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 NominationAll 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.*