

PROCUREMENT MANAGEMENT ASSISTANCE PROGRAM (PMAP) CHECKLIST

1. PRD Documents

Number of Authorized Personnel _____

Number of Assigned Personnel _____

2. Grade Structure

Name & Number of NF-1102-03 _____

Name & Number of NF-1102-04/05 _____

Name & Number of NF-1105-02 _____

Name & Number of NF-1106-02 _____

3. Letters of Appointment

Total # # Appointment # Letters
Appointed Letters Pending

BPA Callers _____ / _____ / _____

Ordering Officers _____ / _____ / _____

CORs _____ / _____ / _____

IMPAC Cardholders/Checkholders _____ / _____ / _____

IMPAC Billing Officials _____ / _____ / _____

4. Training Documentation of non NAF Contracting Personnel

Total # # Trained # Training Required

BPA Callers _____ / _____ / _____

Ordering Officers _____ / _____ / _____

CORs _____ / _____ / _____

IMPAC Cardholders/Checkholders _____ / _____ / _____

IMPAC Billing Officials _____ / _____ / _____

5. Training Documentation of NAF Contracting Personnel

Course Category Course Title Name of Individual
Contracting Core Courses NAF Contracting (Basic) or Equivalent
NAF Contracting (Advanced) or Equivalent
Contract Administration
Contract Law
Contract Negotiation

Cost and Price Analysis
Construction
Advanced Contracting Courses

Professional Development Courses CFS Management Course

6. Warrants for NAF Contracting Officers (Available for Review)

Name _____

Dollar Limitation _____

Date of Warrant _____

Name _____

Dollar Limitation _____

Date of Warrant _____

Name _____

Dollar Limitation _____

Date of Warrant _____

7. Standards of Conduct Annual Training for Contracting Personnel (Name, Total Trained, Dates of last Training, and Copies of OGE Form 450 Confidential Financial Disclosure Report)

8. Semi-Annual Acquisition Meeting

What was the date of the last Conference conducted? _____

9. Minutes of Semi-Annual Acquisition Meeting

Available ____ (Obtain a Copy) Not Available ____

10. Contracting Related Publications/Information (either on-hand in Contracting Office or accessible on-line)

_____ Current MWR Update (215-1 through 215-5).

_____ MWR USA Policy Letter and amendments

_____ Federal Acquisition Regulation (FAR) and supplements

_____ General Services Administration (GSA) Federal Supply Schedules (FSS)

_____ Air Force Nonappropriated Fund Purchasing Office Agreements and

Contracts

_____ CFSC NAF Contracting Consolidated Contracts, including Prime Vendors

Contracts

_____ CFSC NAF Contracting Policy Letters

_____ Exceptions to Policies

_____ Vendor Catalogs and Price Lists

_____ Solicitation Mailing List

_____ Thomas Register (On-line or Paper copy)

_____ Subsistence Journals (Yellow Sheet, Health Services, Command Publications)

_____ Debarred, Suspended, and Ineligible Contractor List (GSA)

_____ Access to Internet/Government Web-site

_____ Other

11. Contracting Standard Operating Procedures (SOP)

Available _____ (Obtain a Copy) Not Available _____ Needs Revision _____

12. Proper Contracting Forms

Being Used _____ Not Being Used _____

Note Exceptions: _____

13. Exceptions to Policy

Are copies of all exceptions, waivers, and deviations to NAF procurement policy available?

14. Purchase Requests

a. Are purchase requests numbered by the activity? _____

b. Is the DA Form 4065-R being used except as required in AR 215-4, 3-14?

c. Are procedures in place to log in PRs? _____

If so, are they maintained manually _____ or electronically _____?

d. Are procedures in place for assignment of PRs? Describe:

e. Is fund certification obtained on purchase requests? _____

f. Is a procedure in place for authentication of signatures? _____

g. Are specifications/descriptions complete? _____

h. Are Statements of Work and Task Orders complete? _____

15. Document Registers

a. Are the correct PIINs being used for:

RFQs _____ RFPs _____

IFBs _____ Amendments _____

Purchase Orders _____ Delivery Orders _____

Contracts _____ Concessionaires _____

Entertainment _____ BPAs _____

BOAs _____ Agreements _____

Modifications _____

b. Are separate document registers maintained for:

RFQs _____ RFPs _____

IFBs _____ Amendments _____

Purchase Orders _____ Delivery Orders _____

Contracts _____ Concessionaires _____

Entertainment _____ BPAs _____

BOAs _____ Agreements _____

c. Are document registers maintained manually _____ or electronically _____?

d. Are TINs, DUNs, and Cage Codes recorded? _____

e. Is APF authorized (Dept Codes GN & GL) procurement workload documented? _____

16. Procurement Action Lead Time (PALT)

a. Is PALT prominently displayed in the Contracting Office for contracting personnel as well as customers to see? _____

a. What process used to communicate PALT to the customer?

b. Is PALT sufficient for accomplishment of your acquisitions?

c. Is PALT tracked manually _____ or electronically _____?

17. Contracting Assistance

a. How many actions over Contracting Officer's warrant are forwarded to a supporting contracting agency, e.g., DOC, USACFSC, or other agency? Obtain Agency Names.

b. Is assistance responsive to the needs of the NAFI? Note problems or instances where assistance was inadequate or non-existent.

c. Total dollar value of these actions (By Action and Agency).

18. Orders, Contracts, and BPAs

a. Are competition requirements being met? _____

b. Are oral solicitations documented properly? _____

c. Are written solicitations documented properly? _____

d. Are RFQs/RFPs/IFBs properly completed and issued? _____

e. How often are advance payment procedures being used? _____

And, have they been properly documented? _____

f. Has the BPA format been reviewed by legal counsel prior to the issuance and each time a substantive change is made to the format or terms and conditions?

g. Are proper BPA procedures in place? ____ If so, are they being followed? ____

h. Are BPA caller appointments in writing by the Contracting Officer? _____

i. Are BPA limitations clearly stated? _____

j. What dollar limitations are placed on the BPA callers?

k. How frequently are BPA calls reconciled?

Monthly ____ Quarterly ____ Annually ____ Not reconciled ____

l. Are BPA file reviews being conducted by the activity as required? _____

m. Are BPAs being reviewed in the contracting office as required? _____

n. Is legal review being obtained as required? ____ If so, is the Contracting Officer's response to legal's concerns documented and placed in the contract files?

o. Are negotiations documented? ____ And, are proper forms being used where appropriate (DA Form 4072-R, DA Form 5567-R, Negotiation Memorandum)?

p. Are fair and reasonable prices obtained ____ documented ____?

q. Are pre-proposal and post-award conferences conducted when necessary?

r. Are evaluation plans being followed?

s. What are the payment terms for multi-year service contracts?

t. Are Determinations of Responsibility conducted? _____

u. Are Contract Awards Boards established and conducted when determined appropriate by the Contracting Officer? _____

v. Were all contracts accomplished on a fixed price basis? _____ If not, was there documentation for other than fixed price type contracts? _____

w. Are sole source and brand name only justifications documented in the file? _____ If not, explain.

(1) Total number of sole source actions accomplished: _____

(2) Total number of brand name only actions completed: _____

19. Purchase Cards and Checks

a. Are the NAF Purchase Card/Check procedures being followed properly? _____ If not, explain.

b. Are purchases logged manually _____ or electronically _____?

20. Contract Administration

a. Are contract files and office administration files set up in accordance with Army file system procedures? _____ If not, explain. _____

b. Are suspense files set up to flag delivery of goods or services? _____

c. In the event of a late delivery, is the Contracting Officer negotiating for some type of consideration?

d. Are short shipments, nonconforming shipments, etc., followed up on in a timely manner?

e. Are modifications for exercising options in the file? _____

f. Are justifications for exercising options in the file? _____

g. Were written notices provided to the contractor within the time period specified in the contract when exercising options? _____

h. Are copies of insurance, bonds, and other relevant documents in the file when required? _____
Are these documents current? _____ Were they executed properly? _____

i. Were modifications completed properly? _____

j. Are documents to support the rationale for modifications in file? _____

k. Are properly approved certification of additional funds in the file when modifications were made to increase the contract amount? _____

l. How many modifications were issued allowing for equitable adjustments due to revised wage determination? _____

m. Which contracts have modifications issued increasing the total aggregate contract price by 50 percent or more? _____

n. Did the Contracting Officer execute modifications properly so as not to exceed his/her warranted authority considering the aggregate contract price at the time modifications were issued?

o. Are you using the Joint Services Prime Vendor contract for food and food-related products? _____ If so, are you placing orders electronically using software provided by the contractor? _____

p. Are appropriate measures being used to resolve disputes, appeals, claims, and terminations? Explain. _____

q. How long does it take to close out files once delivery is made? _____

r. Are files closed out with appropriate documentation? _____ If not, explain.

21. Unauthorized Commitments

a. How many unauthorized commitments were made? _____

b. Are ratifications of unauthorized commitments processed in accordance with the requirements specified in the regulation? Explain. _____

22. Automation

a. Is the contracting function automated? _____ If so, are you using the Army's Standard NAF Automated Contracting Systems? _____ If not, to what extent is the contracting function automated?

b. Are vendors with whom you deal on a regular basis automated? _____
What percentage? (Estimate) _____

23. Internal Control

a. Has the contracting function complied with internal control measures established in AR 11-2?

24. Miscellaneous

Additional narrative/discussion should be attached to this list or rolled up into the final report on issues not addressed. _____

PROCUREMENT MANAGEMENT ASSISTANCE PROGRAM
CONTRACT MANAGEMENT SURVEY

1. Scope of the Contracting Function

a. How important does management consider the contracting activity in the command's mission?

b. What role does the contracting office play in the overall strategic goals of the organization?

And, how is this accomplished? (Acquisition planning for major projects, identification of items/services for consolidated buys, etc.)

c. Is contracting properly aligned in the organization to ensure the separation of functions?

d. Does contracting participate in the formulation of policies on forecasting needs and inventory levels? _____

e. To what extent does contracting participate in product standardization in programs within MWR?

f. Are Purchase Review Board Meetings conducted? _____ If so, how often?

2. Evaluation of Contracting Managerial Personnel

a. Are contracting directors or chiefs adequately qualified? _____ If not, explain.

b. Do they understand the mission and business entities of the command/ organization?

c. Is there a mentoring program in place? _____ If so, what process does management use to oversee the program? _____

d. Do they have adequate knowledge of relevant products/services and markets with which they deal? _____ If not, explain. _____

3. Organization

a. Does contracting have a current organizational chart? _____

b. Are all NAF contracting activities centralized in the contracting office? _____

If not, where are they organizationally aligned? _____

c. Have clear lines of responsibility and authority been established?

d. Is sufficient authority delegated along with responsibility?

e. Is adequate organizational planning being done to meet future needs?

4. Personnel

a. Has the department developed adequate position guides and employee qualifications for its jobs?

b. How do employee qualifications reflect job requirements?

c. What job training is given to personnel?

d. What professional development training is given to personnel?

e. What planning and preparation are done for the advancement and replacement of personnel? _____

f. Are compensation levels adequate to retain competent personnel? _____ If not, explain.

5. Policies

a. Are the policies and procedures in AR 215-4, NAF Contracting, being followed?

b. What policies and procedures have been adopted regarding market research?

c. Do Purchasing Agents/Contract Specialists utilize existing purchasing programs to the fullest extent possible, e.g., GSA schedules, AFNAFPO consolidated buys, Army prime vendor contracts?

d. Is adequate planning done to permit effective contracting?

e. Do satisfactory policies exist for noncompetitive buying?

f. Do satisfactory policies exist for vendor identification, vendor evaluation and selection, and updated solicitation mailing list files?

g. Have policies been developed concerning terms of purchase, routing of shipments, types of inspection (including coordination with suppliers), and local purchases?

6. Procedures

a. Are all procedures uniform and have automated procedures been put in effect to the extent reasonably possible?

b. Have process flow charts been developed? _____

c. Are locally generated forms well designed, simple and effective? (Obtain a Copy)

d. Are procedures in operation effectively coordinated with receiving activities, inventory control, receiving and storage, and transportation?

e. Are adequate procedures used to handle emergency orders _____ repetitive buys _____?

f. Are adequate procedures in place for controlling the receiving of goods and services and for handling loss and damage claims?

g. Do adequate procedures exist for receiving, storing, and distributing goods to requesting activities?

h. What methods and systems are in place to interface with warehouse and other activities for repetitive buys to serve customers more efficiently?

7. Records and Reports

a. Are adequate records maintained to facilitate effective:

BPA records _____ Ordering officer records _____
Purchase card logs _____ Purchase check logs _____

b. Do operating records contain necessary data for internal control purposes? _____ If not, explain.

c. What reports are submitted to purchasing management to facilitate managerial control in the area of vendor performance and purchasing responsiveness?

d. How frequently are such reports submitted? _____

e. What reports are submitted to the General Manager/Commander?

PROCUREMENT MANAGEMENT ASSISTANCE PROGRAM
CONTRACTING PERSONNEL (PURCHASING AGENTS, SPECIALISTS) QUESTIONNAIRE

1. Is a well-developed Standard Operating Procedure (SOP) in use? _____ If not, explain.

2. Do requesting activities provide contracting with properly filled-out purchase requests (DA Form 4065-R) with clear purchase description, authenticated signatures, reasonable delivery date, certification of funds, etc.?

3. Do you have the opportunity to visit the activities you support to gain a better understanding of their operations? _____

4. Are you able to offer suggestions to the requesting activities on better ways to purchase items, new vendors and/or catalogs which provide the supplies and services they use most often, proper procedures for completing the purchase request, and lead times for making timely purchases for their activities? Explain. _____

5. Do you assist the requesting activities in planning their requirements? _____ If so, explain.

6. Do you keep the requesting activities informed regarding delays, estimated delivery dates, etc., for supplies/services they have requested?

7. Do you occasionally take a supplier's representative to the requesting activities to discuss cost-saving proposals?

8. Explain how you work with suppliers to develop new methods and ideas that will help requesting activities cut costs and improve operations?

9. Do you change the specifications or requirements from requesting activities? If so, why?

10. Do you review and discuss specifications or requirements on requesting activities' purchase requests? Do you provide appropriate feedback, when necessary?

11. What type of training do you think would benefit you in your job?

12. Do you have any ideas for working more efficiently and effectively?

13. What are the challenges you are encountering?

14. Describe your working relationship with activity personnel?

15. Are mentoring and oversight performed by the Chief of Contracting?

16. Additional comments and suggestions.

PROCUREMENT MANAGEMENT ASSISTANCE PROGRAM
REQUESTING ACTIVITY QUESTIONNAIRE

1. Does the Contracting Office provide you with a list of published estimated Procurement Action Lead Time (PALT) required to process a purchase for the items/services you use? _____

2. Are procurement actions taken within the PALT? _____ If not, how long do they take?

3. Are you aware of the benchmark for processing procurement actions by your Contracting Office?

4. Do you believe the Purchasing Agents/Contract Specialists who handle your requirements know enough about the items or services to make wise contracting decisions? _____ If not, explain.

5. Is the quality of supplies or services that the Contracting Office obtains for your activity suitable to your needs? _____ If not, explain. _____

6. Does the Purchasing Agent/Contract Specialist who handles your requirements visit your activity? _____ If so, how often? _____

7. Are the Purchasing Agents/Contract Specialists familiar with and understand the operations of your activity? _____

8. Do the Purchasing Agents/Contract Specialists assist you in planning your requirements? Explain.

9. Do the Purchasing Agents/Contract Specialists keep you informed regarding delays, estimated delivery dates, etc., for suppliers or services requisitioned?

10. Do the Purchasing Agents/Contract Specialists occasionally bring or direct a supplier's representative to your activity to discuss procurements?

11. Are you always treated in a courteous, businesslike manner by contracting personnel? _____
If not, explain. _____

12. Do you believe that contracting personnel are taking advantage of cost-saving ideas and seeking recommendations from suppliers? _____

Attachment 3

13. Do you feel that contracting personnel continually urge suppliers to develop new methods and ideas that will help you cut your costs and improve your operations?

14. Do supplies requisitioned usually arrive when scheduled? _____ If not, does the Purchasing Agent/Contract Specialist notify you that delivery will be late?

15. How often do the Purchasing Agents/Contract Specialists arbitrarily change the quality specifications on your requests without consulting you?

16. How long does it take, on the average, for warehousing (if used) to fill your requisition for items that are carried in inventory? _____

17. Are you satisfied with the Purchase Card Program? Purchase Check Program? Explain.

18. Do you perceive that the contracting office management encourages the use of the Purchase Card? Purchase Check? Explain. _____

19. Are activities using the purchase card to the maximum extent possible?

20. Are you using an automated purchasing program to prepare your requests? _____ Why or why not? _____

21. Any suggestions for improvements to the purchasing and contracting process?

PROCUREMENT MANAGEMENT ASSISTANCE PROGRAM
ACCOUNTING QUESTIONNAIRE

1. Do the requesting activities furnish you with the receiving reports and delivery documents within two work days in order for you to take advantage of discounts or to make payments IAW the Prompt Payment Act? _____

2. Does the Contracting Office furnish copies of all purchase documents in order for you to take advantage of prompt payment discounts?

3. Are you furnishing evidence of payment to the Contracting Office, so contract files can be closed

out? _____

4. Are copies of original signed BPA call records and vendor's delivery records forwarded to you at the end of each month or billing cycle, whichever is applicable?

5. Do you notify the Contracting Office when there are discrepancies between the purchase document and vendor's invoice?

6. On average, how many work days does it take you to receive modifications or changes to purchase documents? _____

7. When discrepancies in shipments (i.e., double shipments, unit pricing and/or quantity) are noted on billing documents, do you notify the Contracting Office?

8. Under concessionaire type contracts, are vendor's payments to the NAFI received in accordance with the terms of the contract? _____ If not, explain. _____

9. How well do you interact with contracting personnel? Is the contracting staff courteous and businesslike when working with you?

10. Additional comments and suggestions.

PROCUREMENT MANAGEMENT ASSISTANCE PROGRAM
FINANCIAL MANAGEMENT QUESTIONNAIRE

1. Is sufficient funding available for orders and contracts placed? _____ If not, explain.

2. Under concessionaire type contracts, are vendor's payments to the NAFI received in accordance with the terms of the contract? _____ If not, explain. _____

3. How well do you interact with contracting personnel? Is the contracting staff courteous and businesslike when working with you?

4. Additional comments and suggestions.
