

**U.S. ARMY MISSION AND INSTALLATION  
CONTRACTING COMMAND**

**SAT Supply  
Procurement Program  
(S2P2)  
HANDBOOK**



**2 June 2017**

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## Introduction

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The Simplified Acquisition Threshold (SAT) Supply Procurement Program (S2P2) was established to reduce the procurement lead time and touch labor associated with the purchase of supplies under the SAT (\$150K). By utilizing this program, end users of supplies will get the items they need faster by reducing inefficient processes in the procurement life cycle.



## Purpose

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The purpose of this handbook is to provide instructions for each party in the procurement life cycle on utilizing the S2P2. The point of contact for this handbook is the S2P2 Customer Service Advocate [usarmy.drum.acc-micc.mbx.micc@mail.mil](mailto:usarmy.drum.acc-micc.mbx.micc@mail.mil) or 315-772-5582.



## Key Roles and Responsibilities

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### End User

- In order to create a funding estimate, end users have traditionally contacted vendors for a price quotation or utilized an internet search engine. In many cases, neither of these processes produced an accurate price estimate because [www.sam.gov](http://www.sam.gov) registered vendors and mandatory contract terms and conditions were not taken into consideration during this phase. This process will no longer be required and will be replaced by the steps below.
- End users will post a Request for Quotation (RFQ) utilizing [www.fedbid.com](http://www.fedbid.com) in order to create accurate funding estimates. All contract terms and conditions will be preloaded into this RFQ.
- End users will register for a S2P2 account following the procedures in [Attachment 1](#).



- End Users will identify if their requirement can only be satisfied by utilizing a brand name item (such as replacement parts) or if this is a new requirement in which brand name is not required. Brand name exact matches must be approved by a Contracting Officer (KO) prior to posting the RFQ. Fill out Brand Name request and send to [usarmy.drum.acc-micc.mbx.micc@mail.mil](mailto:usarmy.drum.acc-micc.mbx.micc@mail.mil) for approval prior to completing buy package. Brand name exact match is not the same as sole source to one vendor.



If your requirement is sole source you will not follow this guide. Please contact your local MICC office for instructions.

- Instructions can be found in [Attachment 2](#) for posting an Exact Match RFQ after KO concurrence is received.
- Instructions can be found in [Attachment 3](#) for posting all other Open Market RFQ's.
- After the RFQ is posted, follow the steps in the slides in [Attachment 4](#).
- Ensure the GFEBs Users/G8/Resource Manager that is inputting the purchase request after the RFQ process is complete has been given instruction per [Attachment 5](#).
- This process will not be utilized if your contracting office has an existing ordering contract in place, nor will it be utilized for information technology hardware and software that is required to be purchased utilizing CHES.

### GFEBs Users/ G8/ Resource Management

- This process will eliminate the need for PR modifications if followed properly. PR modifications require multiple GFEBs users (L1-L4). Ensuring this process is followed will reduce labor time associated with the PR submission process. Follow the steps below regardless of how you certify funds.
- Funding requests will not be submitted until the RFQ has closed. GFEBs follow [Attachment 5](#).
- **It is critical that you ensure the Contract Line Item Number (CLIN) structure on the PR matches the one used in the low quote exactly. The contract will be awarded utilizing the exact CLIN structure.**
- Make sure the PR title in the header text box includes the S2P2 buy number and that you upload as an attachment the S2P2 buy packet from the end user.
- It is critical that the Wide Area Workflow (WAWF) acceptor's name and contact information is listed in the item text box (KO Notes) of the PR. This will reduce labor associated with contract payment and close out. S2P2 staff will not accept a PR unless the WAWF acceptor is clearly listed.
- It is critical that the personnel requiring a copy of the contract have their name and contact information listed in the item text box (KO Notes) of the PR. This will ensure that everyone associated with the buy is informed when award is made. S2P2 staff will not be responsible for lack of distribution if contact information is not indicated.



## MICC

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- Contracting Officers will ensure all Brand Name Exact match requests are returned to the end users within two business days of receipt of request.
- Shall review all submitted S2P2 purchase requests to ensure the end user followed the S2P2 process.
- PR's submitted that did not follow the S2P2 process will be returned to the end user.
- MICC standard Procurement Action Lead Time (PALT) for S2P2 action will be two days after receipt of funded purchase request and S2P2 packet from end user.
- The awarding contracting office will administer and close out all actions.
- All MICC offices not working S2P2 actions will ensure they instruct their installation of this process and enforce the process by returning S2P2 actions if they are sent to the wrong processing location.



## Attachments

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### Attachment 1

Double click the slide below:



**Attachment 2**

Double click the slide below:



**Attachment 3**

Double click the slide below:



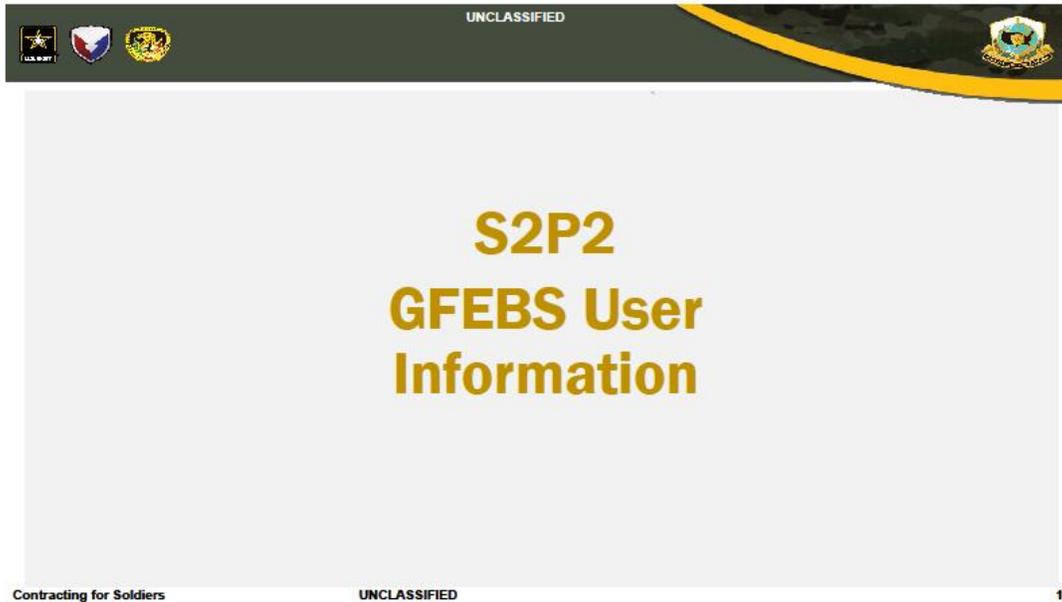
**Attachment 4**

Double click the slide below:



**Attachment 5**

Double click the slide below:



Sample Memorandum



[Unit or Organization & Address]

REPLY TO  
ATTENTION OF

[Office Symbol]

[Date]

MEMORANDUM FOR MICC S2P2 OFFICE

SUBJECT: Brand Name Letter for [Unit or Organization] [FedBid Buy #]

1. [A clear, concise statement of the facts justifying the award of brand name purchase order. Explain why the specified brand is the only item that will fulfill the minimum essential needs of the government. If the item is part of a presently owned system, identify the system and explain why no other brand would be acceptable.]
2. [Provide a statement of any research that was accomplished to determine that an acceptable substitute brand is not available.]
3. For the reasons listed above, the [Unit or Organization] requests that a brand name purchase of [Requirement].
4. If there are any questions, please contact [Mr./Ms. Insert Name] at [Phone Number].

[Name]

[Rank]

[Position]

When this memo is complete, please send it to [usarmy.drums.mbx.micc@mail.mil](mailto:usarmy.drums.mbx.micc@mail.mil) for approval.

