**DEPARTMENT OF THE AIR FORCE**
**OGDEN AIR LOGISTICS CENTER, HILL AFB, UTAH 84056-5820**
**MAC IDIQ ORDERING PROCEDURES**

**Revision Record**

| Date | Changes |
|---|---|
| 17 December 2025 | Initial Release |
| 20 May 2026 | CMMC & Onboarding (11.0, 12.1) |

**1.0 SCOPE OF WORK:** This MAC IDIQ was established to facilitate repairs for existing and future assets in support of 415 SCMS and its programs/systems (MINI-MUTES, JTE, MUTES, CRC, GPS, TRTG, BANDSIM, UMTE, MILSATCOM/SEON, MWD, SCS, SOON, SBIRS). The scope of this MAC IDIQ includes, but is not limited to Test, Teardown and Evaluation (TT&E), Minor Repair(s), Major Repair(s), Total Rebuild(s), as well as other ancillary requirements in direct support of a repair contract, such as Other Direct Costs (ODCs), Engineering Change Proposals (ECPs), verification, testing, etc., for the 415 SCMS. Level(s) of repair effort will be determined by the Government at the task order level. The contractor shall furnish all facilities, parts, materials, equipment and services required to inspect and restore requirements to a serviceable condition. Orders issued under this MAC IDIQ will utilize Firm-Fixed Price or Not-To-Exceed pricing arrangements. Evaluation criteria will be established at the task order level; evaluation criteria may consist of any available evaluation methods on the best value continuum, i.e., price only competition, lowest-price technically acceptable (LPTA), tradeoff, etc.

**2.0 CONTRACT TYPE:** Firm Fixed Price (FFP)

**3.0 ORDERING:** The procedures for selecting contractors for task order awards under this contract are governed by FAR 16.505. Unless otherwise specified in a Fair Opportunity Proposal Request (FOPR), the following defines the process by which fair opportunity will be afforded, how task orders will be processed and priced, and how task orders will be awarded.

**3.1** The 415 SCMS and Procuring Contracting Officer (PCO) of the AFSC OL_H/PZAAA, Supply Chain, Space and C3I Division, reserves the right to restrict use of this contract. No decentralized ordering authority shall be granted to any office or organization.

**3.2** Task orders may be issued from the date the basic contract is awarded until the last day of the basic contract ordering period or option expiration. However, task orders issued during the contract period may be completed in accordance with (IAW) the terms of the task order after the basic contract period or option period have expired.

**3.3** All task orders are subject to the terms and conditions of this contract. The Government reserves the right to incorporate additional clauses, as appropriate, into FOPR's and resulting individual task order awards.

**4.0 PROTESTS:** IAW FAR 16.505(a)(10)(i), no protest under subpart 33.1 is authorized in connection with the issuance or proposed issuance of a task order, except for: 1) a protest on grounds that the order increases the scope, period or maximum value of the contract; or 2) a protest of a task order in excess of $25 million. Protests of orders in excess of $25 million may only be filed with the Government Accountability Office (GAO), IAW the procedures detailed in FAR 33.104.

**5.0 OMBUDSMAN:** If a contractor believes it was not fairly considered for a particular task order, the contractor may present the matter to the PCO. The contractor may appeal the explanation or decision of the PCO to the Ombudsman. The Ombudsman will review the contractor's complaint and, in coordination with the PCO, verify that the contractor was afforded a fair opportunity to be considered for the task order.

**6.0 FAIR OPPORTUNITY PROCESS:** When the Government requires work under this MAC IDIQ, a FOPR will be issued to qualified vendors. Requirements will consist of test, teardown and evaluation (TT&E), minor repair, major repair and/or total rebuild efforts, and applicable Contract Data Requirements Lists (CDRLs). Task order requirements will be further detailed in the task order PWS accompanied by the FOPR. The FOPR (unless the PCO determines that an exception to fair opportunity procures apply) will include information such as requirements documents, the task order specific Performance Work Statement, Contract Data Requirements List (CDRL) requirements, pricing arrangement, proposal due date, evaluation criteria, attachments, FOPR specific provisions or clauses and any other requirements for submission. For each task order, notification of the FOPR shall be provided to each of the contractors qualified for the NSN via direct electronic communication, typically email. Contractors shall keep an up-to-date email address on file with the PCO and 415 SCMS at all times; backup points of contact are encouraged.

**7.0 PARTICIPATION:** Contractors who are awarded a basic contract for this effort will be required to propose to 90 percent of Fair Opportunity Proposal Requests (FOPRs) issued for NSNs that they are qualified for unless otherwise determined by the PCO. Failure to submit a proposal response to 90 percent of FOPRs issued for NSNs that a contractor is qualified to repair may result in a marginal or unsatisfactory Contractor Performance Assessment Reporting (CPARS) rating in the "management" category. Exceptions will be limited and determined on a case-by-case basis by the PCO.

**7.1 INTENT OF FAIR OPPORTUNITY PROPOSAL REQUEST:** The Government's intent is to obtain proposals, solutions and/or prices for projects to include any aspect of scope outline in the PWS attached to the basic contract and task order. The Government will only request proposals from contractors who are qualified to repair the NSN.

**7.2 REQUIREMENTS DOCUMENTS:** The work required for each task order will be annotated in the task order PWS, CDRLs and other attachments that accompany the FOPR. The Government task order will list the required submittal information and delivery, when applicable.

**7.3 FAIR OPPORTUNITY EXCEPTIONS:** To satisfy the contracting agency's Small Business Administration contracting goals, the PCO may consider such factors as achievement of Section 8(a), Service Disabled Veteran Owned Business (SDVOB), Economically Disadvantaged Woman Owned Small Business Concern (WDWOSB), Woman Owned Small Business Concerns (WOSB), and HUB Zone goals. Individual task orders may be further set-aside for participation exclusively by all awardees in the specified socio-economic group. The Government also reserves the right to set aside task orders for other authorized socio-economic programs approved for the FAR or DFARS. If a Small Business graduates from its current Small Business status, it will no longer be eligible to compete for Small Business set-asides.

**7.3.1** All eligible and qualified contractors, unless a task order is set-aside for small businesses, will be provided a fair opportunity to complete for a task order under this basic IDIQ unless the following (FAR 16.505(b)(2)(i)) exceptions apply:

1. The agency need for the supplies or services is so urgent that providing a fair opportunity would result in unacceptable delays.

2. Only one awardee is capable of providing the supplies or services required at the level of quality required because the supplies or services ordered are unique or highly specialized.

3. The order must be issued on a sole-source basis in the interest of economy and efficiency because it is a logical follow-on to an order already issued under the contract, provided that all awardees were given a fair opportunity to be considered for the original order.

4. It is necessary to place an order to satisfy a minimum guarantee.

5. For orders exceeding the simplified acquisition threshold, a statute expressly authorizes or requires that the purchase be made from a specified source.

6. In accordance with section 1331 of Public Law 111-240 (15 U.S.C. 644(r)), contracting officers may, at their discretion, set aside orders for any of the small business concerns identified in 19.000(a)(3). When setting aside orders for small business concerns, the specific small business program eligibility requirements identified in FAR Part 19 apply.

**8.0 PROPOSAL PROCESS:** The PCO will issue a FOPR, as needed, to all contractors qualified for a specific NSN, unless a fair opportunity exception exists. The FOPR will include a due date for proposal submission, a requirements package that will include a detailed description of the work to be accomplished, a list of deliverables required and any additional data, as appropriate. The FOPR will also include specific instructions for the submission of proposals. The amount of time for proposal submission will be based on the

complexity and urgency of the requirement and will be stated in the individual FOPRs. If contractors are unwilling to propose on a requirement they are qualified to repair, the contractor shall submit a “no proposal” reply in response to the FOPR. All “no proposal” responses shall include a brief statement as to why the contractor is unwilling to perform. “No proposals” will impact the offerors participation ratio addressed in section 7.0 of this document. Proposals shall represent the offeror’s complete methodology that will be used to meet all of the requirements detailed in the FOPR and its attachments.

**8.1 TECHNICAL PROPOSALS:** If applicable, technical proposal information will be identified at the task order level. In the event of anticipated engineering changes, or re-design efforts, the Government will specify the maximum page limits for each task order technical proposal in the FOPR. Proposals shall not merely restate the requirements listed in the FOPR. Written technical proposals should address the following:

1. Technical approach and descriptive narrative of the contractor's understanding of the requested effort
2. Contractor SOW (CSOW) in response to requirements documents
3. Integrated Master Plan (if applicable)
4. Integrated Master Schedule (if applicable)
5. Key personnel assigned (if applicable)
6. Cost/Price data and justifications in the format specified in the FOPR
7. Period of Performance
8. Government-Furnished Equipment (GFE)/Government-Furnished Information (GFI)
9. Security (including clearance level)
10. Teaming Arrangement (including subcontracting)
11. Small Business Plan (if a large business)
12. Other Pertinent Data, such as assumptions made

**8.2 PRICE PROPOSALS:** Price proposals shall include, at a minimum, a complete unit price and total cost for all priced line items identified at the task order level. Information other than cost and pricing data may be required.

**8.3 CLARIFICATION OF PROPOSALS:** Upon completion of initial evaluations, the PCO will issue the task order to the contractor whose proposal provides the best value, IAW the evaluation criteria, to the Government. Whenever possible, award will be made without discussions. If discussions requiring proposal revisions are required, each proposing vendor will be requested to provide a final proposal revision.

**8.4 PROPOSAL PREPARATION:** The contractor shall assume all costs associated with preparation for the task order under the proposal process as an indirect charge. The Government will not be obligated to reimburse the contractor for work performed, items delivered, or any costs incurred, nor shall the contractor be obligated to perform, deliver or otherwise incur costs except as authorized by duly executed task orders. FOPRs for proposals will indicate funds availability. The Government may request proposals with no assurance of funding and provide no assurances that task orders will be issued.

**8.5 RESOLUTION OF ISSUES:** In the event issues pertaining to a proposed FOPR cannot be resolved to the satisfaction of the PCO, the PCO reserves the right to withdraw and cancel the proposed FOPR. In such event, the contractors shall be notified in writing of the PCO's decision. This decision is final and conclusive and shall not be subject to the disputes clause or the contract dispute act.

**8.6 UNAUTHORIZED WORK:** The contractor is not authorized at any time to commence task order performance prior to issuance of a signed task order, or other written approval provided by the PCO to begin work.

**8.7 TASK ORDER FINANCING:** Task order financing is detailed in FAR Part 32 and is defined as the Government authorization of payment to a contractor prior to acceptance of supplies or services.

**8.7.1 PERFORMANCE-BASED PAYMENTS:** May be authorized at the task order level and will be denoted in the FOPR.

**8.7.2 PROGRESS PAYMENTS:** May be authorized at the task order level and will be denoted in the FOPR.

**9.0 EVALUATION OF PROPOSALS:** The Government intends to select the most advantageous, responsive and responsible offerors' proposal IAW the evaluation criteria set forth in the individual FOPRs; evaluation criteria may consist of any available evaluation methods on the best value continuum, i.e., price only competition, lowest-price technically acceptable (LPTA), tradeoff, etc. The basis of award for each task order will be stated in the FOPR in Sections L & M. Contractors shall provide a price proposal in response to the FOPR. Contractors shall respond within the number of calendar days stated in the FOPR by submitting a proposal to the PCO IAW with the requirements stated in the FOPR. The Government reserves the right to either extend or shorten the number of days allowed for FOPR response, after a FOPR has been released.

**9.1.1 GOVERNMENT REVIEW:** Upon receipt of the contractor's proposal, the Government will review the proposal for completeness and accuracy. After evaluation, the Government may clarify and or negotiate with the contractor on any aspect of the provided proposal as specified in the evaluation criteria in the FOPR. The Government may unliterally accept the contractor's initial proposal without clarifications. If proposal revisions are required or requested following the receipt of proposals, the Government will issue an interchange notice. Such notices will specify requested revisions and timeframes for completing such changes.

**9.2 AWARD NOTIFICATION:** The PCO will provide notice to unsuccessful offerors the same day as the task order is awarded. For orders exceeding the threshold established in FAR 16.505(b)(6), see post award notices and debriefing procedures IAW FAR 16.505(b)(6).

**10.0 SOLE-SOURCE ORDERING PROCEDURES:** In the event it becomes necessary to negotiate with one contractor on a sole-source basis, the following procedures will be used:

**10.1 CIRCUMSTANCES PERMITTING SOLE SOURCE ORDERS:** All qualified vendors will be given a fair opportunity to submit a proposal on requirements they are qualified for unless the PCO determines one of exceptions at FAR 16.505(b)(2)(i) apply as detailed in section 7.3 of this document. When an exception is applicable the contractor will be responsible for preparing a detailed cost proposal. A detailed cost proposal will be required when modifications involving increasing funds to a task order are needed.

**10.2 REQUIREMENTS FOR COST AND PRICING DATA (10 U.S.C. 2306a AND 41 U.S.C. CHAPTER 35):** Unless an exception applies, or a waiver has been granted, cost or pricing data is required at the thresholds contained in FAR 15.403-4(a)(1). When required, the contractor shall submit to the PCO the following in support of any proposal:

**10.2.1** Cost or pricing data in the format designated by the PCO in the FOPR

**10.2.2** A certificate of current cost or pricing data, in the format specified in FAR 15.406-2 certifying that to the best of its knowledge and belief, the cost or pricing data were accurate, complete and current as of the date of agreement on price, or, if applicable, an earlier date agreed upon between parties that is as close as practicable to the date of agreement on price.

**10.3 SUBCONTRACTOR PROPOSALS:** If required under a FOPR, the contractor, to the maximum extent possible, shall submit competitive subcontractor proposals. In the event the contractor is limited to one proposal, the Government will evaluate costs using an Independent Government Cost Estimate (IGCE), local market conditions and/or any other means determined by the PCO. The contractor will require any subcontractor or prospective subcontractor to submit to the prime contractor or appropriate subcontractor tier cost or pricing data in the format designated by the PCO.

**10.3.1 GOVERNMENT REVIEW:** Upon receipt of the contractor's proposal, the Government will review the proposal for completeness and accuracy. After evaluation, the Government may clarify and/or negotiate with the contractor on any aspects of the provided proposal. The Government may unilaterally accept the contractor's initial proposal without discussions, clarifications or negotiations.

**11.0 CYBER SECURITY REQUIREMENTS:** IAW DFARS 252.204-7025, the minimum Cybersecurity Maturity Model Certification (CMMC) level for this contract is: CMMC Level 2 (Self). CMMC status must be verifiable in the Supplier Performance Risk System (SPRS). Offerors shall maintain CMMC Level 2 (Self) compliance through 10 November

2028. After 10 November 2028, all participants shall comply with a CMMC Level 2 (C3PAO) certification throughout the life of the contract.

**12.0 ONBOARDING PROCEDURES:** The Government intends to establish the awardee pool by competitively awarding multiple-award IDIQ contracts. During the first year, the contract will allow semi-annual onboarding opportunities. After the first year, the contract will allow annual onboarding opportunities. All onboarding notifications and opportunities will be made public on SAM.GOV. Onboarding will allow new contractors to qualify, and if approved, be awarded a basic contract. Onboarding will also allow current contractors of the MAC IDIQ to qualify for additional NSNs. All contractors must qualify IAW Repair Qualification Requirements (RQR) in order to be considered for award. Current contractors will not be required to recompete during onboarding, unless they wish to qualify on additional NSNs. Once onboarding is complete, added awardees will be included in the awardee pool and to compete on future task orders. New contractors will be required to submit a CPP as a first task order IAW the basic PWS. The ordering period for new awardees will coincide with the initial awardees' ordering period and shall not extend the overall term of the ordering period or the basic contract ordering period. The PCO will provide written notification to contractors when onboarding procedures are to take place.

**12.1 CMMC ONBOARDING PROCEDURES:** Vendors who submit timely during the onboarding procedures described in the paragraph above (i.e., letter of intent completion and successful qualification) but who are not yet certified to the appropriate CMMC level will be put in a holding status until the vendor's CMMC process is completed and reflected in SPRS. Vendors must notify the Procuring Contracting Officer (PCO) once the information has been completed and submitted in SPRS. After SPRS reflects the appropriate CMMC level, the Procuring Contracting Officer (PCO) may award a basic contract to the vendor.

**13.0 OFF-BOARING PROCEDURES:** The Government reserves the right to remove a contractor from the awardee pool under the basic IDIQ due to failure to meet contractual requirements, performance concerns, non-responsibility, etc. In the event of performance issues, the contractor may have their basic IDIQ contract Terminated for Default (T4D). Any contractor that has been removed from the contract will be ineligible to compete, propose on future task orders, receive awards or participate in future activities under this basic contract. The PCO will provide written notification to the contractor when the determination is made to utilize the off-boarding procedures detailed above. Contractors who no longer wish to participate or comply with the terms and conditions set forth in the basic contract, and this PWS, may request to be off-boarded at any time during the lifetime of the contract. Contractors must provide written notification to the PCO if they wish to be removed from the MAC IDIQ. If a contractor seeks to terminate their contract against the Government's best interest, the Government can refuse, pursue a T4D, Termination for Convenience (T4C) or negotiate a settlement.