1. Service Demand Request Checklist and Instructions

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| **1. TO TRACKING NUMBER:** |  |
| **2. TO TITLE:** |  |
| **3. MISSION OWNER POINT OF CONTACT:** Include name, title, organization, commercial and DSN phone numbers for voice and fax, and email address: | |
| **4. DESIGNATED TO COR:** Include name, title, organization, commercial and DSN phone numbers for voice and fax, and email address: | |
| **5. ATTACHMENTS CHECKLIST:** Complete Acquisition Requirement Package (ARP) must include all the following mandatory items. Send files electronically via e-mail to the NCB. *(All files shall be completed using the current MS version available on NMCI)* | |
| Work Statement *(check one)***.** All work statements must include applicable Section 508 requirements or exceptions.  PWS, or  SOO, or  SOW  Justification for Work Statement that is not Performance-based  Security Requirements (DD Form 254) (if applicable)  Contract Data Requirements List (CDRLs) (if applicable)  Funding Documents  Independent Government Estimate (IGE)  Market Research Documentation  Acquisition Plan/Acquisition Strategy (if applicable)  QASP  Determination and Findings (D&F) for T&M/LH Usage (if applicable)  EIT Sec 508 Cert  ITPR  Non-personal Services Statement  Identification of application/data type (financial, PII, etc.)  TO COR Nomination  All orders must include the following elements, in addition to any information required by the Schedule contract and BPA:  Complete shipping and billing addresses  Contract number, agency order number, and date  F.O.B. delivery points, e.g., origin or destination  Discount terms  Delivery time or Period of Performance  Special Item Number (SIN) or National Stock Number (NSN)  SOW, when required, or a brief, complete description of each item  Quantity  Number of units  Unit price  Total price of order  Points of inspection and acceptance  Other pertinent data, e.g., delivery instructions or receiving hours and size-of-truck limitation  Marking requirements  Level of preservation, packaging, and packing  Add justification for brand name  Option Justification  Identification of Financially Relevant System Requirements  Identification of needed cyber risk insurance  Identification of Impact Level (IL)  Identification of and justification for any GF Software or property  Use of utility model or other contract approach | |
| **6. TO INFORMATION:** | |
| **a. CONTRACT TYPE:** *(check the appropriate boxes)***.** The Contract Type may be a hybrid; therefore, more than one box may be checked. The NCB makes the final determination of which order type is in the best interest of the Government.)  FFP (Justification required if other than FFP)  T&M  LH | |
| **b. RATIONALE:** T&M and LH contract types require justification in accordance with Federal Acquisition Regulations (FAR) 8.404(h), 12.207(b), 16.601(d)(1), and DFARS 216.601(d). Attach the approved Determination and Findings (D&F) for T&M/LH Usage in accordance with FAR 8.404(h)(3)(iii). Comply with local policy for approval requirements. | |
| **7. TO COR TRAINING CERTIFICATIONS:** TO CORs are required to have completed Contracting Officer's Representative (COR) training prior to appointment. | |

*This form constitutes a request to acquire Commercial Cloud Services under the BPA. The Mission Owner shall complete this form, together with the associated attachments, and forward the entire package to the cognizant NCB and OCO.*