



DEPARTMENT OF THE AIR FORCE

HEADQUARTERS AIR FORCE SPACE COMMAND

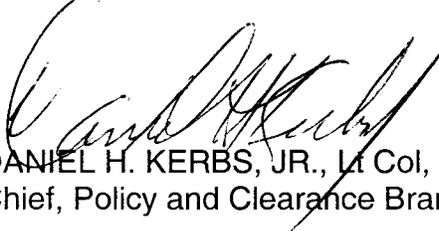
16 Dec 99

MEMORANDUM FOR SEE DISTRIBUTION

FROM: HQ AFSPC/LGCP
150 Vandenberg St Ste 1105
Peterson AFB CO 80914-4350

SUBJECT: INFO.LTR 2000-03, COCESS Contract Procedures and Guidelines

1. This information letter, INFO.LTR 2000-03, is directive in nature for all AFSPC contracting offices and is issued under Special Publication System, AFSPC 64-101, for Specialized Contracting Publications.
2. The attached HQ AFSPC/CE letter, dated 17 Nov 99, provides information on conducting an Economic Analysis (EA), in accordance with AFI 65-501, 18 - 24 months before a COCESS contract expires. The EA will determine if a COCESS contract continues to be the most cost-effective manner to provide Civil Engineering supplies. In working with your Wing CE and FM counterparts, be aware the EA must be completed early enough to allow time for Headquarters review and Contracting Squadron re-procurement if a follow-on COCESS contract is determined most cost-effective.
3. Questions may be directed to Maj Mark Jernigan, DSN 692-5307 or commercial (719) 554-5307.


DANIEL H. KERBS, JR., Lt Col, USAF
Chief, Policy and Clearance Branch

Attachments:
HQ AFSPC/CE ltr, 17 Nov 99

Distribution:
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AFSPC PROCEDURES AND GUIDELINES REGARDING COCESS CONTRACTS

(NOTE: This is a joint HQ AFSPC/CEP, FMA and LGC procedure)

Early Evaluation of COCESS Contracts

In considering changes in an existing COCES contract the base CES should initiate a through evaluation to include an Economic Analysis from 18-24 months prior to expiration (final option period) of the contract. The detailed Economic Analysis is a prerequisite to determining the most cost-effective method of obtaining Civil Engineering (CE) supplies.

Comprehensive Analysis

The Economic Analysis should be requested by the base CES and conducted by base FM personnel using the 65 series AFIs at the Wing level. FM should include in the analysis ALL costs associated with the effort including, but not limited to:

- For Current Contract
 - Current contract-specific costs
 - Cost of contract administration including associated contracting personnel and QAE/QAS oversight
 - Cost of government provided warehousing, utilities, vehicles, etc.

- For options other than COCESS
 - Costs of CE buyers
 - Cost of contract administration including the proportionate amount of IMPAC management, BPA, or other contract instruments, etc.
 - Any associated government provided warehousing or bench stock management

Base Contracting personnel should support the FM review with market research or related contract comparisons. Also, the base CES should support the FM analysis with any needed technical information.

Make Decision Based on Results of Analysis

Once completed by base FM, the Economic Analysis should be forwarded to the base CES. The base CES should then send the Economic Analysis, including base CES recommendations, to HQ AFSPC/CEP for concurrence and staffing as appropriate.

If the analysis indicates COCESS provides the most cost effective support, HQ AFSPC/CEP will provide concurrence to begin the acquisition process establishing a follow-on contract. If the Economic Analysis indicates other methods are more cost effective than COCESS, the base CES should recommend discontinuance of the COCESS contract. HQ AFSPC/CEP, LGC, and FM will jointly coordinate on the package. Once approved, HQ AFSPC/LGCP will forward to SAF/AQCO for Air Staff coordination and action. Higher level review (i.e. SAF/AQC, FM, ILE, and GAO) may be required. SAF should be clarifying this soon. This coordination process could easily take 4-6 months; **therefore, your early action to complete the Economic Analysis is imperative.**

Prepare for Possible Denial

Because of the political sensitivity with COCESS contracts, bases must be prepared to provide continued support of CE supply services using a COCESS contract in the event of a MAJCOM or higher denial. Specifically, if the Economic Analysis indicates COCESS is not the most cost-effective support to the Wing but the request to discontinue COCESS is denied, the Wing should consider a contract for something less than 5 years to provide an opportunity to re-submit an updated request. Also, since the review cycle could take many months to complete, the Contracting Squadrons should work with their Civil Engineering Squadrons to prepare/maintain all documents for re-acquisition to minimize the impact of a last minute denial.