From: Sineath CIV John
To: Bellota MSgt Rodolfo M; Bergman CIV Alan D; Brunson CIV Janet C; Carroll Maj George T; Cerka CIV Frances C; Corcoran LtCol Eric M; Crawford Civ Dale A; Drury CIV Deborah A; Gaylor CIV Sherry F; Gubitti Civ Cynthia A; Henley CIV June R; Higa CIV Sakura K; Hughes CIV Sandra K; Humphrey CIV Sharon E; Ingle Capt Steven L; Lemmond CIV Barbara G; Long Capt Eric J; Lovett-Black Civ JoAnna; Matthews CIV Layton D; Michael Maj Ronnie D; Mullen CIV Melvin T; Payne CIV Mark H; Pendley CIV Larry F; Pockette CIV Michael D; "Polesnak Maj Stephanie M RC(SW) II MEF FWD G4 OCS Branch Head"; Powell CIV Hollis H; Rabassi Maj Christopher E; Rego CIV Arthur J; Rivers GySgt Timothy L; Schmid LtCol Steven J; Stahl Maj Scott A; Stroh CIV Linda L; Washington CIV Connie A; Wichmann CIV Wanda S; Young Capt Wynndee M;
cc: Beckner CIV Linda; Donahue Maj Kimberly A; Faughnan CIV Kevin; Fernandez CIV Kimberly F; Haines CIV John; Harper CIV Twana E; Keys CIV John; Lerma MGySgt Maricela G; Mckellop SSgt Jessycca E; Reier CIV Susan; Robinson LtCol Macon R; Sineath CIV John; Sullivan SES Frances L; Uher CIV Lauren; Romano CIV Mark; Oliver CIV R. Kaye; Daise CIV Stanley C; Shah, Sejal [USA];
Subject: APM 12-05 Business Clearance Memorandums MAPS and CMPG
Date: Friday, December 09, 2011 9:00:00
Attachments: MAPS 1 690 Revised 28Nov11.pdf
CMPG BCM Module Revised 28Nov11.pdf
Simplified Acquisition Award Decision Document.docx
Delivery OrderTask Order Award Decision Document FAR Parts 8 4 and 16 505.docx

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All,

BACKGROUND:

On 6 December 2010, NMCARS Change 08-8 revised the policy in NMCARS 5201.690, Requirements to be Met Before Entering into Contracts. The new policy identified contract actions that require a formal Business Clearance Memorandum (BCM) using the template in NMCARS Annex 2. The policy also identified contract actions that do not require a formal BCM, but for which the rationale for award must be sufficiently documented in the contract file. Accordingly, MAPS 1.690 and CMPG are revised to reflect this requirement.

POLICY:

MAPS 1.690 (NMCARS), "Requirements to be met before entering into contracts," is revised to:

a. Require the use of the Business Clearance Memorandum (BCM) format at NMCARS Annex 2 for all actions set forth in NMCARS 5201.690(b); and

b. Incorporate the following table outlining each type of clearance document that is required for the actions listed in NMCARS 5201.690(b) and NMCARS 5201.690 (c).

Type of Action

Documentation Required

Those contract actions set forth in NMCARS 5201.690(b)(1) through (9)

NMCARS Annex 2 <http://farsite.hill.af.mil/reghtml/regs/other/naps/Annex2.htm>

Contract actions awarded using SAP

Simplified Acquisition Award Decision Document <http://128.229.124.38/usmc_cmpg/usmc_cmpg/files/doc/Simplified_Acquisition_Award_Decision_Document.doc>

Task Orders or Delivery Orders issued under FAR 8.4, Federal Supply Schedules

Delivery Order/Task Order Award Decision Document FAR Subpart 8.4 and FAR 16.505

Task Orders or Delivery Orders issued on a firm-fixed price basis against indefinite-delivery type contracts for supplies or services.

Delivery Order/Task Order Award Decision Document FAR Subpart 8.4 and FAR 16.505

PROCEDURES:

a. Comply with the attached MAPS 1.690 language, which replaces the MAPS 1.690 language that was issued in APM 11-22. This language will be incorporated in the next MAPS release.

b. Comply with the attached CMPG, BCM module language, which replaces the BCM language that is currently in the CMPG. This language will be incorporated in the next CMPG release.

Please ensure this policy is provided to all appropriate acquisition personnel.

John (Jack) Sineath

HQMC Contracts Division

2 Navy Annex, Rm 2135

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