

# ***Business & Enterprise Systems***

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*Integrity - Service - Excellence*



## **AFLCMC/BIKJ SBEAS USER GUIDE AND TRAINING**

***Small Business Enterprise  
Application Solutions***

**Updated: 16 Dec 2020**

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# *Training Agenda*



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- PROGRAM OVERVIEW
- WHY USE SBEAS?
- WHAT WE EVALUATED
- BASIC CONTRACT INFORMATION
- SBEAS ORDERING PROCEDURES
- FAIR OPPORTUNITY PROPOSAL REQUESTS (FOPRS)
- ACQUISITION PLANNING
- SBEAS CLIN STRUCTURE
- SBEAS ACCESS THROUGH AFWAY
- CUSTOMER SUPPORT
- QUESTIONS



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# ***PROGRAM OVERVIEW***



# What is SBEAS?



## What is SBEAS?

- The replacement multiple award ID/IQ contract for NC2 ASSB. The purpose of this ID/IQ contract is to provide access to a wide range of IT services and solutions that support the IT lifecycle. It is available for use by Business Systems Enterprise (BES), AF MAJCOMs and other agencies that support an Air Force requirement.

## Scope

- The comprehensive suite of IT services and IT solutions to support IT systems and software development in a variety of environments and infrastructures.
- Additional IT services include, but are not limited to documentation, operations, deployment, cybersecurity, configuration management, training, commercial off-the-shelf (COTS) product management and utilization, technology refresh, data and information services, information display services and business analysis for IT programs.





# Contract Comparison



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Category	Description	SB Size Standard	Evaluated Experience & Technical Expertise	Number of Primes
<b>NETOPS &amp; INFRASTRUCTURE SOLUTIONS</b>	Created to support AF & DoD missions that require voice, data, and video communications, and information services, solutions, and products. This contract is to provide a wide range of IT network-centric and telephony products, services, and solutions covering the full spectrum of netcentric operations including security, communications, system solutions, and services to satisfy the combat support, command and control, and intelligence surveillance and reconnaissance (ISR) requirements	NAICS 517311 Less than 1500 FTE TTM	SMI-ELS Infrastructure Implementation & Operation Enterprise Level Security (ELS) Network Services and Solutions Communication Operations and Maintenance (O&M) Authorized Product Resellers	17 Small Businesses
<b>SBEAS</b>	Created to support obtaining IT application services and solutions and is the preferred source for Business and Enterprise Systems (BES). Additional IT services include systems sustainment/development, migration, integration and netcentric data services, web services, COTS software integration, smart phone/mobile apps	NAICS 541511 Less than \$30M TTM	Life-Cycle Software Services Cybersecurity IT Business Analysis Programming Languages/Frameworks Tools / Software Dev. Methodologies Platforms / Environments Database Components Server Operating Systems COTS/GOTS/FOSS Software	20 Small Businesses



# ***SBEAS Objectives***



- Create an enterprise ordering contract that allows USAF customers to acquire IT services and solutions that:
  - ❖ Leverage USAF buying power to meet strategic sourcing goals
  - ❖ Meet or exceed operational Net-Centric requirements
  - ❖ Ensure technical compliance with AF and DoD standards
  - ❖ Meet or beat required delivery timeframes
  - ❖ Promote Small Business/Support Goals

✓ **Customers and Industry play a key role in achieving these objectives**



# Preferred Use Policy



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

20 October 2020

MEMORANDUM FOR BUSINESS AND ENTERPRISE SYSTEMS (BES) PORTFOLIOS AND SERVICE DOMAINS

FROM: AFPEO/BES

SUBJECT: BES Small Business Enterprise Application Solutions (SBEAS) Contract Directive

Reference: (a) AFPEO/BES Memo, 30 Mar 20, Acquisition Delegation Authority and Process

1. Air Force (AF) Information Technology (IT) resources must maintain an acceptable balance of cost, capability and security to support our increasingly net-centric military operational environment. The SBEAS Indefinite Delivery/Indefinite Quantity (ID/IQ) contract vehicle includes the comprehensive suite of IT services and solutions to support IT systems and software development in a variety of environments and infrastructures and will provide customers access to a wide range of IT netcentric services and solutions that support the IT lifecycle. Additional services include, but are not limited to, documentation, operations, deployment, cybersecurity, configuration management, training, commercial off-the-shelf (COTS) product management and utilization, technology refresh, data and information services, information display services and business analysis for IT programs. Additional information regarding the SBEAS ID/IQ contract vehicle can be located at <https://www.netcents.af.mil/Contracts/SBEAS/>.
2. The SBEAS Multiple Award ID/IQ contract vehicle awarded 19 December, 2019 is the BES mandated source for obtaining IT services and solutions that are within its scope.
3. Responsibility of scope determinations reside with the Ordering Contracting Officer (OCO) issuing the task order. Considerations for BES IT requirements contract vehicles must be given to the SBEAS ID/IQ contract first; all within scope acquisition requirements, except for all 8(a) awards, must utilize the SBEAS ID/IQ contract. For those determined not to be in scope, the Decision Authority (Reference (a)) may proceed accordingly. The OCO may contact the SBEAS PMO for additional support when making scope determinations through the SBEAS Organizational Box at [AFCLMC.HIC.SmallBusiness@us.af.mil](mailto:AFCLMC.HIC.SmallBusiness@us.af.mil).
4. Waivers are required for all within scope BES requirements not utilizing the SBEAS ID/IQ. Waivers must be approved by the Decision Authority (Reference (a)) and include a justification for non-use. The OCO will submit all approved waivers to [AFCLMC.HIC.SmallBusiness@us.af.mil](mailto:AFCLMC.HIC.SmallBusiness@us.af.mil) and the SBEAS PMO will provide a quarterly waiver report to the BES Program Executive Officer.

5. My POC for this action is the SBEAS PMO via [AFCLMC.HIC.SmallBusiness@us.af.mil](mailto:AFCLMC.HIC.SmallBusiness@us.af.mil).

ALDRIDGE,RICHA Digitally signed by ALDRIDGE,RICHARD T. 1.1015064842  
RD.T.1015064842 DN: cn=ALDRIDGE,RICHARD T., o=AF, ou=AFPEO, email=ALDRIDGE,RICHARD.T@AFPEO.AF.MIL

RICHARD T. ALDRIDGE, SES, DAF  
Program Executive Officer

**SBEAS IS THE BES MANDATED SOURCE FOR OBTAINING IT SERVICES AND SOLUTIONS THAT ARE WITHIN ITS SCOPE.**





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# SBEAS IDIQ



## PROJECT DESCRIPTION

- **Objective:** The purpose of this Indefinite Delivery/Indefinite Quantity (IDIQ) Contract is to provide a vehicle for customers to access a wide range of Information Technology (IT) Network Centric services and solutions that support the IT lifecycle.
- **Scope:** The scope of this IDIQ includes the comprehensive suite of IT services and IT solutions to support IT systems and software development in a variety of environments and infrastructures.
- **Contract Type:**
  - Multiple Award IDIQ: Supports All FP, All CR, and T&M/LH CLINS
  - 5 year base + 1 five (5) year option period
  - Dollar Value: \$13.4B
- **NAICS Code:** 541511



- SBEAS is a preferred use contract vehicle for BES and may be used by all other MAJCOMs that support an Air Force requirement.
- Additional IT services include, but are not limited to documentation, operations, deployment, cybersecurity, configuration management, training, commercial off-the-shelf (COTS) product management and utilization, technology refresh, data and information services, information display services and business analysis for IT programs.

## SCHEDULE POC'S

- **Awarded:** 19 Dec 19
- **End of Ordering Period:** 18 Dec 29 (10 years after award)
- **End of Performance:** 18 Dec 34 (15 years after award)

- **PM:** Christina Henderson, GS-13, DAF
- **PCO:** Patrick Kennerson, GS-12, DAF
- **PRIMARY COR:** James Harris, GS-12, DAF







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# ***WHY USE SBEAS?***



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# Why Use SBEAS?



- Preferred use of SBEAS as described in the BES SBEAS Contract Directive, 20 October 2020
- Majority of the mandatory acquisition and contractual mandated requirements are already vetted
- Provides a wide range of contract types, i.e., fixed price, cost, time and material, and labor hour
- One 5 Year Base – One 5 Year Option Period – 5 Year Performance Period
- Ability to buy best-value services and solutions that deliver mission critical results faster
- Access to Technically Capable Small Business vendors with relevant past performance
- Streamlined ordering process under FAR 16.505 - Contractors are deemed fully qualified
- Access to vendor capabilities to assist with performing market research
- Flexible Evaluation Strategies
- No contract access fee

**See <https://www.netcents.af.mil/contracts/sbeas> for templates, guidance, information & references.**



# Program Office Responsibilities



- Advise customers and contractors on proper use of IDIQs
  - ❖ Conduct User Training
  - ❖ Issue DPA to OCOs
  - ❖ Conduct outreach and education
  - ❖ Conduct program meetings with contractors
  - ❖ Maintain resources on SBEAS website
- Perform risk mitigation and contractor oversight
  - ❖ Conduct pre-award scope reviews upon request (NOTE: Scope Determinations are the OCO's responsibility) – Submit PWS via email to:  
[aflcmc.hic.smallbusiness@us.af.mil](mailto:aflcmc.hic.smallbusiness@us.af.mil)
  - ❖ Tracking and updating relevant technical standards
  - ❖ Monitor limitation of subcontracting requirements
- Manage contract compliance
  - ❖ Complete IDIQ CPARs



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# Getting Started...



- **Mandatory User Training**
  - ❖ User Training Slides Review & Acknowledgement
  - ❖ Delegation of Procurement Authority (DPA)
- **SBEAS Control Number Request Process Via AFWAY**
  - ❖ Request Control Number by entering requirement details into SBEAS Portal using AFWAY (Google Chrome)
  - ❖ SBEAS PMO Monitor Contract Ceiling/Usage
- **Fair Opportunity Proposal Request (FOPR) or Request For Proposal (RFP)**
  - ❖ OCO solicits FOPR/RFP through preferred channels
  - ❖ Issue Task Order



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# ***WHAT WE EVALUATED***



# What We Evaluated



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1

**CMMI Certification: (Pass/Fail):**  
JV: 50% must meet requirement

No CMMI  
CMMI Dev 2 or Services



3

2

**Factor 1 Technical Experience (Pass/Fail):**  
10 Technical & 1 Non-Technical Elements

< 4,200 points verified  
≥ 4,200 points verified



Technical Experience	Check box to each question as applicable	Point Value	Score
<b>Life-Cycle Software Services - Max Points 1400</b>			
Provided development services to include design, build, test and implementation of an Information System (IS)	<input type="checkbox"/>	500	0
Provided life-cycle software services for an IS to include but not limited to:			
(1) Re-Engineering	<input type="checkbox"/>	200	0
(2) Migration	<input type="checkbox"/>	200	0
(3) Modernization	<input type="checkbox"/>	300	0
ERP: Implemented <u>one</u> (1) Commercial-Off-The-Shelf (COTS), Government-Off-The-Shelf (GOTS) or Full and Open Source Software (FOSS) Enterprise Resource Planning Systems (ERPs) software package to satisfy complex business processes in the finance, personnel and/or supply chain/manufacturing domain for one or more customer organizations where the offeror's COTS, GOTS or FOSS ERP software implementation was fielded for operational use by the customer	<input type="checkbox"/>		
<b>OR</b> Provide lifecycle software service support for one (1) COTS, GOTS or FOSS SW ERP software implementation for which the offeror was not the original implementer at initial deployment where <u>one</u> (1) of the following was demonstrated: the offeror played a key role in working with the customer to develop, define and/or blueprint operational business rules that were implemented by the COTS, GOTS or FOSS ERP software package <u>or</u> the offeror performed gap analysis and developed resulting custom reports, interfaces, data conversions, and functional extensions to the COTS, GOTS or FOSS ERP software product		200	0

**Factor 2 Past Performance:**

SF1: Life-Cycle Software Services  
SF2: Cyber-Security  
SF3: IT Business Analysis

**Recency: (28 Sep 17)**

3 years from issuance of solicitation

**Relevancy:**

Based on demonstrated past performance of SOO in Sections specific to the area being evaluated (*Solicitation Available at: <https://www.netcents.af.mil/Contracts/SBEAS/Documents/>*)

**Quality:**

Rating	Definition
<b>Acceptable</b>	Offeror's available past performance evaluations holistically (PPQs and/or CPARs) were rated Exceptional, Very Good, or Satisfactory
<b>Unacceptable</b>	Offeror's available past performance evaluations holistically (PPQs and/or CPARs) were rated Marginal or Unsatisfactory or no past performance quality assessments were available to evaluate.

**Confidence:**

**Confidence Rating = Recency + Relevancy + Quality**  
*Only awarded to offeror's who received a SUBSTANTIAL or SATISFACTORY confidence rating at each PP SF level.*



Lower than Substantial or Satisfactory Confidence Rating



Substantial or Satisfactory Confidence Rating

**Award Determination:**  
CMMI Pass + Factor 1 Pass + Highest Factor 2 Ratings



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# Successful Offeror's Award Rationale



Successful Offeror	CMMI	Technical Rating	Past Performance
Bluewater Federal Solutions, Inc.	Validated	Acceptable	Minimum <b>Satisfactory</b> rating for all sub-factors
Citizant, Inc.	Validated	Acceptable	Minimum <b>Satisfactory</b> rating for all sub-factors
Concept Plus, LLC	Validated	Acceptable	Minimum <b>Satisfactory</b> rating for all sub-factors
1CyberForce, LLC	Validated	Acceptable	Minimum <b>Satisfactory</b> rating for all sub-factors
Definitive Logic Corporation	Validated	Acceptable	Minimum <b>Satisfactory</b> rating for all sub-factors
Eminent JV, LLC	Validated	Acceptable	Minimum <b>Satisfactory</b> rating for all sub-factors
Insero Corporation	Validated	Acceptable	Minimum <b>Satisfactory</b> rating for all sub-factors
Invictus JV, LLC	Validated	Acceptable	Minimum <b>Satisfactory</b> rating for all sub-factors
IPT-Exeter, LLC	Validated	Acceptable	Minimum <b>Satisfactory</b> rating for all sub-factors
LifeCycle Solutions JV, LLC	Validated	Acceptable	Minimum <b>Satisfactory</b> rating for all sub-factors
McCallie Associates, Inc.	Validated	Acceptable	Minimum <b>Satisfactory</b> rating for all sub-factors
Mission Assured Solutions, LLC	Validated	Acceptable	Minimum <b>Satisfactory</b> rating for all sub-factors
Obsidian Global, LLC	Validated	Acceptable	Minimum <b>Satisfactory</b> rating for all sub-factors
OM Partners, LLC	Validated	Acceptable	Minimum <b>Satisfactory</b> rating for all sub-factors
Red Cedar Harmonia, LLC (RCH)	Validated	Acceptable	Minimum <b>Satisfactory</b> rating for all sub-factors
Riverside Engineering, LLC	Validated	Acceptable	Minimum <b>Satisfactory</b> rating for all sub-factors
Salience Technologies, LLC	Validated	Acceptable	Minimum <b>Satisfactory</b> rating for all sub-factors
Shearwater Mission Support, LLC	Validated	Acceptable	Minimum <b>Satisfactory</b> rating for all sub-factors
Tri-ESA, LLC	Validated	Acceptable	Minimum <b>Satisfactory</b> rating for all sub-factors
Zigabyte Corporation	Validated	Acceptable	Minimum <b>Satisfactory</b> rating for all sub-factors





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# ***BASIC CONTRACT INFORMATION***



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# CMMI Appraisal



- **The following appraisal level must be held by the prime contractor & must be maintained over the life of the contract:**
  - ❖ Level 2 CMMI for Development or CMMI for Services using the Software Engineering Institute's (SEI) Standard CMMI Appraisal Method for Improvement (SCAMPI) (Method A).
  - ❖ Joint Ventures
    - For approved Joint Ventures, at least 50% of the venturers are required to hold the appraisal level if the Joint Venture itself does not.



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# Limitation of Subcontracting



- In accordance with FAR 52.219-14, Limitations on Subcontracting, in performance of services awarded, at least 50% of the cost of contract performance incurred for personnel shall be expended by the SBEAS Prime Contractor *and* any Tier 1 Subcontractor that qualifies as a similarly situated entity.
  - ❖ The Contractor shall specifically identify the total prime and subcontracted labor dollars combined and the total labor dollars subcontracted separately in each invoice submitted under SBEAS task orders. (CDRL A002)
    - The ACO at the IDIQ level will monitor and report compliance annually.
  - ❖ Non-Compliance
    - May not be considered for future Fair Opportunity and as such may be unable to receive any new task order awards under the Basic Contract.
    - The Government reserves the right to not exercise the option period and the right to terminate the contract for default.



# *Small Business Recertification*



- Each contract holder under this IDIQ shall recertify under the 541511 NAICS Code used for this contract award.
  - ❖ In accordance with 13 CFR 121.404, recertification shall be completed no more than 120 days prior to the end of the base period.
  - ❖ Any Contractor who cannot recertify as a small business, may not be considered for future Fair Opportunity and as such may be unable to receive any new task order awards under the Basic Contract.
  - ❖ If the contract holder is found to be non-compliant the Government reserves the right to not exercise the option period and the right to terminate the contract for default.



# Personnel Security Investigation Requirements



- **Information Assurance Contractor Training and Certification {Effective 1 March 2020}**
  - ❖ The requirements documents, Performance Work Statements or Statements of Work, for all new contracts, modified contracts, and contracts beginning with a new option year must include the stipulation that all contractors performing in senior software developer role, senior software consultant/subject matter expert (SME) role, and/or senior software tester role(s) will be classified as IA System Architect and Engineer Level II (IAW DFARs 252.239-7001).
  - ❖ The AFMAN has additional requirements for the remaining cybersecurity workforce roles.
- **Mandatory Contract Language:**
  - ❖ *“DoD has developed standard contract language for the cybersecurity Workforce Improvement Program requirements section. Regarding cybersecurity workforce management requirements in contracts/PWS, the DoD Chief Information Officer (CIO) has coordinated with the Undersecretary of Defense for Acquisition, Technology and Logistics (AT&L), Defense Acquisition Regulations (DARs) Council to include language in DFARS. The coordinated DFARS section must be included as Each contract holder under this IDIQ shall recertify under the 541511 NAICS Code used for this contract award.”*



# Contractor Performance Assessment Reports (CPARs)



## ➤ Contractor Performance Assessment Report (CPAR)

- ❖ In accordance with FAR 42.15, DFARS 242.15 and AFFARS 5342.15 annual performance evaluations in the form of a CPAR are required for contracts and orders over \$1M.

## ➤ IDIQ CPAR

- ❖ Government will use the annual interim and task order CPAR rating and the quality and timeliness of IDIQ deliverables to develop an overall IDIQ CPAR
- ❖ The Government will assign point values for each evaluation rating for every task order CPAR
  - Each fiscal year the contractor must maintain a minimum performance rating of 3.00 (Satisfactory) in each CPAR evaluation area.
  - The contractor may be off-ramped if the contractor's performance rating is below 3.00 for any two years throughout the life of the contract in the same evaluation area (eg. Quality, Schedule, etc).

## ➤ Task Order CPAR

- ❖ CPAR required for Task Order > \$1M annually
- ❖ Must Provide a CPAR POC (normally COR)

# Contractor Performance Assessment Reports (CPARs)



## ➤ IDIQ CPAR Process

- ❖ The SBEAS PMO will assign point values for each evaluation rating for every task order CPAR as follows:

TASK ORDER CPAR RATING	ASSIGNED POINT VALUE
EXCEPTIONAL	5
VERY GOOD	4
SATISFACTORY	3
MARGINAL	2
UNSATISFACTORY	1

- ❖ The SBEAS PMO will average point across each CPAR evaluation area for all task orders within the applicable rating period:

CPAR EVALUATION AREA	TASK ORDER 1		TASK ORDER 2		TASK ORDER 3	
	TASK ORDER CPAR RATING	ASSIGNED POINT VALUE	TASK ORDER CPAR RATING	ASSIGNED POINT VALUE	TASK ORDER CPAR RATING	ASSIGNED POINT VALUE
QUALITY	EXCEPTIONAL	5	EXCEPTIONAL	5	VERY GOOD	4
SCHEDULE	SATISFACTORY	3	VERY GOOD	4	SATISFACTORY	3
COST CONTROL	N/A		VERY GOOD	4	SATISFACTORY	3
MANAGEMENT	VERY GOOD	4	SATISFACTORY	3	EXCEPTIONAL	5
SMALL BUSINESS	N/A		MARGINAL	2	VERY GOOD	4



# Contractor Performance Assessment Reports (CPARs)



## ➤ IDIQ CPAR Process

- ❖ The SBEAS PMO will assign an IDIQ CPAR rating for the correlating evaluation area (rounding to the nearest whole number):

OVERALL IDIQ CPAR RATING		
CPAR EVALUATION AREA	AVERAGE POINT VALUE	CPAR EVALUATION RATING
QUALITY	5	EXCEPTIONAL
SCHEDULE	3	SATISFACTORY
COST CONTROL	4	VERY GOOD
MANAGEMENT	4	VERY GOOD
SMALL BUSINESS	3	SATISFACTORY

- ❖ The SBEAS PMO will utilize the averaged Task Order CPAR ratings for each evaluation area (eg. Quality, Schedule, etc.) to make the IDIQ CPAR determination of the contractor's performance for the applicable fiscal year.



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# ***SBEAS ORDERING PROCEDURES***



# Ordering Procedures



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- **Strict Compliance – An order is considered issued in accordance with the terms and conditions of the basic contract when...**
  - ❖ OCO's makes determination that the requirement is within scope, issued within the period of performance, be within the maximum value of the Basic Contract and comply with the terms and conditions specified in the Basic Contract.
  - ❖ Orders issued must comply with FAR 16.505 and all applicable FAR Supplements. OCO shall include the evaluation procedures in task order solicitations and establish the time frame for responding to task order solicitations.
  
- **Fair Opportunity Proposal Request (FOPR) Dissemination**
  - ❖ The Government may disseminate Request for Information (RFIs), Request for Proposals (RFPs) and Fair Opportunity Proposal Requests (FOPRs) via e-mail, facsimile, commercial mail carrier or other electronic means as prescribed by the OCO's agency. **Please courtesy copy the SBEAS PMO organizational box ([afcmc.hic.smallbusiness@us.af.mil](mailto:afcmc.hic.smallbusiness@us.af.mil)) on all emailed solicitations.**
  - ❖ Solicitation synopsis in beta.Sam.gov is not required or recommended under indefinite-delivery contracts.



# Ordering Procedures



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## ➤ Cancellation of Requirement

- ❖ Canceling a task order solicitation is at the discretion of the OCO and may be necessary when:
  - Services are no longer required
  - Services have significantly changed
  - All offers received are at unreasonable prices, or only one offer is received and the contracting officer cannot determine the reasonableness of the price
  - Is in the government's interest
- ❖ **PLEASE NOTIFY ALL SBEAS VENDORS OF CANCELED SOLICITATIONS**

## ➤ Award of Requirement

- ❖ Post Award Notices and debriefing of awardees for orders exceeding \$6 million: The contracting officer shall notify unsuccessful awardees when the total price of a task or delivery order exceeds \$6 Million.



# Delegation of Procurement Authority (DPA)



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- The SBEAS IDIQ Contracting Officer (CO) has established the roles and responsibilities between the CO and the Ordering Contracting Officers (OCOs)



**SMALL BUSINESS ENTERPRISE APPLICATION SOLUTIONS**  
 BUSINESS AND ENTERPRISE SYSTEMS DIRECTORATE  
 MAXWELL AIR FORCE BASE GUNTER ANNEX ALABAMA

04 December 2019

PATRICK J. KENNERSON  
 SBEAS IDIQ Contracting Officer  
 490 East Moore Drive, Suite 270  
 Maxwell AFB – Gunter Annex, AL 36114-3000  
 OFFICE: (334) 416-4606 DSN: 596-4606

SUBJECT: Small Business Enterprise Application Solutions (SBEAS): FA8771-17-R-1000 Delegation of Procurement Authority (DPA) for Ordering Contracting Officer (OCO) to Compete, Award, and Administer Task Orders

1. The purpose of this DPA is to ensure that the roles and responsibilities between the IDIQ CO and the OCO are clearly established, and to authorize the OCO to compete requirements, award task orders, and administer task orders.
2. The authority granted to you under this DPA is limited to the named IDIQ and those Task Orders awarded by you or another OCO possessing a valid DPA in your current warranting organization. The DPA authority does not extend to the IDIQ Basic Contract or Task Orders awarded by other OCOs outside your current warranting organization. You will act as the central point of contact under each Task Order and are responsible for coordinating with the awarded Contractor, the Customers (the funding organization/receiver of goods or services) and The United States Air Force. This applies regardless of whether your contracting organization is acting as the Servicing Agency on behalf of a customer outside your agency or if you are the Requesting Agency for your own organization's requirement. You will perform all required pre and post award functions associated with the task order subject to the following terms and conditions of this DPA.
  - a. **Compliance** – You are expected to comply with the IDIQ's terms and conditions, the IDIQ's ordering/user's guide, the Federal Acquisition Regulation (FAR) or authorized agency supplement or exception thereto, applicable agency-specific statutes and policies, and the additional responsibilities defined in this DPA.
  - b. **Duration** – This DPA is effective until the expiration of the respective IDIQ contract or completion and closeout of the resultant Task Orders, whichever is later. You are also required to maintain a valid warrant authority. Notwithstanding the preceding, this DPA is as portable as your warrant. That is, if you change organizations and your warrant is still valid, the DPA is portable/you still maintain your DPA. However, if you change organizations and your warrant is no longer valid, this DPA is automatically revoked. In the event that you are re-warranted in a new federal organization (DoD or Civilian), a new DPA request will be expedited. The DPA cannot be redelegated.

- ❖ A copy of the DPA letter authorizing the OCOs to compete requirements, award and administer task orders is located at: [https://www.afway.af.mil/Attachments/SBEAS\\_DPA\\_12182019.pdf](https://www.afway.af.mil/Attachments/SBEAS_DPA_12182019.pdf)
- ❖ OCO submits signed DPA to SBEAS Org Box at: [AFLCMC.HIC.SmallBusiness.af.mil](mailto:AFLCMC.HIC.SmallBusiness.af.mil)
- ❖ SBEAS PMO grants control number access upon receipt of signed DPA.

**A SIGNED DPA IS REQUIRED TO RECEIVE AN SBEAS CONTROL NUMBER**



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# ***SBEAS Control Number Request Process (SCNRP)***



## ➤ **Control Numbers Requirement**

- ❖ Control Numbers are required for all Fair Opportunity Proposal Requests (FOPRs)
  - Request Control Number through AFWAY (See Slide 40)

## ➤ **Control Number Approval**

- ❖ Control number requests below \$5M will generate an automatic approval
- ❖ Control number requests above \$5M will require SBEAS PMO approval

**AN ASSIGNED SBEAS CONTROL NUMBER IS REQUIRED FOR ANY TASK ORDER ISSUED AGAINST THE SBEAS IDIQ CONTRACT.**



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# ***FAIR OPPORTUNITY PROPOSAL REQUESTS***





# Fair Opportunity Proposal Request (FOPR)



- **North American Industry Classification System (NAICS) Code**
  - ❖ If your requirement is in scope of the basic contract, the NAICS code (541511) for each task order issued under a long-term ID/IQ contract must correspond to the NAICS code assigned to the basic ID/IQ contract. 13 CFR 121.402(c)(1)(i)
  - ❖ You must use, even if a more specific one may apply for your requirement
- **Requirements Approval Document (RAD)**
  - ❖ SBEAS has an approved blanket RAD; Individual RADs may not be required for orders (check for local and MAJCOM policy)
  - ❖ The blanket RAD for SBEAS, #20392, is posted on the website (link below)  
<https://www.netcents.af.mil/>
- **Small Business Coordination Record (DD Form 2579)**
  - ❖ Each task order issued against the SBEAS contract requires an approved DD 2579

**Links to DAU templates can be located at:**

**<https://www.netcents.af.mil/Contracts/NETCENTS-2/Training/>**



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# ***ACQUISITION PLANNING***



# Acquisition Planning



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- **Agencies shall perform acquisition planning for all acquisitions (FAR 7.102) in order to promote and provide for**
  - ❖ (1) Acquisition of commercial items to the maximum extent practicable;
  - ❖ (2) Competition to the maximum extent practicable,
  - ❖ (3) Selection of appropriate contract type in accordance with part 16; and
  - ❖ (4) Appropriate consideration of the use of pre-existing contracts,
- **This planning shall integrate the efforts of all personnel responsible for significant aspects of the acquisition.**
  - ❖ The purpose of this planning is to ensure that the Government meets its needs in the most effective, economical, and timely manner.
  - ❖ Agencies that have a detailed acquisition planning system in place that generally meets the requirements of 7.104 and 7.105 need not revise their system to specifically meet all of these requirements.

**Links to DAU templates can be located at:**

**<https://www.netcents.af.mil/Contracts/NETCENTS-2/Training/>**



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# Acquisition Planning Continued...



- **IAW AFFARS 5307.104-92 (b)(2)(a) Task/delivery orders issued in accordance with the terms of the basic contract are actions that do not require an AP or a SASS**
  - ❖ The SBEAS contract establishes the conditions for an order issued in strict compliance with the Basic Contract. The Schedule of the contract states under the following conditions an order is considered issued in strict compliance with the Basic Contract :
    - Ordering Contracting Officers Orders make a determination that the requirement is within the scope, issued within the period of performance, be within the maximum value of the Basic Contract and comply with the terms and conditions specified in the Basic Contract.
    - Orders issued must comply with FAR 16.505 and all applicable FAR Supplements. The OCO shall include the evaluation procedures in task order solicitations and establish the time frame for responding to task order solicitations.
- **Consult your local policy and procedures**



# Market Research



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- **Market Research is required for all acquisitions (FAR Part 10) and must be documented**
  - ❖ Essential to the government's ability to buy best-value services and solutions that deliver mission-critical results



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# Contractor Manpower Reporting



## ➤ Contractor Manpower Reporting

- ❖ Each Task Order should provide the contractor with your Requiring Activity Unit Identification Code (UIC)
- ❖ Contractors required to report all labor hours (including subcontractor labor hours) required for performance of services in System for Award Management at [www.sam.gov](http://www.sam.gov) (10 USC 2330a)

**“REVISED DEPARTMENT OF DEFENSE CONTRACTOR MANPOWER REPORTING INITIATIVE” MEMORANDUM DATED 16 OCTOBER 2019**



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# ***SBEAS Subcontracting***



**Subcontracting Plan Small Business** - IAW FAR 19.7 plan not required

- ❖ Do not add a subcontracting plan at the task order level

## **Limitations of Subcontracting clause**

- ❖ SBEAS awardees will report subcontracting information to the SBEAS PMO IAW CDRL A002. Monitoring and compliance reporting with the clause will be done at IDIQ contract level.

**SUBCONTRACTORS ARE NOT APPROVED AT THE IDIQ LEVEL;  
THEY ARE APPROVED AT THE TASK ORDER LEVEL**





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# ***SBEAS CLIN STRUCTURE***



# SBEAS CLIN Structure



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- Orders must be issued IAW the awarded IDIQ
- OCO's must use the CLIN appropriate to the contract type and ordering period
  - ❖ The 1st position indicates which period of the basic contract the order was issued (i.e. 0 = order issued during the 5-year base period; 1 = order issued during the 5-year option period.)
  - ❖ The 3<sup>rd</sup> position indicates which contract type has been selected
  - ❖ The 2<sup>nd</sup> and 4<sup>th</sup> positions can be used at OCO's discretion
- More than one CLIN type can be used, if required. (i.e. FP, CR, LH, and TM)
- CLINs cannot be used if they have not been awarded in the basic IDIQ
- Appropriate use of CLIN structure determines the accuracy of FPDS-NG reporting
- CLINs are used to track usage of contract type and contract ceiling

**DO NOT DEVIATE FROM THE AWARDED CLIN  
STRUCTURE**



# SBEAS CLIN Structure



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Base Period (5 Years)	Option Period 1 (5 years)	Description	CLIN
0010	1010	Information Technology Solutions and Services	FFP
0020	1020	Information Technology Solutions and Services	Cost
0030	1030	Information Technology Solutions and Services	Labor Hour
0040	1040	Data	FFP
0050	1050	Other Direct Costs (ODCs)	Cost
0060	1060	Travel	Cost
0070	1070	Time and Materials	Time and Material

➤ **Allowable Pricing Arrangements:**

- ❖ **Fixed Price:** Firm Fixed Price (FFP), Fixed Price Incentive (FPI), Fixed Price Award Fee (FPAF)
- ❖ **Cost:** Cost Plus Fixed Fee (CPFF), Cost Plus Incentive Fee (CPIF), Cost Plus Award Fee (CPAF)
- ❖ **Labor Hour (LH)**
- ❖ **Time & Material (T&M)**



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# Clause Selection



- The Contract provides clauses for multiple contract types, types of work, and many other situations that may vary at the task order level.
- While the clauses are in the basic contract the Ordering Contracting Officer should incorporate the clauses that specifically apply to their task order to include clauses with fill-ins that need to be incorporated with task order unique information such as performance locations, dollar values, etc...
- If a clause is not in the basic contract and you require it for your task order please contact the SBEAS PMO at [AFLCMC.HIC.SmallBusiness@us.af.mil](mailto:AFLCMC.HIC.SmallBusiness@us.af.mil).



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# ***SBEAS ACCESS THROUGH AFWAY***



# SBEAS Access Through AFWAY



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eds is available, literally, at the click of a button.



- The AFWAY SBEAS Portal is used to request an SBEAS Control Number
  - ❖ The customer must have an active AFWay account to be granted access to the SBEAS User Portal
    - Log into AFWay at: <https://www.afway.af.mil/Default.aspx> to register for an account (Using Google Chrome).



# SBEAS Access Through AFWAY



**AFWAY** Powered by BES Register | Log On

[Home](#) [Resources](#) [Help](#)

## AFWay Registration

[User Registration Help](#)

Welcome to the AFWAY Registration/User Profile page. If at any time you have difficulties entering information into the required field, or if you find that the drop down menus are incomplete, please contact the AFWAY Help Desk at DSN 596-5771.

### Register now to:

- Look for up-to-date product and pricing information on selected federal contracts.
- Select items to add to your own shopping baskets.
- Obtain official quotes online.
- Process orders electronically with your Government Credit Card.
- Process orders electronically via Funding Document.

### Common Access Card Identification

Already Registered! C=US, O=U.S. GOVERNMENT, OU=DDO, OU=PKI, OU=USAF, CN=HENDERSON,CHRISTINA.N.1280237812

## Authorization

- Authorization
- Customer
- Vendor

### Rank/Title

### \* First Name

### Middle Name

### \* Last Name

## Address

FPO/APO Address

### \* Address 1

### \* City/Base

### \* State

### Address 2

### \* Zip

### \* Country

## Contact

### \* Email

### \* Agency

### \* Comm Phone

### Comm Fax

### DSN Phone

### DSN Fax

## Security Questions

If your account becomes locked, your Security Word Hint will be provided and you will be asked to identify your Security Word to regain access to your account.

Answers may contain: Letters, Numbers, spaces, and !?

### \* Security Question #1

### \* Security Answer #1

### \* Security Question #2

### \* Security Answer #2

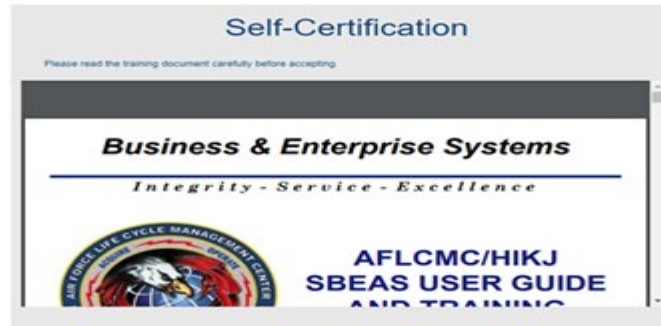
[Disable System](#)

**FILL IN THE REQUIRED FIELDS AND SUBMIT ACCOUNT REQUEST**



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# Self-Certification and Request Access



I agree that I have read and understand the training.

I agree that I have read and understand the training.

DoDAACs:  Email:  Requested Role:

- The customer must self-certify that they have read the training material and submit a request for access.
  - ❖ Customer's request will be automatically sent to the SBEAS manager for approval/denial.
- The customer will receive a successful access request notification after successful completion of training.

**IF THE TRAINING MATERIAL CHANGES AT ANY TIME IN THE FUTURE, ALL SBEAS USERS WILL BE REQUIRED TO RECERTIFY BEFORE ACCESS WILL BE GRANTED**





# SBEAS User Dashboard



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**AFWAY** Powered by BES

GS-13 Christina Henderson | Log Off | Shopping Cart

Home | My Account | My Roles | Ordering Tools | SBEAS | Resources | Help | NETCENTS 2 to ZGIT Memo

## User Dashboard

Remaining: \$13,367,559,547  
Total: \$13,367,559,547

Period of Performance Start: 12/19/2019  
Period of Performance End: 12/18/2029

My Profile  
Training

### Current Control Numbers

Control Number	DoDAAC	Expected Cost	Control Number Status
There are no records to show			

### Control Number Request Form

Control Number:

Proposal Number/Solicitation Number:

Requirement Name:

DoDAAC:

### Vendor Contact Information

Vendor	POC	Phone Number	Email
Eminent JV LLC	Isaac Barnes	8603303646	isaac@emin-llc.com
1CyberForce LLC	Andrea Pattison	7035028355	contracts@indrasoft.com
Zigabyte Corporation	Melissa Drake	18033933996	Melissa.Drake@zigabyte.com
Citizant Inc	Vincent Langan	7038871877	V.Langan@Citizant.com
Concept Plus LLC	Sam S Garbia	7034388085	sgarbia@conceptplusllc.com

Email Selected Vendors

**Expected**

Base Period of Performance Start:

Base Period of Performance End:

Award Date:

Value:

Summary Of Request

Summary of Request:

**Submit Request** | Update Request | Cancel Control Number | Reset Request

➤ Control Numbers are initiated in the SBEAS User Dashboard

**SBEAS AFWAY PORTAL USER GUIDE :**  
<https://www.afway.af.mil/Attachments/SBEAS User Guide1.pdf>



# SBEAS User Dashboard



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The screenshot shows the 'Control Number Request Form' with the following fields and values:

- Control Number: Automatically Generated
- Proposal Number/Solicitation Number: Enter Req for Proposal Num
- Requirement Name: Enter Requirement Name
- DoDAAC: Select a DoDAAC
- Expected section:
  - Base Period of Performance Start: mm/dd/yyyy
  - Base Period of Performance End: mm/dd/yyyy
  - Award Date: mm/dd/yyyy
  - Value: 0
  - Summary of Request: Summary of Request

Buttons at the bottom: Submit Request, Update Request, Cancel Control Number, Reset Request.

The screenshot shows the 'Control Number Request Form' with the following fields and validation errors:

- Control Number: Automatically Generated
- Proposal Number/Solicitation Number: Enter Req for Proposal Num (Error: Required)
- Requirement Name: Enter Requirement Name (Error: Required)
- DoDAAC: Select a DoDAAC
- Expected section:
  - Base Period of Performance Start: mm/dd/yyyy (Error: Required)
  - Base Period of Performance End: mm/dd/yyyy (Error: Required)
  - Award Date: mm/dd/yyyy (Error: Required)
  - Value: 0
  - Summary of Request: Summary of Request (Error: Required)

Buttons at the bottom: New Request, Update Request, Cancel Control Number, Reset Request.

- Control Number Request Form
  - ❖ Provides user the option to create, update or cancel a current control number.
  - ❖ Fields with specific requirements will provide notice if requirements are not met.

**INCLUDE A DESCRIPTIVE SUMMARY OF THE PROJECT'S SCOPE IN THE "SUMMARY OF REQUEST" FIELD.**



# SBEAS User Dashboard



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## ➤ DoDAAC Change Requests:

- ❖ Users cannot add/remove DoDAACs, the list of DoDAACs a user has access to correlates to the DoDAACs listed on the user's registration. To add/remove DoDAACs, customer must submit a DD2875 request to the SBEAS Managers using the SBEAS Organizational Box at:

[AFLCMC.HIC.SmallBusiness@us.af.mil](mailto:AFLCMC.HIC.SmallBusiness@us.af.mil)

SYSTEM AUTHORIZATION ACCESS REQUEST (SAAR)				
<b>PRIVACY ACT STATEMENT</b>				
<b>PRINCIPAL PURPOSE:</b> Executive Order 10450, 9397, and Public Law 99-474, the Computer Fraud and Abuse Act. To record names, signatures, and other identifiers for the purpose of validating the trustworthiness of individuals requesting access to Department of Defense (DoD) systems and information. NOTE: Records may be maintained in both electronic and/or paper form.				
<b>ROUTINE USES:</b> None.				
<b>DISCLOSURE:</b> Disclosure of this information is voluntary; however, failure to provide the requested information may impede, delay or disrupt further processing of this request.				
TYPE OF REQUEST: <input type="checkbox"/> INITIAL <input type="checkbox"/> MODIFICATION <input type="checkbox"/> DEACTIVATE <input type="checkbox"/> USER ID				DATE (YYYYMMDD)
SYSTEM NAME (Platform or Applications)			LOCATION (Physical Location of System)	
<b>PART I (To be completed by Requestor)</b>				
1. NAME (Last, First, Middle Initial)		2. ORGANIZATION		
3. OFFICE SYMBOL/DEPARTMENT		4. PHONE (DSN or Commercial)		
5. OFFICIAL E-MAIL ADDRESS		6. JOB TITLE AND GRADE/RANK		
7. OFFICIAL MAILING ADDRESS		8. CITIZENSHIP <input type="checkbox"/> US <input type="checkbox"/> FN <input type="checkbox"/> OTHER		9. DESIGNATION OF PERSON <input type="checkbox"/> MILITARY <input type="checkbox"/> CIVILIAN <input type="checkbox"/> CONTRACTOR
10. IA TRAINING AND AWARENESS CERTIFICATION REQUIREMENTS (Complete as required for user or functional level access.) <input type="checkbox"/> I have completed Annual Information Awareness Training. DATE (YYYYMMDD)				
11. USER SIGNATURE			12. DATE (YYYYMMDD)	
<b>PART II - ENDORSEMENTS - ACCESS BY INFORMATION OWNER, USER SUPERVISOR OR GOVERNMENT SPONSOR (if individual is a contractor - provide company name, contract number, and date of contract expiration in Block 15.)</b>				
13. JUSTIFICATION FOR ACCESS				
14. TYPE OF ACCESS REQUIRED: <input type="checkbox"/> AUTHORIZED <input type="checkbox"/> PRIVILEGED				
15. USER REQUIRES ACCESS TO: <input type="checkbox"/> UNCLASSIFIED <input type="checkbox"/> CLASSIFIED (Specify category) <input type="checkbox"/> OTHER				
16. VERIFICATION OF NEED TO KNOW I certify that this user requires access as requested.		16a. ACCESS EXPIRATION DATE (Contractors must specify Company Name, Contract Number, Expiration Date. Use Block 27 if needed.)		
17. SUPERVISOR'S NAME (Print Name)		18. SUPERVISOR'S SIGNATURE		19. DATE (YYYYMMDD)
20. SUPERVISOR'S ORGANIZATION/DEPARTMENT		20a. SUPERVISOR'S E-MAIL ADDRESS		20b. PHONE NUMBER
21. SIGNATURE OF INFORMATION OWNER/OPR		21a. PHONE NUMBER		21b. DATE (YYYYMMDD)
22. SIGNATURE OF IAO OR APPOINTEE		23. ORGANIZATION/DEPARTMENT		24. PHONE NUMBER
				25. DATE (YYYYMMDD)

DD FORM 2875, AUG 2009

PREVIOUS EDITION IS OBSOLETE.

Adobe Designer 5.0

**DD FORM 2875 LINK:**

<https://www.esd.whs.mil/Portals/54/Documents/DD/forms/dd/dd2875.pdf>



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# ***CUSTOMER SUPPORT***



# <https://www.netcents.af.mil/Contracts/SBEAS/>



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## SBEAS



### PURPOSE:

The Air Force Small Business Enterprise Applications Solutions (SBEAS) is the replacement Indefinite Delivery/Indefinite Quantity (IDIQ) vehicle for Application Solutions Small Business currently in use via NETCENTS2 IDIQ. The purpose of this IDIQ Contract is to provide a vehicle for customers to access a wide range of Information Technology (IT) Network Centric services and solutions that support the IT lifecycle. While the SBEAS contract is mandatory use for the Business Enterprise Systems (BES) Directorate, this contract vehicle may be used by all other Air Force MAJCOMS and other agencies

that support an Air Force requirement.

### SBEAS SCOPE:

The scope of this IDIQ includes the comprehensive suite of IT services and IT solutions to support IT systems and software development in a variety of environments and infrastructures. Additional IT services include, but are not limited to documentation operations, deployment, cybersecurity, configuration management, training, commercial off-the-shelf (COTS) product management and utilization, technology refresh, data and information services, information display services and business analysis for IT programs.

## SBEAS NEWS

### SBEAS UPDATE: 13 August 2019

#### Industry Partners,

The anticipated award date is 1st quarter of fiscal year 2020. Timeline to award is now directly contingent upon how quickly GAO rules on outstanding protests. See outstanding protests at the link below.

[https://www.gao.gov/legal/bid-protests/search?page\\_name=bid\\_protest\\_docket&openclosed=All&agency=All&number=+FA8771-17-R-1000&protestor=&q=&filenum=&Submit=Search#search](https://www.gao.gov/legal/bid-protests/search?page_name=bid_protest_docket&openclosed=All&agency=All&number=+FA8771-17-R-1000&protestor=&q=&filenum=&Submit=Search#search)

FOR DETAILED STATUS ON THE SBEAS ACQUISITION (SEE FBO) [https://www.fbo.gov/index?s=opportunity&mode=form&id=9d29e230ed4f1cb0906d7bf88f32ee80&tab=core&\\_cview=1](https://www.fbo.gov/index?s=opportunity&mode=form&id=9d29e230ed4f1cb0906d7bf88f32ee80&tab=core&_cview=1)

For more information contact:

AFPEO BES/HIKJ Contract/Program Assistance  
Small Business Enterprise Application Solutions  
AFLCMC.HIC.SmallBusiness@us.af.mil

## SBEAS VENDORS LIST

## NAV & WEBLINKS

### NETCENTS CONTRACTS

- NETCENTS-2
- Documents
- NetCentric Products
- Documents
- NetOps and Infrastructure
- Documents
- Application Services
- Documents
- SBEAS
- Documents
- Training

### ESI

### FEDBIZOPS

### ITCC - AF PORTAL

### MAXWELL-GUNTER ANNE

## CONTACT US

Please Contact the NETCENTS Team if you require one of our documents or templates in a non-PDF format. Email file limitation is 5MB.

Click on the image below to navigate to our Contact NETCENTS Team Webpage.





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# QUESTIONS?