

NETFOCUS Unit Supply Binder - Tab 3-6

SUBJECT: Furniture Ordering SOP

PURPOSE: To inform NROTC Unit Supply Technicians of the process for ordering furniture in accordance with Navy policy.

OVERVIEW: In accordance with NAVSUPINST 4200.99C, Enclosure (1), page 4-4, paragraph 3c(4), "All CHs shall purchase office, dorm and quarters, child development, and industrial and institutional furniture from the NAVSUP FLC, Norfolk suite of strategically sourced Blanket Purchase Agreements."

The following macro-level information is based on PCAN FY16 #5 – PROCEDURES FOR IMPLEMENTING THE NEW MANDATORY DON FURNITURE ACQUISITION POLICY – PCAN 16 NOV 15 AMENDED customized for use by NROTC Supply Technicians with additional information in *italics*.

ACTION REQUIRED: NROTC Cardholders should follow the below procedures to comply with the furniture acquisition policy.

1. Below the Micro-Purchase Threshold –

- a. Click the following link to find the DON Furniture BPA Vendor List -
https://mynavsup.csd.disa.mil/webcenter/portal/nss?_afLoop=22341756585263110#!%40%2Foracle%2Fwebcenter%2Fpage%2FscopedMD%2Fs10ca1bb6d068_4e2f_bcb7_044518c372fa%2FPage9.jsp%40%3Fwc.contextURL%3D%2Fspaces%2Fnss%26_adf.ctrl-state%3D6khbraxjf_53 (website subject to change, CAC certificates required, if an Oracle error is incurred, click the "back" button one time). Select the Special Items Number (SIN) that best describes the furniture to be ordered.
- b. Select a BPA vendor/s for your region by clicking on the email address provided. BPA vendors can be contacted by email or phone.
- c. Check more than one vendor for best prices. Rotate vendors. *Obtain quote/s. Include additional services required such as shipping, installation and removal of packing materials. Document the BPA number and vendor on the Purchase Order Request Form (PORF) and note that the furniture is being obtained from the DON Furniture BPA.*
- d. Place the order directly with the preferred vendor.
- e. Pay for the order with the GCPC as usual. *Ensure the receipt contains the BPA number and vendor.*
- f. If your requirement cannot be satisfied from one of the BPAs, the Chief of the Contracting Office may approve a Purchase Card BPA Waiver, which is located in the DON Furniture BPA Ordering Guide.

2. Above the Micro-Purchase Threshold –

- a. Click the following furniture link to find the DON Furniture BPA Vendor List - https://mynavsup.csd.disa.mil/webcenter/portal/nss?_afLoop=22341756585263110#!%40%2Foracle%2Fwebcenter%2Fpage%2FscopedMD%2Fs10ca1bb6d068_4e2f_bcb7_044518c372fa%2FPage9.jsp%40%3Fwc.contextURL%3D%2Fspaces%2Fnss%26_adf.ctrl-state%3D6khbraxjf_53 (website subject to change, CAC certificates required, if an Oracle error is incurred, click the “back” button one time). Select the Special Items Number (SIN) that best describes the furniture to be ordered.
- b. Select a BPA vendor/s for your region by clicking on the email address provided. BPA vendors can be contacted by email or phone.
- c. Check more than one vendor for best prices. *Obtain quotes. Include additional services required such as shipping, installation and removal of packing materials. Complete the NAVCOMPT 2276A including detailed characteristics of the desired furniture, i.e., materials, colors, length, width, height, additional services, etc. Specify WAWF iRAPT as payment method.*
- d. *Once properly routed and approved send the NAVCOMPT 2276A to the appropriate servicing FLC for contracting action. FLC will award the purchase.*
- e. *When received, certify the order for payment using WAWF iRAPT. Ensure the folder copy of the receipt contains the BPA number and vendor.*

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