

GEX Guidelines

(These guidelines are for informational purposes only. All terms and conditions of the GEX IDIQ contract prevail over these guidelines)

Task Order Submission Requests GEX IDIQ Contract SP4701-15-D-0001 GEX Messaging and Data Transformation Support

1. DESCRIPTION:

The Global EXchange Services (GEX) supports the overall DoD and Federal initiative to provide a common set of tools and services to implement Electronic Commerce (EC) throughout the DoD and Federal Government. GEX is an integration of multiple COTS software packages that provide messaging and mediation services primarily to the Business Mission Area in Department of Defense (DoD). To facilitate the spiral enhancements and ongoing sustainment activities, the GEX IDIQ was awarded as a vehicle for agencies to issue Task Orders for the diverse tasks associated with the support of this effort.

This contract was a competitively bid--single awarded IDIQ contract to Northrop Grumman Systems Corporation. Northrop Grumman Systems Corporation is the Team lead. All Proposals for the Contract must come from Northrop Grumman Systems Corporation as the Team Lead regardless if CTAs are to be utilized.

2. SCOPE DETERMINATION

In order for a Task Order to be placed against the GEX IDIQ, the requesting agency must submit a concise PWS and IGCE to the Program Office POCs, Gary Wooddell (gary.wooddell@dla.mil) for scope review and Audrey Jewell Brock (audrey.brock@dla.mil) for funding review.

3. DLA AGENCY ORDERING REQUIREMENTS

If a DLA Agency and the task is determined to be within scope of tasks listed in the IDIQ and the ceiling for the funding is sufficient, then a funding document must be submitted to Audrey Brock, who will submit the PWS, IGCE and funding document to DCSO/Philly, POC, Daniel Washington (daniel.washington@dla.mil).

4. NON-DLA AGENCY ORDERING REQUIREMENTS AND FEE FOR SERVICE

When a DoD requesting agency, other than DLA, requests an order against the resultant IDIQ, that agency can utilize their contracting shop to issue the task order. They shall furnish the following information at the time of order to the DCSO/Philly POC Daniel Washington (daniel.washington@dla.mil)

1) Either a Determination and Findings (D&F) in accordance with FAR 17.502-2(c) or DD Form 1144

The D&F, per the requirements of FAR 17.502-2(c), shall

- State that use of an interagency acquisition is in the best interest of the Government;
- State that the supplies or services cannot be obtained as conveniently or economically by contracting directly with a private source; and

- Include a statement that at least one of the following circumstances applies:
 1. The acquisition will appropriately be made under an existing contract of the servicing agency, entered into before placement of the order, to meet the requirement of the servicing agency for the same or similar supplies or services.
 2. The servicing agency has the capability or expertise to enter into a contract for such supplies or services that is not available within the requesting agency.
 3. The servicing agency is specifically authorized by law or regulation to purchase such supplies or services on behalf of other agencies.
 4. The D&F shall be approved by a contracting officer of the requesting agency with authority to contract for the supplies or services to be ordered, or by another official designated by the agency head
- Note: Northrop Grumman Systems Corporation is the Lead Contractor in the Contractor Teaming Arrangement (CTA), all contact with the vendors should be coordinated with Northrop Grumman, and not directly with any of the Contract Teaming Partners.

2) A Military Interdepartmental Purchase Order Request (MIPR) for fee of service in the amount of 0.40 percent of their total task order to DCSO/Philly:

DLA Contracting Services Office-Philadelphia
 Daniel Washington (HR8)
 700 Robbins Avenue
 Philadelphia, PA 19111
 (215) 737-2587
Daniel.washington@dla.mil

3) After D&F approval and Service FEE MIPR

Non-DLA contracting offices should correspond directly with Northrop contracts POC (Wendy Eaton - Wendy.Eaton@ngc.com) for RFQ submission, proposal receipt and task order award

5. NON-DLA AGENCY UTILIZING DLA DCSO/PHILLY ORDERING REQUIREMENTS AND FEE FOR SERVICE

When a DoD or Federal agency, other than DLA, issues an order against the IDIQ, and request DLA DCSO/Philly to process the task order, the following will be required:

- 1) PWS and IGCE submitted to Program Office; Gary Wooddell (gary.wooddell@dlal.mil) and Audrey Jewell Brock (audrey.brock@dla.mil)

If determined to be within scope and ceiling available, DCSO/Philly Contracting POC, Daniel Washington (daniel.washington@dla.mil) should be contacted to:

- 1) Complete Form 1144
- 2) Negotiate a fee for service percentage of task order