NATIONAL GUARD BUREAU
UNITED STATES PROPERTY AND FISCAL OFFICE
5410 BISHOP BLVD.
CHEYENNE, WY 82009

Mandatory Use Ordering Guide

W912L3-26-R-A001

Camp Guernsey Full Food Service
Indefinite Delivery Indefinite Quantity (IDIQ)

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MEMORANDUM FOR FULL FOOD SERVICE IDIQ USERS

FROM: Wyoming Army National Guard (WYARNG), US Property and Fiscal Office (USPFO), Purchasing & Contracting (P&C) Division

SUBJECT: Ordering Guide Overview

1. These ordering guidelines contain information needed to award task orders against the Wyoming National Guard Camp Guernsey Full Food Service IDIQ.

2. This IDIQ is a mandatory use program for Army Contracting Professionals. In addition, this service is made available to Air Force, Navy and Marine Corps Contracting Professionals who are utilizing the DFAC located on Camp Guernsey WY.

3. Questions regarding these guidelines and procedures for making awards utilizing this contract should be directed to the IDIQ POC at telephone (307) 292-5401 or via email at benjamin.c.taylor10.mil@army.mil .

4. These guidelines will be revised as needed to improve the process of awarding and managing orders under the Camp Guernsey DFAC Program. Reference the general award page as part of this contract for your email points of contact.

ROBERTO RODRIGUEZ-SANTIAGO
Chief, Purchasing & Contracting Division
USPFO – WY
Date: 28 May 2026

1. GENERAL INFORMATION

1.1 Background. The Wyoming Army National Guard (WYARNG) uses IDIQ contracts to purchase Full Food Services at Camp Guernsey, Wyoming. This process allows multiple military units to request food services when training at Camp Guernsey. All military units coming to Camp Guernsey will be required to use this IDIQ to order food service(s) while in training.

1.2. Scope. The scope of this contract is to provide hot meals for military units coming to Camp Guernsey, Wyoming to conduct unit training requirements. The contract is set-up to establish a quantity of meals at an established unit price (ref **IDIQ W912L3-26-D-A001**) per meal prepared. All units shall track their meal requirements accurately, as the contractor is to be paid on the number of meals served.

1.3. Mandatory use for Wyoming National Guard units. All Wyoming ARNG units are required to use this contract. It is highly encouraged that other NG units within the CONUS use this contract vehicle as well.

1.3.1 Authorized Customers. Use of the **Full Food Service IDIQ** contract will be made available to all military units within the CONUS. The local contracting office for those military units may issue Task Orders (TO) as long as the local contracting office has adequate funding to pay for the requested service and that terms and conditions are not added to the TO (except for payment instructions).

1.4. Contract Terms.

1.4.1. Ordering Periods. The **Full Food Service IDIQ** contract is in place for one (1) year with pricing established for the one (1) year period (see CLIN breakdown) with four (4) option years. The ordering period is located in the **DELIVERY INFORMATION** of the contract.

1.5. Waivers. Waivers to the **Full Food Service IDIQ** contract (i.e. use of other purchase orders, contracts, etc., while on orders/training in the camp) will be considered on a unit training basis. Requests for waivers must be submitted to the USPFO-WY through the Purchasing and Contracting (P&C) Division. Waiver requests will be closely scrutinized and require thorough documentation. It is the responsibility of the requiring activity to justify a waiver, not the local contracting office. Waivers requesting exemption from the contract are required to have sufficient documentation to justify exclusion from the contract.

Purchases estimated over **$15,000** must be reviewed and endorsed by a warranted Contracting Officer (KO). If the requirement is estimated to cost under **$15,000** the Commander of the requesting activity may endorse the waiver request. The USPFO-

WY is the only approving authority for waivers. If your waiver request is approved, please attach the approved request to your contract instrument.

2. ROLES AND RESPONSIBILITIES.

2.1. USPFO-WY, Chief of Contracting:

Serves as KO for the **Full Food Service IDIQ** contract to include approval and issuance of modifications. Provides guidance and advice to Requiring Activities, Ordering Offices, and contractor regarding contract scope, acquisition regulation requirements, and contracting policies.

2.2. Requiring Activity (RA).

2.2.1. RA is defined as any organizational element within the Army, DoD, or other federal agencies.

2.2.2. Adheres to the requirements and procedures defined in the **Full Food Service IDIQ** contract and these ordering guidelines.

2.2.3. Defines requirements and prepares requirements packages for Local Contracting Office.

2.2.4. Responsible for requesting and obtaining funds for the meals to be prepared under **Full Food Service IDIQ** contract TOs.

2.3. Local Ordering Contracting Officer:

2.3.1. Ordering contracting officers within the Army, Air Force, Navy, Marine Corps, DoD, and other federal agencies are authorized to utilize the **Full Food Service IDIQ** contract and within the scope of their authority. These KOs are not authorized to make changes to the **Full Food Service IDIQ** contract terms and conditions. The ordering contracting authority is limited to the individual TOs.

2.3.2. May serve as the interface between the contractor and the government for TOs issued under the **Full Food Service IDIQ** contract by the local contracting officer.

2.3.3. Obligating funds for TOs issued.

2.4. Designated Government Acceptor:

2.4.1. Individual authorized by the KO to inspect and accept the deliverables of the TO.

2.4.2. Completes the Inspection/Acceptance checklist and provides to the **Full Food Service IDIQ** contractor, Local contracting unit, and USPFO-WY, Chief of Contracting Division.

2.5. Contractor: The principal role of the Contractor is to deliver the meals identified in the TOs issued within the time frame specified. Contractor must provide the services according to the terms and conditions of the DFAC contract.

2.6. Contact Information: All contract correspondence and deliverables should be sent to the following address. Reference the general award page as part of this **Full Food Service IDIQ** contract for your email points of contact.

Wyoming National Guard
USPFO-WY
Attn: Purchasing and Contracting
5410 Bishop Blvd
Cheyenne, WY 82009
benjamin.c.taylor10.mil@army.mil

3. ORDERING GUIDANCE.

3.1 Ordering Process Steps.

Table 1: USPFO-Wyoming Decentralized Ordering Process Steps

For the purpose of this table, "Requiring Activity" refers to the user and customer.			
Step	Phase	Party Responsible	Action Performed
1	Building Requirements Package	RA	Submit Capacity Approval Request to USPFO-WY P&C Office (**go here**).
2			Determine the number of meals required for each meal period. Provide a funded and certified purchase request to your local Contracting Activity.
3			Create a meal count calendar breakdown. The calendar should include the breakout of number of meals and for which meal periods. Discuss if take out meals must be provided for any meal period and if they are to be delivered or picked up at the DFAC.
4	Contracting Office Phase	Contracting Office	Review terms and conditions and NTE pricing of contract.

5			Create the TO. **Submit TO and meal service description to USPFO-WY P&C office for review <u>at least two (2) weeks</u> from required date.**
6			USPFO-WY P&C will review for standardization and data call purposes. **NAICS: 722310** **SIZE STANDARD: $41.5M** After receiving USPFO-WY P&C's approval, submit TO to contractor and USPFO-WY, P&C Office in addition to the usual recipients designated by local contracting office policy.
7	Post Award	Local Contracting Office, RA, & KTR	Contracting Office will issue TO modifications as necessary.
8		Designed Govt Acceptor	After training period is complete, the designated Government Acceptor/COR completes the Inspection/Acceptance Checklist and provides copy to vendor and to the following mailbox ng.wy.wyarng.mbx.uspfo-p-and-c-contract-actions@army.mil
9		RA and local contracting office identified in TO	Once the vendor creates invoice in WAWF including a signed copy of the Inspection/Acceptance Checklist, accept invoice in WAWF and confirm the Inspection/ Acceptance Checklist is attached.

3.2. Building the Requirements Package:

3.2.1. The RA will determine the total number of meals required for the training period. As soon as possible, submit a Capacity Approval Request to USPFO-WY P&C Office. This is to ensure that the **Full Food Service IDIQ** contract has not reached its max capacity limit.

Upon receiving approval from the USPFO-WY P&C office that the **Full Food Service IDIQ** contract limits remain safe, the RA will provide the local contracting office with a

description of the meals to be prepared that includes a breakout of number of meals and for which meal periods. The description should discuss if meals provided are for the field or at the DFAC. This document assists the Local contracting office in creating the TO.

3.2.2. Submit your completed requirements package to the local Contracting Office including a certified and funded purchase request.

3.3 Contracting Process:

3.3.1. The local contracting office reviews the **Full Food Service IDIQ** contract for pricing, terms, and conditions. If you believe you have received pricing that is above the agreed upon amounts please contact the USPFO-WY, Chief of Contracting. The pricing, terms, and conditions for the contract can be found in EDA.

3.3.2. Build the TO as required. Be sure to include the information provided in these instructions as it will ensure maximum enforceability of the contract terms and conditions. These documents are provided to assist the users in creating a TO package. Add other clauses as directed by your major command and local policy, however, local contracting offices are highly discouraged from this practice.

3.4. Post Award.

3.4.1. Once an award is made, the contractor will confirm receipt of the TO by signing the TO or accepting the TO by email to the local contracting office.

3.4.2. Complete Inspection/Acceptance Checklist. After the training period is finished, the requiring activity must designate a Government Acceptor who completes the Inspection/Acceptance Checklist and emails a completed copy to the contractor, as well as to the local contracting office. This checklist is critical in managing quality control on your unit's training period. If you do not highlight unresolved issues or problems with your TO award, the USPFO-WY will have difficulty assisting you in resolving quality issues and ensuring the contract is executed in an effective manner.

3.4.3. Attach DD250 Completed Checklist to WAWF Acceptance. Once the contractor creates the invoice in WAWF (including a signed copy of the Inspection/Acceptance Checklist), accept invoice in WAWF, and confirm the Inspection/Acceptance Checklist is attached. The contractor submits the invoice in WAWF. The USPFO-WY must be included as an Additional Notification in WAWF.

3.5. Order Types. Orders are placed at the local contracting office level. The TO must reference that they incorporate the terms and conditions of the contract. ARNG units that use this contract must ensure that the TOs they issue incorporate the terms and conditions of the basic contract.

3.6 Important Contract Elements.

3.6.1. GPC Purchases. If the budgetary estimate is within your GPC authority, review the information below:

GPC cardholders WILL NOT place an order directly with contractor. The contractor has been advised that orders placed by a Wyoming ARNG unit directly to the contractor are to be referred to the Purchasing and Contracting Division.

All orders are required to go through the local contracting office for issuance of a delivery order.

To be able to utilize the GPC for any order lies with the local Contracting Office. The local Contracting Office will create a TO to use the GPC as the payment method to meet GPC requirements. Local Contracting Offices may award a single TO to satisfy recurring requirements (i.e. longer period of performances, etc.).

As a reminder, the **Full Food Service IDIQ** contract is not an ordering vehicle for GPC.

The mandatory use policy applies to all purchases. Any deviations from the contract requires a waiver no matter the total cost of the requirement.

3.6.2. DD2579. A DD2579 - Small Business Coordination Record is NOT required for each TO. The DD2579 covers all TOs under this contract.

3.6.3 Task Orders are due to the contractor NLT 14 calendar days before Period of Performance begins. If requests are submitted after that 14 day deadline the contractor must approve task orders or increases to Task Orders.

3.6.4 Cancellation Policy: See below tiered cancellation policy for full/partial cancellation of meal requirements.

72 Hours notice or less	72 hours to 5 days notice	6 to 9 days notice	10 days or more
100% calendar numbers guaranteed	85% calendar numbers guaranteed	60% calendar numbers guaranteed	No guaranteed numbers

4. Additional Program Information:

4.1. Contract Performance Assessment Report (CPAR). The USPFO-WY, Chief of Contracting is the assessing official and will prepare an annual CPAR (if applicable).

The decentralized ordering office shall monitor performance of the order according to PWS performance objectives, FAR and local policy. The USPFO-WY is responsible for overall assessment of the viability of the sourcing strategy as well as documenting the past performance of the contractor. The Inspection/Acceptance Checklist will play an important role in the CPARS process.

4.2. Administration of Orders (Order Closeout). Closeout and maintenance of orders shall remain the responsibility of the decentralized ordering office. Notification that closeout of an order is complete must be provided to the USPFO-WY P&C office NLT 3 months after payment of final invoice.