract line item number structure or Product Service Code assignment changes after the procurement request gets to contracting, the funding document will be amended as needed to correct the line(s) of accounting.
5. Performance Work Statement (PWS) and Statement of Work (SOW). Service acquisitions must use a PWS, SOW, or statement of objectives that clearly defines the services the program seeks to receive. Requirement documents should be clear, concise, and performance based to the maximum extent practicable. The program manager should leverage the tools and checklists associated with the seven-step process and the acquisition roadmap requirements tool provided at the service acquisition mall web site, <https://www.acquisition.gov>. These tools should be used to the maximum extent practical for the development of performance-based requirements. Product service codes and Object Class Code will be included in the PWS or the SOW.
6. Quality Assurance Surveillance Plan (QASP). The QASP is the key government-developed surveillance process document that is applied to performance-based contracting and is used to manage contractor performance assessment by ensuring that systematic quality assurance methods are utilized to validate that the contractor's quality control efforts are timely, effective, and deliver the results specified in the contract or task order. The QASP directly corresponds to the performance objectives and standards specified in the PWS and details how, when, and by whom the Government will survey, observe, test, sample, evaluate, and document contractor performance results to determine whether the contractor has met the required standards for each objective in the PWS.

7. Independent Government Cost Estimate (IGCE). The IGCE is the Government's estimate of the resources and projected cost of the resources a contractor will incur in the performance of a contract. This includes MIPRs or work orders issued to support the acquisition that did not result in a contracting action. The IGCE provides the baseline for contracting decisions, as required by the Federal Acquisition Regulation (FAR), although largely dependent on reasonable estimates of labor hours to be expended in relevant labor categories at fully burdened rates including all indirect allocations and profit. The IGCE may also be based on data from similar acquisitions, validated estimation models, and expert analysis. The IGCE should be structured to reflect comparisons to other acquisitions, market research, or combinations of these. Program managers must apply an accurate IGCE outlining these discrete costs within the overall service requirement, effective market research, and a thorough screening of the requirement against the anticipated costs of the proposed services to ensure an effective trade-off is made between mission needs, cost, and affordability. Costs of labor skill mix and categories, service levels, frequency of performance, and dictated quality levels should be considered when developing a requirement to meet mission needs. Discrete costs of that next level of service, or next-higher labor category, must be weighed against mission needs and budget constraints to ensure that the service to be acquired represents the best value to the U.S. Government and meets mission requirements.

8. Contract Administration Plan (CAP). The CAP facilitates effective and efficient contract administration considering contract surveillance, administration terms and conditions, contractor and Government performance milestones (i.e. for providing government furnished property (GFP) or responding to contractor plans and other required submissions), contractor reporting procedures, contract quality requirements, name, position, authority of contract administration team members, and milestones for any reports required from contract administration team members. Documentation of the plan should meet the requirements of the agency, activity, and good business practice.

9. Non-Personal Services Certification. Program managers should ensure that a service contract is not written as a personal services contract, does not inadvertently become administered as a personal services contract, and complete a non-personal services certification in accordance with Defense Federal Acquisition Regulation (DFARS) 237.503 and include a copy in the contract file.

10. Inherently Governmental Functions Certification. Program managers must provide to the contracting officer, concurrent with the transmittal of the SOW or PWS, with a written determination that none of the functions to be performed are inherently governmental.

11. Procurement-Specific Requirements. The procurement package should be tailored for the specific procurement and should include artifacts as required such as:

a. Justification and Approval. The justification and approval is a document required to justify and obtain appropriate level approvals to contract without providing for full and open competition as required by the FAR. If applicable, justification and approval will be included with the procurement package.

b. Determination and Findings. Determination and findings is defined as a special form of written approval by an authorized official that is required by statute or regulation as a prerequisite to taking certain contracting actions. The determination is a decision that is supported by the findings. The findings are statements of fact that are essential to support the determination and must cover each requirement of the statute or regulation.

c. DD Form 254 Security Requirements. The DD 254 is a contractual specification. It is the vehicle that provides the contractor with the security classification guidance necessary for the classified information to be received and generated under the contract. If there is classified information to be received and generated under the contract, the DD 254 must accompany the procurement package. DD 254s will not be prepared for unclassified contracts.

d. Government Furnished Property (GFP) List. GFP is property in the possession of or directly acquired by the Government and subsequently furnished to the contractor for performance of a contract. GFP includes, but is not limited to, spares and property furnished for repairs, maintenance, overhaul, or modification. Any GFP that will be provided shall be identified with the procurement package to ensure traceability and management of the items. CORs, program managers, and requirements generators must ensure all mandatory GFP, FAR, and DFARS clauses are in the contract. All GFP is listed on the GFP attachment. All GFP is reported to OSD GFP repository and GFP is tracked by the contractor and the Government. A rollup list of all GFP shall be provided to the CNRF property manager by each COR at the completion of the fiscal year or as soon as identified via contract.

DEFINITIONS

Acquisition Strategy: Acquisition strategy is a top-level description prepared by the requiring activity, in sufficient detail, to allow senior leadership and the decision authority to assess whether the strategy makes good business sense, effectively implements laws and policies, and reflects management's priorities. Once approved by the decision authority, the acquisition strategy provides a basis for more detailed planning. The acquisition strategy is not the same as the acquisition plan. An acquisition plan is prepared by the contracting officer and formally documents the specific actions necessary to execute the approach delineated in the approved acquisition strategy.

Acquisition Value: The total price or total estimated cost of the contract, or task orders, across a 5-year funding plan.

Bridge Contract: A non-competitive contract or contracting action undertaken to bridge the time between the end of one contract action and the beginning of another. Includes actions that are non-competitive to increase contract ceiling or for extension of the period of performance.

Contractual Services Manager: A senior professional who facilitates and oversees the acquisition of services contracts in a strategic manner.

Inherently Governmental: A function that has been determined to be, through statute or otherwise, a function that must be performed by government personnel, either civilian or military, and may not be performed by a contractor.

Intra-Agency Acquisition: Acquisitions that are internal to the DoD. See DoDI 4000.19 for procedures applicable to the establishment of support agreements and use of Fiscal Service Form 7600A General Terms & Conditions.

Interagency Acquisition: A procedure by which an agency needing supplies or services (the requesting agency) obtains them from another agency (the servicing agency), by an assisted acquisition or a direct acquisition. Assisted acquisition is a type of "interagency" acquisition where a servicing agency performs acquisition activities on a requesting agency's behalf, such as awarding and administering a contract, task order, or delivery order. A direct acquisition is a type of "interagency" acquisition where a requesting agency places an order directly against a servicing agency's indefinite-delivery contract. The servicing agency manages the indefinite delivery contract but does not participate in the placement or administration of an order. See DoDI 4000.19 for procedures applicable to the establishment and use of support agreements.

Object Class Codes:

1. Categories in a classification system that present obligations by the items or services purchased by the Federal Government. These are the major object classes:

- a. 10 - Personnel compensation and benefits
- b. 20 - Contractual services and supplies

- c. 30 - Acquisition of assets
- d. 40 - Grants and fixed charges
- e. 90 - Other

2. For Object Class Codes questions see: <https://fmbweb1.nmci.navy.mil/cfdocs/mkt/mkt.cfm>.

Product Service Code:

1. Four-digit code used by all Federal Government contracting activities for identifying and classifying the services that are purchased under contract.
2. There are tools available to help with selecting the appropriate Product Service Codes. The Defense Pricing and Contracting Product Service Code Selection Tool (<https://psctool.us>) and the Air Force's Product Service Code Selection Tool (<https://www.fscpsc.com>) are two of the available resources to aid in Product Service Code selection.

Service Contract: FAR 37.101 defines a service contract as "a contract that directly engages the time and effort of a contractor whose primary purpose is to perform an identifiable task rather than to furnish an end item of supply. " Services can be knowledge-based services, electronic and communication services, equipment-related services, medical services, facility-related services, etc. A service contract may be either a non-personal or a personal contract. It can also cover services performed by either professional or nonprofessional personnel whether on an individual or organizational basis. Some of the areas in which service contracts are found include the following:

1. Maintenance, overhaul, repair, servicing, rehabilitation, salvage, modernization, or modification of supplies, systems, or equipment.
2. Routine recurring maintenance of real property.
 - a. Housekeeping and base services.
 - b. Advisory and assistance services.
 - c. Operation of government-owned equipment, real property, and systems.
 - d. Communications services.

Service Required Review Board Control Number or Service Required Review Board Identification. A unique identifier applied to a services requirement when it is initiated to enable end-to-end traceability of the requirement through the services acquisition lifecycle.

Service Required Review Board: A board responsible for the review, validation, approval, and prioritization of contractual services requirements.

Simplified Acquisition Threshold: Simplified acquisition threshold “for the purposes of the SRRB process” means \$350,000.

Tripwire: Threshold metric that warrants higher-level notification to ensure proper attention and decision-making rigor are present.

CRITICALITY CODE ASSIGNMENT

Criticality Code. Prioritization of services requirements will be done via the assignment of a criticality code. Criticality codes must be assigned to all services requirements to assist with prioritization of requirements to reduce or eliminate lower priority requirements with savings transferred to higher priority objectives or mission requirements. Prioritization facilitates the process for identifying impacts when budget cuts are proposed or taken. The criticality code is comprised of four elements:

1. The category which is the broad bucket that defines the relationship of the services to mission.
2. The funding level decimator that identifies the relative costs of the services requirements within a given category.
3. The mission impact discriminator that identifies the severity of the impact if a requirement is not funded or executed.
4. A rank ordered, sequential number to discriminate requirements that have the same values for the above three. This numbering scheme provides end-to-end mechanisms to sort CS by criticality code, funding level, and mission impact across CS acquisition cycle.

EXAMPLE OF CRITICALITY CODE ASSIGNMENT: CS categorized as warfighting, costs \$50M to acquire, and, if not acquired, will result in a severe impact to the mission.

Code: 1fC-X (where "X" is the sequential number for rank ordering if there are multiple requirements that are coded as 1fC).

Table 1 – Category Code

CATEGORY CODE	CATEGORY	DEFINITION
1	CONTINGENCY/WARFIGHTING	All service contracts that provide direct support to critical warfighting and overseas contingency efforts.
2	OPERATIONAL	All service contracts that provide direct support to warfighter operational events.
3	MISSION READINESS/TRAINING	All service contracts that provide direct or indirect support to the warfighter's mission readiness capabilities.
4	STAFF MANAGEMENT SUPPORT	All service contracts that provide staff management support.

Table 2 – Discriminator Code

FUNDING DISCRIMINATOR CODE	DEFINITION
a	Less than \$.5M
b	\$.5M to \$1.0M
c	Greater than \$1.0M but less than \$5M
d	\$5M to \$10M
e	Greater than \$10M but less than \$50M
f	\$50M to \$100M
g	Greater than \$100M

Table 3 – Risk Code

RISK CODE	TECHNICAL/QUALITY	SCHEDULE/READINESS	OPERATIONAL READINESS FOR TASKING
A Moderate	Moderate technical performance or quality shortfall	Significant schedule slip to key event/milestone (1 to 2 week delay); project end date unaffected	Not ready for tasking; not operationally limiting
B Critical	No remaining margin; severe technical performance or quality shortfall	Major schedule slip to key event/milestone; project end date may be affected (2 weeks to 1 month delay)	Not ready for tasking; potentially operationally limiting
C Severe	No known workaround or severe quality problem; major impact to operational schedule	Major schedule slip; project end date will be affected (>1 month delay)	Not ready for tasking; operationally limiting

CONTRACTUAL SERVICES REQUIREMENT TRIPWIRES

1. Tripwires. The purpose of this document is to provide initial policy in planning and execution of service contract requirements and to provide some tools to assist in performing leadership oversight. There are several tripwires which require senior level awareness and action. These tripwires are tools to force visibility and conscious decisions at higher management levels and to ensure the decisions are documented. Tripwires are not intended to preclude execution, but instead to require higher level concurrence or notifications to execute. These tripwires apply to all types of service contracts and have been identified herein.

2. Scope. These tripwires do not encompass all the areas of service acquisition which require oversight and risk management. However, this list is intended to raise awareness and accountability across both the requirements and acquisition communities and initiate the vigorous implementation of actions to improve Government oversight, efficiencies, and effectiveness.

3. Responsibilities. COMNAVRESFOR personnel must report tripwire encroachments as they occur to their designated CSM. When there is a tripwire encroachment, the requirement owner must explain the reason, in detail, including whether the cause is systemic, specific to a certain set of circumstances, or a one-time occurrence per the prescribed format outlined in enclosure (2).

4. Sole Source Actions. All sole source actions require justification and approval.

5. Bridge Contracting Actions. Bridge contracts are defined as the sole source actions entered into with the incumbent contractor to maintain support when competitive procurement cannot be processed in time to meet the required award date. Often bridges are the result of poor planning and are more costly due to a lack of competitive pricing. For bridge contracts in support of COMNAVRESFOR requirements:

a. Bridge contracts will normally be limited to 6 months in duration (never longer than 12 months) and must be approved by the requiring activity flag, senior executive service (SES), or commanding officer (CO) (O-6 or executive director (GS-15)). This 12-month limit will not be waived. Justification and approval for all bridge contracts longer than a 6-month period of performance will be forwarded to the SRRB for notification and review prior to approval.

b. All bridge contracting actions, regardless of value, require flag, SES, or CO (O-6) or executive director (GS-15) signature under the "Requirements Cognizance" block of Request for Authorization of Bridge Contract template; see NMCARS Annex 5 for TAB C template. COMNAVRESFOR requirements owners are reminded to ensure compliance with DoDI 5000.74 and ASN Research, Development and Acquisition Contractual Services Guidance when contemplating a Request for Authorization Bridge Contract. The Request for Authorization of Bridge Contract will not be forwarded to the contracting office until the appropriate personnel have endorsed the contract.

c. Only one bridge contract may be authorized. Subsequent bridge contracts will not be awarded.

d. Each bridge contract must be limited to no more than \$3 million.

e. Justification and approval for all bridge contracts, regardless of value, will include COMNAVRESFOR N-Code or subordinate command signature under the technical cognizance section of the justification and approval.

f. In justification and approval, paragraph 8, "Actions to Remove Barriers to Competition," the requiring activity (COMNAVRESFOR N-code or subordinate command) will provide detailed explanation that includes a schedule for a competitively awarded follow-on contract.

6. Best Value Source Selection Premiums

a. Various acquisition processes and techniques may be used to design competitive acquisition strategies suitable for the specific circumstances of an acquisition. "Best value" in negotiated acquisitions can be obtained by using any one or a combination of source selection approaches. In different types of acquisitions, the relative importance of cost or price may vary. The risk of undervaluing cost or price in best value source selections is that the government may be buying more capability than necessary to fulfill a requirement, at a higher price. Therefore, for all COMNAVRESFOR competitive acquisition strategies for actions contemplated, in which the non-price factors when combined, will be more important than price, must be forwarded to the COMNAVRESFOR echelon II CSM for SRRB Chairman notification.

b. In a best value competition, the Government may be willing to pay a premium to obtain a higher rated level of support; however, the premium must still represent a good business decision for the Government. Often requirements offices are willing to pay any premium to get to the highest rated offer, if they have the budget to afford it. Being able to afford something does not necessarily mean it is in the best interest of the Government to do so.

c. Best value is the function of technical quality and cost trade-offs among competing proposals. Best value determinations are not made through mechanical calculations. As technical proposals approach equality, cost may become a more significant factor. The greater than 10 percent tripwire does not suggest there is anything impermissible with respect to paying a greater than 10 percent premium, only that additional reviews may be required. The decision to obtain further review is subject to rules regarding the protection of source selection information, as defined in FAR subpart 3.104. Therefore, all COMNAVRESFOR-funded source selections, contemplating paying a cost or price dollar premium greater than 10 percent over the lowest acceptable offeror's Total Evaluated Cost or Price, the contracting officer (after collaboration with the Technical Evaluation Board Chairperson or equivalent), will forward the Business Clearance Memorandum or Price Negotiation Memorandum for all service contracts and task orders to the COMNAVRESFOR echelon II CSM for SRRB chairman notification.

7. Other Direct Costs

a. While a service contract is appropriate when the primary purpose is to perform an identifiable task, materials are often required to perform these services. It may be appropriate for a service contractor to procure materials under a service contract; however, there are several considerations that enter into developing an appropriate strategy to meet any requirement.

b. Other direct costs are intended to include travel and incidental miscellaneous expenses required and generally consumed in performance of the service.

They are not intended to hide expensive consultants or subcontractors or for the Government to purchase material by circumventing existing policies and procedures. Deputy ASN (Acquisition and Logistics Management) memorandum of 15 May 2007 emphasizes “the need to ensure that service contracts are not improperly used to acquire products or facilities not required for, or incidental to, performance of those services.”

c. Actions Required

(1) Prior to Award. If other direct costs are estimated greater than 10 percent of the total labor value or \$2 million (whichever is lower) for any given contract, then the rationale for the other direct costs requirements must be provided to the HCA and the methods for monitoring these other direct costs charges will be documented in the Quality Assurance Surveillance Plan. It is expected that individual task orders under indefinite delivery and indefinite quantity services contracts may have a disproportionate (i.e., greater than 10 percent) amount of other direct costs included, however, in these instances, justification and rationale will be included in the acquisition strategy. When excessive other direct costs are comprised of material items, an explanation as to why these costs are not specifically defined and managed as supply items will be provided and documented. Travel and conference fees associated with representing COMNAVRESFOR at professional or technical conferences is not an acceptable other direct cost.

(2) Post Award. The COR will monitor monthly the use of other direct costs

8. Labor Rates. Applies to all cost-type, time and material, labor-hour, and firm-fixed price level of effort services contracts and task orders. The hourly and yearly labor rate tripwires are considered two separate and distinct events; therefore, each labor rate tripwire encroachment requires COMNAVRESFOR echelon II CSM notice for SRRB chairman notification. The contracting officer will forward the Business Clearance Memorandum or Price Negotiation Memorandum for all service contracts and task orders to the COMNAVRESFOR echelon II CSM. The COMNAVRESFOR labor rate tripwires (which include fully burdened labor rates) are listed in paragraphs 8a through 8d.

a. Administrative support and clerical occupations (Service Contract Act Occupation code 01000 titles) at \$54 per hour or \$107,000 per year.

b. All other labor occupations subject to the Service Contract Act at \$89 per hour or \$176,000 per year.

c. Logistics (PSC R706 support services) at \$120 per hour or \$238,000 per year.

d. All other labor occupations at \$153 per hour or \$303,000 per year.

9. Subcontractors. There are circumstances where government consent to a subcontractor is required (see FAR 44.201). Therefore, any proposed addition of subcontractors beyond those included and evaluated as part of the initial award must be reviewed and documented

accordingly. When applicable, the proposed subcontractor addition must be reviewed by the contracting officer to ensure the contractor has provided the required documentation (see FAR 44.201) and the information clearly presents the business case for addition of the subcontractor(s). The contracting officer must engage the COR and requirement owner for assistance in validating the business case to include the additional subcontractor(s). The contracting officer must also notify the COMNAVRESFOR echelon II CSM for SRRB chairman notification.

a. Post award due diligence is required to monitor any proposed additions of subcontractors beyond those included and evaluated as part of the initial award. The Government cannot be perceived as exerting improper influence on the prime contractor to contract with specific subcontractors. The Government does not have the privilege of contracting with the subcontractor, only with the prime. It is the prime's responsibility to propose a team to accomplish the requirements, and it is the prime's responsibility to select additional subcontractors if it becomes necessary to supplement the team.

10. One Bids

a. Effective competition is one of the most powerful tools the Government has to affect real efficiency and do more with less. Single offers, or "one bids", can be the result of several factors: inadequate time to prepare a proposal, poorly described defined requirements, or evaluation factors that appear to be tailored to an incumbent or target a specific contractor.

b. When a solicitation results in a single bid offer, the HCA must either re-solicit the requirement or enter into negotiations, the result of which will be reflected in the Business Clearance Memorandum.

c. All Business Clearance Memorandums for "one bids" received under a competitive solicitation must be elevated to the Chief of the Contracting Office for approval.

d. For "one bids" received under a competitive solicitation above \$1 million, the Business Clearance Memorandum must be forwarded to the CNRF echelon 2 CSM for SRRB Chairman notification.