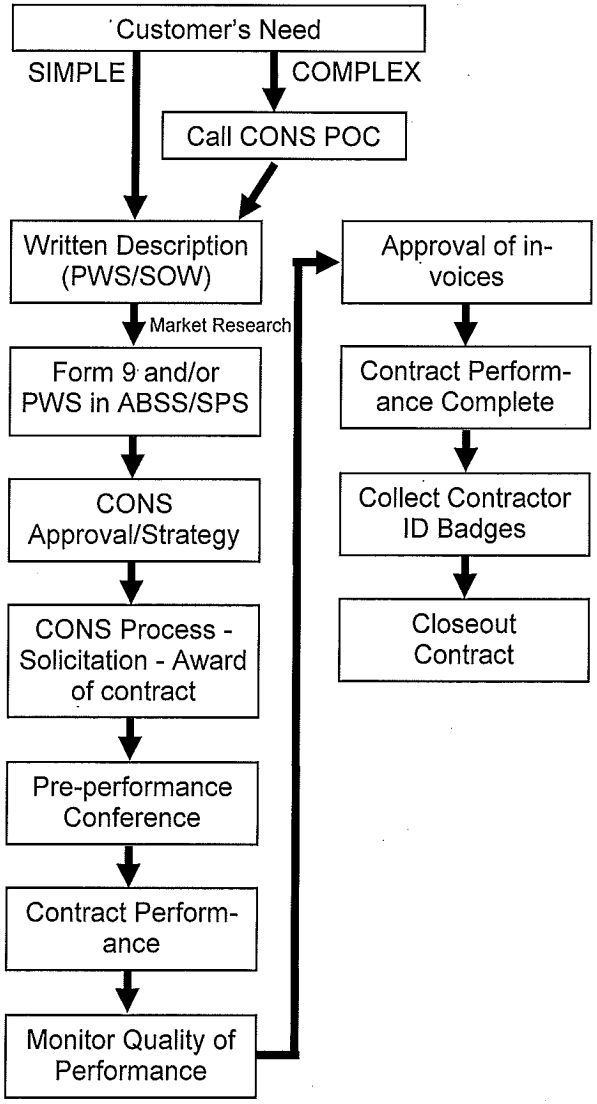
THE PROCESS



END OF YEAR CUTOFF DATES

01 Jun - Services (>$100K), Construction (>$30K), Recurring, SABER, Option exercising documents

31 Jul - All acquisitions <$25K (Non-GPC/GSA)

01 Aug - All service orders against GSA (w/approved PWS)

13 Aug - All acquisitions <$25K on GSA (using GPC)

(Note: requirements after 13 Aug must be approved by SQ CC)

31 Aug - All commodity orders on GSA schedules

31 Aug - All orders against requirement-type contracts

KEY PERSONNEL

Lt Col Christopher Kay
Commander

Julie Pearson
Director of Business Operations

SMSgt Stevenson Simpson
Superintendent

BUSINESS ADVISORY SECTION

Willie Haney (Small Business Specialist): 240-612-5671

INFRASTRUCTURE SUPPORT FLIGHT - LGCA

Jimmie Campbell (Flight Chief): 240-612-5625

Construction/SABER Element

Team Lead: 240-612-5626

CE Services/Supply Element

Team Lead: 240-612-5642

ACQUISITION SUPPORT FLIGHT - LGCB

Catherine Perry (Flight Chief): 240-612-5645

Joint Base Support Element

Team Lead: 240-612-5647

Medical & Force Support Element

Team Lead: 240-612-2856

Joint Commodities Operations Element

Team Lead: 240-612-5637

PLANS AND PROGRAMS FLIGHT - LGCP

Linda Hardesty (Flight Chief): 240-612-5675

GPC Program Coordinator

Lisa Montbriand (AOPC): 240-612-5685

Quality Assurance Program Coordinator

Selina Williams (QAPC): 240-612-5679

QUICK REFERENCE GUIDE TO CONTRACTING

11th Contracting Squadron

Joint Base Andrews
Air Force District of Washington

FY 2012

BUY ~ FIGHT ~ WIN!

WHO WE ARE

- **Vision: Be Joint Team Andrews Best… Provide winning Capabilities on Time, on Cost**
- **Mission: Develop and execute responsive strategies and compliant sourcing solutions to enable the global Joint Team Andrews mission**
- **Goals:**
  - ◊ **We will develop and sustain a culture recognized for its competency, integrity, courage, and professionalism, instilling confidence in procurement processes and decisions**
  - ◊ **We will aggressively recruit, develop, retain, and support trained and capable professionals**
  - ◊ **We will posture Joint Team Andrews as a demanding customer to our suppliers and ensure 11 CONS processes and systems are able to meet that challenge**

HOW WE SUPPORT YOU

INFRASTRUCTURE SUPPORT FLIGHT (LGCA)

Introduction

Responsible for the purchase and administration of orders and contracts for Civil Engineering (CE), Design Architect and Engineering (A&E), Construction, Simplified Acquisition of Base Engineering Requirements (SABER), Services and Supply requirements (CE only), alteration, or repair (including excavating, and painting) of buildings, structures, or other real property.

This flight also handles complex service contracts grounds maintenance, military family housing maintenance, refuse, commodities, carpet installation, preventive maintenance, and supply-type items.

Primary Customers

11th Civil Engineering Squadron

ACQUISITION SUPPORT FLIGHT (LGCB)

Introduction

Responsible for all complex base service contracts, commodities, food services, Air Show contract support, preventive maintenance agreements, hospital support staff, vehicle leases, and supply-type items that cannot be acquired through the GPC program.

Primary Customers

11th Force Support Squadron
Medical Group
Joint Base Andrews Tenant Units

PLANS & PROGRAMS FLIGHT (LGCP)

Introduction

Manages internal contracting management controls. Manages the Government Purchase Card (GPC) program, Quality Assurance (QA) program, and the Blanket Purchase Agreements (BPA).

Primary Customers

11th Wing Organizations
70th Intel Wing

WHAT WE NEED FROM YOU

Acquisition Package Items	Commodity (LGCB)	Service (LGCB)	Construction (LGCA)
Funding Document (w/description and date required)	X	X	X
Other Funding Documents (if applicable)	X	X	X
Independent Government Estimate ("FOUO")		X	X
Liquidated Damages Estimate/ Determination			X
Suggested Sources	X	X	X
List of Government Furnished Property/ Equip			X
Market Research	X	X	
Statement of Work / PWS		X	X
Performance Plan (>$100K)		X	
Brand Name / Sole Source (if applicable)	X	X	X
Proof of Coordination (if applicable: leasing, IT, etc)	X	X	X
EPA / Green Procurement	X		X
Quality Assurance appointment letter		X	
Ozone Depleting Chemical statement	X	X	X
Waivers (if applicable)	X	X	
Supporting documents (if applicable: PWRR, 322, 332)	X	X	X
DD254 (if applicable)		X	
Preliminary Evaluation Criteria (when used) (PPTO, Source Selection, Best Value)		X	