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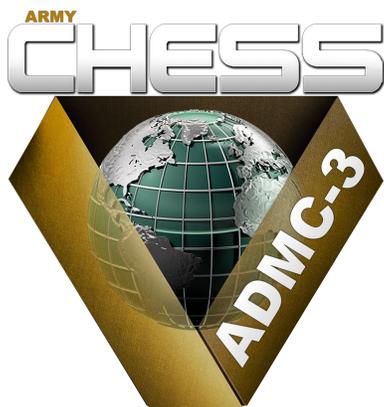
**COMPUTER HARDWARE,
ENTERPRISE SOFTWARE AND SOLUTIONS**



ARMY DESKTOP AND MOBILE COMPUTING-3 (ADMC-3)

ORDERING GUIDE

June 2020



FOREWORD

These ordering guidelines contain the information needed to issue Delivery Orders (DOs) against the Army Desktop Mobile Computing-3 (ADMC-3) contracts. These contracts were awarded under the Federal Acquisition Streamlining Act (FASA), the Clinger-Cohen Act, and the National Defense Authorization Act (NDAA) for Fiscal Year (FY) 2016, which requires that the prime contractors be provided a fair opportunity to be considered for delivery order awards. The contracts are structured as Indefinite Delivery/Indefinite Quantity (ID/IQ) contracts, using DOs for the acquisition of commercial off-the-shelf (COTS) hardware, software, printers, peripherals, accessories, and related services in accordance with (IAW) commercial items definition Federal Acquisition Regulation (FAR) 2.101. A Commerciality Determination has been performed at the base IDIQ level and therefore is not required at the DO level.

These contracts are available to the Army, other DOD agencies, and all other Federal agencies, and authorized Government contractors supporting these agencies IAW the Defense Federal Acquisition Regulation Supplement (DFARS) 252.251-7000.

Questions regarding these guidelines and procedures for placing orders against the contracts should be directed to Computer Hardware, Enterprise Software and Solutions (CHESS). Questions of a contractual nature should be directed to the Procuring Contracting Office (PCO), Army Contracting Command - Rock Island (ACC-RI). These guidelines will be revised, as needed, to improve the process of awarding and managing orders under the ADMC-3 contracts.

CHESS

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ACC-RI

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Information regarding the ADMC-3 contracts, including links to the prime contractors' home pages, can be found at: <https://chess.army.mil>.



TABLE OF CONTENTS

CHAPTER 1: ADMC-3 GENERAL INFORMATION

1. Background
2. Scope
3. Prime Contractors
4. Contract Terms/Approach
5. FAR 16.505, AFARS 5116.5, and DFARS 216.505-70

CHAPTER 2: ADMC-3 ROLES AND RESPONSIBILITIES

1. Army Contracting Command – Rock Island
2. Computer Hardware, Enterprise Software and Solutions
3. Requiring Activity
4. Ordering Contracting Officer
5. Ordering Contracting Officer's Representative
6. Contractors
7. Ombudsman

CHAPTER 3: ADMC-3 ORDERING GUIDANCE

1. General
2. Pricing
3. Small Business Set-Asides
4. Order Forms and Numbering
5. Delivery Requirements
6. Shipments to California – California Environmental Fee
7. Security Considerations
8. Ordering – FAR 16.505

CHAPTER 4: ADMC-3 ORDERING PROCEDURES

1. Ordering Procedures

ATTACHMENTS

Attachment 1: ADMC-3 Delivery Order Request Checklist and Instructions

Attachment 2: ADMC-3 Acronyms



CHAPTER 1 ADMC-3 GENERAL INFORMATION

1. BACKGROUND

The ADMC-3 contracts are multiple award, ID/IQ contract vehicles, specifically designed as the primary source of IT equipment to support the Army enterprise infrastructure and infostructure goals and to support the Government's worldwide requirements for commercial-off-the-shelf (COTS) Information Technology (IT) equipment in accordance with the definition under FAR 2.101. These contracts will be awarded to a set of lowest price technically acceptable for the items identified. The suite of awarded contracts shall serve as an overarching procurement vehicle for the Army Consolidated Buy (CB). The contracts shall also allow the DOD to modify or develop new service centric programs in an effort to enhance configuration management of IT and leverage buying power of IT products.

The objective of the ADMC-3 contracts is to provide desktop computers, integrated desktop computers, scientific workstations, notebooks, tablets, electronic displays, thin clients, zero client, printers and multifunction devices and warranty. The ADMC-3 contracts are a follow-on to the ADMC-2.

All DOD and other Federal Agencies are authorized to use the contracts to satisfy their IT requirements. The ADMC-3 contracts will be the contract vehicle for Army Consolidated Buys.

Working in partnership with the prime contractors, CHES manages the contracts in coordination with ACC-RI. ADMC-3 contractors are to enhance Army capabilities by partnering with and supporting the implementation of Network Enterprise Technology Commands (NETCOM) Networkworthiness Program.

There is no fee to place orders against the ADMC-3 contract.

• SCOPE

The ADMC-3 contracts provide for the acquisition of COTS IT equipment. Equipment provided under these contracts shall be new. Used or refurbished equipment is not acceptable. The warranty duration for desktops and notebooks is three years. Three year standard warranty includes wearable items such as a keyboard and battery in laptops. Warranty options for 4 and 5 years do not cover wearable items. Multiple warranty terms are offered to include original equipment manufacturer and warranty uplifts and downlifts. In order to keep pace with changes in technology, the contractors shall provide for new technologies and refresh their product offerings IAW the contractors' commercial business practices and as Army requirements change over the 10-year life of these contracts. These technologies may include, but are not limited to, biometrics, embedded encryption, body wearable computers and displays, wireless products, and thin client to meet worldwide requirements of the Army.

In addition, the contractors shall provide related firm fixed price (FFP) services including, but not limited to: custom imaging and asset tagging. These services shall be directly related to the equipment purchased, non-complex in nature, and do not require a detailed statement of work in order to be accomplished. These services shall be performed as requested by the customer on individual delivery orders. IT products procured through this acquisition are required to comply with DOD and Army standards, such as the Defense IT Standards Registry and Federal Information Processing Standards.



NOTE for SOFTWARE and WARRANTY PURCHASES:

Software: **Army customers** are required to procure software through CHES. To do so you must look at ELAs first, then ESI, and lastly ITES-SW. You will need to refer to the specific software contract pages to determine if the CHES contracts meet your requirements. The listing of commercial software available from DOD ESI sources can also be viewed on the website at <http://www.esi.mil/>. For ITES-SW, you will need to submit an RFQ. If you determine the CHES contracts do not meet your requirements, you must submit a request for a Statement of Non- Availability (SoNA).

Warranties: Some Agencies/Organizations purchase warranties that cover the entire Agency/Organization. Please ensure that there are no warranties purchased to cover your requirement prior to your purchase to eliminate double payments for the same products.

In order to keep pace with changes in technology and meet worldwide requirements of the Army, the contractor shall provide for new technologies and refresh their product offerings IAW the contractor’s commercial business practices, as Army requirements change, and IAW this agreement, over the life of this contract. These new technologies may include, but are not limited to: biometrics, embedded encryption, body wearable computers and displays, wireless products, and mobile personal data terminals. IT products procured through this acquisition are required to comply with DOD and Army standards.

The Contract Line Items (CLINs) consist of equipment, warranty, and undefined CLINs

Base Period:	6 March 2020 – 5 March 2025
Option 1:	6 March 2025 – 5 March 2030

A general description of each CLIN follows:

Desktop Computers (Standard Desktop, Performance Desktop, and Small Form Factor Desktop)

A desktop computer is defined by the Environmental Protection Agency (EPA) as a computer whose main unit is designed to be located in a permanent location, often on a desk or on the floor. Desktop computers are not designed for portability and are designed for use with an external display, keyboard, and mouse. Desktop computers are intended for a broad range of home and office applications. Desktop Computers shall also include computer components that directly support these platforms (e.g., various processors, random access memory (RAM), hard disk drives, solid state drives, optical drives, video cards, mice, keyboards, input devices, network interface controllers, multimedia devices, smart card readers, interface adapter cards and various warranty options).

Standard Desktop CLINS: 0001AA – 0001BK
Performance Desktop CLINS: 0002AA – 0002BL
Small Form Factor Desktop CLINS: 0003AA – 0003BJ

All Desktop Computers have a standard 3 year warranty. The following CLIN options provide one or two year extensions:



Standard Desktop Warranty Extension CLINS: 0001CA – 0001CF
Performance Desktop Warranty Extension CLINS: 0002CA – 0002CF
Small Form Factor Desktop Warranty Extension CLINS: 0003CA – 0003CF

Integrated Desktop Computers

The EPA defines an Integrated Desktop Computers as a desktop computer in which the computing hardware and display are integrated into a single housing, and which is connected to ac mains power through a single cable. Integrated desktop computers come in one of two possible forms: (1) a system where the display and computer are physically combined into a single unit; or (2) a system packaged as a single system where the display is separate but is connected to the main chassis by a dc power cord and both the computer and display are powered from a single power supply. As a subset of desktop computers, Integrated Desktop Computers are typically designed to provide similar functionality as Desktop systems. Integrated computers shall also include computer components that directly support these platforms (e.g., various processors, random access memory (RAM), hard disk drives, solid state drives, optical drives, video cards, mice, keyboards, input devices, network interface controllers, multimedia devices, smart card readers, interface adapter cards and various warranty options).

Integrated Desktop CLINS: 0004AA – 0004BJ

All Integrated Desktop Computers have a standard 3 year warranty. The following CLIN options provide one or two year extensions:

Integrated Desktop Computer Warranty Extension CLINS: 0004CA – 0004CF

Scientific Workstations

A workstation is defined by the EPA as a high-performance, single-user computer typically used for graphics, Computer Aided Design (CAD), software development, financial and scientific applications among other compute intensive tasks. Workstations covered by this specification (a) are marketed as a workstation; (b) do not support altering frequency or voltage beyond the CPU and Graphics Processing Unit (GPU) manufacturers' as shipped operating specifications; and (c) has system hardware that supports error-correcting code (ECC) that detects and corrects errors with dedicated circuitry on and across the CPU, interconnect, and system memory.

In addition, a workstation meets two or more of the following criteria:

- a. Supports one or more discrete GPU or discrete compute accelerators
- b. Supports four or more slots of PCI-express, other than discrete GPU, connected to accessory expansion slots or ports where each lane has a bandwidth of 8 gigabits per second (Gb/s) or more.
- c. Provide multi-processor support for two or more physically separate processor packages or sockets. (this requirement cannot be met with support for a single multi-core processor); and/or
- d. Certification by 2 or more Independent Software Vendor (ISV) product certifications; these certifications can be in process, but shall be completed within 3 months of certification.

Workstations shall also include computer components that directly support these platforms (e.g., various processors, random access memory (RAM), hard disk drives, solid state drives, optical drives, video cards, mice, keyboards, input devices, network interface controllers, multimedia devices, smart card readers, interface adapter cards and various warranty options).



Workstation CLINS: 0005AA – 0005BL

All Workstations have a standard 3 year warranty. The following CLIN options provide one or two year extensions:

Workstation Warranty Extension CLINS: 0005CA – 0005CF

Electronic Displays

An electronic display (also referred to as monitor) is defined by the EPA as a product with a display screen and associated electronics, often encased in a single housing, that as its primary function produces visual information from (1) a computer, workstation, or server via one or more inputs (e.g., VGA, DVI, HDMI, DisplayPort, IEEE 1394, USB), (2) external storage (e.g., USB flash drive, memory card), or (3) a network connection.

Monitor: An Electronic Display intended for one person to view in a desk based environment.

Monitors shall also include cables, connectors to attach the display to the computer and various warranty options.

21.5" Display CLINS: 0006AA – 0006AC

24" Display CLINS: 0007AA – 0007AC

27" Display CLINS: 0008AA – 0008AC

All Displays have a standard 3 year warranty. The following CLIN options provide one or two year extensions:

21.5" Display Warranty Extension CLINS: 0006CA – 0006CF

24" Display Warranty Extension CLINS: 0007CA – 0007CF

27" Display Warranty Extension CLINS: 0008CA – 0008CF

Computer Accessories

Computer Accessories include the following items:

- External Speaker System
- Headphones
- Webcams
- Travel Power Plug Adapter
- Surge Protector with Outlets
- External Keyboard/Mouse/CAC Reader
- External CD/DVD Read/Writer
- Small Notebook Carrying Case
- Large Notebook Carrying Case
- Ethernet Cable

Computer Accessory CLINS: 0009AA – 0009AM

Notebook Computers (Standard Notebook, Performance Notebook, Lightweight Notebook and Ruggedized Notebook)

A notebook computer is defined by the EPA as a computer designed specifically for portability



and to be operated for extended periods of time both with and without a direct connection to an AC mains power source. Notebook computers include an integrated display, a non-detachable, mechanical keyboard (using physical, moveable keys), and pointing device.

Notebooks shall also include computer components that directly support these platforms (e.g., various processors, random access memory (RAM), hard disk drives, solid state drives, optical drives, video cards, docking stations, port replicators, mice, keyboards, input devices, network interface controllers, wireless network interfaces, multimedia devices, smart card readers, interface adapter cards and various warranty options).

Standard Notebook CLINS: 0010AA – 0010BJ
Performance Notebook CLINS: 0011AA – 0011BJ
Lightweight Notebook CLINS: 0012AA – 0012BH
Ruggedized Notebook CLINS: 0013AA – 0013BH

All Notebooks have a standard 3 year warranty. The following CLIN options provide one or two year extensions:

Standard Notebook Warranty Extension CLINS: 0010CA – 0010CF
Performance Notebook Warranty Extension CLINS: 0011CA – 0011CF
Lightweight Notebook Warranty Extension CLINS: 0012CA – 0012CF
Ruggedized Notebook Warranty Extension CLINS: 0013CA – 0013CF

Tablet

The EPA defines a Tablet as a Computing Device designed for portability that meets all of the following criteria:

- a) Includes an integrated display with a diagonal size greater than 6.5 inches and less than 17.4 inches;
- b) Lacking an integrated, physical attached keyboard in its as-shipped configuration;
- c) Includes and primarily relies on touchscreen input; (with optional keyboard);
- d) Includes and primarily relies on a wireless network connection (e.g., Wi-Fi, 3G, etc.); and
- e) Includes and is primarily powered by an internal battery (with connection to the mains for battery charging, not primary powering of the device).

Tablets shall also include computer components that directly support the these platforms (e.g., various processors, random access memory (RAM), hard disk drives, solid state drives, optical drives, docking stations, port replicators, mice, keyboards, input devices, network interface controllers, wireless network interfaces, smart card readers, and various warranty options).

Standard Tablet CLINS: 0014AA – 0014BG

All Tablets have a standard 3 year warranty. The following CLIN options provide one or two year extensions:

Standard Tablet Warranty Extension CLINS: 0014CA – 0014CF

Thin Clients

The EPA defines a Thin Client as: an independently-powered computer that relies on a connection to remote computing resources (e.g., computer server, remote workstation) to obtain primary functionality. Main computing functions (e.g., program execution, data storage,



interaction with other Internet resources) are provided by the remote computing resources. Thin Clients covered by this specification are (1) limited to devices with no rotational storage media integral to the computer and (2) designed for use in a permanent location (e.g. on a desk) and not for portability.

Thin Client CLINS: 0015AA – 0015BA

All Thin Clients have a standard 3 year warranty. The following CLIN options provide one or two year extensions:

Thin Clients Warranty Extension CLINS: 0015CA – 0015CF

Zero Clients

The EPA defines an ultra-thin client (a.k.a. zero client) as: a computer with lesser local resources than a standard Thin Client that sends raw mouse and keyboard input to a remote computing resource and receives back raw video from the remote computing resource. Ultra-thin clients cannot interface with multiple devices simultaneously nor run windowed remote applications due to the lack of a user-discernible client operating system on the device (i.e., beneath firmware, user inaccessible).

Zero Client CLINS: 0016AA – 0016BA

All Ultra-Thin Clients have a standard 3 year warranty. The following CLIN options provide one or two year extensions:

Ultra-Thin Clients Warranty Extension CLINS: 0016CA – 0016CF

Printers (Monochrome Office Printer)

A printer is defined by the EPA as a product whose primary function is to generate paper output from electronic input. A printer is capable of receiving information from single-user or networked computers, or other input devices (e.g., digital cameras). This definition is intended to cover products that are marketed as printers, and printers that can be field-upgraded to meet the definition of an MFD. Printers shall also include network interface controllers, wireless network interfaces, cables, connectors to attach the printer to the computer and various warranty options.

Monochrome Office Printer with Operational Power of 120 VAC ± 10 @ 60 Hz
CLINS: 0017AA – 0017AC

The following CLIN options provide one or two year extensions:

Monochrome Office Printer Warranty Extension CLINS: 0017CA – 0017CF

All Printers have a standard 1 year warranty.

Monochrome Office Printer with Operational Power of 220 VAC ± 10 @ 50 Hz
CLINS: 0018AB – 0018AC

The following CLIN options provide one or two year extensions:

Monochrome Office Printer Warranty Extension CLINS: 0018CB – 0018CF

Multifunction Device (Color Office MFD)

A multifunction devices is defined by EPA as a product that performs two or more of the core functions of a Printer, Scanner, Copier, or Fax Machine. An MFD may have a physically



integrated form factor, or it may consist of a combination of functionally integrated components. MFD copy functionality is considered to be distinct from single-sheet convenience copying functionality sometimes offered by fax machines. This definition includes products marketed as MFDs, and “multi-function products” (MFPs). Multifunction Device shall also include network interface controllers, wireless network interfaces, cables and connectors to attach the printer to the computer.

Color Office Multifunction Device with Operational Power of 120 VAC ±10 @ 60 Hz
CLINS: 0019AA – 0019AC

The following CLIN options provide one or two year extensions:
Color Office Multifunction Device Warranty Extension CLINS: 0019CA – 0019CF

All Multifunction Devices have a standard 1 year warranty.

Color Office Multifunction Device with Operational Power of 220 VAC ±10 @ 50 Hz
CLINS: 0020AB– 0020AC

The following CLIN options provide one or two year extensions:
Color Office Multifunction Device Warranty Extension CLINS: 0020CB – 0020CF

Within Scope Items and Equipment (Undefined Desktops, Undefined Notebooks, Undefined Tablets, and Ancillary Items):

At the Delivery Order level, the Undefined Desktop CLIN, Undefined Notebook CLIN, and Undefined Tablet CLIN may be utilized to purchase undefined devices (Desktops, Notebooks, and Tablets). The Within Scope CLIN may be utilized to purchase ancillary items necessary to complete the order. Examples include unforeseen ancillary items required to support full implementation of the commodity IT procurement (e.g., DVI to HDMI adapters, Fiber optic NICs, etc.).

Undefined Desktops, Notebooks, and Tablets:

To fulfill unique program demands for which the defined desktop, notebook, or tablet does not fulfill mission requirements the Within Scope CLIN can be used. In addition to the user defined requirements, such platforms must also support all of the following:

- Natively execute a current version of the Army Golden Master
- For Notebooks, the processor shall be the latest generation processor technology (Intel Core i5/i7/i9 Processors or AMD's Pro Series APUs or equivalent)
- For Tablets, the processor shall be a the latest generation processor technology
- For Desktops, the processor shall be the latest generation processor technology (Intel Core i7/i9 Processors or AMD's Pro Series APUs or equivalent)
- Processor shall have a minimum of four core and eight threads/modules
- Processor CPU virtualization extensions (e.g., Intel VT-x or ADM-V)
- Processor shall support Input/Output Memory Management (e.g. Intel VT-d or AMD-Vi)
- Processor shall support Second-Level Address Translation (e.g., Intel EPT or AMD RVI)
- Platform shall support NIST SP800-147 compliant, Tamper Resistant UEFI 2.6 with Secure Boot functionality; Firmware supports: Hardware-rooted trust platform and Hardware Security Test Interface (HSTI) Specification
- Support the Trusted Platform Module 2.0 or higher
- If the product has wireless features, the wireless connection must support a FIPS PUB



- 140-2 compliant encrypted connection
- Platform is compliant with Section 508 Amendment to the Rehabilitation Act of 1973
- Platform is TAA compliant
- Platform support approved CAC reader that is ISO/IEC 7816 and FIPS 201 compliant and listed on the Microsoft Hardware Compatibility List
- Platform is EPA Energy Star qualified
- Platform is EPEAT registered
- Platform include 3 years warranty

The sum of the Undefined Desktop, Undefined Notebook, Undefined Tablet, and Within Scope CLINs (0021AA-AC, 0022AA-AC, 0023AA-AC, and 0024AA-AC) shall not exceed 10% of the total price of the Delivery Order.

No established minimum discount exists for undefined items and Within Scope CLINs. The OCO must establish FFPs IAW FAR 15.4 for unpriced items.

Undefined Desktop CLINS: 0021AA – 0021AC
 Undefined Notebook CLINS: 0022AA – 0022AC
 Undefined Tablet CLINS: 0023AA – 0023AC
 Within Scope Ancillary Item CLINS: 0024AA – 0024AC

NOTE: Under the ADMC-3 contract, hardware purchases of all devices, except for Printers and Multifunction Devices, have a three-year warranty. Printers and Multifunction Devices come with a standard one-year warranty. These warranties remain in effect after the contract reaches its end of life and do not fall under Clauses 52.212-4 or 52.216-22. If the Original Equipment Manufacturer (OEM) warranty is longer than the standard three-year or one-year (for Printers and MFDs) warranty, the OEM's warranty shall apply.

NOTE: All ADMC-3 contract items (with the exception of Computer Accessories) must be Trade Act Agreement (TAA) compliant. However, there are instances where an item required as part of an ADMC-3 solution is not TAA compliant, and no TAA compliant item is available. OCOs may make a determination to waive the TAA requirement and purchase the non-TAA compliant item after confirming:

- That the item to be purchased is non-TAA compliant
- No TAA compliant items are available from any of the 9 ADMC-3 contractors
- No other TAA compliant items are available that will satisfy the requirement

OCO's will document the order file to support the determination to waive the TAA requirement. Such waivers will be specific to the individual DO. Non-TAA compliant items will be offered under the Within Scope Related Items and Equipment CLIN. The OCOs must establish FFPs IAW FAR 15.4 for these items.

Computer Accessories (CLIN 0009AA through 00009AM) are considered supplies which are applicable to FAR Subpart 25.103 relief from TAA compliance.

DELIVERY:

Continental United States (CONUS) Shipping:

Shipping for deliveries to CONUS locations in 30 calendar days.



Outside Continental United States (OCONUS) Shipping:

Shipping for deliveries to OCONUS locations in 35 calendar days.

Remote Outside Continental United States (OCONUS) Shipping:

Shipping for deliveries to Remote OCONUS locations in 45 calendar days.

Shipping Variations:

Alternate or additional delivery schedules such as ship-in-place, expedited shipping, or shipping to APO addresses, shall be negotiated under individual delivery orders under this contract.

- **PRIME CONTRACTORS**

The following is a list of the ADMC-3 prime contractors, their respective contract numbers, business size applicable to the specific contract and links to the prime contractor websites.

Prime Contractor	Contract Number	Business Size
NCS Technology	W52P1J-19-D-0048	Small
Dell Federal Systems L.P.	W52P1J-19-D-0049	Large
Strategic Communications, LLC	W52P1J-19-D-0050	Small
Blue Tech, Inc	W52P1J-19-D-0051	Small
Iron Bow Technologies, LLC	W52P1J-19-D-0052	Large
Sterling	W52P1J-19-D-0053	Small
HPI Federal	W52P1J-19-D-0054	Large
JC Technology dba ACE Computers	W52P1J-19-D-0055	Small
Better Direct, LLC	W52P1J-20-D-0018	Small
FedBiz IT Solutions	W52P1J-20-D-0020	Small



- **CONTRACT TERMS/APPROACH**

Separate, multiple awards were made for ADMC-3 with the following contract terms and provisions:

Contract Terms	ADMC-3
Contract Minimum	<ul style="list-style-type: none"> • NTE \$10,000.00 for each contractor • The minimum applies only to the Base Period
Contract Maximum	<ul style="list-style-type: none"> • \$5,000,000,000.00 over a five-year period of performance. The contract maximum represents the total requirement for the life of the contract (including options, if exercised).
Period of Performance	<ul style="list-style-type: none"> • Ten Years: <ul style="list-style-type: none"> ○ 5 year base period ○ One 5 year option period
Pricing Structure	<ul style="list-style-type: none"> • Firm-Fixed-Price
Ordering Guidance and Process	<ul style="list-style-type: none"> ○ See Chapters 3 and 4

5. FAR 16.505, AFARS 5116.5, and DFARS 216.505-70

The following regulations are applicable to ADMC-3 contracts:

IAW FAR 16.505(b) and Army Federal Acquisition Regulation Supplement (AFARS) 5116.5, for all orders in excess of the micro-purchase threshold and not exceeding the simplified acquisition threshold, the OCO must provide each contractor a fair opportunity to compete unless an exception is justified IAW FAR 16.505(b)(2). In making the award, the OCO must document his/her selection, including the basis for award (e.g., low price, or best value tradeoff) and any tradeoffs, in the case of best value, between price and non-price considerations; the selection must consider price. Finally, though not required, the OCO should consider past performance on earlier orders under ADMC-3 and use streamlined procedures. The contract file must include the basis for the exception to the fair opportunity process.

- IAW the NDAA for FY 2008, DOs in excess of \$5,000,000.00 require the OCO to provide a RFQ to all ADMC-3 contractors that includes a clear statement of the requirements, a reasonable period of time to provide a proposal in response to the RFQ, disclosure of the significant factors and sub factors, including cost or price that the OCO expects to consider in evaluating such proposals, and their relative importance. In the case of an award that is to be made on a best value basis, the OCO must prepare a written statement documenting the basis for the award and the relative importance of quality and price or cost factors. For orders in excess of \$5,000,000.00, the OCO must provide an opportunity for post-award debriefings.
- IAW DFARS 216.505-70, Orders under multiple award contracts, if only one offer is received in response to an order exceeding the simplified acquisition threshold that is placed on a competitive basis, the contracting officer shall follow the procedures at 215.371.



CHAPTER 2

ADMC-3 ROLES AND RESPONSIBILITIES

The following is a summary of the roles and responsibilities for the primary organizations in the ADMC-3 contract process.

1. ARMY CONTRACTING COMMAND – ROCK ISLAND

- Serves as the PCO for the ADMC-3 contracts. The PCO has overall contractual responsibility for the ADMC-3 contracts. All orders issued by an RA's OCO are subject to the terms and conditions of the contract. The contract takes precedence in the event of conflict with any DO.
- Provides advice and guidance to RAs, OCOs, and contractors regarding contract scope, acquisition regulation requirements, and contracting policies.
- Approves and issues modifications to the basic contract as the Administering Contracting Officer.
- Represents the Contracting Officer position at various contract-related meetings.

2. COMPUTER HARDWARE, ENTERPRISE SOFTWARE AND SOLUTIONS

- Designated by the Secretary of the Army as the Army's primary source for commercial IT.
- Is the RA for this acquisition
- Product Lead under the Project Director, Enterprise Services (ES), Program Executive Officer, Enterprise Information Systems.
- Maintains the IT e-mart, a no-fee flexible procurement strategy through which an Army user may procure COTS IT hardware, software, and services. The CHES IT e-mart features Request for Quote (RFQ) and Reverse Auction tools. The IT e-mart website is: <https://chess.army.mil>.
- With support from the US Army, Information Systems Engineering Command, (ISEC), assists Army organizations in defining and analyzing requirements for meeting the Army's enterprise infrastructure and infostructure goals.
- Works with requiring activities to help them understand how ADMC-3 can best be used to meet their requirements.
- Conducts periodic meetings with the prime contractors to ensure requirements, such as standards and reporting requirements, are understood and adhered to.
- Serves as the PCOs Program Representative.

3. REQUIRING ACTIVITY (RA)

- Defined as any organizational element within the Army, DOD, and other Federal agencies.
- Adheres to the requirements and procedures defined in the ADMC-3 contracts and these guidelines.
- Defines requirements.
- Funds the work to be performed under ADMC-3 DOs.
- Prepares DO requirements packages.

4. ORDERING CONTRACTING OFFICER (OCO)

- OCOs within the Army, DOD, and other Federal agencies are authorized to place DOs within the terms of the contract and within the scope of their authority.



- Serves as the interface between the contractor and the Government for individual DOs issued under the ADMC-3 contracts.
- Responsible for requesting, obtaining, and evaluating proposals/quotations, and for obligating funds for DOs issued.
- Responsible for addressing non-TAA compliant product issues affecting individual DOs and preparing any waivers or determinations necessary to acquire non-TAA compliant products.

5. ORDERING CONTRACTING OFFICER'S REPRESENTATIVE (OCOR)

- Ordering CORs will be designated by letter of appointment from the OCO.
- Serves as the focal point for all task activities, and the primary point of contact with the contractors.
- Provides technical guidance in direction of the work; not authorized to change any of the terms and conditions of the contract or order.
- Obtains required COR training.

NOTE: The Army Contracting Command Acquisition Instruction provides a list of approved COR training courses.

6. CONTRACTORS

The principal role of the contractor is to deliver and install/integrate products identified in orders issued under its contract within the time frame specified under the contract. Contractors must provide technical assistance and perform warranty services IAW the terms and conditions of the ADMC-3 contract.

7. OMBUDSMAN

IAW FAR 16.505(b)(8), contractors that are not selected to perform work under a delivery order/task order award may contact the designated Agency contract Ombudsman for the ADMC-3 contracts. The Ombudsman is responsible for reviewing complaints from the contractors and ensures that all contractors are afforded a fair opportunity to be considered, consistent with the procedures in the contracts and regulations. ADMC-3 contractors that are not selected for award under a DO competition may seek independent review by the designated Ombudsman for the ADMC-3 contracts. The ACC-RI Ombudsman will review complaints from the contractors on all DOs issued by ACC-RI and ensure that all contractors are afforded a fair opportunity to be considered for each DO, consistent with the procedures in this contract. The Ombudsman for DOs not issued by ACC-RI will be the Ombudsman that supports that particular OCO. The designated Ombudsman for the ADMC-3 contracts is:

Kevin Larkin
 Army Contracting Command, ACC-RI
 Attn: AMSAS-GC
 1 Rock Island Arsenal
 Rock Island Arsenal
 309-782-1717
kevin.l.larkin.civ@mail.mil



CHAPTER 3

ADMC-3 ORDERING GUIDANCE

1. GENERAL

- Ordering is decentralized for all ADMC-3 requirements. Ordering under the contracts is authorized to meet the needs of the Army only. There are no approvals, coordination, or oversight imposed by the PCO on any OCO. OCOs are empowered to place orders IAW the terms and conditions of the contracts, these Ordering Guidelines, the FAR, the DFARS (as applicable), and their own agency procedures.
- The PCO will not make judgments or determinations regarding DOs awarded under the ADMC-3 contracts by an OCO. All issues must be resolved consistent with individual agency procedures and/or oversight.
- Upon request, the PCO is available to provide guidance to OCOs executing orders under the ADMC-3 contracts.
- The CHESSE *IT e-mart* is available to make product and price comparison among all awardees and solicit competitive quotes. The OCO can initiate the delivery order process by issuing a RFQ or initiating a Reverse Auction to the awardees via the CHESSE *IT e- mart* at <https://chess.army.mil/>.

2. PRICING

- Pricing is Firm-Fixed-Price with Economic Price Adjustment (EPA). There are also unpriced items. These include Within Scope Related Items and Equipment, OCONUS Shipping, Remote OCONUS shipping, Shipping Variations, DOD ESI. The Government reserves the right to add CLINs for individual items to the contract that currently are not items under the New Technology Clause.
- CLIN items will be purchased by DOs. The CLINs on the DO shall list the discounted amount for the items ordered. In the description column, the following minimum information will be listed: CLIN number, part number, description, item quantity, unit price and extended amount, discount applied, and the discounted grand total.
- Additional discount(s), from the established discount, may be provided under individual DOs as negotiated by the OCO. Any and all agreements to reduce pricing under the provision shall be subject to all other provisions set forth in the contract. Contract terms and conditions may not be waived, nor additional products (not specified in scope of the contract) be sold as part of the price reduction agreement.

3. SMALL BUSINESS SET-ASIDES

- As the Non-Manufacturer Rule applies to ADMC-3, Small Business (SB) set-asides are possible at the delivery order (DO) level.
(<https://www.sba.gov/contracting/contracting-officials/non-manufacturer-rule>)
- There are several class waivers listed at:
<https://www.sba.gov/contracting/contracting-officials/non-manufacturer-rule/class-waivers>. An individual waiver can also be applied for at the delivery order level.
- If the SB is a manufacturer of the products being sought, a waiver is not required.



- The requiring activity/ordering contracting office (RA/OCO) will have to perform the research to see if there are any SB manufacturers of the product, if a waiver exists on the SBA.gov site, or to request an individual waiver at the DO level. The RA/OCO will coordinate with their cognizant Legal/SB offices as appropriate. The OCO will have to document the file accordingly.
- TAA compliance is still a requirement on ADMC-3. Per the Non-Manufacturing Rule paragraph at <https://www.sba.gov/contracting/government-contracting-programs/what-small-business-set-aside>, “A waiver of the non-manufacturing rule does not affect other legal requirements that might apply to a supply contract, such as the Buy American Act or Trade Agreements Act.”
- The predominant NAICS code for the ADMC-3 contract remains 334111.
- ACC-RI and CHES will not be making any determinations if specific products apply to a particular waiver.
- **ONLY UPON COMPLETION OF THE ABOVE WILL THE OCO BE ABLE TO SET ASIDE PROCUREMENTS FOR SBs ON THE CHES IT E-MART FOR ADMC-3.**

4. ORDER FORMS AND NUMBERING

- An appropriate order form (DD Form 1155, Order for Supplies or Services, or SF1449, Solicitation/Contract/Order for Commercial Items) shall be issued for each DO. The use of Government Credit Cards is also authorized IAW applicable rules and procedures. DOs may be issued via telephone, fax, e-mail, postal mail or CHES's *IT e-mart*.
- OCOs shall not use any order numbers from numbers 0001 through 9999, which are reserved for ACC-RI. DOD agencies should use ordering numbers as specified in DFARS 204.7004(d)(2)(i). Non-DOD Federal agencies may use any numbering system, provided it does not conflict with either of these numbering systems.

5. DELIVERY REQUIREMENTS

- Delivery of products to the Continental U.S. (CONUS), OCONUS and Remote OCONUS locations shall be IAW individual DOs. Maximum delivery time to the addresses specified in each DO shall be within 30 calendar days for CONUS addresses, 35 calendar days for OCONUS and 45 days for Remote OCONUS from the date a valid order is received by the contractor, or as otherwise agreed to by the parties. All contractors offer the ability to expedite delivery, subject to negotiation or additional cost. Partial shipments and partial payments are authorized under the contracts. Shipping shall be Free On Board destination.
- Coordination and scheduling of shipment and delivery is the responsibility of the ordering activity. Commercial shipping is required in lieu of developing a shipping mechanism reliant upon Government personnel intervention.
- If an item cannot be delivered within the delivery time for that item, the contractor shall notify the OCO and CHES within two business days of order receipt, of the expected delivery date for the ordered item(s). Upon notification, the Ordering Agency may choose to cancel the DO or request due consideration for the delay.

6 SHIPMENTS TO CALIFORNIA – CALIFORNIA ENVIRONMENTAL FEE



The State of California requires the payment of an Electronic Waste Recycling Fee on certain electronic devices shipped to California. The fee applies to Government purchases and must be paid by the customer. The fees are added to the customer's order as a pass through charge and must be included in the total amount of the delivery order or credit card at the time of purchase. The CHESSE vendor remits the fees to the State of California. If a delivery order or credit card purchase contains liquid crystal display desktop computer monitors and/ or laptop computers that are being shipped to California, contact the CHESSE vendor so that they can determine the additional charge that will be incurred against the delivery order or credit card purchase.

7 SECURITY CONSIDERATIONS

Orders shall indicate any security clearances required and the level of classified access necessary. A DD Form 254, Contract Security Classification Specification, shall be prepared and incorporated into the DO when required.

8 ORDERING – FAR 16.505

- a. IAW FAR 16.505(b)(2), for all orders exceeding micro-purchase threshold but not exceeding the simplified acquisition threshold, the OCO shall give every ADMC-3 contractor a fair opportunity to be considered for a DO unless one of the exceptions to fair opportunity applies. The OCO must document his/her rationale if applying one of the exceptions to fair opportunity. However, no special format is required.
- b. All orders exceeding the simplified acquisition threshold for DOD shall be placed on a competitive basis IAW FAR 16.505 unless a written waiver is obtained, using the limited sources justification and approval format in FAR 8.405-6. Refer to your agency's approval authorities for placing orders on an other-than-competitive basis. This competitive basis requirement applies to all orders by or on behalf of DOD. Non-DOD agencies shall comply with its agency's procedures.
- c. The requirement to place orders on a competitive basis is met only if the OCO:
 - i. Provides a notice of intent to purchase to every ADMC-3 contractor, including a description of work to be performed and the basis upon which the selection will be made; and
 - ii. Affords all ADMC-3 contractors responding to the notice a fair opportunity to submit an offer and to be fairly considered.
- d. Exceptions to the requirement to place an order on a competitive basis.
 - i. As provided in FAR 16.505(b)(2), the OCO may waive the requirement to place an order on a competitive basis if a written limited sources justification and approval is done and one of the following circumstances applies:
 1. The agency's need for the supplies or services is so urgent that providing a fair opportunity would result in unacceptable delays. Use of this exception requires a justification that includes reasons why the ADMC-3 processing time for a fair opportunity to be considered will result in an unacceptable delay to the agency. The justification should identify when the effort must be completed and describe the harm to the agency caused by such a delay.
 - ii. Only one contractor 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. Use of this exception should be rare. When using this exception, explain (1) what is unique or highly



- specialized about the supply or service, and (2) why only the specified contractor can meet the requirement.
- iii. 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 these contracts, provided that all awardees were given a fair opportunity to be considered for the original order. When using this exception, the justification should discuss why the specific requirement continues and why it is to the benefit of the Government for the particular to continue this work. Examples of benefits include:
 1. Award to any other source would likely result in substantial duplication of cost to the Government that is not expected to be recovered through competition;
 2. Award of the order to a different source would cause unacceptable delays in fulfilling the Government's requirements (lack of advance planning is not valid rationale); or
 3. A statute expressly authorizes or requires that the purchase be made from a specified source.
 - e. OCOs must consider a set-aside to small businesses IAW FAR 16.505(b)(2)(F). When contemplating a set-aside, the OCO should be cognizant of clause 52.223-16, Acquisition of EPEAT-Registered Personal Computer Products, which is incorporated into the base contracts. These items may only be available from the OEMs.

NOTE: For brand name requirements, a justification and approval must be prepared.

- f. The OCO must follow its agency's procedures for documenting the process and rationale for selection of the awardee for each order. Also, for orders in excess of \$5,000,000.00, the OCO must provide an opportunity for post-award debriefings. See Chapter 1, Paragraph 5 above.
- g. The CHES *IT e-mart* is available to make product and price comparison among all awardees and solicit quotes from all awardees. Refer to <https://chess.army.mil/>.

CHAPTER 4 ADMC-3 ORDERING PROCEDURES

1. ORDERING PROCEDURES

Delivery Order Request

- The Requiring Activity (RA) prepares the DO request package and submits it to the OCO. *Attachment 1* is an example of a DO checklist and instructions. At a minimum, the package should contain the following:
 - List of Requirements: The RA will provide details on their specific requirements, including a list of equipment and any related services.
 - Funding Document: ADMC-3 orders are funded by the RA. Individual OCOs should provide specific instructions as to the format and content.
 - Independent Government Cost Estimate (IGCE): The estimate will assist the OCO in determining the reasonableness of the contractors' cost and



technical proposals. The estimate is for Government use only and should not be made available to the ADMC-3 contractors. The IGCE should include the basis for the estimate.

- Basis for DO Award: The OCO, in conjunction with the RA, develops the evaluation criteria that form the basis for a DO award. Whether the award will be based on (i) low price, technical acceptability, or (ii) best value, the criteria should be provided to the contractor. If the award will be based on best value, evaluation factors and significant sub factors that will affect contract award and their relative importance should be shown.

Proposal Preparation Request

- The OCO will issue an RFQ/Reverse Auction to all contractors unless a waiver has been documented using the CHES *IT e-mart*:
<https://chess.army.mil>.
- Recommend a RFQ/Reverse Auction submission date of 3-5 calendar days after issuing a DO proposal/quote request. Upon mutual agreement between the contractor(s) and the Government, a shorter or longer proposal/quote time may be established.
- If unable to perform a requirement, the contractor shall submit a “no bid” reply in response to the RFQ/Reverse Auction. All “no bids” shall include a brief statement as to why the contractor is unable to perform (e.g., conflict of interest, out of scope).
- In responding to RFQ/Reverse Auction contractors are expected to facilitate maximum utilization of DOD ESI source software.

Evaluation

- The Government will evaluate the contractors’ quote IAW the selection criteria identified in the RFQ/Reverse Auction.
- Depending upon the basis of award set forth in the request for quotations, award will be determined as a result of the lowest price technically acceptable offer, or a best value process with tradeoffs among price and non-price factors that permits award to other than the lowest priced quotation. When determining “best value”, the OCO shall consider price as one of the factors in the selection decision. In addition, the OCO should consider past performance on earlier orders under the contract, including quality and timeliness. While the OCO should keep contractor submission requirements to a minimum, other factors that may be considered include:
 - Special features of the supply or service required for effective program performance.
 - Trade-in considerations.
 - Probable life of the item selected compared with that of a comparable item.
 - Warranty considerations.
 - Maintenance availability.
 - Environmental and energy efficiency considerations.
 - Delivery terms.
 - Socioeconomic status.
- After proposals/quotes have been received and evaluated, the OCO shall document in the contract file the rationale for placement and price of each order, including the basis for award and the rationale for any tradeoffs among cost or price and non-cost considerations in making the award decision. This documentation need not quantify



the tradeoffs that led to the decision.

Award

At a minimum, the following information shall be specified in each delivery order awarded:

- Date of order.
- Contract and order number.
- Point of contact (name), commercial telephone, facsimile number, and e-mail address.
- OCO's commercial telephone number and e-mail address.
- Description of the supplies to be provided, quantity, unit price, and CLIN and/or Sub Line Item Number (SLIN). Defense Finance and Accounting Service (DFAS) requires identification of the CLIN/SLIN on the order form (or credit card form) for initial entry of orders into their automated payment system. When the contractor submits a request for payment, DFAS will compare the request for payment of CLINs/SLINs with the order CLINs/SLINs. Use of item numbers other than CLINs/SLINs in the "Item No." block on the order form may result in payment delays and excessive administrative costs to both the contractor and the Government.
- Delivery date for supplies and performance period for services.
- Address of place of delivery or performance to include consignee.
- Packaging, packing, and shipping instructions, if any.
- Accounting and appropriation data and contract Accounting Classification Reference Number (ACRN) (DFAS requires an ACRN(s) on all orders). Specific instructions regarding how payments are to be assigned when an order contains multiple ACRNs.
- Invoice and payment instructions to the extent not covered by the contract.
- Orders for known Foreign Military Sales (FMS) requirements shall clearly be marked "FMS requirement" on the face of the order, along with the FMS customer and the case identifier code.
- Any other pertinent information.

The OCO's decision on each order shall be final and shall not be subject to protest under FAR Subpart 33.1. A protest is not authorized in connection with the issuance or proposed issuance of a delivery order except for a protest on the ground that the order increases the scope, period, or maximum value of the contract or a protest of an order valued in excess of \$10,000,000. The ACC-RI Ombudsman will review complaints from the contractors and ensure that all contractors are afforded a fair opportunity to be considered for each order, consistent with the procedures in the contract. The designated Ombudsman is identified in Chapter 2, section 7 of these guidelines.

The executed order will be transmitted via mail, facsimile, e-mail, or by verbal direction from the OCO. If verbal direction is given, written confirmation will be provided within five working days.

All procurement officials, regardless of procurement dollar value, shall verify that the award will not involve any entity listed in the section 806 List contained in the Supplier Performance Risk System (SPRS) when acquiring a "covered system" or a "covered item of supply," as defined at DFARS 239.7301.

After award, timely notification shall be provided to the unsuccessful offerors and will identify, at a minimum, the awardee and award amount. For orders in excess of \$5,000,000 the OCO must provide an opportunity for post-award debriefings.

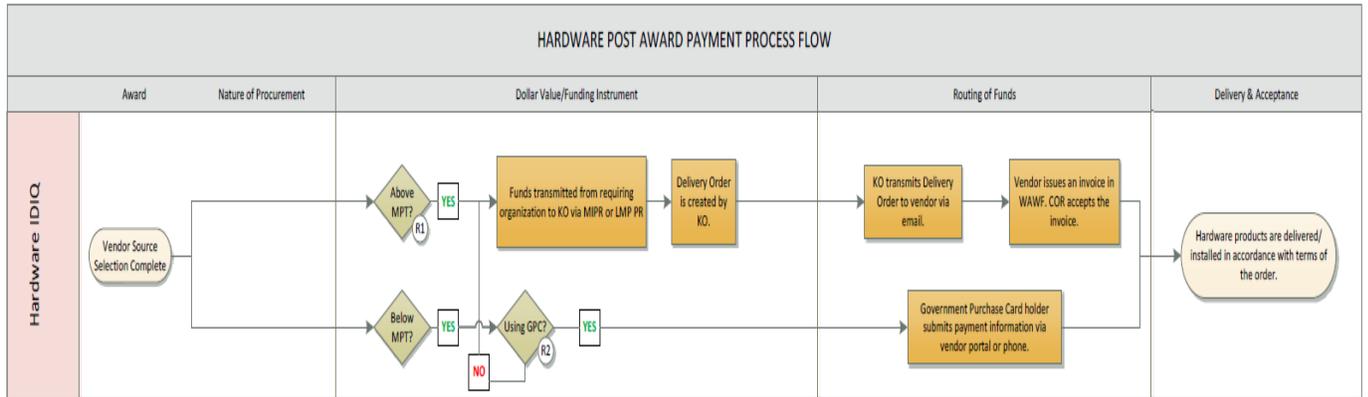
For DFAS Purposes Only



- FAR clause 52.232.37, MULTIPLE Payment Arrangements, indicates that the Payment Office will be determined on individual Delivery/Task Orders.
- The clause is incorporated into the Base Contract and all modifications.
- The Pay office for each Delivery/Task order issued under this contract is determined at the Delivery/Task Order level.
- The Base Contract Pay Office DoDAAC is system-generated on all Base Contract modifications, however, the Delivery/Task Order Pay Office DoDAAC is the predominant Pay Office.



Post Award Payment Process Flow



R1 MPT – Micro-Purchase Threshold. Refer to FAR PART 13 “Simplified Acquisition Procedures” for micro-purchase thresholds.

Government Purchase Card (GPC)– According to FAR Part 13 “Simplified Acquisition Procedures” the GPC may be used to “1. Make micro-purchases; 2. Place a task or delivery order (if authorized in the basic contract, ordering agreement, or blanket purchase agreement); or 3. Make payments, when contractor agrees to accept payment by card.”

R2 Cardholders are strongly encouraged to familiarize themselves with:

1. The constraints of their GPC (i.e. dollar threshold (GPC thresholds above MPT are permitted) & allowable types of purchases, such as supplies or services);
2. Their organization’s internal guidelines regarding proper situational use of the GPC; and
3. The terms & conditions of the specific contract vehicle to ensure GPC purchases are permitted.



ATTACHMENT 1 EXAMPLE

ADMC-3 DELIVERY ORDER REQUEST CHECKLIST

This form constitutes a request for contract support under the ADMC-3 contracts. The Requiring Activity completes this form, together with the associated attachments, and forwards the entire package to its supporting Ordering Contracting Officer for processing requests for proposal.

1. Requiring Activity Point of Contact. Include name, title, organization, commercial and DSN phone numbers for voice and fax, and e-mail address:	
2. Designated Order Contracting Officer's Representative. Include name, title, organization, commercial and DSN phone numbers for voice and fax, and e-mail address: (If same as Block 1, type "same.")	
3. Wide Area Work Flow (WAWF) Inspector/Acceptor Point of Contact. Include name, e-mail address, and phone number	
4. Attachments Checklist. Complete package must include the following items. Send files electronically via e-mail or fax to the Ordering Contracting Officer. <input type="checkbox"/> Funding Document(s) (scanned or other electronic version is preferable) <input type="checkbox"/> Independent Government Cost Estimate <input type="checkbox"/> Proposal Evaluation Plan <input type="checkbox"/> Delivery Order-unique Defense Department (DD) Form 254 (only if order unique security requirements exist)	
5. Delivery Order Information	
FASA Exception. If you are citing a FASA exception to Fair Opportunity Competition, designate which one below with a justification. <input type="checkbox"/> Only one such contractor is capable of providing services required at the level of quality required because they are unique or highly specialized. <input type="checkbox"/> The order should be issued on a sole-source basis in the interest of economy and efficiency as a logical follow-on. <input type="checkbox"/> A statute expressly authorizes or requires that the purchase be made from specified source. <input type="checkbox"/> The agency need for supplies is of such urgency that providing such opportunity would result in unacceptable delays.	
FASA Exception Justification:	
6. Order COR Training Certification: Army Order CORs are required to have contracting officer's representative (COR) training prior to appointment in accordance with paragraph 1.7 of the ACC Acquisition Instruction. Appendix A of the ACC Acquisition Instruction contains a list of ACC-approved training courses. Refer to: http://aca.saalt.army.mil/Community/procedures.htm	
Order COR Training Certification Date:	



ATTACHMENT 2

ADMC-3 ACRONYMS

Below is a list of acronyms pertinent to the ADMC-3 ordering guide:

- ACC-RI - Army Contracting Command - Rock Island
- ACRN - Accounting Classification Reference Number
- ADMC-3 – Army Desktop Mobile Computing -3
- AFARS - Army Federal Acquisition Regulation Supplement
- AMD - Advanced Micro Devices
- APL - Approved Product List
- CB – Consolidated Buy
- CHESS - Computer Hardware Enterprise Software and Solutions
- CLINs - Contract Line Item Numbers
- CMR - Contracting Manpower Reporting
- CONUS - Continental United States
- COR - Contracting Officer Representative
- DFAR - Defense Federal Acquisition Regulation
- DFARS - Defense Federal Acquisition Regulation Supplement
- DO - Delivery Order
- DOD - Department of Defense
- EoIP - Everything over Internet Protocol
- EPA - Environmental Protection Agency
- ESI - Enterprise Software Initiative
- FAR - Federal Acquisition Regulation
- FASA - Federal Acquisition Streamlining Act
- FCS - Future Combat Systems
- FFP - Firm Fixed Price
- FMS - Foreign Military Sales
- FY - Fiscal Year
- GAO - Government Accountability Office
- GIG - Global Information Grid
- HDTVs - High Definition Televisions
- IA - Information Assurance
- IAW - In Accordance With
- ID/IQ - Indefinite Delivery/Indefinite Quantity
- IGCE - Independent Government Cost Estimate
- IPv6 - Internet Protocol version 6
- IT - Information Technology
- JBoD - Just Bunch of Disks
- NDAA - National Defense Authorization Act
- NETCOM - Network Enterprise Technology Commands
- OCO - Ordering Contracting Officer
- OCOR – Ordering Contracting Officer Representative
- OCONUS - Outside the Continental United States
- OEM - Original Equipment Manufacturer
- PCO- Procuring Contracting Office
- PGI - Procedures, Guidance and Information



- PoP - Period of Performance



- RA - Requiring Activity
- RFQ - Request for Quote
- RISC/EPIC - Reduced Instruction Set Computing/Explicitly Parallel Instruction Computing
- Remote OCONUS - Locations that are not listed under CONUS or OCONUS
- SLIN - Sub Line Item Number
- TAA - Trade Act Agreement
- TIC - Technology Integration Center
- UPS - Uninterrupted Power Supply
- VTC - Video Conferencing

