

Netcents-2 Application Services Small Business Control (ASSB) Number Process

As of 15 Dec 16

- 1) Request from a Contracting Officer/Contract Specialist is received through the NETCENTS 2 Org Box (netcents@us.af.mil). Request is forwarded to NETCENTS Contracting Officer and NETCENTS Contracting Branch Chief for review.
- 2) Information is also posted on the NETCENTS ASSB Control Number spreadsheet where it is assigned a NETCENTS 2 PMO Control Number for tracking purposes only.
- 3) Request is forwarded to NETCENTS Application Services Program Manager and NETCENTS Program Manager for review and comment with the status of the ASSB Ceiling at the time of the request and recommendation on action from PCO within two business days from receipt of request.
- 4) Program Manager(s) make recommendation on decision to approve/disapprove.
- 5) Enterprise Service Division Chief of Contracting, NETCENTS Contracting Branch Chief and NETCENTS Contracting Officer conduct final review of recommendation(s) and NETCENTS Contracting Officer forwards final decision to requestor.
 - If request is denied, the requestor is provided justification for denial and suggested options that can be used to meet the requirement.
 - If request is approved, requestor is provided a NETCENTS-2 PMO Control Number which must be placed on the RFP (Section B of the RFP and AFWAY RFQ Description Block) when submitted to the vendors for proposal and also on the award document (Section B of the Task Order). ASSB IDIQ Vendors have been instructed to return without action any request for proposal which does not have a NETCENTS-2 PMO Control Number.
- 6) All information including final decision is posted in the NETCENTS 2 ASSB Control Number spreadsheet.
- 7) If after 5 business days, you do not have a response please contact CO Patrick Kennerson, DSN 596-4606 and PM Gena Howard, DSN 596-5162.