



DEFENSE LOGISTICS AGENCY
DEFENSE ENERGY SUPPORT CENTER
8725 JOHN J. KINGMAN ROAD, SUITE 4950
FORT BELVOIR, VIRGINIA 22060-6222

IN REPLY
REFER TO

DESC-CPA

JUN 25 2004

CONTRACTING INSTRUCTION (CI): 04-06A
MEMORANDUM FOR CI Distribution

SUBJECT: Purchasing Contract Advisory and Assistance Services (CAAS)

This CI is being issued to revise Contracting Officer responsibilities when purchasing CAAS. The requirement for submitting an Acquisition Plan to Defense Logistics Support Services (DSS) when requesting approval for purchasing CAAS is deleted. The requirement to submit an Independent Government Cost Estimate, in accordance with the Coordination and Support of Proposed Contracted Support Services Acquisitions, DLAR 5010.3, is added. This document is an estimated level of effort expressed in staff-years, staff-months, or staff-hours. Therefore, Procurement requests to purchase CAAS will include an explanatory Request Memorandum with an attached Determination and Findings, Statement of Work, Budget Authorization Document and Independent Government Cost Estimate.

This CI is issued to replace CI 04-06 in its entirety and will expire upon inclusion in the DEPI. Point of contact is Cheryl Creason, extension 8471

Gabriella M. Earhardt
GABRIELLA M. EARHARDT
Center Senior Procurement Official

Attachment:
DEPI coverage



SUBPART 37.2 - ADVISORY AND ASSISTANCE SERVICES

37.205 Management controls.

37.205-90 Departmental procedures.

Prior to soliciting and regardless of dollar value DLA Support Services (DSS) shall approve all Contracted Advisory and Assistance Services (CAAS) individual procurement requests as defined in FAR 37.201. A Request Memorandum must be prepared by the requesting CBU. This Memorandum, addressed to DSS-B, will provide a summary outline of the management problem or opportunity that the requested CAAS action will solve or facilitate. The Memorandum will always have at least four (4) attachments: Statement of Work, Budget Authorization Document, Independent Government Cost Estimate and Statement of Determination & Findings. The CAAS policy and process is found in the DLA One Book (DLAD 5025.30) at: <http://today.dla.mil/onebook/process//4.htm>). Prior to forwarding the Request Memorandum/package to DSS provide a copy of the D&F to DESC-CPB who will maintain a log of all CAAS actions processed.