

Contract Requirements Matrix

Comment - This matrix represents only a 90 percent solution to identify required support documents for commercial supplies, services, and construction. Coordination with the appropriate Contracting Officer is still recommended.

		* Note 1	* Note 2	* Note 3	* Note 4	* Note 5	* Note 6	* Note 7	* Note 8								
PR Package Requirements		Plans, Specs and Drawings (PSDs) (Statement of Work)	Performance Work Statement (PWS)/ Statement of Need (SON)/ Statement of Objectives (SOO)	Minimum Essential Characteristics (MEC)	Independent Government Estimate (IGE)	Service Contract Approval Form (SCAF) Army Organizations only	Justification & Approval (J & A)	Justification for an Exception to Fair Opportunity (JEFO)	Limited Source Justification (LSJ)	Quality Assurance Surveillance Plan (QASP) / Technical Inspection Plan	Evaluation Criteria (EVAL)	COR Nomination / Technical POC / Budget POC	Market Research	Purchase Request (PR)	Acquisition Decision Memorandum (ADM)	Use of Non-DOD Certificate	Antiterrorism/Operations Security Review (AT/OPSEC) Coversheet
Service	Full & Open Comp.	IDIQ	X		X	X				X	X	X	X	X	A		X
	Other Than Full & Open Comp.	Non DOD < \$150,000	X		X	X			X	X	X	X	X	X		X	X
		Non DOD > \$150,000	X		X	X			X	X	X	X	X	X			X
		Non GSA	X		X	X	X			X	X	X	X	X	A		X
	IDIQ	X		X	X		X		X	X	X	X	X			X	
Supply	Full & Open Comp.	IDIQ	A	X	X					X	X	X	X	A			
	Other Than Full & Open Comp.	Non DOD < \$150,000	A	X	X				X	X	X	X	X			X	
		Non DOD > \$150,000	A	X	X				X	X	X	X	X				
		Non GSA	A	X	X		X			X	X	X	X		A		
	IDIQ	A	X	X			X		X	X	X	X					
Construct	Full & Open Comp.	X		A	X	X				X	A	X	X				X
	Other Than Full & Open Comp.	X		A	X	X	A	A		X	A	X	X				X
MODs	Service	A	A	A	A	A	A	A	A				A	A	A		A
	Supply		A	A	A		A	A	A				A	A	A		
	Construction	A		A	A	A	A						A	A			A
TOs & DOs	Service, Supply, Construction	A	A	A	X	X		A		A	A	X	A	X			
Options						X						X	A	A			

X = Required
A = As Applicable

NOTE: For "Supply with Service" & "Service with Supply" include documents from both categories.

*** Notes**

- MECs maybe required for construction requirements that include the installation of major fixed equipment into real property (i.e. boilers, generators, incinerators, fuel tanks, etc.)
- IGCE/IGE - IGCE is the U.S. Gov't estimate of costs that a contractor may incur in performing services and/or providing supplies to achieve the Government's objectives. These costs include direct costs; such as labor, supplies, equipment, or transportation and indirect costs; such as labor overhead, material overhead, as well as general and administrative (G&A) expenses, profit or fee. The IGCE is a procurement sensitive document and should be handled accordingly. An IGE is applicable to commercial supplies and is established by determining the market value of an item through market research using GSA schedules, published price lists, catalog pricing, market survey, previous buys, etc.
- J&As - Required if purchase will be made without full and open competition.
- JEFOs - Required for task/delivery orders under multiple award IDIQ contracts under FAR Part 16 when fair opportunity is not extended.
- LSJs - Required for GSA purchases if less than three firms will be solicited, or if the purchase will be made without competition. Required for FAR Part 8 task/delivery orders if 'fair opportunity' to compete is not extended to all contractors.
- COR Nomination Letter/Technical POC - When a COR is required, a COR nomination letter must be provided in VCE-COR. Otherwise the name of a Technical POC is required for post award administrative coordination. Reference PAN 11-01 - Administration and Surveillance of Service Contracts.
- Market Research - is required for every procurement of supplies and services. It is accomplished by developing the essential physical, functional, and/or performance requirements needed to compete the requirement or to substantiate why the procurement must be effected with limited or no competition.
- ADM - Acquisition Decision Memorandum applies to requirements in the acquisition life-cycle (Decision Gate).