

**AF FCC
AIR FORCE EXECUTIVE OFFICE AND CONFERENCE
FURNITURE
BLANKET PURCHASE AGREEMENTS**



Mandatory Use Ordering Guide

Version 1.1

04 August 2014

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Conference Furniture
BPAs
Mandatory Use
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1.0 Background

Historically, the Air Force (AF) has used a tactical approach to purchasing required office furniture. This approach did not effectively leverage the Air Force's total volume for these types of purchases, and resulted in higher than necessary cost. On 22 March 2009, the Deputy Assistant Secretary for Contracting established the Air Force Furnishings Commodity Council (AF FCC) to help improve cost efficiencies and ultimately reduce the total cost of ownership of furnishing procurements. The AF FCC -- in partnership with a cross-functional team comprised of AF Interior Design Personnel, Strategic Sourcing and Contracting Specialists, as well as Furniture Acquisition Specialists from the General Services Administration (GSA) -- recently standardized AF Executive Office and Conference Furniture requirements and competitively awarded three AF-Wide Blanket Purchase Agreements (BPAs) for the continental United States (CONUS). Mandatory use of the BPAs will minimize duplication of effort, standardize requirements, and leverage purchasing power to reduce total life-cycle costs.

1.1 Purpose

To provide customers with guidance on ordering executive office and conference furniture using the AF Executive Office and Conference Furniture BPAs established under GSA Multiple Award Schedule (MAS) 71. BPA Numbers and Vendor information is provided below:

SCS	
BPA No:	FA8003-14-A-0004
Web:	www.scsiss.com
POC:	James Combs
Phone:	(888) 882-1520
Email:	Jcombs@SCSiss.com
Fax:	(800) 784-7514

Miller's of Columbia	
BPA No:	FA8003-14-A-0005
Web:	www.millersinc.com
POC:	Melanie Williams
Phone:	(803) 223-6109
Email:	melanie.williams@millersinc.com
Fax:	(803) 254-4452

EFWDC	
BPA No:	FA8003-14-A-0006
Web:	www.EFWDC.com
POC:	Richard E. Mellish
Phone:	(301) 622-9584
Email:	efwdc@efwdc.com
Fax:	(301) 622-7729

This guide provides guidance to place BPA Calls/Orders under the BPAs for AF customers, local contracting offices, and AF FCC personnel.

2.0 Scope

The FCC was chartered with strategically sourcing office furnishings across seventy-one AF CONUS installations. The FCC has an approved set of executive office and conference furniture requirements that position the AF to strategically source executive office and conference furniture. The FCC determined that there was an opportunity to reduce cost, standardize requirements, and reduce acquisition lead time to ultimately deliver products at a lower cost through negotiated volume. GSA was determined to be the most appropriate contracting vehicle, providing familiarity and quality products, while reducing performance risk. Three Blanket Purchase Agreements (BPAs) were awarded through GSA Schedule 71. The selected vendors are small businesses who offer a variety of office furniture such as wood veneer and plastic laminate desks and hutches, credenzas, bookcases, conference tables, and reception desks, and tables, as well as accessories. The Product Supply Code (PSC) is 7110. This product supply code is used for all office furniture.

The Executive Office and Conference Furniture program is covered under North American Industry Classification System (NAICS) code 337211 – Desks, wood office-type, manufacturing. This NAICS code includes the following products:

- Office type wood desks
- Office type wood tables
- Office type wood bookcases
- Office type wood lateral files
- Accessories
- Services

2.1 Mandatory Use

Effective immediately, all AF contracting offices and Government Purchase Cards (GPC) holders in the continental United States shall use the Executive Office and Conference Furniture Blanket Purchase Agreements (BPAs) to purchase all AF executive office and conference furniture. If an AF Contracting Office or GPC holder believes any particular executive office or conference furniture purchase is outside the scope of this mandatory program (e.g. Non-AF funded, Non-AF end user, joint base MOA, etc.), the AF Contracting Office or GPC holder must submit a formal waiver request (Attachment 1, template). AFICA 771 ESS is the only organization with the authority to approve or deny a waiver.

Applicability of Required Sources of Supply to Orders

The AF EOCF CO thoroughly considered all mandatory sources of supply as required by FAR 8.002 during development of the executive office and conference furniture program. Required sources were invited to provide information during the market intelligence phase. The only required source to have executive furniture was FPI. As a result, FPI's items were reviewed for comparability and notice of the solicitation was sent to them. FPI did not provide a quote and no further consideration could be given. At

the BPA level, the CO has determined that FPI's items are not comparable in terms of price and delivery to those required of this program. This determination applies to the BPAs as well as any resultant orders placed under the BPAs. As such, buyers at the order level are not required to re-address the required sources of supply at FAR 8.002.

2.2 Authorized Customers

BPA use will be restricted to AF executive office and conference furniture acquisitions or any projects utilizing AF funds. Contracting Officers (CO) or Government Purchase Card (GPC) holders buying AF executive office and conference furniture are authorized to use these BPAs. Other service departments and federal agencies are not authorized to use these BPAs unless they have a joint base agreement with the AF or AF base. For example, USACE may use the BPAs to execute a MILCON on behalf of an Air Force installation. Air Force Executive Office and Conference Furniture BPAs are Mandatory Use for all AF CONUS installations. In any situation where the purchase is made by an AF installation/buying office for a non-AF customer, the buying office should review any local policies/host tenant agreements and request a waiver for use of the program. Although it is not mandatory for OCONUS, AF Reserves, and Air National Guard to use these BPAs, it is highly encouraged.

2.3 Ordering Periods

AF Executive Office and Conference Furniture BPAs cannot exceed the period of performance of the vendor's GSA Federal Supply Schedule (FSS) 71 contract. The BPAs will expire upon expiration of the vendor's GSA FSS contract against which the BPA is written or 24 Aug 19, whichever occurs first. The BPA period of performance is provided below:

- Base/Ordering Period 1 Aug 27, 2014 - Aug 26, 2015
- Ordering Period 2 Aug 27, 2015 - Aug 26, 2016
- Ordering Period 3 Aug 27, 2016 - Aug 26, 2017
- Ordering Period 4 Aug 27, 2017 - Aug 26, 2018
- Ordering Period 5 Aug 27, 2018 - Aug 26, 2019

2.4 Contracting Officer and Program Manager

All program questions, correspondence, and deliverables should be sent to the AF Executive Office and Conference Furniture program email address: AF.FCC.Executive.Off@us.af.mil

The CO is the only person authorized to make or approve changes to the BPAs.

You may also utilize the following POCs for questions:

SrA Jessica Carlton	SSgt Andrew Smith	Steven Vandercook	SrA Turner Hart
Contracting Specialist	Contracting Specialist	Contracting Specialist	Contracting Specialist
771 ESS/EGC	771 ESS/EGC	771 ESS/EGC	771 ESS/EGC
(937) 257- 0704	(937)904-1003	(937)257-8398	(937) 257-0070
DSN 787- 0704	DSN 674-1003	DSN 787-8398	DSN 787-0070

The AF FCC Program Manager (PM) is responsible for inspection and acceptance of the AF Executive Office and Conference Furniture Spend Reporting Requirement as specified in the BPAs. However, **all program correspondence and deliverables should be sent to the general AF FCC E-Mail address: AF.FCC.Executive.Off@us.af.mil**

The AF FCC PM assigned to the AF Executive Office and Conference Furniture BPAs is:

Mrs. Heather Roe
AF FCC Program Manager
771st Enterprise Sourcing Squadron
1940 Allbrook Drive
Wright-Patterson AFB OH 45433
(937) 257-2119
DSN 787-2119
Heather.Roe@us.af.mil

2.5 Effective Use of Manufacturers' Warranties

Prior to replacing existing executive office and conference furniture equipment, the customer is required to review any/all existing warranties associated with the existing furnishings to determine if a warranty claim will eliminate the need for a new purchase. If current warranties exist, the owner/user is required to contact the executive office and conference furniture provider for repair/replacement of the equipment covered by existing warranties in accordance with (IAW) established protocols. If equipment is not under an existing warranty, continue with the next steps in the ordering process.

2.6 Waiver Process

Waivers to the program will be considered on an individual project basis. 771 ESS/EGC (the FCC) is the only organization that has the authority to approve waivers. If you feel that you have legitimate reasons (i.e. sizes due to special restrictions) why this program will not work for your project, you can complete and submit a Waiver for consideration to the FCC via email at:

AF.FCC.Executive.Off@us.af.mil. A waiver template is included as Attachment 1. If your waiver request is approved, please attach the approved request to your contract instrument. Please be advised that waiver requests are closely scrutinized and require thorough documentation.

All waivers should be sent to: AF.FCC.Executive.Off@us.af.mil

2.7 Shipping Information

Products are shown in the catalog at FOB Origin prices, and do not include shipping or other related costs. This is done so all associated costs (shipping, installation, etc.) can be easily identified and compared across all responses to determine the lowest total cost. FOB Origin pricing does not change when the government takes title or acceptance of any project or items. Destination terms, as mandated by the BPA, allow for the recipient to refuse acceptance of the product if damaged or missing items. Any damaged items or misdirected shipments will be repaired/replaced under the FOB Destination terms as stated in the BPA.

2.8 GSA Training Assistance

Go to www.gsa.gov/csds to find your GSA Federal Acquisition Service (FAS) Representative for training and/or general assistance with purchasing under AF Advantage! and/or Ebuy.

3.0 AF Executive Office and Conference Furniture Decentralized Ordering Process Steps

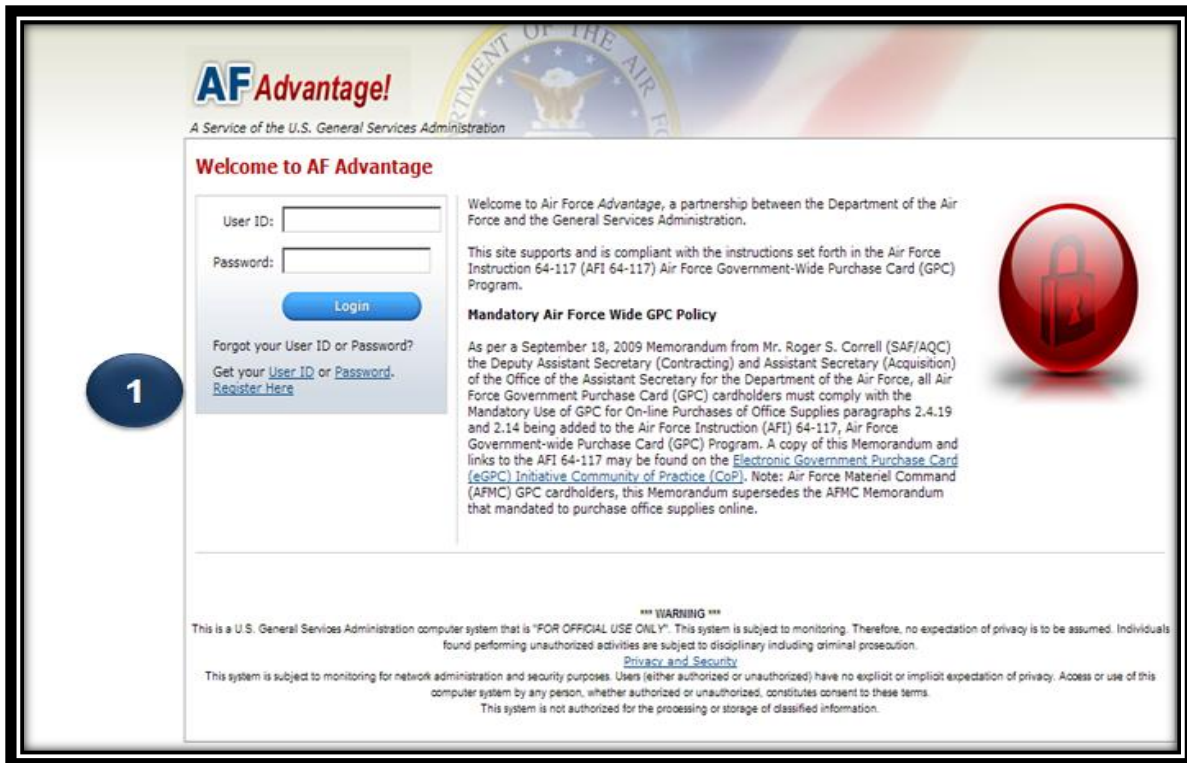
The AF Executive Office and Conference Furniture Decentralized Ordering Process encompasses all activities required to successfully order executive office and conference furniture, under the mandatory requirements of FAR 8.405-1(c), Ordering from Multiple-Award BPAs, and the fair opportunity requirements of DFARS 208.4. Table 1 provides an overview of the ordering process and identifies responsibilities. The steps of the ordering process and responsible parties are illustrated in greater detail following the table.

3.1 Ordering Process Steps

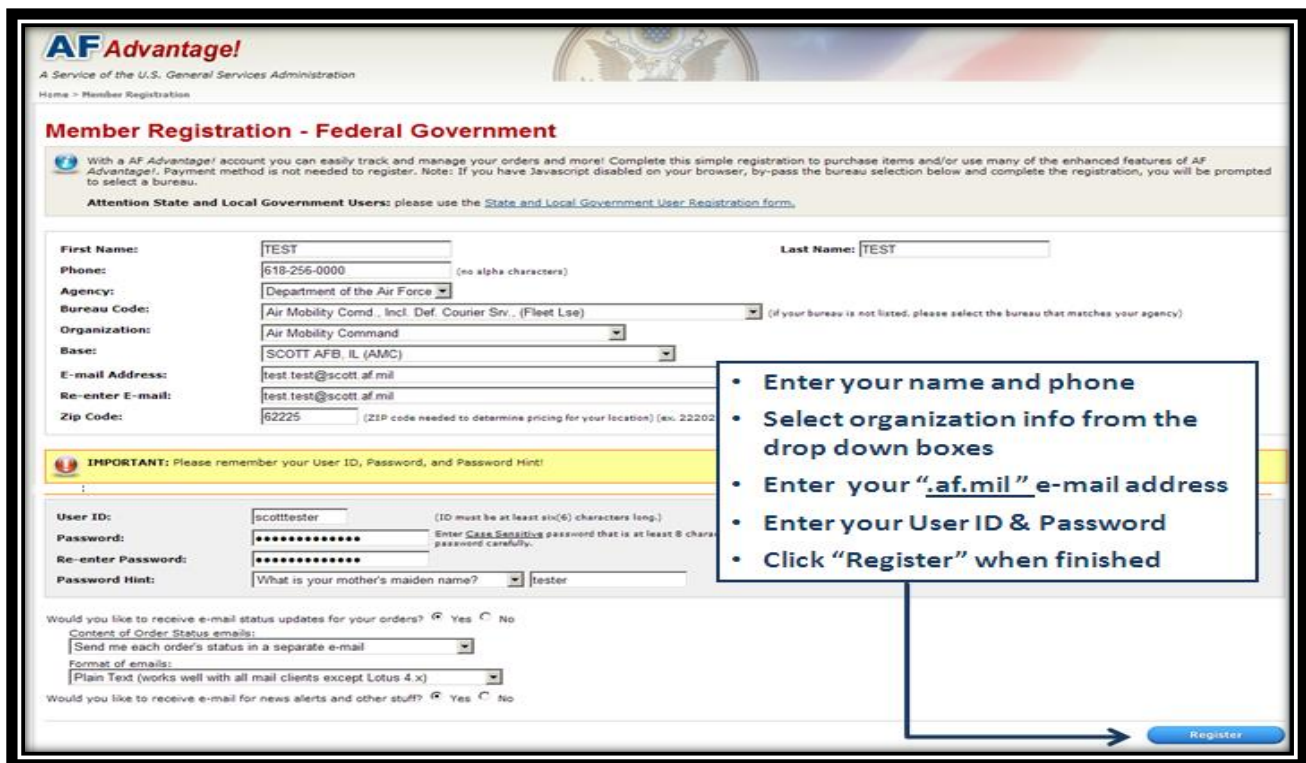
Table 1: AF-Wide Executive office and conference furniture Decentralized Ordering Process Steps

AF Executive Office and Conference Furniture Decentralized Ordering Process	
Register on AF Advantage website: www.afadvantage.gov	Customer
Review AF Executive Office and Conference Furniture Mandatory Use Policy Letter on <i>AF Advantage</i> .	Customer
Complete Independent Government Cost Estimate (IGCE) & Request for Quote (RFQ). <i>Please utilize the online BPA vendor catalogs ONLY to develop the IGCE and to ensure item descriptions and line item numbers are referenced consistently in the IGCE, RFQ and subsequent award document.</i> <i>If you require more detail, or need to provide more information to the vendors on your RFQ (such as shipping, ganging, or other complexity) please attach a separate document to your RFQ in AF Advantage!.</i>	Customer

To begin registration, go to AF Advantage!: <http://www.afadvantage.gov>.



Complete AF Advantage registration.



For GPC purchases: Continued below in Section 3.2

For non-GPC purchases: Skip ahead to Section 3.3

3.2 Process steps for GPC orders

Review Mandatory Use Policy Letter for AF Executive Office and Conference Furniture BPAs.

Complete IGCE (for internal government use only) and RFQ. *Please utilize the online BPA vendor catalogs ONLY to develop the IGCE and to ensure item descriptions and line item numbers are referenced consistently in the IGCE, RFQ and subsequent award document.*

If you require more detail from the vendors than that found in their BPA catalogs, or need to provide more information to the vendors on your RFQ (such as shipping, ganging (linking separate items together), or other complexity) please attach a separate document to your RFQ in AFAdvantage that specifically states the required information or provide the added details of the requirements.

Table 2: AF-Wide Executive Office and Conference Furniture Decentralized Ordering Process Steps: GPC Users

AF Executive Office and Conference Furniture Decentralized Ordering Process: <u>GPC Users</u>			
Steps	Description	Completed By	Screenshots (see below)
1	Complete required fields within the RFQ on GSA e-Buy and select 'Continue'. Receive quotes and review to ensure compliance with BPA Specifications/Statement of Work (SOW). GPC card holders should ensure that prices offered are at or below the not-to-exceed (NTE) prices of the BPA. Award to lowest priced, technically acceptable (LPTA) quote.	Customer	GPC 1 – GPC 8
2	The vendor receiving the BPA Call is to perform IAW terms and conditions of the BPA and BPA Call. The vendor can accept payment directly from the cardholder.	Vendor	N/A
3	Customer receives delivery and performs acceptance inspection of executive office and conference furniture. If no issues, the purchase is complete. If there are issues, please contact the vendor.	Customer	N/A

***Refer to Screenshot GPC 9 for assistance with any issues or questions.**

GPC 1

The screenshot shows the AF Advantage website interface. On the left, there are two main navigation sections: 'Products' and 'Services'. The 'Products' section lists various categories like Building & Industrial, Electronics & Technology, etc. The 'Services' section lists categories like About Buying Services, Energy Services, etc. A red arrow points to the 'Services' dropdown menu, which is open, showing a list of services including 'AF Executive Office and Conferencing'. A red box highlights the text: 'Click the "Services" drop down, then select "AF Executive Office and Conferencing Furniture"'. At the top, there is a banner for 'Environmental... sustainability' with the text 'GSA Environmental... sustainability' and 'PRODUCTS, SERVICES & SOLUTIONS'. Below the banner, there is a 'Message Center' section with 'No Messages' and a 'Special Programs' section with icons for 'Disaster Relief Products', 'Security Related Products', 'Ability One Products', and 'Buying Services? Check out eBay'. A red arrow points to the 'Buying Services? Check out eBay' link.

GPC 2

The screenshot shows the AF Advantage website interface. At the top, there is a navigation bar with 'Welcome', 'My Account', 'NSN Ordering', 'Get Quotes', 'Help', and 'Logout'. Below the navigation bar, there is a search bar with 'Shop by Category', 'Search', and 'Products' dropdown menu. A red arrow points to the 'Products' dropdown menu, which is open, showing a list of products including '2015 Calendars'. A red box highlights the text: 'Click on "products" and then click on "services" on the drop down menu.' Below the search bar, there is a banner for '2015 Calendars' with the text 'GSA Global Supply Your Reliable Government Source' and 'Learn More »'. The banner features images of 'DAYMAX' calendars and a 'JANUARY' calendar.

***If you have not logged out of AF Advantage and go back to make another order, you may see this screenshot instead of the one shown in GPC 1.**

GPC 3

The BPA categories listed below are open to your agency. Click on the **+** to expand and see all BPAs. Use the information and links below to find products, place orders, get quotes, and to perform market research!

- AF Executive Office and Conference Furniture

AF Wide executive office and conference furniture at all Continental United States (CONUS) regions to include Hawaii and Alaska. This includes wood furniture for private offices, conference tables, and reception.

[Waiver Form](#)
[Waiver Decision](#)
[Waiver Appeal](#)
[PD2 BPA Loading Instructions](#)
[PD2 BPA Call Instructions](#)

Contractor	Description	Agreement Information	Ordering
EXECUTIVE FURNITURE OF WASHINGTONDC FA8003-14-A-0006		Information	get quotes
MILLER'S OF COLUMBIA, INC FA8003-14-A-0005		Information	get quotes
SCS INTERGRATED SUPPORT SOLUTIONS FA8003-14-A-0004		Information	get quotes

[Click to view vendor catalog](#)

+ AF Tools and Parts Program

These pre-competes Blanket Purchase Agreements (BPAs) have been awarded by the Air Force Civil Engineering Commodity Council (CECC) for the supply of maintenance, repair, and operations (MRO) tools and parts for the DoD community. Products may be purchased using GPC and quotes may be obtained using eBUY RFQs. Air Force users can access the AFTAPP ordering guide and additional program information at the CECC EIM Page (CAC-enabled). Cardholder/Buyer assistance available via Program Mailbox.

+ AF Wide Filing and Storage furniture

AF Wide Filing and Storage furniture at all Continental United States (CONUS) regions to include Hawaii and Alaska.

[Mandatory Use Letter](#)
[AF Filing and Storage Ordering Guide](#)
[Waiver Form](#)
[Waiver Decision](#)
[Waiver Appeal](#)
[PD2 Loading External BPAs](#)
[PD2 BPA Call Instructions](#)

GPC 4

- AF Executive Office and Conference Furniture

AF Wide executive office and conference furniture at all Continental United States (CONUS) regions to include Hawaii and Alaska. This includes wood furniture for private offices, conference tables, and reception.

[Waiver Form](#)
[Waiver Decision](#)
[Waiver Appeal](#)
[PD2 BPA Loading Instructions](#)
[PD2 BPA Call Instructions](#)

Contractor	Description	Agreement Information	Ordering
EXECUTIVE FURNITURE OF WASHINGTONDC FA8003-14-A-0006		Information	get quotes
MILLER'S OF COLUMBIA, INC FA8003-14-A-0005		Information	get quotes
SCS INTERGRATED SUPPORT SOLUTIONS FA8003-14-A-0004		Information	get quotes

+ AF Tools and Parts Program

These pre-competes Blanket Purchase Agreements (BPAs) have been awarded by the Air Force Civil Engineering Commodity Council (CECC) for the supply of maintenance, repair, and operations (MRO) tools and parts for the DoD community. Products may be purchased using GPC and quotes may be obtained using eBUY RFQs. Air Force users can access the AFTAPP ordering guide and additional program information at the CECC EIM Page (CAC-enabled). Cardholder/Buyer assistance available via Program Mailbox.

+ AF Wide Filing and Storage furniture

AF Wide Filing and Storage furniture at all Continental United States (CONUS) regions to include Hawaii and Alaska.

[Mandatory Use Letter](#)
[AF Filing and Storage Ordering Guide](#)
[Waiver Form](#)
[Waiver Decision](#)
[Waiver Appeal](#)
[PD2 Loading External BPAs](#)
[PD2 BPA Call Instructions](#)

+ CMAAS-Continuous Acquisition and Management System

The CDM Program selected by the user will be used to acquire the items. The CDM Program selected by the user will be used to acquire the items.

Vendor Catalogs

Select "Get Quotes" next to any vendor to proceed to the next screen.

Step 1. Assign Category & Select Vendors

Search Criteria: **Executive Office**

Instructions: The following categories contain matches for the keywords entered. Select a "Category" that meets the criteria. If you choose, you may select multiple categories.

Source	Description
BPA	MAS Blanket Purchase Agreements (BPAs) - In order to support agencies with their strategic sourcing needs, MAS BPAs are used by all agencies to fulfill requirements. MAS BPAs leverage the government's buying power.

Category	Description
AF EXEOFFICE	AF Executive Office and Conference Furniture - AF Wide executive office and conference furniture at all Continental United States (CONUS) regions to include Hawaii and Alaska. This includes wood furniture for private offices, conference tables, and reception.

GSA eBuy GSA Advantage! | e-Library | ReverseAuctions

Home | Prepare an RFQ | My RFQs | Profile | e-Buy Guidance | e-Buy Training | Log Off

Step 1. Assign Category & Select Vendors

Instructions: Listed below are vendors who currently have contracts under the Category you selected. Place a "check" next to the vendors whom you would like to quote on your RFQ. The vendors you select will receive an e-mail notice inviting them to quote on your requirements. You may request a quote from any or all vendors listed. In order to satisfy FAR requirements, you should request quotes from at least three (3) vendors (if available). Remember, vendors are not required to submit a quote.
 Reminder: Other vendors listed under this category may view and quote on the RFQ even if they have not been selected to receive an email invitation. In the event of a set-aside, ALL eligible vendors must be able to view the RFQ.

If under \$3,000:
 You may solicit quotes from a single vendor.

If over \$3,000:
 You must select ALL vendors.

3 contracts

Category	Description
BPA	MAS Blanket Purchase Agreements (BPAs)
AF EXEOFFIT	AF Executive Office and Conference Furniture

Vendor	City, State	Socio-economic	Text File	Web page
<input checked="" type="checkbox"/> SCS INTEGRATED SUPPORT SOLUTIONS, LLC	MANASSAS, VA	Small Business Service Disabled Veteran Owned Small Business	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/> MILLER'S OF COLUMBIA, INC.	COLUMBIA, SC	Small Business Women Owned business SBA Certified HUBZone Firm	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/> EXECUTIVE FURNITURE OF WASHINGTON DC INC	SILVER SPRING, MD	Small Business Women Owned business	<input type="checkbox"/>	<input type="checkbox"/>

Note: For purposes of ordering, IAW FAR 8.405-3(c)(2), the ordering activity may place orders at or below the micro-purchase threshold with any BPA holder that can meet the agency needs. Although not required to solicit from a specific number of schedule contractors, ordering activities should attempt to distribute orders amongst the current BPA holders. If an individual order is for \$3,001 to \$25,000, the GPC holder shall compete the order amongst all of the current BPA holders and issue a Call/Order to the lowest-priced Offeror. If an individual order is \$25,001 to \$150,000, the local contracting office will compete the order amongst the current BPA holders and issue a Call/Order to the lowest-priced Offeror.

GPC 6

Reminder: In order to satisfy FAR requirements, you should request quotes from at least three (3) vendors for orders exceeding the micro-purchase threshold (FAR 8.405-1). Attach justification/documentation if restricting consideration to limited sources or limiting to an item peculiar to one manufacturer (i.e. brand name), as required by paragraphs (a) or (b) of (FAR 8.405-6).

Categories Selected: BPA: FILING - AF Wide Filing and Storage furniture Vendors selected: 3 Remove Category

RFQ ID: RFQ850520 Check if you are seeking sources or information only. Reference #: OPTIONAL - use as needed to assign an internal reference number that will appear to sellers.

RFQ Title (ex. Consulting services: Office supplies)

Delivery: (specify delivery expected)
 Deliver 0 days After Receipt of Order (ARO) (Products)
 Date of Award to Date of Completion (Services)
 Period of performance: [] through [] (Services)

Line Items (Enter specific line items below)

Mfr. Part/Item #	Manufacturer	Product/Service Name	Qty	Unit	Ship Address	Change Address
		Leave this section blank.			(1)	Change
					(1)	Change
					(1)	Change

[Add Additional Items](#)

Description (Include a detailed description of the items required, and any evaluation criteria). [Click here for more info on ordering procedures for Services.](#)
 Enter the Air Force Line Item Number into this field (located in the vendor catalogs).

Attached Documents: (You may attach a Statement of Work, limited source justification, or additional documentation as needed)
[Attach Documents](#) Attach SOW, RFQ Worksheet, etc. (as needed).

Shipping Address

GPC 7

RFQ Detail The "RFQ Detail" page provides a summary of all RFQ activity. [Back](#)

Instructions: To view a quote, click on the "Quote ID". Quotes may be reviewed prior to the closing date, but no award can be made. Please try to evaluate and respond to each quote within 15 days of the RFQ closing.

To send the selected quotes, you can move the RFQ from the "Active" folder by clicking "Re-Issue RFQ". You may view the attachments by clicking on

[SEND Q&As](#) | [FORWARD RFQ](#) | [MODIFY RFQ](#) | [CANCEL RFQ](#)

Quote ID	Vendor	Date Received	Total Quote	Quote Status	Vendor Notified	Quote good until	PO	Vendor Attachments	Buyer Notes
RFQ76253-001	BRIGHT LIGHTS SECURITY CORP	04/22/2009	\$3,750.00	Pending Response	05/15/2009	n/a	Guard Services and Products	Test Value	Test Response
RFQ76253-002									
RFQ76253-003									
RFQ76253-004									

At any time while the RFQ is "Open", if you need to answer questions that should be shared with all vendors, you can click the "Send Q&As" link to attach applicable files.

If you do not have the authority to make an award, eBuy provides the option of forwarding the RFQ to another person in the office. This can be done by clicking on the "Forward RFQ" link.

At any time, while the RFQ is "Open", you may modify the contents of the RFQ. To modify, click "Modify RFQ" link

GPC 8

The screenshot shows the eBuy Vendor Quote interface. At the top, there are navigation links: Home, Prepare RFQ, My RFQs, Profile, e-Buy Guidance, e-Buy Training, and Log Off. The main heading is "Vendor Quote". Below it, there are instructions and a "Back to RFQ Detail" button. A yellow callout box states: "When you have reviewed all quotes and are ready make an award decision, you can click on the 'Award-Notify Vendor' button or 'Do Not Award-Notify Vendor' button." Another yellow callout box says: "To award a vendor click on the 'Award-Notify Vendor' button. Clicking this button generates an email message to the seller, alerting them of the award decision." A third yellow callout box says: "If you chose not to award a seller, click the 'Do Not Award-Notify Vendor' button." At the bottom, a blue callout box contains a note: "NOTE: Selecting this button does not obligate funds. You may generate a purchase order online using eBuy or go offline and use your agency's order and payment system." The interface also displays RFQ details such as RFQ ID (RFQ76253), RFQ Title (Security), and Quote Status (Pending Response). A table of line items is visible at the bottom right, showing a total price of \$82,750.00.

NOTE: The Government Purchase Card (credit card) is the only method of payment accepted for orders placed through the e-Buy system. Buyers need to complete the RFQ process through e-Buy and follow local processes and procedures for creating purchase orders by using their own internal systems (ex: PD2).

GPC 9

The screenshot shows the top navigation bar of the eBuy system. The navigation links are: Home, Prepare an RFQ, My RFQs, Profile, e-Buy Guidance, e-Buy Training, and Log Off. Two red arrows point upwards to the "e-Buy Guidance" and "e-Buy Training" links. A red text box at the bottom of the screenshot reads: "Select 'e-Buy Guidance' or 'e-Buy Training' to assist with any issues or questions you may have." The background of the screenshot shows a partial view of a document upload instruction: "...proposals, etc., by clicking on 'Attach Documents'. You should also include any purchase threshold (FAR 8.405-1). Attach justification/documentation if restricting (FAR 8.405-6)."

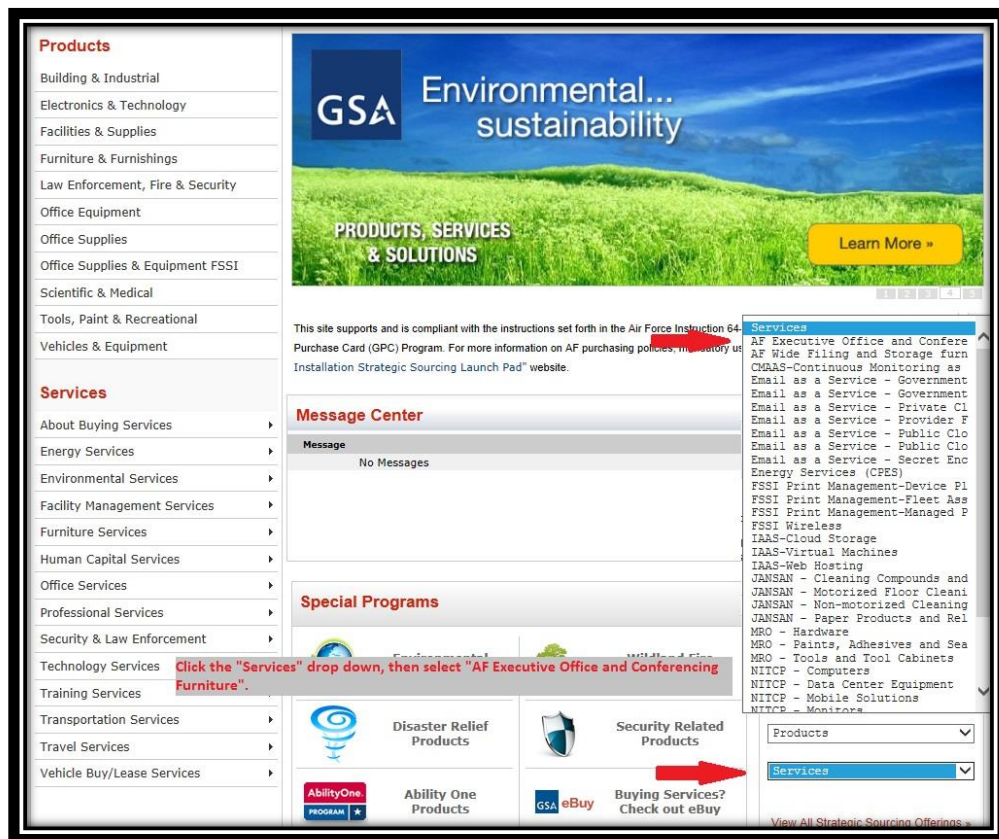
3.3 Process steps for Non-GPC orders

Table 3: AF-Wide Executive Office and Conference Furniture Decentralized Ordering Process Steps: Non-GPC Users

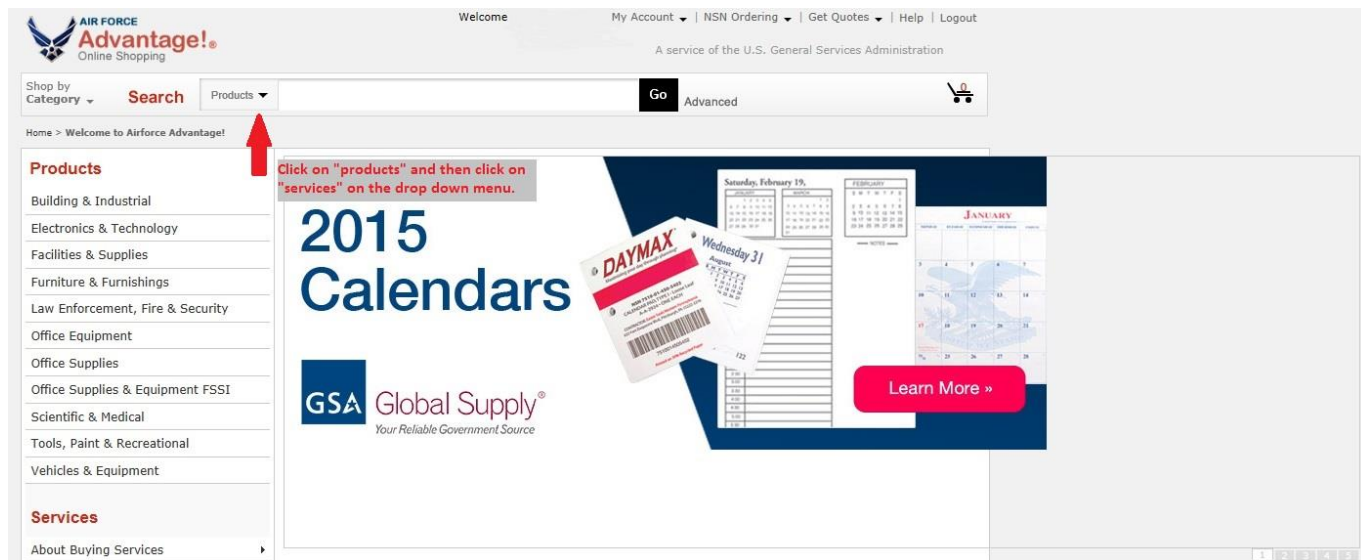
AF Executive Office and Conference Furniture Decentralized Ordering Process: <u>Non-GPC</u>			
Steps	Description	Completed By	Screenshots (see below)
1	Complete required fields within the RFQ on GSA e-Buy and select Continue.	Customer	Non-GPC 1 – Non-GPC 6
2	Submit RFQ, IGCE, and Purchase Request (PR) to Resource Advisor for funding	Customer	N/A
3	Receive RA’s certification that funding is available	Customer	N/A
4	Forward completed RFQ and acquisition package (i.e., RFQ, IGCE, SOW and PR) to local Contracting Office. NOTE: The SOW should include size, drawings, color, delivery instructions and any other detailed instructions to ensure all vendors are quoting identical products and services. Be aware that GSA e-Buy and PD2 are not linked (if a manual AF Form 9 needs to be entered in PD2).	Customer	Non-GPC 5 – Non-GPC 6
5	Submit RFQ to all 3 vendors via GSA e-Buy. Modify prior to submission, if applicable. Ensure Item Descriptions and Air Force Line Item Numbers are referenced consistently in RFQ and subsequent award document. Air Force Line Item Numbers must be the same as listed in the vendor’s online BPA catalogs. If you reference a specific manufacturer, a brand name justification (sole source letter or J&A) is required. Without a justification, there will be no guarantee that you will receive items from a specific manufacturer.	Local CONS	Non-GPC 5 – Non-GPC 6
6	Vendor(s) will respond to RFQ and submit quote(s) to the local Contracting Office.	Vendor	N/A
7	Receive/evaluate quotes; make award to lowest price using local contracting software (ex: PD2) and GSA e-Buy.	Local CONS	Non-GPC 7
8	The vendor receiving the BPA Call is to perform IAW terms and conditions of the BPA and BPA Call. Submit the invoice in WAWF. The AF FCC must be included as an Additional Notification in WAWF. Email address is AF.FCC.Executive.Off@us.af.mil .	Vendor	N/A
9	After delivery/acceptance of executive office and conference furniture, the customer accepts the invoice in WAWF.	Customer	N/A

*Refer to Screenshot Non-GPC 9 for assistance with any issues or questions.

Non-GPC 1




Non-GPC 2




***If you have not logged out of AF Advantage and go back to make another order, you may see this screenshot instead of the one shown in Non-GPC 1.**

Non-GPC 3

The BPA categories listed below are open to your agency. Click on the  to expand and see all BPAs. Use the information and links below to find products, place orders, get quotes, and to perform market research!

AF Executive Office and Conference Furniture

AF Wide executive office and conference furniture at all Continental United States (CONUS) regions to  and Alaska. This includes wood furniture for private offices, conference tables, and reception.

[Waiver Form](#) [Waiver Decision](#) [Waiver Appeal](#) [PD2 BPA Loading Instructions](#) [PD2 BPA Call Instructions](#)

Contractor	Description	Agreement Information	Ordering
EXECUTIVE FURNITURE OF WASHINGTONDC FA8003-14-A-0006		Information	get quotes
MILLER'S OF COLUMBIA, INC FA8003-14-A-0005		Information	get quotes
SCS INTEGRATED SUPPORT SOLUTIONS FA8003-14-A-0004		Information	get quotes

[Click to view vendor catalog](#)

AF Tools and Parts Program

These pre-competes Blanket Purchase Agreements (BPAs) have been awarded by the Air Force Civil Engineering Commodity Council (CECC) for the supply of maintenance, repair, and operations (MRO) tools and parts for the DoD community. Products may be purchased using GPC and quotes may be obtained using eBUY RFQs. Air Force users can access the AFTAPP ordering guide and additional program information at the CECC EIM Page (CAC-enabled). Cardholder/Buyer assistance available via Program Mailbox.

AF Wide Filing and Storage furniture

AF Wide Filing and Storage furniture at all Continental United States (CONUS) regions to include Hawaii and Alaska.

[Mandatory Use Letter](#) [AF Filing and Storage Ordering Guide](#) [Waiver Form](#) [Waiver Decision](#) [Waiver Appeal](#) [PD2 Loading External BPAs](#) [PD2 BPA Call Instructions](#)

Non-GPC 4

AF Executive Office and Conference Furniture

AF Wide executive office and conference furniture at all Continental United States (CONUS) regions to include Hawaii and Alaska. This includes wood furniture for private offices, conference tables, and reception. **Select "Get Quotes" next to any vendor to proceed to the next screen.**

Waiver Form Waiver Decision Waiver Appeal PD2 BPA Loading Instructions PD2

Contractor	Description	Agreement Information	Ordering
EXECUTIVE FURNITURE OF WASHINGTON DC FAB003-14-A-0006		Information	get quotes
MILLER'S OF COLUMBIA, INC FAB003-14-A-0005		Information	get quotes
SCS INTEGRATED SUPPORT SOLUTIONS FAB003-14-A-0004		Information	get quotes

AF Tools and Part **Step 1. Assign Category & Select Vendors**

These pre-competit (CECC) for the supply using GPC and quotes information at the CE

Search Criteria: Executive Office

Instructions: The following categories contain matches for the keywords entered. Select a "Category" that meets the criteria. choose, you may select multiple categories.

Source	Description
BPA	MAS Blanket Purchase Agreements (BPAs) - In order to support agencies with their strategic so be used by all agencies to fulfill requirements. MAS BPAs leverage the government's buying pov

Category	Description
AF EXEOFFICE	AF Executive Office and Conference Furniture - AF Wide executive office

Non-GPC 5

GSA Advantage! | e-Library | ReverseAuctions

Home Prepare an RFQ My RFQs Profile e-Buy Guidance e-Buy Training Log Off

Step 1. Assign Category & Select Vendors

Instructions: Listed below are vendors who currently have contracts under the Category you selected. Place a "check" next to the vendors whom you would like to quote on your RFQ. The vendors you select will receive an e-mail notice inviting them to quote on your requirements. You may request a quote from any or all vendors listed. In order to satisfy FAR requirements, you should request quotes from at least three (3) vendors (if available). Remember, vendors are not required to submit a quote. **Reminder:** Other vendors listed under this category may view and quote on the RFQ even if they have not been selected to receive an email invitation. In the event of a set-aside, ALL eligible vendors must be able to view the RFQ.

BPA MAS Blanket Purchase Agreements (BPAs)

Category Description

AF EXEOFFICE AF Executive Office and Conference Furniture

3 contractors are available. **Make sure all 3 vendors are selected, then click "Submit"**

Vendor	City, State	Socio-economic	Text File	Web page
<input checked="" type="checkbox"/> SCS INTEGRATED SUPPORT SOLUTIONS, LLC	MANASSAS, VA	Small Business Service Disabled Veteran Owned Small Business		
<input checked="" type="checkbox"/> MILLER'S OF COLUMBIA, INC.	COLUMBIA, SC	Small Business Women Owned business SBA Certified HUBZone Firm		
<input checked="" type="checkbox"/> EXECUTIVE FURNITURE OF WASHINGTON DC INC	SILVER SPRING, MD	Small Business Women Owned business		

Non-GPC 6

Reminder: In order to satisfy FAR requirements, you should request quotes from at least three (3) vendors for orders exceeding the micro-purchase threshold (FAR 8.405-1). Attach justification/documentation if restricting consideration to limited sources or limiting to an item peculiar to one manufacturer (i.e. brand name), as required by paragraphs (a) or (b) of (FAR 8.405-6).

Categories Selected: BPA: FILING - AF Wide Filing and Storage furniture Vendors selected: 3 Remove Category

RFQ ID: RFQ850520 Check if you are seeking sources or information only. Reference #: OPTIONAL - use as needed to assign an internal reference number. e-Buy - RFQ homepage
From this page, the buyer or customer will enter the necessary RFQ information.
The completed RFQ Worksheet can be attached (if needed).

RFQ Title (ex. Consulting services: Office supplies)

Delivery: (specify delivery expected)
 Deliver 0 days After Receipt of Order (ARO) (Products)
 Date of Award to Date of Completion (Services)
 Period of performance: [] through [] (Services)

Line Items (Enter specific line items below)

Mfr. Part/Item #	Manufacturer	Product/Service Name	Qty	Unit	Ship Address	Change Address
		Leave this section blank.			(1)	Change
					(1)	Change
					(1)	Change

[Add Additional Items](#)

Description (Include a detailed description of the item, including any evaluation criteria). Click here for more info on ordering procedures for Services.
 Enter the Air Force Line Item Number into this field (located in the vendor catalogs).

Attached Documents: (You may attach a Statement of Work, limited source justification, or additional documentation as needed)
[Attach Documents](#) Attach SOW, RFQ Worksheet, etc. (as needed).

Shipping Address

Non-GPC 7

The "RFQ Detail" page provides a summary of all RFQ activity.

Instructions: To view a quote, click on the "Quote ID". Quotes may be reviewed prior to the closing date, but no award can be made. Please try to evaluate and respond to each quote within 15 days of the RFQ closing.

To send the RFQ to vendors, you can move the RFQ from the "Active" folder by clicking on the "Re-Issue RFQ". You may view the attachments by clicking on the "Attachments" link.

At any time while the RFQ is "Open", if you need to answer questions that should be shared with all vendors, you can click the "Send Q&As" link to attach applicable files.

If you do not have the authority to make an award, eBuy provides the option of forwarding the RFQ to another person in the office. This can be done by clicking on the "Forward RFQ" link.

At any time, while the RFQ is "Open", you may modify the contents of the RFQ. To modify, click "Modify RFQ" link

Quote ID	Vendor	Date Rec'd	Total Quote	Quote Status	Vendor Notified	Quote good until	PO	Vendor Attachments	Buyer Notes
RFQ76253-000	BRIGHT LIGHTS SECURITY CORP	04/23/2009	\$7,750.00	Pending Response		05/15/2009	n/a	Guard Services and Products	Best Value
RFQ76253-001									Best Value
RFQ76253-002									Best Value
RFQ76253-003									Best Value

Non-GPC 8

The screenshot shows the GSA eBuy Vendor Quote interface. At the top, there is a navigation bar with links for Home, Prepare RFQ, My RFQs, Profile, e-Buy Guidance, e-Buy Training, and Log Off. The main content area displays details for a quote with ID RFQ76253-HBW, including the vendor name (BRIGHT LIGHTS SECURITY CORP INC), contract number, and total quote price of \$82,750.00. The quote status is 'Pending Response'. Two yellow callout boxes provide instructions: one above the 'Award - Notify Vendor' button and another above the 'Do Not Award - Notify Vendor' button. A blue callout box at the bottom provides a note about fund obligations. The interface includes a 'Save Note' button and a text area for adding comments.

When you have reviewed all quotes and are ready make an award decision, you can click on the "Award-Notify Vendor" button or "Do Not Award-Notify Vendor" button.

To award a vendor click on the "Award-Notify Vendor" button. Clicking this button generates an email message to the seller, alerting them of the award decision.

If you chose not to award a seller, click the "Do Not Award-Notify Vendor" button.

NOTE: Selecting this button does not obligate funds. You may generate a purchase order online using eBuy or go offline and use your agency's order and payment system.

NOTE: The Government Purchase Card (credit card) is the only method of payment accepted for orders placed through the e-Buy system. Buyers need to complete the RFQ process through e-Buy and follow local processes and procedures for creating purchase orders by using their own internal systems (ex: PD2).

Non-GPC 9

The screenshot shows the GSA eBuy navigation bar with links for Home, Prepare an RFQ, My RFQs, Profile, e-Buy Guidance, e-Buy Training, and Log Off. Two red arrows point to the 'e-Buy Guidance' and 'e-Buy Training' links. A red text box at the bottom provides instructions on how to use these links for assistance.

Select 'e-Buy Guidance' or 'e-Buy Training' to assist with any issues or questions you may have.

4.0 Decentralized Ordering Process (Guidance for Local Contracting Office)

The BPAs were awarded against GSA Federal Supply Schedule contracts; therefore, the process for placing orders must be consistent with the procedures outlined in FAR Part 8.4 and DFARS 208. Synopsis is not required IAW FAR 5.202(a)(11).

After quotes are received, confirm that the price is IAW the minimum BPA discount. Issue a BPA Call to the vendor who submitted the LPTA (or best value if other factors are considered).

4.1 Procurement Desktop 2 (PD2) Instructions

Screen shots are provided in Attachments 4 and 5 to assist in creating BPA shells and releasing Decentralized BPA Calls.

4.2 Fair Opportunity

All BPA requests for quotes that are greater than the micro purchase level must be posted on GSA “e-Buy” to provide fair notice to all BPA awardees as required by DFARS 208.40.

4.3 Match Existing Furniture with AF-Wide BPA Holder

A BPA waiver submitted to “match existing” furniture may be authorized IAW FAR 8.405-6, however, a waiver will not be approved if replacing a whole office or conference room, for example. “Match existing” furniture waiver requests will be reviewed on a case by case basis.

IAW DFARS 208.4, BPA Calls estimated over \$150,000 shall be posted on e-Buy with the required brand name justification and approval (J&A).

4.4 FAR Compliance

FAR Part 8 takes precedence over FAR Parts 13, 14, 15, and 19 since the BPAs are issued against the GSA FSS. FAR Part 13 (Simplified Acquisition Procedures) except 13.303; Part 14 (Sealed Bidding); Part 15 (Contracting by Negotiation); and Part 19 (Small Business Programs) do not apply.

COs are required to maximize competition in situations where only one offer is received for acquisitions above the Simplified Acquisition Threshold (SAT) IAW the most recent 27 Apr 11 DPAP memo “Improving Competition in Defense Procurements—Amplifying Guidance”.

4.5 Contract Performance Assessment Report (CPAR)

The AF FCC is the assessing official and will prepare an annual CPAR. The decentralized ordering office shall monitor performance of the order IAW FAR and local policy. Any performance feedback (positive or negative) should be communicated to the AF FCC via email, AF.FCC.Executive.Off@us.af.mil. The AF FCC is responsible for overall assessment of the viability of the sourcing strategy as well as documenting the past performance of the associated BPA vendors.

4.6 Administration of Orders (Order Closeout)

Closeout and maintenance of orders shall remain the responsibility of the decentralized ordering office, unless otherwise noted. Notification that closeout of an order is complete must be provided to

the AF FCC, AFFCCFilingStorage@wpafb.af.mil, once accomplished. The BPA vendor shall work in partnership with the government to ensure closeout is timely.

5.0 Warranty Procedures

Vendors shall warrant the products it manufactures against defects of material and workmanship under normal use and service for a minimum of ten years from date of install. Contact vendor for specific information regarding all standard commercial warranties. All RFQs and orders shall require a copy of the warranty terms and conditions, which shall be kept on file with the using organization. The using organization shall ensure a copy is provided to the Contracting Officer if purchased using a Contracting Officer-run process.

Attachments:

1. AF Executive Office and Conference Furniture BPA Ordering Guide, Atch 1, Waiver Form
2. AF Executive Office and Conference Furniture BPA Ordering Guide, Atch 2, Waiver Decision Form
3. AF Executive Office and Conference Furniture BPA Ordering Guide, Atch 3, Waiver Appeal Form
4. AF Executive Office and Conference Furniture BPA Ordering Guide, Atch 4, Procurement Desktop 2 (PD2) Shell Load Instructions
5. AF Executive Office and Conference Furniture BPA Ordering Guide, Atch 5, Procurement Desktop 2 (PD2) Call Instructions.
6. Product Order Report