



DEPARTMENT OF THE AIR FORCE
BUSINESS AND ENTERPRISE SYSTEMS DIRECTORATE
MAXWELL AIR FORCE BASE GUNTER ANNEX ALABAMA

1 November 2016

MEMORANDUM FOR ALL NETCENTS-2 APPLICATION SERVICES SMALL BUSINESS (ASSB)
COMPANION CONTRACT AWARDEES AND CONTRACTING OFFICERS

FROM: AFLCMC/HICK

SUBJECT: ASSB Decentralized Ordering Restriction – NETCENTS-2 PMO Control Number

Reference: Memorandum dtd 4 October 2016, Decentralized Ordering Restriction

1. **This memorandum provides further guidance to the referenced memorandum which stated that the Air Force is exercising its right to restrict use of the ASSB contract due to depletion of the remaining value of the contract ceiling. NO decentralized orders may be placed by DoD (including Air Force) and other Federal Agencies without first obtaining pre-approval and receiving an assigned NETCENTS-2 PMO control number.**
2. Contracting Officers must request and receive a **NETCENTS-2 PMO control number** in order to use this contract and make award. **This control number must be requested early in the acquisition process before an acquisition strategy decision is made to use this contract vehicle.** Contracting Officers shall NOT consider the use of the ASSB IDIQ contract until approval for use of the contract vehicle has been given by the NETCENTS-2 PMO and a Control Number has been assigned.
3. **There is no guarantee that the ASSB Contract will be available for use, so NO new Request for Proposals (RFPs) may be issued and NO new contract awards and NO new modifications may be done to existing task orders that will increase the current dollar value without first obtaining pre-approval and receiving an assigned control number.** The control number **MUST** be included in the RFP and on the DD Form 1155, Order for Supplies or Services or the Standard Form 1449, Solicitation/Contract/Order for Commercial Items. ASSB Contract Awardees must return without action any RFP's that do not have an assigned control number.
4. Please send your request for a NETCENTS-2 PMO control number to netcents@us.af.mil. No verbal or telephonic requests will be accepted. Please include the following information in your request:
 - a. Name of requirement (RFP number or tracking number).
 - b. Estimated dollar value by contract year. (base year and each option year)
 - c. Acquisition status (where you are in your acquisition plan i.e. "ready to award; receipt of proposals; etc...) and estimated award date.
 - d. Copy of the PWS or summary paragraph of your requirement.
 - e. Any additional information necessary for us to make a quality decision.
 - f. Point of contact(s) with phone number, e-mail, location, and organization

5. If you have any questions, please contact the undersigned at (334) 416-4606, email patrick.kennerson@us.af.mil or Capt Brandon Kido, NETCENTS Branch Chief at (334) 416-4562, email brandon.kido2@us.af.mil.



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