

SMALL BUSINESS ENTERPRISE APPLICATION SERVICES (SBEAS)

FREQUENTLY ASKED QUESTIONS (FAQS)

1. Q. WILL THE SBEAS ACQUISITION PROVIDE SCOPE DETERMINATION?

A. Scope determinations are the Ordering Contracting Officer's (OCO) responsibility. However, the SBEAS PMO is available to assist with this by providing a "scope analysis" at the request of the OCO that can be used to assist him/her in making their determination.

2. Q. WILL THE SBEAS PMO PROVIDE ANY RECOMMENDED TEMPLATES?

A. The SBEAS PMO will not be creating or maintaining templates. The program office recommends SBEAS users follow the AFMC Guiding Principles for Fair Opportunity: [AFMC Guiding Principles for Fair Opportunity Selection under FAR 16.505\(b\)\(1\)](#)

3. Q. IS AFWAY STILL REQUIRED? IF THERE ARE PROBLEMS WITH FILE SIZE CAN WE USE SAFE?

A. No, AFWay is being decommissioned July 2022. OCO's are allowed to use their preferred processes to solicit the vendor pool. DoD SAFE (<https://safe.apps.mil/>) can be utilized for sending documents

4. Q. IS THERE ANY REQUIRED DRAFT RFI LANGUAGE?

A. No.

5. Q. PLEASE PROVIDE THE CLIN STRUCTURE FOR CONTRACTS WITH A ONE YEAR BASE AND FOUR-YEAR OPTIONS?

A. See chart below. Additionally, the CLIN structure is published in the SBEAS User Training and Ordering Guide Charts.

| Base Period (5 years) | Option Period 1 (5 years) | Description | CLIN |
|-----------------------|---------------------------|---|------------------------------|
| 0010 | 1010 | Information Technology Solutions and Services | Firm Fixed Price |
| 0020 | 1020 | Information Technology Solutions and Services | Cost |
| 0030 | 1030 | Information Technology Solutions and Services | Labor Hour/Time and Material |
| 0040 | 1040 | Data | Firm Fixed Price |
| 0050 | 1050 | Other Direct Costs (ODCs) | Cost |
| 0060 | 1060 | Travel | Cost |

6. Q. PLEASE CONFIRM CONTRACT VEHICLE INFORMATION REGARDING PRODUCT ORDERS, LICENSES & SUPPLIES USING GSA?

A. SBEAS is a Multiple Award IDIQ contract for application solutions. Hardware may be a part of that solution, however the desire to use SBEAS does not trump mandatory sources such as ESI.

7. Q. WHAT IS THE PROCESS SAFEGUARDING CLASSIFIED INFORMATION?

A. SBEAS provides no specific guidance or unique instruction on handling classified information. Please consult applicable regulations, policy, and instructions.

8. Q. ARE THERE ANY RESTRICTION ON FUND TYPES WHEN USING SBEAS?

A. No.

9. Q. WHAT IS THE PROCESS TO GET A SBEAS CONTROL NUMBER?

A. Control Numbers are required for all Fair Opportunity Proposal (FOPR) Requests. All Control Number request below \$2M will generate an automatic approval and any Control Number requests above \$2M will require SBEAS PMO approval. The SBEAS Control Number Questionnaire is accessible to all customers with an “af.mil” email address. External Customers (non af.mil email address) will be required to request access to the Enterprise Services Branch SharePoint page in order to gain access to the SBEAS Control Number Questionnaire. This request will be initiated via the Enterprise Services Branch SharePoint page. Please reference the following SBEAS Control Number Questionnaire pictorials for additional details.

SharePoint

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Respond to this Survey

Survey Name: SBEAS CONTROL NUMBER QUESTIONNAIRE

Survey Description: Responses to this questionnaire will be used to help guide and provide assistance to SBEAS IDIQ Program Management Office (PMO) within the Business and Enterprise Systems (BES) Portfolio. Answers are based on the requesting organizations acquisition planning strategy. The goal of this assessment is to provide the SBEAS PMO with an overview of the requesting organizations scope prior to approving and issuing a control number to solicit a requirement on the IDIQ. Once reviewed, the customer will receive an email notification containing the assigned control number and/or the "Scope Analysis Memorandum" from the SBEAS PMO Organizational Box. A control number will not be assigned for requirements that are not within scope of the IDIQ. All requests will be approved within 3 - 5 business days. Please contact the SBEAS PMO directly at aficmc.hic.smallbusiness@us.af.mil if you require immediate assistance. Please select the response that best answers each question for your requirement.

Time Created: 9/30/2021 3:04 PM

Number of Responses: 2

Show a graphical summary of responses

Respond to Survey

1. Navigate to SBEAS Control Number Questionnaire utilizing the following link:
<https://usaf.dps.mil/sites/NETCENTS/SBEAS/SitePages/Home.aspx>
2. Click the “Respond to the Survey” link at the top left of the page.
3. Complete the survey its entirety working from top to the bottom (See pictorials below)

Enter Basic Requirement Information

The screenshot shows the 'SBEAS CONTROL NUMBER QUESTIONNAIRE' form in a SharePoint environment. The form contains the following questions:

1. CUSTOMER ORGANIZATION: *
2. REQUIREMENT NAME: *
3. DODAAC: *
4. TODAY'S DATE: * (with a date picker showing 11/18/2021)
5. REQUIREMENT SCOPE: *
6. IS THIS A NEW REQUIREMENT (CHECK BOX IF ANSWER IS "NO")?

Navigation buttons at the top include 'Next', 'Save and Close', and 'Cancel'. A red arrow points from the 'Enter Basic Requirement Information' box to the first question field.

Respond to Survey Continued

Finish Button

The screenshot shows the final steps of the 'SBEAS CONTROL NUMBER QUESTIONNAIRE' form. It includes:

- Question 21: ENTER THE DOCUMENT NAME IN THE BOX BELOW. REFERENCE THE "SBEAS UPLOAD" LINK AT TOP OF PAGE TO UPLOAD YOUR DOCUMENT(S) FOR SBEAS PMO REVIEW.
- Question 22: THANK YOU FOR YOUR SUBMISSION. THE SBEAS PMO NEEDS FOLLOWING INFORMATION TO FINALIZE YOUR REQUEST:
 - (1) CLICK THE "SBEAS USER TRAINING" LINK AT THE TOP OF THE SURVEY PAGE TO REVIEW THE TRAINING SLIDES.
 - (2) DOWNLOAD THE SBEAS DPA USING THE "SBEAS DPA" LINK AT TOP OF THE SURVEY PAGE.
 - (3) COMPLETE THE DPA FORM, AND RETURN IT TO THE PMO OFFICE AT AFLCMC.HIC.SMALLBUSINESS@USAF.MIL.
- A text box for additional comments with the instruction: PLEASE TYPE ANY ADDITIONAL COMMENTS IN THE BOX BELOW AND SELECT "FINISH" TO SUBMIT YOUR REQUEST.

Navigation buttons at the top right include 'Finish' and 'Cancel'. A red arrow points from the 'Finish Button' box to the 'Finish' button at the bottom right. A red oval highlights the comments text box.

Finish Survey

1. Press the "Finish" button at the top of the survey once all responses have been input into the data fields.

10. Q. WILL A DD259 (SMALL BUSINESS COORDINATION RECORD) BE REQUIRED?

- A. Yes. DD2579 are required for all task orders. The SBEAS PMO attempted to get a blanket 2579, however it was rescinded.

11. Q. WHAT IS THE FAIR OPPORUTNITY PROPOSAL REQUEST (FOPR)/REQUEST FOR PROPOSAL(RFP)/REQUEST FOR INFORMATION (RFI) DISSEMINATION PROCESS?

- A. The Government may disseminate RFIs, RFPs and FOPRs via e-mail, facsimile, commercial mail carrier or other electronic means as prescribed by the OCO's agency. Courtesy copy to the SBEAS PMO organizational box (aflecmc.hic.smallbusiness@us.af.mil) on all emailed solicitations.

12. Q. WHERE ARE THE VENDOR EMAIL ADDRESSES FOR FOPR/RFP/RFI LOCATED?

- A. The SBEAS vendor emails can be found on the following page: <https://www.netcents.af.mil/Contracts/SBEAS/Documents/> under the support documents heading. The document will be named SBEAS Vendor POC list and the date of the current list.

13. Q. WHAT IS THE TASK ORDER PERIOD OF PERFORMANCE?

- A. Task Orders may be issued at any time during the ordering period. The performance period for each task order shall be cited in each individual order and may extend beyond the expiration date of this ID/IQ contract. The period of performance for any task order shall not extend more than five (5) years beyond the last day of the basic contract ordering period (e.g., a task order issued on the last day of the ordering period of the basic contract could have a one (1) year base period and four (4) one (1) year option periods).

13. Q. CAN YOU DO AN 8A SET-ASIDE ON SBEAS?

- A. No, set-asides are not allowed on SBEAS.