



DEPARTMENT OF THE AIR FORCE  
AIR EDUCATION AND TRAINING COMMAND

17 MAR 1997

MEMORANDUM FOR SEE DISTRIBUTION LIST

FROM: HQ AETC/CE  
266 F Street West  
Randolph AFB TX 78150-4321

HQ AETC/LGC  
555 E Street East  
Randolph AFB TX 78150-4440

SUBJECT: Real Property Maintenance by Contract Policies

Reference: HQ AETC/CEP Memo, 10 Oct 96, FY97/98 Real Property Maintenance by Contract (RPMC) Program and Design Targets

1. It is critical that we authorize, fund, and award RPMC projects in a consistent and timely manner. Timely program execution is the key to meeting our customers' needs as well as competing for additional resources.
2. Everyone needs to understand the "rules." Therefore, we want to inform you on how RPMC works within AETC. The above reference provided procedures and timelines for prioritizing projects within available RPMC funding. Attachments 2-6 provide Command policies for project authorization and funding, prepricing delivery orders, and approving and funding contract modifications. While we have been fairly consistent from year to year with our "rules," listed below are significant changes from prior years' policy:
  - a. Contracting must agree a project is ready to advertise (RTA) before CE updates PCMS with the RTA status (see Attachment 2).
  - b. Command contract authorization may be withdrawn for projects not awarded within 120 days (see Attachment 2).
  - c. CE and Contracting must provide a statement of actions taken on A-E liability when requesting approval for contract modifications resulting from design errors.
3. Please ensure that all personnel who work the RPMC Program (in Civil Engineer, Contracting, and Financial Management) are aware of these policies.

4. This is a coordinated HQ AETC/CE/FM/LGC memorandum. Points of contact are Mr. Jim Curtin, HQ AETC/CEPD, DSN 487-6303; Ms. Susan Bushman, HQ AETC/CERF, DSN 487-3766; Mr. Gary Kelso, HQ AETC/LGCM, DSN 487-6903; and Ms. Ronda Nugent, HQ AETC/FMAS, DSN 487-4321.



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The Civil Engineer



PAMELA R. CASEY, Colonel, USAF  
Chief, Contracting Division  
Directorate of Logistics

Attachments:

1. Distribution List
2. Project Authorization and Funding
3. Prepricing SABER and IDIQ Delivery Orders
4. Fill or Kill Authorization
5. Straddle Bid Authorization
6. Contract Modifications

cc:

HQ AETC/CEC/CEI/CEO/CEP/CEV/FMA/LGC/IGIS

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## PROJECT AUTHORIZATION AND FUNDING

1. Update the Project by Contract Management System (PCMS) with the design status until the project is ready to advertise (RTA). Report the project RTA when it is 100% designed; all asbestos and lead-based paint surveys completed; all approvals, permits, and necessary tree removal waivers obtained; a project approval document (AF Form 332 or DD Form 1391) is on file with HQ AETC/CEP; necessary Contracting reviews performed; and the project is ready for release to Contracting. A project is not considered RTA unless all the criteria are met and PCMS is properly updated to show RTA status.

a. The project package provided to Contracting must include all attachments and addenda, specifications and drawings, government estimates, liquidated damages information, bid schedule, ozone depleting substance statement, list of material submittals, warranty information, list of government furnished materials and equipment, AF Form 1241, AF Form 332, and any special provisions of the project including the notice to proceed, length of performance period, project phasing, anticipated urgency, irregular site availability, exclusion period in completion schedule, and list of government furnished material.

b. When the final CE and Contracting reviews are complete (including incorporating all comments), Contracting will issue a control number to the Base Civil Engineer (BCE). Include the control number under the "Base Remarks" section of the PCMS MAJCOM design/construction screen and enter the date in the RTA fields.

2. Based upon the integrated Command priority, HQ AETC/CERF will issue contracting authority as funding levels permit. In issuing contracting authority, HQ AETC/CERF will coordinate with HQ AETC/FMAS, update PCMS with the date and amount authorized, and notify BCEs via E-mail of the contracting authorization. Contracting authority indicates a reservation of funds and provides authority to advertise the project. ("Advertise" means synopsise the project in the Commerce Business Daily, issue an IDIQ or SABER project delivery order, or begin negotiations with an 8A contractor.)

3. BCEs are responsible for ensuring that projects are submitted to Contracting within two weeks of authorization. Include a copy of the PCMS MAJCOM funding screen in the package submitted to Contracting. The screen should show the fund indicator field updated to show the funding sources of C (current year), S (straddle year), or E (early authorization used only for "fill or kill" projects). The base can assign fund indicators of U (unfunded) or L (locally funded).

4. Projects must have bids validated and be ready to award within 120 days of project authorization. Contracting authority may be withdrawn from projects that have not been awarded after 120 days so that funds can be reprogrammed to other projects within the Command. We will contact the base for information on the delays before recommending

withdrawal to HQ AETC/CE. Withdrawal will be made via message to the Wing Commander and will be coordinated with HQ AETC/LGC/FMA.

5. HQ AETC/CE relies upon PCMS to track project status and provide information to Air Staff, Comptroller, and Contracting personnel. Timely updates for "To Contracting," "Scheduled Bid Opening Dates," "Actual Date Opened," "Date Validated," "Date Awarded," bid and award amounts, and number of bidders are critical.

6. BCE personnel will post low bid, second low and high bid as soon as possible after bid opening or negotiation. After verifying the low bid or negotiated price, BCE personnel will post bid validation data in PCMS. HQ AETC/CERF will then coordinate project funding with HQ AETC/FMAS, update PCMS with the date and amount funded, and notify the BCE by E-mail of the funding action. HQ AETC/FMAS will call the base budget office to issue funds and a funded purchase request is then submitted to Contracting. BCE personnel will input the award date and amount into PCMS as soon as award occurs.

7. Under normal funding conditions, if bids exceed the authorization by 15%, the BCE is required to validate and justify the increased cost. Effective for FY97 O&M projects, HQ AETC/CE will initiate funding only for bids that are within the program amount (PA); therefore, ensure bid options are included to stay within the PA.

## PREPRICING SABER AND IDIQ DELIVERY ORDERS

1. There will be times when it will be advantageous to "preprice" SABER and IDIQ delivery orders. This practice is a valuable tool and should not be abused. It normally should be used only when there is a "reasonable assurance" that funds will be made available within a "reasonable" time frame. This would include (but not necessarily be limited to) getting ready for year-end fund migration (both from the HQ AETC and base resources) and when a customer is actively seeking funding for a very time-sensitive project.
2. Therefore, SABER, IDIQ, and requirement contract projects may be processed up to the point of award in advance of funding. Prior to negotiations with the contractor, the BCE must provide Contracting a package containing the project approval, statement of work or identification of requirements, preliminary government cost estimate (including priced and nonpriced items for SABER), documentation of Wing Commander approval for SABER delivery orders over \$500K, and any special provisions of the project including specifications and drawings, and government-furnished material or equipment prior to negotiations with the contractor. If the contract does not include a line item for project estimating with a tiered pricing scheme, Contracting must obtain a no-cost agreement from the contractor if the order is not awarded. This includes the contractor's acknowledgment that funds are not available prior to requesting the contractor's proposal.

## FILL OR KILL AUTHORIZATION

1. We are considering giving approval for authorization of a limited number of projects using fill or kill authorization. To use this authority, HQ AETC/CE, FM, and LGC must jointly agree in writing to authorize Base Contracting to issue solicitations for facility project requirements when award of the contract is anticipated in the current fiscal year but funds are not yet available.
2. Per AFARs 5332.790, paragraph c, use of this authority is subject to the following conditions:
  - a. Authority should be used only for non-complex projects for which estimated bid or proposal preparation costs are relatively low in relation to the estimated cost of the project.
  - b. Projects that may be solicited under this authority include those for maintenance, repair and minor construction, facility O&M projects and environmental restoration and compliance projects which HQ AETC/CE has reviewed, verified as a bona fide need, and determined there is a reasonable likelihood that the project will be funded in the year-end program.
  - c. Based on AETC board structure actions, HQ AETC/CE and FM will identify projects selected to be solicited under this authority to HQ AETC/LGC in adequate time to permit solicitation and processing.
  - d. Solicitations cannot be opened until the funds certifying official either certifies availability of funds or notifies the contracting officer that there is reasonable assurance that funds will be available for opening. If notification is received from the funds certifying official, the solicitation may be opened and processed up to point of award. The contract cannot be signed by the contracting officer nor can the contractor be notified that he has been awarded a contract until funds certification is received.
  - e. HQ AETC/CE, FM, and LGC will establish a reasonable cut-off date for the cancellation of solicitation. If funds or a "reasonable assurance" notification cannot be provided by the established cut-off date, the solicitation will be canceled before opening.
  - f. The following language must be included in each solicitation:

*Notice to Offerors: Funds are not presently available for this project. No award will be made under this solicitation until funds are available. The Government reserves the right to cancel this solicitation, either before or after the closing date.*

## STRADDLE BID AUTHORIZATION

1. Normally, during the March through May time frame, the Command board structure will consider projects which show RTA for straddle bid authority. If a straddle program is approved, HQ AETC/CERF will update approved straddle projects in PCMS with an "S" in the Fund Indicator/Status field on the MAJCOM funding screen and provide notification via E-mail.
2. The Base Contracting office should specify a bid acceptance period that will allow contract award with current-year funds, if available, or with funds available early the next fiscal year. Bid acceptance periods should continue through 31 October of the next fiscal year.
3. The following language must be included in each solicitation:

*Funds are not currently available for this solicitation. Award of a contract as a result of this solicitation is contingent upon the availability of appropriated funds from which payment of this contract may be made. There shall be no legal liability on the part of the Government for contract purposes until funds are made available to the contracting officer. The contracting officer will confirm availability of funds in writing to the contractor upon award of contract.*

## CONTRACT MODIFICATIONS

1. Contract modifications are only to be considered for the following conditions:
  - a. Differing/changed site conditions.
  - b. Serious or major errors or omissions in design.
  - c. Mission changes.
  - d. Safety or fire deficiencies.
2. The BCE has authority to approve O&M construction contract modifications which meet the above criteria for amounts less than \$50,000. Other modifications require HQ AETC/CEC technical approval.
3. Modifications will be funded according to the following criteria:
  - a. Prior-year funds will be used for within scope changes on prior-year contracts. Requests less than \$50,000 should be submitted to the base-level budget office. Requests from \$50,000 up to \$100,000 require HQ AETC/FM approval. Requests over \$100,000 require SAF/FMBMC approval.
  - b. Changes classified as out of the scope require current-year funds. Establish a separate project number in PCMS; we suggest adding a suffix to the existing project number and loading the current-year requirement under this number. Wings must fund current year project changes unless they result from conditions identified in paragraph one.
  - c. Project changes submitted for funding consideration under conditions in paragraph 1 will require complete justification. Justification will include, as a minimum, a detailed description of the change, what drives the change, the impact if not completed, alternatives considered, mission impacts, and detailed cost estimates for all alternatives considered. Additionally, for items submitted under paragraph item 1(b), the justification will include a description of BCE/Contracting actions taken with regard to A-E liability.