UNITED STATES MARINE CORPS
MARINE CORPS SYSTEMS COMMAND
2200 LESTER STREET
QUANTICO, VIRGINIA 22134-6050

IN REPLY REFER TO:
4200
O&PD/17136

02 JUL 2017

From: Commander
To: Distribution List

Subj: IMPLEMENTING INSTRUCTIONS FOR MARINE CORPS SYSTEM COMMAND ORDER 4200.2D, THE PROCUREMENT INITIATION DOCUMENT PROCESS

Encl: (1) MARINE CORPS SYSTEM COMMAND 4200.2D

1. For the remainder of FY17, only those contract actions requiring a signature are required to have a Procurement Initiation Document. For FY18 and beyond, all contract actions, regardless of awarding activity, shall be entered into Project Management Tool (PMT).

2. A basic transition plan shall be drafted and submitted to the Executive Director within 90 days of the signing of this order documenting the current process/tool employed within your organization and how you intend to inculcate the PMT into your organizational battle-rhythm.

3. Point of contact for questions or further guidance is Todd Wagenhorst at (703)432-3300 or by email: todd.wagenhorst@usmc.mil.

J. F. SHRADER

UNITED STATES MARINE CORPS
MARINE CORPS SYSTEMS COMMAND
2200 LESTER STREET
QUANTICO, VIRGINIA 22134-6050

IN REPLY REFER TO:
4200.2D
COMDR
12 JUL 2017

MARINE CORPS SYSTEMS COMMAND ORDER 4200.2D

From: Commander
To: Distribution List

Subj: THE PROCUREMENT INITIATION DOCUMENT PROCESS

Ref: (a) Procurement Initiation Document Process Desktop Guide
(b) FAR Subpart 3.1, Safeguards/Standards of Conduct
(c) 41 U.S. Code Section 423, Procurement Integrity Act
(d) MCO 4400.201
(e) DoD Instruction 5000.02 of 7 January 2015
(f) DoD Instruction 5000.74 of 6 January 2016
(g) DoD Instruction 5000.75 of 2 February 2017,
(h) MARCORSYSCOM Acquisition Guidebook of Feb 17
(i) 10 U.S. Code Section 2330, Procurement of Contract Services: Management Structure
(j) 10 U.S. Code Section 2330a, Procurement of Services: Tracking of Purchases
(k) FAR Part 10, Market Research
(l) FAR Subpart 11.6, Priorities and Allocations
(m) MARCORSYSCOMO 11010.1 of 27 January 2016,
(n) MARCORSYSCOM Policy Letter 9-10 of 21 October 2010,
(o) 10 U.S. Code Section 2222, Defense Business Systems: Architecture, Accountability, and Modernization
(p) MARADMIN 375/11, Information Technology (IT) Funding, Approval, and Procurement
(q) 40 U.S. Code Section 11101, Clinger-Cohen Act

Encl: (1) PID Package Approval Form
(2) PID Package Approval Form Data Field Definitions

1. Situation. Marine Corps Systems Command (MARCORSYSCOM) has adopted the Naval Air Systems Command's Acquisition Management System (AMS) for procurement management. The Procurement Management Tool (PMT), a module within AMS, is the only authorized tool for the management and tracking of procurements at MARCORSYSCOM and affiliated Program Executive Offices (PEOs). The Procurement Initiation Document (PID) package replaces the existing procurement request form, procurement Profile Execution



**ENCLOSURE (1)**

Plan (PPEP), and the procurement request review process. The PMT tool tasks correspond to the former PPEP tasks; all tasks required to accomplish procurements shall be identified as part of the PID package and shall be entered into PMT. Procurement Request (PR) Builder requirements and processes will continue per Headquarters Marine Corps (Programs and Resources) and MARCORSYSCOM guidance.

2. Cancellation. MCSCO 4200.2C.

3. Mission. To establish policy, procedures, and assign responsibilities for the PID process across MARCORSYSCOM and its affiliated PEOs in order to create a common, efficient, consistent, repeatable, and transparent procurement process that supports MARCORSYSCOM's mission. This process includes the use of Procurement Planning Conferences (PPC), the resulting Procurement Planning Agreements (PPA), and all the artifacts that comprise the PID Package.

4. Execution

a. Commander's Intent. To standardize acquisition processes and training across the command, improve tradecraft, provide Portfolio Managers (PfM), Program Managers (PM) (and their equivalents), Integrated Product Teams (IPTs), affiliated PEOs, and professional support staff - Systems Engineering, Acquisition Logistics & Product Support, Financial Management, Human Capital Management, Operations & Programs, Contracts, and Chief of Staff - with procedures and a suite of common measuring, tracking, and reporting tools, in order to reduce acquisition cycle time and rework.

b. Concept of Operations

(1) All procurements shall implement the procedures as outlined in reference (a) and comply with applicable policies in references (b) through (q).

(2) Regardless of dollar value, all command procurement actions, with the exception of military standard requisitions and purchase card transactions, shall have a PID and be entered in the PMT for management, tracking, and award. Should MARCORSYSCOM not be the Head of Contracting Activity (HCA) (e.g., for procurements executed through external organizations), an abbreviated (external action) PID shall be created in PMT. Procurement actions shall not be awarded without an accurate and complete PID data record in the PMT.

The PMT is government-owned, government-maintained; it is located on the AMS at https://ams.navair.navy.mil/PMT.

(3) Due to the procurement sensitivity of the data associated with the PMT and the PID itself, per references (b) and (c), support contractors shall not have access to the PMT, nor shall they be used to enter or modify PID data. Contractors shall not receive PMT training. Contractors shall not receive source selection sensitive report data. However, contractors may provide documentation development support for PID artifacts, if appropriate for that procurement.

(4) Proper Contract Data Requirements List (CDRL) detail and property accountability shall be supported per references (d), (m), and (n) when procuring materiel and supplies.

(5) A PPC and PPA are required for all procurements executed by MARCORSYSCOM that exceed the Simplified Acquisition Threshold, with the exception of pre-priced options and incremental funding.

c. Subordinate Element Missions

(1) Requiring Office (RO) The RO is the organization that initiates the procurement process. PEOs, PfMs, PMs (and their equivalents), and professional support staff are responsible for the PID process for the procurements under their cognizance per references (e), (f), and (g). The RO shall be responsible for the following activities:

(a) Identify and define requirements within the mission of the Command.

(b) Establish an acquisition IPT including all relevant disciplines to manage projects within the RO.

(c) Designate a procurement lead for the acquisition IPT. (See section (2) below for discussion of the procurement lead).

(d) Ensure that the procurement lead manages and updates the progress of the procurement schedule in the PMT.

(e) Approve the PID package, verifying that all artifacts required to support the procurement action are

(e) Approve the PID package, verifying that all artifacts required to support the procurement action are complete, using the PID Package Approval Form, henceforth referred to in this order as the "Form." The Form and its Data Field Requirements are found at Enclosures 1 & 2 respectively.

(f) Review and submit contractual services requirements to the Services Requirements Review Board (SRRB) in order to obtain validation and approval as early as practicable per reference (f), (i), and (j).

(g) Nominate the Contracting Officer's Representative (COR).

(h) Identify no less than two individuals within the RO who shall be responsible for administering the PMT for the RO, including assigning user roles and other administrative tasks. These individuals shall have PMT administration privileges.

(2) Procurement Lead. To provide a common term, the action officer from the RO tasked to coordinate the overall procurement planning and execution shall hereafter be referred to as the "procurement lead" in this order. The acquisition IPT established by the RO is led by the procurement lead. **A procurement lead shall be a Government program office employee or the COR, and shall not be a contracting officer or contract specialist**, except under certain very limited circumstances (e.g., a PID initiated by procuring contracting officer (PCO) for administrative correction to contract). The procurement lead, working closely with other acquisition IPT members, shall:

(a) Identify the procurement requirement (including foreign military sales).

(b) Establish a PID in the PMT and manage it to completion per reference (a) for organically funded actions and, where we have accepted HCA authority, external requirements.

(c) Determine acquisition IPT participation requirements, and coordinate with organization leads or assistant PM (APM) offices for representative support. Some essential members of the IPT, such as Security, Small Business Office, Office of Public Affairs and Communication, Counsel, etc., are not permanently attached for day-to-day business; however, they are expected to be available to review documentation and advise the IPT prior to formal review.

(d) Assign PMT roles and PID responsibilities.

(e) Prepare a comprehensive Independent Government Cost Estimate (IGCE).

(f) Provide inputs to the spend plan.

(g) Develop/create a CDRL structure that takes into account the PID process and procedures found in reference (a).

(h) Conduct and document market research per reference (K).

(i) Develop an appropriate Acquisition Strategy (AS) and Acquisition Plan (AP) for the procurement.

(j) Convene and chair the PPC.

(k) Prepare the PPA, coordinate approval signatures, and issue it to all participants.

(l) Manage and update the progress of the procurement schedule in the PMT, which does not update automatically. The PID must be managed in an orderly fashion to ensure a contract award is successfully executed in accordance with the PPA.

(m) Notify the PM (or their staff equivalent) and the respective APM-Contracts of any adjustment to the procurement schedule that changes the Contract Award Date.

(n) Initiate the SRRB process to obtain SRRB validation and approval of service requirements per references (f), (i), and (j).

(o) Coordinate appropriate product and service code (PSC) and corresponding Object Class Code (OCC) and Sub-OCC selection with Contracts and Finance.

(p) Assign the applicable Defense priorities number for a new procurement per reference (l).

(q) Provide required documentation/input to the financial manager/analyst for creation of electronic funding document in PR Builder.

(r) Coordinate with financial managers to ensure proper approval prior to accepting other customer funds.

(s) Refer to the Security portal on the MARCORSYSCOM Vital Information Portal for Enterprise Resources (VIPER) to ensure compliance with program protection requirements and to ensure that all other security aspects (e.g., cyber security, etc.) are adequately addressed.

(t) Ensure Clinger-Cohen Act compliance and obtain other appropriate approvals per reference (q), as required.

(u) Ensure Investment Review Board and IT Procurement approvals are processed per references (g), (o), and (p).

(v) Coordinate approval and acceptance of the completed PID package and associated artifacts, using the Form to verify that all necessary documents and actions required to support the procurement have been accomplished.

(3) <u>Director of Operations and Programs Directorate shall</u>:

(a) Monitor and refine the effectiveness of the PID process, as appropriate, through periodic data collection and analysis.

(b) Provide PID package and process guidance, training, and other support in the areas of acquisition planning outlined in reference (h), the PID Process, market research responsibilities, methods, and documentation outlined in reference (k).

(c) Where no PM relationship exists (e.g. Technology Service Contract), provide the entry point and act as the PID Administrator for external requirements per reference (a).

(d) Advise the acquisition IPT regarding cost analysis support and developing the IGCE.

d. <u>The PPA and PID Package Approval Process</u>

(1) Procurement Planning Agreement. The PM/staff equivalent and the APM-Contracts shall sign the PPA for Request for Proposal Required" PIDs. Any adjustment to the procurement

schedule that alters the Contract Award Date shall require an updated PPA signed by the PM/staff equivalent and APM-Contracts.

(2) PID Package Review and Acceptance. When the PID Package is complete and ready for approval, it must undergo a thorough review by the RO and pertinent authorities. As noted above, the procurement lead is responsible for consolidating the PID Package and associated artifacts and for coordinating its approval and acceptance.

(a) The procurement lead shall forward the PID Package and artifacts under cover of the Form to the Team Lead/Product Manager for review and signature.

(b) As appropriate, the Deputy PM and the APMs (or equivalents) for Program Management, Logistics, Engineering, Finance, and Contracts shall review the PID Package and artifacts for completeness and accuracy, and sign the Form. The procurement lead shall determine, on a case-by-case basis, whether other appropriate participants are required to complete the review.

(c) The PM shall review and approve the completed PID Package and artifacts and sign the Form.

(d) The APM-Contracts/PCO shall review the completed PID Package, and accept it for Director, Contracts by signing the Form.

(e) Following acceptance of the PID Package the APM-Contracts/PCO shall accept the PID in PMT.

(f) The APM-Finance shall create, or assist with the creation of, the associated funding document in PR Builder.

e. Coordinating Instructions. Organizational leadership shall:

(1) Ensure that their personnel are familiar with, and are supporting the spirit and intent of, this order.

(2) Ensure that their personnel are familiar with the references as they collectively outline PID requirements as well as MARCORSYSCOM procurement management processes and procedures.

(3) Support the PID effort in developing and refining policies and processes, to include implementation and training as required.

(4) Provide recommended process improvements to Director - Operations & Programs.

(5) Be responsible for the training, qualification, and assignment of their personnel or others designated to fill a role that falls into one of their business processes.

(6) Provide or identify fully qualified acquisition IPT members to assist in areas needing additional guidance.

(7) Ensure acquisition IPT representatives are knowledgeable on all technical aspects of their discipline and the application of said disciplines in the development of the PID and related documents.

(8) Prepare technical inputs to the PID package and its artifacts via their respective acquisition IPT representative.

5. Administration and Logistics

a. Director of Operations & Programs shall post processes and guidance on VIPER to guide the workforce in compliance with the references.

b. This order shall be reviewed by Director - Operations & Programs annually and recommendations for revision or cancellation shall be provided to the Commander.

c. Distribution Statement "A" directives issued by MARCORSYSCOM are published electronically and can be accessed via the Command Library online via VIPER.

6. Command and Signal

a. Command. This order is applicable to all activities of MARCORSYSCOM and affiliated PEOs.

b. Signal. This order is effective the date signed.

J. F. SHRADER

# MARINE CORPS SYSTEMS COMMAND PID PACKAGE APPROVAL FORM

| | | |
|---|---|---|
| 1. PID Tracking Number: | 2. Description of Procurement: | 3. Security Classification:<br>☐ Unclassified<br>☐ Classified |

| | | | |
|---|---|---|---|
| 4. Planned Contract Award Date: | 5. Date PPA signed: | 6. ITPRAS Approval Date: | 7. SRRB Number & Approval Date |
| 8. Recommended Contracting Procedure:<br>☐ Full and Open Competition<br>☐ Sole Source/Limited Competition: | 9. Contract Type:<br>(i.e. FFP, CPFF, etc) | 10. Period of Performance (All options): | 11. Total Estimated Value (All options, All optional tasks): |
| 12. Funding Available: | 13. Funds Type and FY: | 14. Draft RFP requested:<br>☐ Yes<br>☐ No | 15. Inspection/Acceptance: |
| 16. NAICS Code: | 17. DPAS Rating: | 18. PSC: | 19. OCC/SOCC: |

20. Please itemize applicable supporting documentation necessary for Procurement: (attached & tabbed):

Please refer to the PMT Desktop Guidebook "Prepare PID Documentation" section for general list of documents.

21. Additional Comments/Special Conditions:

| | | |
|---|---|---|
| 22. Procurement Lead Contact Information: | 23. Requiring Office / Team: | 24. Phone |

| | |
|---|---|
| 25. Team Lead/Product Manager Signature: | 26. Date |

27. DPM/APM/Equivalent Lead Review and Approval:

_______ ☐ DPM _______ ☐ Prog. Mgt. _______ ☐ Engineering _______ ☐ Logistics _______ ☐ Finance _______ ☐ Contracts

| | |
|---|---|
| 28. Program Manager Signature: | 29. Approval Date: |
| 30. PCO Signature: | 31. PID Acceptance Date: |

**Signing this form constitutes PID Package Approval and Acceptance.**

**Procurement Initiation Document (PID)**
**Package Approval Form Data Field Definitions**

**Purpose**: Completing and signing the PID Package Approval Form, hereafter called the "Form" in this document, constitutes PID Package Approval and Acceptance. It certifies that the PID Package and the accompanying artifacts required for a procurement action are complete and approved for acceptance by Contracts. No procurement action shall be awarded without an accurate and complete PID data record in the Procurement Management Tool (PMT). The procurement lead is the action officer from the requiring office (RO) tasked to coordinate the overall procurement planning and execution, including establishing a PID in the PMT and managing it to completion and acceptance by Contracts. A scanned copy of the signed Form should be uploaded to PMT as well as to other repositories as official documentation. The details for completing the required data fields are as follows:

1. **PID Tracking Number**: Provide the automatically generated PID number from the PMT. The purpose of this number is to relate the Form to the procurement record in PMT.

2. **Description of Procurement**: Provide a description, in sufficient detail for decision makers, of supplies and/or services being procured or modified.

3. **Security Classification**: If the procurement will require access to classified matter, check the box marked "classified". In these cases, a contract Security Classification Specification, DD Form 254 must be prepared and included in the package. If the PID package contains any classified information, it shall be appropriately marked in accordance with DoD Instruction 5200.01 and handled and transmitted accordingly. If the procurement will not require access to classified information, or is not classified itself, check the box marked "unclassified."

4. **Planned Contract Award Date**: Provide the contract award date proposed by the acquisition IPT. The Program Manager (PM)/staff equivalent and assistant PM for Contracts (APM-Contracts)/ Procuring Contracting Officer (PCO) approve this date and it is

documented in the Procurement Planning Agreement (PPA), which is entered in the PMT.

5. **Date PPA Signed**: Provide the date that the PM/staff equivalent and APM-Contracts/PCO sign the PPA. Any adjustment to the procurement schedule that alters the agreed Contract Award date shall require a revised PPA signed by the PM and APM-Contracts/PCO.

6. **Information Technology Procurement Request/Review And Approval System (ITPRAS) Approval Date**: Provide date ITPRAS was approved per MARADMIN 375/11, if applicable.

7. **Service Requirements Review Board (SRRB) Number and Approval Date**: Provide the SRRB number and approval date for service requirements. The SRRB request for contractual service requirements must be approved prior to processing the funding document in PR Builder.

8. **Recommended Contracting Procedure**: If Full and Open Competition, provide the market research results as part of block 21. If other than competitive, provide a draft justification for sole source procurement as part of block 21. This justification should be capable of supporting a properly executed Justification and Approval, in accordance with FAR Part 6.3, or an out of scope contract modification.

9. **Contract Type**: Provide the contract type proposed by the acquisition IPT, approved by the PM/staff equivalent and APM-Contracts/PCO, and documented in the approved PPA.

10. **Period of Performance (All Options)**: Identify the period of performance, including all options.

11. **Total Estimated Value (All Options, All Optional Tasks)**: Provide the estimated dollar amount for this procurement to include all priced options and delivery orders.

12. **Funding Available**: Provide the amount of funds available to be obligated at contract award or at award of the first delivery order.

13. **Funds Type and Fiscal Year**: Identify the type and fiscal year of funds.

14. **Draft RFP Request**: Identify if a Draft RFP will be issued.

15. **Inspection/Acceptance**: Identify the origin or destination.

16. **NAICS Code**: Provide the industry classification code.

17. **DPAS Rating**: Provide the Defense Priorities and Allocations System Program code per FAR Subpart 11.6, Priorities and Allocations.

18. **Product and Service Code (PSC)**: Provide the four-digit code for the product or service being procured. Service codes begin with an alpha character.

19. **Object Class Code (OCC) & Sub-OCC (SOCC)**: Provide the OCC and SOCC that corresponds to the PSC. The PSC/OCC relationship is available at https://psctool.us/.

20. **Attachments (Specify)**: List all applicable supporting documentation necessary for the procurement as specified in the PPA and provide it as attachments to the PID Package. The attachments will vary depending upon the procurement. A list of likely artifacts is provided in the "Prepare PID Documentation" section of the PMT Desktop Guide.

21. **Additional Comments/Special Conditions**: Provide any additional information (i.e., shipping address, etc.) that will be useful to the RO for the successful execution of the procurement.

22. **Procurement Lead Contact Information**: Identify the procurement lead responsible for managing the requirement within the RO.

23. **Requiring Office/Team**: Provide the procurement lead's organization and team.

24. **Phone**: Provide the procurement lead's phone number.

25. **Team Lead/Product Manager Signature**: Identify the Team Lead/Product Manager who reviews and submits the PID Package for review.

26. **Approval Date**: Provide the date Team Lead/Product Manager reviewed and forwarded PID Package.

27. **Deputy PM/APM/Equivalent**: If applicable, the Assistant Program Managers/equivalents, for Program Management, Logistics, Engineering, Finance, and Contracts should review and sign the procurement request. The procurement lead will determine other members required, on a case-by-case basis, to complete the review. Each reviewer should ensure completeness and accuracy of the PID Package and artifacts listed in block 20 of enclosure (1), and initial block 27 indicating review completion.

28. **PM Approval**: Identify the PM who has cognizance over the program in which these requirements reside. The PM shall review and endorse the PID package for transfer to PCO for execution. This signature certifies that this is a valid requirement and funds in the amount shown in Block 14 of this Form are available and shall be used for this purpose.

29. **Approval Date**: Provide the date that the PM approves the PID Package.

30. **PCO Signature**: Identify the PCO who reviews and accepts the completed PID Package for Contracts.

31. **PID Acceptance Date**: Provide the date that the APM-Contracts/PCO accepts the completed PID Package.

**Following acceptance of the PID Package, the PCO shall accept the PID in PMT and Finance shall create the associated funding document in PR Builder.**