



DEPARTMENT OF THE AIR FORCE
WASHINGTON, DC

29 SEP 2011

OFFICE OF THE ASSISTANT SECRETARY

MEMORANDUM FOR ALL MAJCOM/DRU/FOA (Contracting)

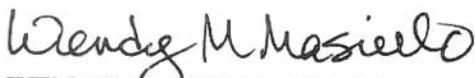
FROM: HQ SAF/AQC
1060 Air Force Pentagon
Washington DC 20330-1060

SUBJECT: Mandatory Use Policy for Air Force (AF) Office Seating Acquisitions within the United States (Including Alaska and Hawaii)

1. The AF Furnishings Commodity Council (FCC) has established a set of Office Seating competitively awarded Blanket Purchase Agreements (BPAs) estimated to deliver 14 percent savings. The BPAs leverage the approximate \$20 million of annual AF spend on office seating. The new BPAs provide a flexible solution that reduces the total cost of ownership, maximizes small business participation, minimizes duplication of sourcing efforts, and improves business process efficiency.
2. Based upon the recommendation of the FCC, and our role as the Furnishings co-Commodity Sourcing Officials, we have determined a mandatory-use policy is warranted for the procurement of all office seating for AF installations located within the United States. Deviation from this policy is only authorized by receiving an approved waiver from the AF FCC.
 - a. Effective immediately, all AF contracting offices and Government Purchase Card (GPC) holders shall use the Office Seating Blanket Purchase Agreements (BPAs) to purchase all CONUS AF office seating. In accordance with FAR 8.002, all higher level mandatory sources were provided a fair opportunity to participate, but did not satisfy the requirements of this program. The BPA contractor catalogs and Office Seating Ordering Guide are located on the AF Advantage website (www.afadvantage.gov) and are ready for use. A copy of the detailed AF Office Seating Ordering Guide is also attached to this letter. The office seating BPAs can be accessed through the Electronic Document Access (EDA) website http://eda.odden.disa.mil/eda_main.htm. Ongoing information about this program, including e-copies of the mandatory use policy letter and Ordering Guide, can be found on the Furnishings Commodity Council website at <https://es.eis.af.mil/airforcecontracting/esg/AFFCC/default.aspx>.
 - b. Enforcement of this policy will be monitored through the use of improved management reporting tools that provide detailed information on all AF office seating-related spend. CONS and GPC cardholders are reminded of the requirement to comply with the policies regarding competition as outlined in OUSD/AT&L DPAP memoranda dated 24 November 2010 and 27 April 2011 entitled "Improving Competition in Defense Procurements" and "Improving Competition in Defense Procurements - Amplifying Guidance", respectively. Specifically, if the

acquisition exceeds the SAT and only one offer is received and the solicitation was advertised for less than 30 days, unless a waiver is obtained from the HCA, the contracting officer must re-advertise for an additional 30 days. Further, if the solicitation was open for at least 30 days, or has been re-advertised and still only one offer is received, the contracting officer shall conduct negotiations with the offeror, unless this requirement is specifically waived by the HCA.

3. For further information or for a waiver request, please email furnishings.cc@wpafb.af.mil or contact Mr. James Boys, Contracting Supervisor, AF FCC, HQ AFMC/ESG, DSN 787-5684, (937) 257-5684.



WENDY M. MASIELLO, Maj Gen, USAF
Deputy Assistant Secretary (Contracting)
Assistant Secretary (Acquisition)



PAUL A. PARKER, SES
Director of Communications
Installations and Mission Support, AFMC

Attachment:
AF FCC Office Seating
Ordering Mandatory Use Guide

Distribution