

NROTC Supply Binder - Tab 3-28

SUBJECT: Procedures for acquiring Wireless Service using the Government Commercial Purchase Card (GCPC)

PURPOSE: To assist NROTC Unit Supply Technicians in completing the mandatory paperwork in obtaining Cellular Service agreements under the annual micro-purchase threshold using the GCPC.

OVERVIEW: Fleet Logistics Center (FLC) San Diego is the designated Navy's Strategic Sourcing Specialist office in obtaining all wireless service for the Navy. Cellular services are obtained through a program known as SPIRAL 3 in which the Navy entered into a Multi-Award Contract (MAC) that all of the Navy's cellular service task orders/GCPC agreements have to be placed against. The three vendors who were awarded under the MAC are AT&T, T-Mobile and Verizon. These are the only three vendors that are authorized to be used.

Only basic service plans and equipment maybe acquired utilizing the GCPC.

Cellular service agreements containing international service, non-specified or generic services/equipment, option years or are above the annual micro-purchase threshold MAY NOT be entered into using the GCPC and have to be sent to FLC to be awarded. Cellular acquisition packages which have to be sent to FLC use a similar process, but requires the "Mandatory Requiring Activities Template MRAT" template be completed along with additional forms. All forms and additional information are available from the FLCs web page located at the address listed in Step 1 of this guide. Services acquired under this process should be initiated a minimum of 120 days prior to the end of the current contract's performance period.

ACTION REQUIRED:

1. Adhere to the entry guidance contained in the illustrations on the following pages.
2. This process is required to be re-done annually.

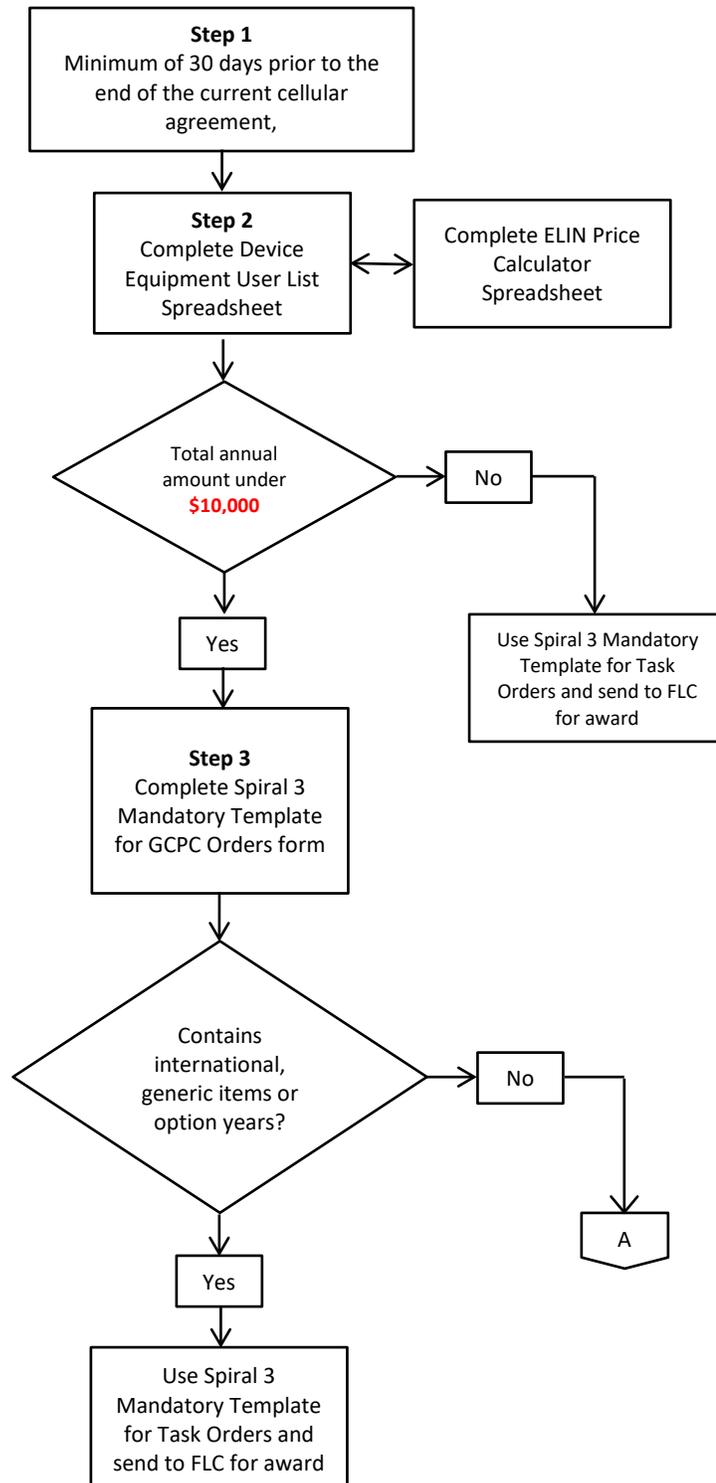
Point of Contact: Kevin Robinson
NSTC Contract Administrator
847-688-4509 x 447
kevin.g.robinson@navy.mil

Jerry Long
N4 Logistics Director
847-688-4509 Ext 454
jerry.e.long@navy.mil

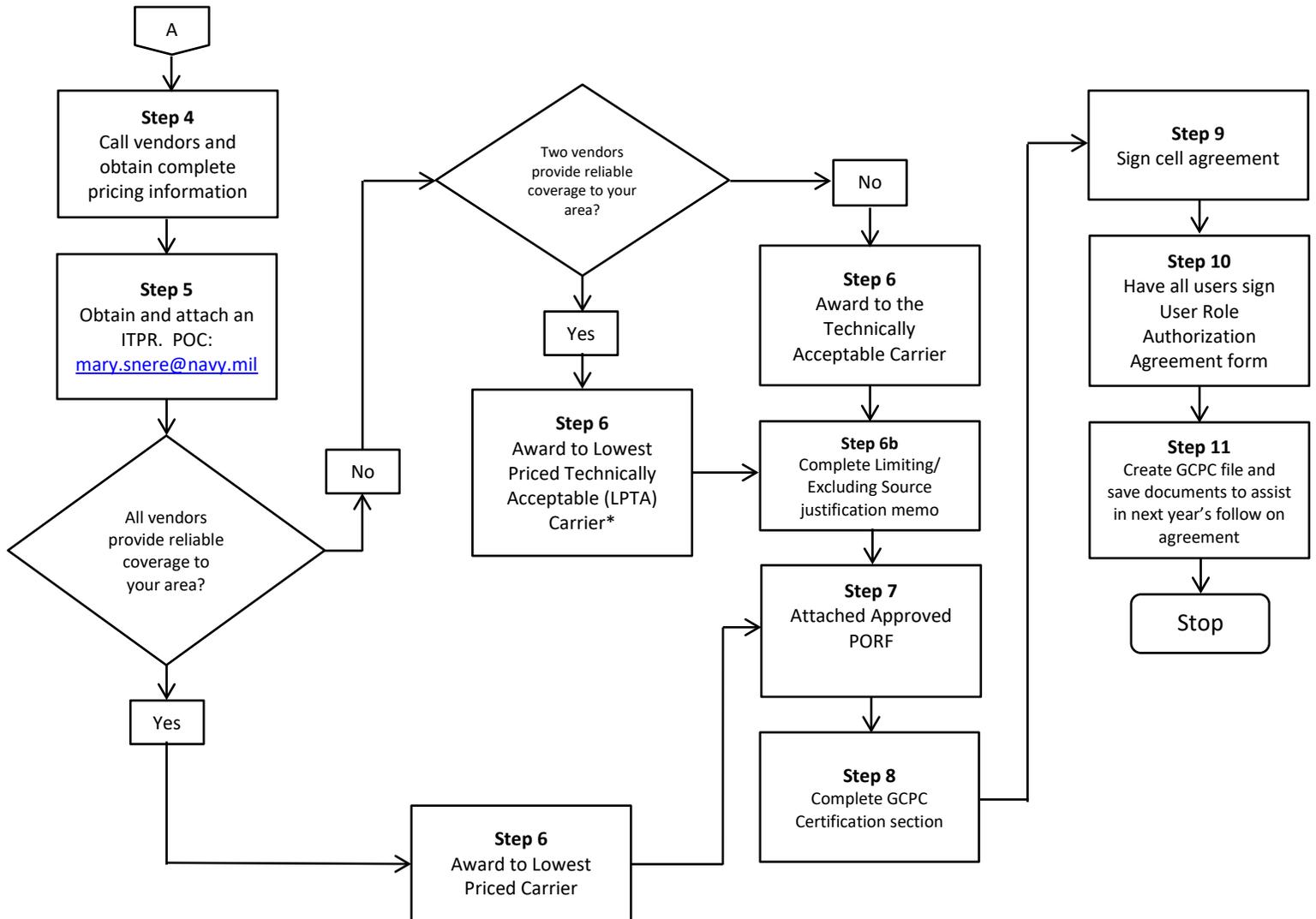
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Obtaining Wireless Service Procedures with GCPC – Under \$3,500.00 Annually

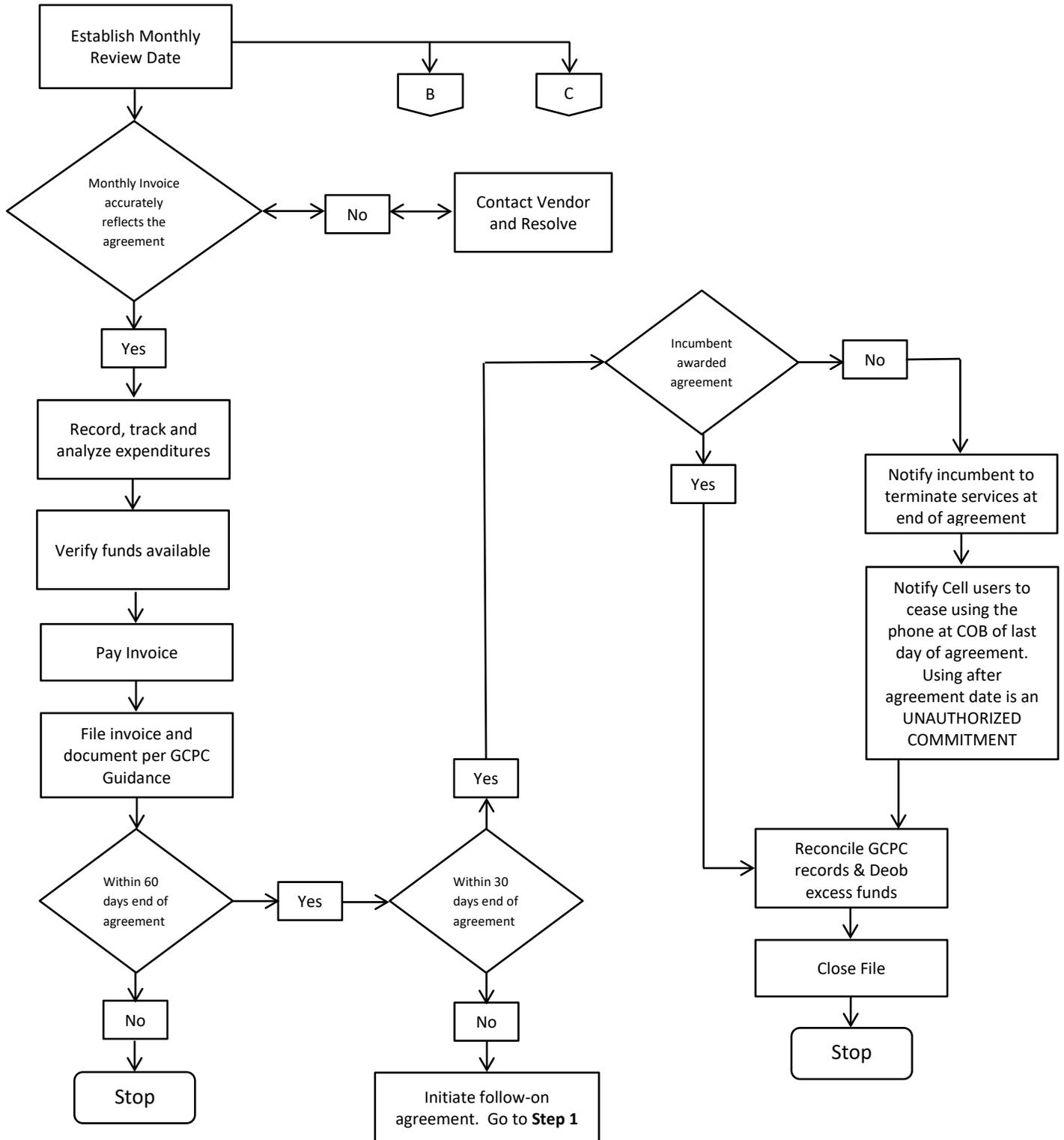


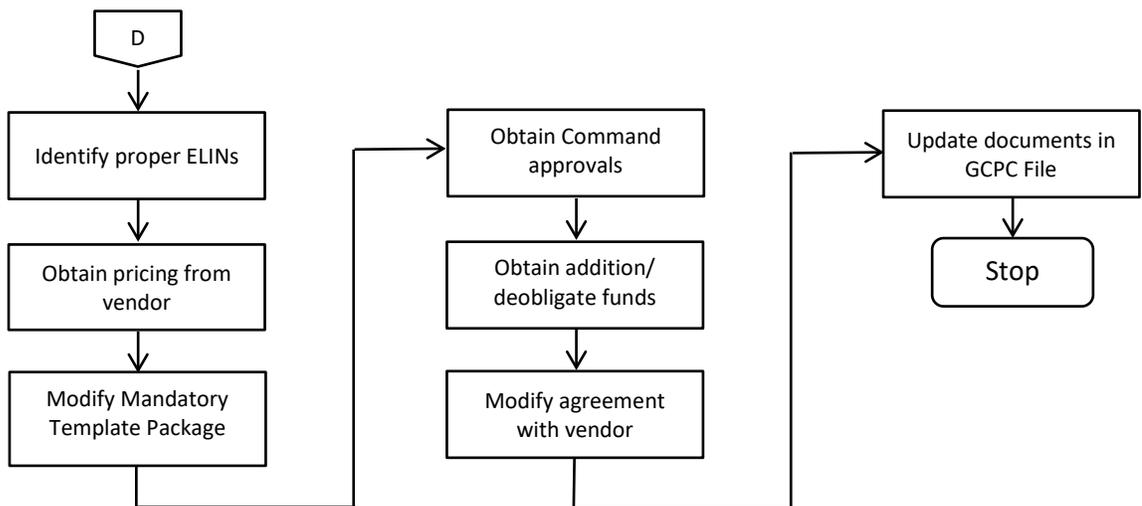
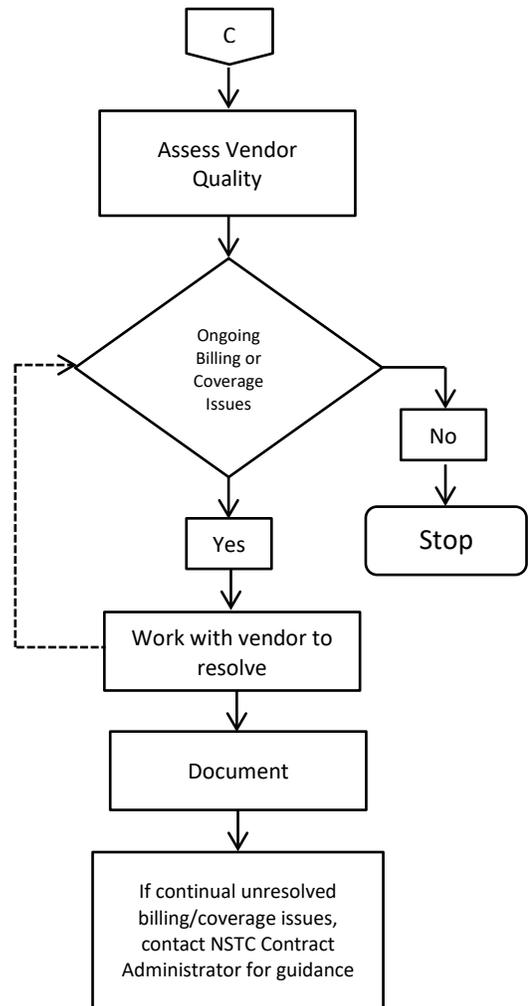
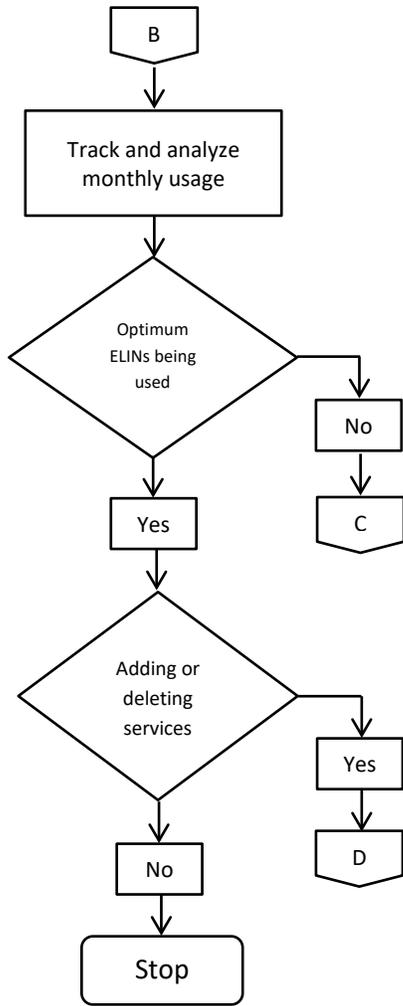
Obtaining Wireless Service Procedures with GCPC – Under \$3,500.00 Annually



*LPTA – Vendor selection made in the following order
 1. Meets minimum technical requirements (Y/N)
 2. If yes, then Lowest Price

Obtaining Wireless Service Procedures with GPCPC – Under \$3,500.00 Annually - Post Agreement Administration -





Step 1 – Download Forms

A minimum of 30 days prior to the end of the current cellular agreement performance end date, go to the FLC cellular guidance web home page located at:

https://my.navsup.navy.mil/webcenter/portal/nss/page15/page157?_afLoop=1615812863288530&_adf.ctrl-state=38n3hwa6c_1#!%40%40%3F_afLoop%3D1615812863288530%26_adf.ctrl-state%3D38n3hwa6c_5

WARNING: THESE DOCUMENTS ARE ACQUISITION SENSITIVE AND MUST BE HANDLED IN ACCORDANCE WITH THE PROCUREMENT INTEGRITY ACT. THE DOCUMENTS MUST BE PROTECTED FROM UNAUTHORIZED RELEASE TO NON-GOVERNMENT (MILITARY AND GS WORKFORCE) EMPLOYEES. CONTRACTORS ARE NOT GOVERNMENT EMPLOYEES.

Download the following forms:

- “Device/Equipment & User Phone Listing Template” (LIST) spreadsheet (*under examples/templates tab*)
- ELIN “Price Calculator” spreadsheet (*under examples/templates tab*)
- “Mandatory Template for GCPC Orders” (*under examples/templates tab*)
- Company Info Sheets for (*under contracts tab*)
 - T-Mobile
 - Verizon
 - AT&T
- “User Role Authorization Agreement” (*under examples/templates tab*)

Note 1: DO NOT use previous forms as the majority of these forms have changed under the SPIRAL 3 contract.

Note 2: If you are unable to access the FLC website to download the forms, send an email requesting the forms to beth.kleinschmidt@navy.mil or kevin.g.robinson@navy.mil.

ELIN Price Calculator Spreadsheet

DO NOT FORWARD THIS INFORMATION TO CONTRACTORS DO NOT ALLOW THIS PRICING OUTSIDE OF GOVERNMENT DO NOT FORWARD THIS INFORMATION TO ANYONE OUTSIDE DOD

CONSOLIDATED ELIN PRICING PLAN DESCRIPTION		T-Mobile					Verizon					AT&T								
SERVICES ONLY																				
ELIN	Plan Description	Unit of Measure	Unit Price	# of Units	# of Months	Monthly Price	Extended Monthly Price	Unit Price	# of Units	# of Months	Monthly Price	Extended Monthly Price	Unit Price	# of Units	# of Months	Monthly Price	Extended Monthly Price			
AA01	Unlimited Voice and Text	Per Plan									\$ -	\$ -				\$ -	\$ -			
AA02	Pooled/Shared Data--3 GB Data per line w/unlimited voice & Text	Per Plan									\$ -	\$ -				\$ -	\$ -			
AA03	Data Add-on Per Gigabyte increments of 1 GB (additional data for ELIN AA02)	Per GB									\$ -	\$ -				\$ -	\$ -			
AA04	Unlimited Data/Unlimited Voice & Text	Per Plan				\$ -	\$ -									\$ -	\$ -			
AA05	Unlimited Data Only (Data Card or Internet Device)	Per Plan				\$ -	\$ -									\$ -	\$ -			
AA06	Pay as Go Data (Flat Rate)	Per GB				\$ -	\$ -									\$ -	\$ -			
AA07	Pay as Go Data Per Gigabyte increments of 1 GB	Per GB				\$ -	\$ -									\$ -	\$ -			
AA08	Directory Assistance Calls	Per Call				\$ -	\$ -				\$ -	\$ -				\$ -	\$ -			
AA09	Taxes, and FCC charges -- Expressed as percentage of plan total	%	6%		0	\$ -	\$ -	6%		0	\$ -	\$ -	6%		0	\$ -	\$ -			
AA	Sub Total					\$ -		Sub Total					\$ -		Sub Total					\$ -
SERVICES WITH DEVICES																				
ELIN	Plan Description	Unit of Measure	Unit Price	# of Units	# of Months	Monthly Price	Extended Monthly Price	Unit Price	# of Units	# of Months	Monthly Price	Extended Monthly Price	Unit Price	# of Units	# of Months	Monthly Price	Extended Monthly Price			
AB01	Unlimited Voice & Text (w/Device--"Voice Only" Feature Phone)	Per Plan									\$ -	\$ -				\$ -	\$ -			
AB02	Pooled/Shared Data--3 GB Data per line w/unlimited voice & Text (w/Network approved Smartphone 1-GEN behind current market offering)	Per Plan									\$ -	\$ -				\$ -	\$ -			
AB03	Unlimited Data--w/unlimited Voice & Text (w/Network approved smartphone 1-GEN behind current market offering)	Per Plan				\$ -	\$ -				\$ -	\$ -				\$ -	\$ -			
AB04	Unlimited Data Only (w/Network approved smartphone 1-GEN behind current market offering)	Per Plan				\$ -	\$ -				\$ -	\$ -				\$ -	\$ -			

Use this section if you plan on keeping your current phone

Example: Currently have a flip phone that doesn't need to be replaced, use ELIN AA01 for your current provider and use ELIN AB01 for the two providers that will have to provide a new phone.

Use this section if you need a new phone

Use the appropriate tab
Order Date Between
Base: 08Nov17 to 07Nov18
Option 1: 08Nov18 to 07Nov19
Option 2: 08Nov19 to 07Nov20
Option 3: 08Nov20 to 07Nov21
Option 4: 08Nov21 to 07Nov22

Obtain prices from the TO Summary Tab

Step 3 – Complete Mandatory Template for GCPC Orders. Fill in all highlighted blocks

[GOVERNMENT USE ONLY]

MANDATORY TEMPLATE FOR GCPC ORDERS

FOR
GCPC
 ~ Request for Order ~
WIRELESS SERVICES



This template **must be** completed by the Requestor and provided to the GCPC Holder along with the Device & Equipment User Phone Listing.

All required forms are posted on the *Spiral 3 Wireless Contracts* page at the NAVSUP Strategic Sourcing Marketplace.

Note: All non-NAVSUP users must register their CAC prior to gaining access to the secure web pages. If you're unable to access the site, you'll need to register your PKI certificate in the NAVSUP Master Directory. Directions on how to register your PKI certificate are provided at:

<https://www.navsup.navy.mil/registration>

Link to Spiral 3 Wireless Contracts website:

https://my.navsup.navy.mil/webcenter/portal/nss/page15/page157?_afLoop=1615812863288530&_adf.ctrl-state=38n3hwa6c_1#!%40%40%3F_afLoop%3D1615812863288530%26_adf.ctrl-state%3D38n3hwa6c_5

Services Period of Performance (POP):

POP Start Date (DD MMM YYYY) (including delivery of any new equipment)	POP End Date (DD MMM YYYY)
02 Jan 2018	01 Jan 2019

1 year minus one day

If there is a current Task Order, provide the following:

Contract Number	Current contract (FY)	Type N/A if not applicable
Task Order Number	Block 4 of your DD1155	
Name of Wireless Carrier	T-Mobile Verizon or AT &T	
Account Number	Current Account Number	

This form shall be signed by the **Preparer, Wireless Manager** and **Approving Official** and provided to the **GCPC holder**.

A. KEEP/DO NOT KEEP SAME EQUIPMENT IF THE INCUMBENT CONTRACTOR IS SELECTED

The Requiring Activity plans to obtain all new equipment or retain current equipment. **Select One**

B. ANALYSIS OF INVOICE DATE AND HISTORICAL USAGE (USE CONTRACTORS' DON WEBSITE [PORTALS] AND INVOICE RECORDS)

Note: DON CIO Policy of 2012 requires all Activities to optimize budget dollars for wireless services by analysis of historical usage. Requiring Activities shall review historical usage information available on the contractor portals.

Contractor Portals are found at the following links:

- AT&T: http://www.corp.att.com/navy_wireless_contract/
- T-Mobile: <https://spiral3.tmorders.com/portal/>
- Verizon: <https://www.verizonwireless.com/businessportals/navy/>

For Government Estimate purposes, review and analyze historical usage data and reports from the previous task/GCPC order. The review findings will be used to forecast current requirements.

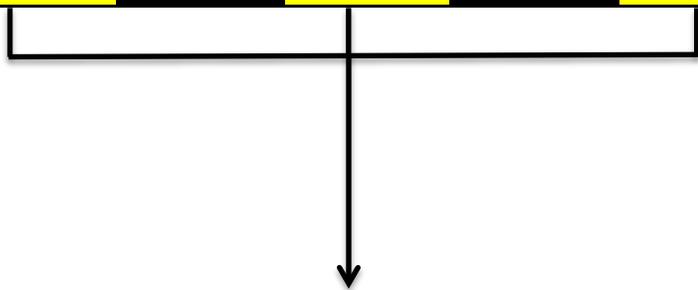
C. REQUIREMENTS BASED ON OPTIMIZATION OF SERVICES -- PRICE CALCULATOR SPREADSHEET – ELIN SPREADSHEET –

The Exhibit Line Item Number (ELIN) determined to meet the Activity's requirements are shown in the ELINs and Price Calculator Results table shown below.

Enter Number of Months – Maximum of 12

The price calculator results for 12 months are shown for each contractor in the table below:

Obtain information from the ELIN Price Calculator Spreadsheet.		ELINS and Price Calculator Results					
ELIN #	# of Units	AT&T Unit Price	AT&T Monthly Price (# of units X Unit Price)	T-Mobile Unit Price	T-Mobile Monthly Price (# of units X Unit Price)	VERIZON Unit Price	VERIZON Monthly Price (# of units X Unit Price)
AA01	1					\$	\$ X 12 - \$\$
AB01	1	\$	\$ X 12 - \$\$	\$	\$ X 12 - \$\$		
Hook Up Fee	1						
Taxes							
Example Chart: You have Verizon and you are KEEPING your current phone(s), then for Verizon use ELIN AA01 for voice/text plan and for AT&T and T-Mobile you will need a new phone so you would use ELIN AB01 for new phone and voice/text plane.							
Total			\$		\$\$\$		\$



Use highest price

	ELIN Total for one month	Number of Months	ELIN Total times Number of Months
TOTALS	\$		

*No options and/or international services are allowed for GCPC orders. If options and/or international services are required, **STOP, GCPC order cannot be placed!!** Instead, the process for a Task Order must be followed. Request assistance from the APC, Contracting Officer, Supply Officer, or other leadership representative. Visit the web site to find the Mandatory Requiring Activity Template (for Task Orders). Use of GCPC as a method of purchase is limited to **\$10,000** on an annual basis.

Must be under \$10,000 annual threshold to procure services with the GCPC

D. SPECIAL PERFORMANCE REQUIREMENTS

Special performance requirements that the contractor must meet under this GCPC order. Award will not be made to the contractor unless the contractor meets this requirement.

Special performance requirements are listed below:

Provide reliable (insert 3G network for voice/text or 4G network for voice/text/data) coverage to (insert your area)

Note: GCPC policy requires the equitable distribution of business. GCPC holders must attempt to equitably distribute the business among qualified contract holders. In this section, justify the rationale to stay with the current contractor.

E. POC INFORMATION

Provide name and contact information (Name, phone, email) for all POCs that will access the contractor’s portal and identify each person’s level of access. (E.g. access to all invoice and Order usage and spend information) List backups/alternates and contact information as well. This information is required by contractors at or before award.

List 3 people who can access the account. These are the only people that the vendor allows for any changes/inquiries/statement access. Multiple people allows for account access if someone transfers, retires, etc. Notify vendor as changes occur.

POC	CONTACT INFO	LEVEL OF ACCESS
<i>Wireless Manager’s name</i>	<i>Wireless Manager’s Contact Info</i>	Unlimited

There is is not a current Order. **If there is a current Order, provide the contract number and the 'account number' (given by the contractor). List the information in the Table below.

Previous Contract Number	Previous Contractor	Previous 'account number'

**This information should be provided to incumbent contractor only

If you had Verizon, use N00244-12-D-0016. If you had AT&T, use N00244-12-D-0014. If new, use "N/A"

Check "is" if you have a current cell agreement, check "is not" if obtaining cell services for the first time

- 1. Completed "Device & Equipment User Phone Listing" form as attachment

Note on Solicitations or Request for Quotes: Requiring Activities shall NOT send WRITTEN solicitations to contractors; only Ordering Offices are authorized to send written solicitations --however, GCPC holders should CALL contractors in accordance with the GCPC Policy.

AT&T: Katrin Sanchez (562) 618-2946

T-Mobile: Dax Gay (703) 953-9375

Verizon: Lorraine Savinelli (603) 361-6876

Note on Placing GCPC Orders: GCPC Orders are usually placed orally (over the phone), however, wireless GCPC orders require several items of information (see below) which shall be sent via email to the applicable contractor's email address (**CHOOSE ONLY THE DESIRED CONTRACTOR**):

AT&T: ATT_DoDOps@amcustomercare.att-mail.com

T-Mobile: dax.gay@t-mobile.com

Verizon: Lorraine.Savinelli@verizonwireless.com and Omar.Lozano1@verizonwireless.com

Orders (via email) shall include:

- 1. CLIN and ELINs Ordered.
- 2. Amount of order
- 3. Period of Performance
- 4. Wireless Manager Information
- 5. GCPC Holder contact information (**Do not provide Credit Card number via email**)
- 6. Description of Special Requirements (if applicable)
- 7. Completed "Device & Equipment User Phone Listing" form as attachment

Questions regarding GCPC Policy should be addressed to the Activity's Agency Program Coordinator (APC).

REQUIRING ACTIVITY CERTIFICATION

I [redacted] (Enter POC name) certify that:

- The Price Calculator Spreadsheet was used to arrive at the Government Estimate (GCPC holders will call to verify the price).
- I reviewed and analyzed previous invoices and historical usage DON web portals and other information
- I ensured all information on the **Device & Equipment User Phone Listing** remains current throughout the life of the GCPC Order and is attached to this document.
- The Government Estimate (GE) is less than **\$10,000** for the entire year (12 months) of service.
- There is a current signed End User agreement on file for each user
- This GCPC Order **does NOT** include **options and international** services
- This GCPC Order does not include non-specified or generic services/items/equipment
- Funds are available for this GCPC Order. Funds availability is documented in local Purchase Request form.

Note: The Preparer/Wireless Manager and the Approving Official must be separate individuals

Prepared By:

[redacted]	[redacted]	
<i>Typed Name of Preparer</i>	<i>Signature</i>	

[redacted]	[redacted]	[redacted]
<i>Typed E-Mail Address</i>	<i>Typed Phone Number</i>	<i>Date Signed</i>

[redacted]	[redacted]	[redacted]
<i>Typed Name, Wireless Manager</i>	<i>Signature</i>	<i>Date</i>

[redacted]	[redacted]	[redacted]
<i>Typed E-Mail Address</i>	<i>Typed phone number</i>	<i>Date</i>

[redacted]	[redacted]	[redacted]
<i>Typed Name, Approving Official</i>	<i>Signature</i>	<i>Date</i>

[redacted]	[redacted]	[redacted]
<i>Typed E-Mail Address</i>	<i>Typed phone number</i>	<i>Date</i>

Additional signatures may be added in the activity local Purchase Request form

Retain this document electronically for the GCPC Order file record and future wireless requirements.

FUNDING REQUEST CHECK-LIST

When submitting your funding request, funds shall be requested and subsequently obligated for the **entire period of performance** using only the line of accounting codes as directed by the NSTC Comptroller's Office.

The follow documents are to be attached to your request in FASTDATA.

- "Mandatory Template for GCPC Orders" form
- PORF
- Approved ITPR
- Copy of UNSIGNED agreement with the selected service provider. DO NOT sign the agreement until after funding has been approved.

Note: Within 30 days after the cell agreement period of performance is complete and all of the invoices have been paid, the purchase file must be reconciled and any excess funds have to be deobligated in FASTDATA.

GCPC FILE CHECK-LIST

- "Mandatory Template for GCPC Orders" form
- "Device/Equipment & User Phone Listing Template" (LIST) spreadsheet
- ELIN "Price Calculator" spreadsheet
- Company Info Sheets for
 - T-Mobile
 - Verizon
 - AT&T
- Quotes from each vendor
- Approved ITPR
- Justification statement if limiting or excluding one of more of the carriers
- PORF
- "User Role Authorization Agreement" *for each cell user*

EXAMPLE**PURCHASE ORDER REQUEST FORM****EXAMPLE**

Requesting Individual		Vendor Name		Screening				
Name:	K. ROBINSON	Name:	VERIZON	Micro-Purchase Threshold:3501.00-10,000.00	<input type="checkbox"/>	YES	<input checked="" type="checkbox"/>	NO
Phone:	4141	Address:	7600 MONTEPELIER ROAD	Ability One:	<input type="checkbox"/>	YES	<input checked="" type="checkbox"/>	NO
Justification:		City, ST, ZIP:	LAUREL, MD 20723	Furniture:	<input type="checkbox"/>	YES	<input checked="" type="checkbox"/>	NO
MEET COMMAND WIRELESS REQUIREMENTS.		POC:	L. SAVINELLI	Office Supplies:	<input type="checkbox"/>	YES	<input checked="" type="checkbox"/>	NO
		Phone:	1-630-361-6876	HAZMAT:	<input type="checkbox"/>	YES	<input checked="" type="checkbox"/>	NO
Justification Cont: NAVSUP FLC SAN DIEGO SPIRAL 3 CONTRACT NUMBER: NOO244-18-D-0003 - TERM: 12 MONTHS / 11APR2019 - 10APR2020				ITPR Required:	<input checked="" type="checkbox"/>	YES	<input type="checkbox"/>	NO

Description	Part Number/NSN	U/I	QTY	U/P	T/P
UNLIMITED TALK/TEXT SERVICE w/PHONE	ELIN BB01	EA	2	315.00	\$ 630.00
ANNUAL SERVICE AGREEMENT					\$ 0.00
UNLIMITED DATA ONLY SERVICE w/DEVICE	ELIN BB04	EA	6	330.00	\$ 1,980.00
ANNUAL SERVICE AGREEMENT					\$ 0.00
TAX	ELIN BB07	MO	12	13.05	\$ 156.60
DISCOUNT - ONE TIME	ELIN BB03. 514		1	-880.00	-\$ 880.00
					\$ 0.00
					\$ 0.00
				Subtotal	\$ 1,886.60
				Subtotal #2	\$ 0.00
				Total	\$ 1,886.60

" I CERTIFY THAT THIS PURCHASE DOES NOT EXCEED THE APPLICABLE MICRO-PURCHASE AUTHORITY"

CARD HOLDER: SIGNATURE:

AO APPROVAL: SIGNATURE:

OPTAR/FUNDS: SIGNATURE:

LOA: AA 1791804 22M4 233 0210P 056521 D61005 2D 00210961102N \$1,886.60

OMB Sub Object Class: 23PC

Document Number: N0021019MD61005

Funds Approval: Signature:

F.A. AMEND 1: Signature:

F.A. AMEND 2: Signature:

F.A. AMEND 3: Signature:

F.A. AMEND 4: Signature:

PURCHASE DATE:

LIMITING OR EXCLUDING SOURCES

Normally you will enter into an agreement with the cheapest authorized cellular service carrier, however the government does want you to buy something that doesn't work. In the incidence where one or more carrier does not work in your area, you will need to exclude the one(s) that don't provide reliable coverage for your area and include a signed statement in your GCPC file attesting to the fact.

Limiting competition is the act of removing one of the authorized cellular service carriers for failing to meet technical requirements which the primary reason for this would be lack of cellular coverage.

Excluding competition is the act of removing all but one of the authorized cellular service carriers for failing to meet technical requirements which the primary reason for this would be lack of cellular coverage.

Justification Write Up Example:

The justification for *limiting/excluding* sources is that this requirement supports (*insert command name*) and it is imperative that the service provider provides reliable coverage (*insert NROTC site's physical location*). In conducting market research of the three companies that have been awarded contracts under NAVSUP's MAC wireless service contracts, (*insert vendor(s) name*) is/are the only ones that provide reliable (*insert voice/text or voice/text/data*) to this required service area.

Research indicates that awarding to the other wireless contract holder(s), would acquire an less reliable wireless service that would result in this acquisition failing to meet the requirements in provide wireless service for this command.

Explain your research of how you determined one or two of the vendors don't meet your need. Some examples of justifying your decision are internet research and list web sites, company coverage maps, the vendor telling your they don't service your area, vendor was non-responsive (i.e. you called a week ago and never received a call back or a price), recent statements from people that recently had one of the carriers that didn't work, no dealer stores within 50 miles is a strong indication that the carrier doesn't provide service to your area, past acquisitions, etc.