Business & Enterprise Systems

NETCENTS-2
Training Session

Mr. Robert (Gerry) Smothers
NC-2 Program Manager
July 2016

- **Overview**
  - **Objectives**
  - **Background**
  - **Who We Support**
- **Contracting**
- **Technical**
- **AFWAY 4.0 Portal Tutorial**
- **NC-2 Website Tutorial**
- **Feedback / Questions**

NETCENTS-2

Project

- **Objective:** Meet AF Strategic Sourcing Goals
- **Scope:** NETCENTS-2 contracts are the mandatory source for all IT products and solutions procurements (see AFMAN 33-153 (Chapter 4) dated 19 March 2014)
- **Timeframe:**
  - **App Svs & NetOps** – 3 base years + 4 (1) year options
  - **Products** – 3 year base + 3 (1) year options
  - **EISM –** Ordering period **ended** 29 Nov 15
- **Dollar Value:** ~$24B

Description

- The NETCENTS family of contracts provides highly flexible contract vehicles delivering capabilities across the entire range of product and service domains
- Enabling Air Force, DoD and other Federal Agencies to effectively and efficiently implement Net-Centric Solutions worldwide

Schedule

EISM: Awarded Nov 2010
Application Services Small Business: Awarded Jun 2012
Products: Awarded Nov 2013
Application Services Full and Open: Awarded Mar 2015
NET OPS Small Business: Awarded Apr 2015
NET OPS Full and Open: Awarded May 2015

POCs

- **POCs:**
  - Program Manager: Mr. Robert Smothers
  - Contracting Officer: Ms. Francine Nix
  - **http://www.netcents.af.mil/**

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- **Create an enterprise ordering contract that allows USAF customers to acquire IT products and services 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**

NETCENTS-2 BACKGROUND

Category	Description
Netcentric Products (COTS Only)	Networking equipment, servers/storage, peripherals, multimedia, COTS software, identity management/biometric hardware and associated software, delivery, warranty, maintenance
NETOPS & Infrastructure Solutions	Network mgt/defense, SOA infrastructure, enterprise level security/mgt and implementation/ops, telephony infrastructure & services; managed services/cloud computing
Application Services	Systems sustainment/development, migration, integration and netcentric data services, web services, COTS software integration, smart phone/mobile apps
Enterprise Integration & Service Management (EISM)—A&AS	Services to enable enterprise integration service management support for both infrastructure and mission capabilities (enterprise level support)

WHO WE SUPPORT

	NetOps & Infrastructure Solutions (NETOPS)	Application Services	Netcentric Products	Enterprise Integration & Services Management (EISM)
Air Force	✓✓	✓✓	✓✓	✓✓
Army	✓✓	✓	✓	
Navy	✓✓	✓	✓	
Other DoD Components	✓✓	✓	✓	
Federal Agencies	✓✓	✓	✓	

✓✓ **Customer can use corresponding contracts without restriction**

✓ **Customer can use corresponding contracts when any of the following criteria exists:**
- is related to requirements for interoperability with Air Force capabilities;
- supports Air Force IT infrastructure, applications, or operations;
- supports host-tenant arrangements involving Air Force units; or
- supports joint operations or solutions

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■ **43% of Task Orders are at AFMC Bases (23 Nov 15)**

Air Force Materiel Command Bases

Application Services

- **NAICS Code: 541511**
  Custom Computer Programming Services - SB Size Standard - $25M in revenues

- **Ceiling of $1.92B ($960M for each category)**

- **Multiple Award IDIQ – CLINS for all contract types**

- **Period of Performance: 10 years** *(5 years for a TO)*

- **Ordering Period: 7 years** *(if all options exercised)*
  3 year base period and 4 one-year option periods

- **Decentralized Ordering using AFWAY**

- **Application Services Categories**
  - **Small Business Companion – Awarded: 21 Jun 2012**
  - **Full & Open – Awarded: 31 March 2015**

Netcentric Products

- **NAICS Code: 334210** Telephone Apparatus Manufacturing
    - SB Size Standard - 1000 employees

- **Ceiling of $6.9B**

- **Fixed Price**

- **Ordering Period: 6 years** *(if all options exercised)*
    - 3 year base period (6 Nov 2013 – 5 Nov 2016)
    - 3 one-year option periods (through 5 Nov 2019)

- **Decentralized Ordering using AFWAY**

- **NC-2 Solutions Contractors use NC-2 Products Contract**

Network Operations & Infrastructure Solutions

- **NAICS Code: 517110**

  Wired Telecommunications Carriers - SB Size Standard – 1500 employees

- **Ceiling of $13.7B** **($7.91B F&O and $5.79B SB)**

- **Multiple Award IDIQ – CLINS for all contract types**

- **Period of Performance: 10 years** *(5 years for a TO)*

- **Ordering Period: 7 years** *(if all options exercised)*

  3 year base period and 4 one-year option periods

- **Decentralized Ordering using AFWAY**

- **NetOps and Infrastructure Solutions Categories**
  - **Small Business Companion – *Awarded 2 April 2015***
  - **Full & Open – *Awarded 15 May 2015***

Market Research

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

- **Market Research for a NETCENTS task order (at a minimum)**
  - Description of the Government's needs sufficient to allow market research
  - Type of procurement – commercial, non-developmental, non-commercial items (includes services); consider risk
  - Current market conditions and technology influencing requirements
  - Customary practices and associated costs (warranty, financing, discounts, etc.)
  - Requirements of laws/regulations unique to the acquisition
  - Size and status of potential sources (FAR Part 19)

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- **The following level of certification or appraisal must be held by the prime contractor & must be maintained over the life of the contract.**

- **Application Services**
  - **SB Companion – CMMI Level II (or evidence of comparable processes)**
  - **Full & Open – CMMI Level III**

- **Netcentric Products – ISO 9002:2000, ISO 9001:2008 or ISO/IEC 20000**

- **NetOps and Infrastructure Solutions**
  - **Full & Open – ISO 9001:2008 or CMMI Level II**
  - **SB Companion – ISO 9001:2008 or CMMI Level II**

Customers cannot ask for higher certification levels on task orders; customers can evaluate specific higher level processes as discriminators

- **Subcontracting Plan Approval at the ID/IQ Level**
  - **Full and Open - Required IAW FAR 19.7 for large businesses**
  - **Small Business Companion - IAW FAR 19.7 plan not required**
  - **Do not add a subcontracting plan at the task order level**

- **Limitations in subcontracting clause**
  - **Accomplished at IDIQ level**

- **Subcontractors are NOT approved at the IDIQ Level, they are approved at the task order level**

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- **At the Task Order level, Small Business Specialists will review all acquisitions over $10,000 (DD2579)**

- **The Small Business (SB) contracts have the same scope of coverage as the Full and Open (F&O) contracts**

- **When determining to compete a task order in the F&O or SB contract pool:**
  - **Anticipated dollar value over micro-purchase threshold up to the Simplified Acquisition Threshold (SAT)**
    - **Set-aside for Small Business**
    - **If a task order is competed in the Small Business Companion contract pool and no offers, or no acceptable offers are received, the RFP shall be withdrawn and re-solicited in the F&O pool**
  - **Exceeding SAT**
    - **The task order CO conducts market research to determine if there is a reasonable expectation of receiving at least two offers from SB Companion contractors. If market research reveals at least two small businesses capable of performing the work, the task order should be competed in the SB Companion contract pool**
    - **If a task order is competed in the SB Companion contract pool and no offers, or acceptable offers are received, the RFP shall be withdrawn and re-solicited in F&O pool**

- **North American Industry Classification System (NAICS) Code**
  - If your requirement is in scope of the basic contract, the NAICS code for each task order issued under a long-term ID/IQ contract must correspond to the NAICS code assigned to the umbrella ID/IQ contract. 13 CFR 12.403(g)
  - You must use, even if a more specific one may apply for your requirement

- **Requirements Approval Document (RAD)**
  - NETCENTS-2 has an approved blanket RAD; Individual RADs may not be required for orders (check for local and MAJCOM policy)
  - The blanket RAD for NETCENTS-2, #5279, is posted on the website (link below) http://www.netcents.af.mil/shared/media/document/AFD-111007-075.pdf

- **Small Business Coordination Record (DD Form 2579)**

  Each task order issued against the NETCENTS-2 contracts requires an approved DD 2579

Task Order RFPs

- **Task Order RFPs must include contract clauses specific to the order, examples include …**
    - Option Clauses – If options are being utilized, the option clauses MUST be cited in the TO RFP and included in the TO
    - Tax Clauses – If OCONUS performance is required, the tax clauses appropriate to the country/region of performance must be cited in the TO RFP and included in the TO
    - Government Property
    - Payment (Wide Area Workflow) Information/Instructions
- **H137 Task Order RFP Procedures**
    - Sets expectations for our vendors
    - Addresses the proposal process (including technical and cost/price)

- **Cover Letter**

  Basic RFP/RFQ information – ID #, due date/time, POC info, solicitation provisions, etc.

- **Instructions to Offerors**
  - Indicate format, page limits, etc.
  - Ask only for things you are evaluating
    - Ensure consistent with evaluation criteria
    - Level of detail required for evaluation

- **Evaluation Criteria/Procedures (FAR 16.505 – Ordering)**
  - Price
  - Technical
  - Past performance

Task Order RFPs

- **Contractor Performance Assessment Report**
  - CPAR required for Task Orders >$1M annually
  - Provide a CPAR POC (normally the Task Order COR)

- **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 Contractor Manpower Reporting Application at http://www.ecmra.mil

CLIN Structure

- Orders must be issued IAW the awarded IDIQ

- Ordering offices must use the CLIN appropriate to both the contract type and ordering period

- CLINs cannot be used if they have not been awarded in the basic IDIQ; CLINS include/indicate the ordering period

- CLINs are used to track contract ceiling

- CLINs are used to track usage of contract type

- Accuracy of FPDS-NG reporting is dependent upon appropriate use of CLIN structure

- More than one CLIN type can be used, if required – FP, CR, LH

Do NOT deviate from the awarded CLIN structure

CLIN	Description	CLIN Type
0010	Network Centric Solutions	Fixed Price
0020	Network Centric Solutions	Cost
0030	Network Centric Solutions	LH (10% cap on the usage of the Labor Hour CLIN)
0040	Data	NSP (included in CLIN 0010, 0020, and/or 0030)
0050	Warranty	FFP
0060	Other Direct Costs (ODC)	Cost (includes products to support solution; no profit)
0070	Travel	Cost (no profit)
0080	Post Award Conference	FFP (One-time use CLIN)

Pricing Arrangements

- **Fixed Price – includes Firm Fixed Price (FFP), Fixed Price Incentive (FPI), Fixed Price Award Fee (FPAF)**

- **Cost – includes Cost Plus Fixed Fee (CPFF), Cost Plus Incentive Fee (CPIF), Cost Plus Award Fee (CPAF)**

- **Labor Hour (LH)**

Do NOT deviate from the awarded CLIN structure

CLIN	Description	CLIN Type
0100	Network Centric Solutions	Fixed Price
0200	Network Centric Solutions	Cost
0300	Network Centric Solutions	LH (10% cap on the usage of the Labor Hour CLIN)
0400	Data	NSP (included in CLIN 0010, 0020, and/or 0030)
0500	Warranty	FFP
0600	Other Direct Costs (ODC)	Cost (includes products to support solution; no profit)
0700	Travel	Cost (no profit)
0800	Post Award Conference	FFP (One-time use CLIN)

Pricing Arrangements

- **Fixed Price – includes Firm Fixed Price (FFP), Fixed Price Incentive (FPI), Fixed Price Award Fee (FPAF)**

- **Cost – includes Cost Plus Fixed Fee (CPFF), Cost Plus Incentive Fee (CPIF), Cost Plus Award Fee (CPAF)**

- **Labor Hour (LH)**

Do NOT deviate from the awarded CLIN structure

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Netcentric Products CLIN Structure

CLIN	Description
0100	Networking Equipment
0200	Servers/Storage
0300	Peripherals
0400	Multimedia
0500	Software
0600	Identity Management/Biometric Hardware/Software
0700	Data **not separately priced**
0800	Warranty
0900	Maintenance*

Products are Firm Fixed Price

Installation of hardware can be included as a CLIN or SCLIN under the appropriate basic contract CLIN (i.e., Upgrading auditorium Audio Visual (A/V) equipment, the install might be ancillary to the hardware purchase and thus fall under CLIN 0400). It is up to the decentralized CO to determine if the install is a service by itself (likely would fall under NetOps vehicle) or if the install is ancillary to the hardware purchase and does not represent the preponderance of the work (likely would fall under NetCentric Products vehicle).

Do NOT deviate from the awarded CLIN structure

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CLIN	Description	CLIN Type
0010	Network Centric Solutions	Fixed Price (products shall be priced under CLIN 0060)
0020	Network Centric Solutions	Cost (products shall be priced under CLIN 0060)
0030	Network Centric Solutions	LH (10% cap on the usage of the Labor Hour CLIN)
0040	Data	NSP (included in CLIN 0010, 0020, and/or 0030)
0050	Warranty	FFP
0060	Other Direct Costs (ODC)	Cost (includes products to support solution; no profit)
0070	Travel	Cost (includes travel for CLIN 0010/0020; no profit)
0080	Post Award Conference	FFP One-time use CLIN

Pricing Arrangements

- **Fixed Price – includes Firm Fixed Price (FFP), Fixed Price Incentive (FPI), Fixed Price Award Fee (FPAF)**

- **Cost – includes Cost Plus Fixed Fee (CPFF), Cost Plus Incentive Fee (CPIF), Cost Plus Award Fee (CPAF)**

- **Labor Hour (LH)**

- **Products required for CLIN 0010/0020 shall be purchased from NC-2 Products contracts**

Do NOT deviate from the awarded CLIN structure

NetOps
Full and Open CLIN Structure

CLIN	Description	CLIN Type
0010	Network Centric Solutions	Fixed Price (products shall be priced under CLIN 0600)
0020	Network Centric Solutions	Cost (products shall be priced under CLIN 0600)
0030	Network Centric Solutions	LH (10% cap on the usage of the Labor Hour CLIN)
0040	Data	NSP (included in CLIN 0100, 0200, and/or 0300)
0050	Warranty	FFP
0060	Other Direct Costs (ODC)	Cost (includes products to support solution; no profit)
0070	Travel	Cost (includes travel for CLIN 0100/0200; no profit)
0080	Post Award Conference	FFP One-time use CLIN

Pricing Arrangements

- **Fixed Price – includes Firm Fixed Price (FFP), Fixed Price Incentive (FPI), Fixed Price Award Fee (FPAF)**
- **Cost – includes Cost Plus Fixed Fee (CPFF), Cost Plus Incentive Fee (CPIF), Cost Plus Award Fee (CPAF)**
- **Labor Hour (LH)**
- **Products required for CLIN 0100/0200 shall be purchased from NC-2 Products contracts**

Do NOT deviate from the awarded CLIN structure

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Products SB Set-Asides

- **Most RFQs cannot be executed as a SB Set-Aside under NC-2 Products.**
    - **You can order items covered by existing Non-Manufacturer Rule (NMR) class waivers using a SB Set-Aside**
        - **Routers/Switches**
        - **PBX/Telephony equipment**
        - **ONLY applies to those products, not RFQs that only include these in a larger order**

- **For more info: Ask your Contracting Office, or read the "NetCentric Products SB Set Aside Guidance 1 Jun 15" document on the NC-2 website**

Government Purchase Credit Cards and NETCENTS-2

- **NETCENTS provides AF-wide IT support services to produce enterprise savings and technical solutions**

- **The mandatory use of NETCENTS is described in AFMAN 33-153, Information Technology and Asset Management and AFI 63-101/20-101, Integrated Life Cycle Management**

- **Air Force Instruction 64-117 provides policy and guidance for the use of the government wide purchase card**

- **2 June 2015 – GPC Expanded Use Memo from SAF/AQC – Para 2**
    - **The NETCENTS-2 contracts are not pre-priced**
    - **Cardholders *not in contracting organizations* MAY use these contracts above $3,000, up to $25,000**
    - **Cardholders must ensure purchase limits assigned to the card account are not exceeded and they *comply with the guidance from their approving officials and contracting officers in all cases***
    - **Memo is available on the NETCENTS-2 Website**

NETCENTS-2 Technical Team

- **Scope Analysis – Review of technical tasks in your Draft PWS to recommend the appropriate ID/IQ for your task order.**
  - **NOT a scope determination, that is the decentralized CO's responsibility, we provide a recommendation only**
  - **E-mail your PWS to netcents@us.af.mil to request a Scope Analysis**

- **Tracking and Updating Relevant Technical Standards**

  - **Currently maintaining 130 references in online repository**

- **Create and Maintain User's Guides and Templates**

  - **Make writing your PWS easier!**

  - **Technical Standards and References already in Templates**

I n t e g r i t y - S e r v i c e - E x c e l l e n c e

NETCENTS-2 Website
http://www.netcents.af.mil/

Air Force NETCENTS

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NETCENTS Suite

For more information contact:

CENTRALIZED CUSTOMER SERVICE LINE
AFPEO BES/HICI
netcents@us.af.mil
(DSN) 596-5070, Opt 1,
(Comm) 334-416-5070, Opt 1

Eligible Customers

Check your eligibility to use the NETCENTS-2 IDIQs using the selection below. Please allow for a Popup Window.

- Select -

NETCENTS NEWS

Air and Space Conference and Technology Exposition

NETCENTS-2 August 2015 Update Slides

NETCENTS-2 Trifold Final

Enterprise Integration & Service Management (EISM)- **Awarded and Available**
EISM Documents

NETCENTS-2 Products Awarded - **Awarded and Available**
Products Documents

NETCENTS-2 Application Services (Small Business)
Awarded and Available
NETCENTS-2 Application Services (Full & Open)
Awarded and Available
Application Services Documents

NETCENTS-2 NetOps and Infrastructure (Small Business)
Awarded and Available
NETCENTS-2 NetOps and Infrastructure (Full & Open)
Awarded and Available
NetOps and Infrastructure Documents

What's New

AFI 63/20-101 25 Feb 15
NETCENTS-2 RSS Feed Instructions
and Techniques

AF IT Acquisitions

AF IT Acquisition Guide September 2015

Mandatory Use

AFI 63/20-101 25 Feb 15
Air Force Manual 33-153
SAF CIO A6 Memo - 15 Sep 14 NETCENTS Mandatory Use

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AFWay
ESI
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ITCC - AF Portal
AFPEO BES - Maxwell-Gunter Annex

The Official Web Site of Air Force Network Centric Solutions

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NETCENTS-2 Questions

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NETCENTS-2 Documents

Below you will find documents associated with NetCentric Products ordering.

- For assistance with RFQs & RFIs on AFWAY
- For the Application Services PWS Template
- For IDIQ Period of Performance and Prime Contractor Information
- For CLIN Structure

Products Guides and Templates

- AFWay User Guide NC-2 Products V1.5
- GPC User Guide v2.0
- Products Customer Survey Template
- Products User's Guide V1.11
- SOO-TRP Template in Microsoft Word
- SOO-TRP Template v1.7

Products Policy Documents

- AFI 63/20-101 25 Feb 15
- Air Force Manual 33-153
- COTS Software Applications Applications Approval Memo
- GPC Expanded Use Extension Memo - 02 June 2015
- Netcentric Products SB Set Aside Guidance 1 Jun 2015
- SAF CIO A6 Memo - 15 Sep 14 NETCENTS Mandatory Use

Products Awards/Contracts

- FA8732-13-D-0010 FedStore
- FA8732-13-D-0011 Intelligent Decisions
- FA8732-13-D-0012 World Wide Technology
- FA8732-13-D-0013 CDW
- FA8732-13-D-0014 Ace Technology
- FA8732-13-D-0015 CounterTrade
- FA8732-13-D-0016 General Dynamics
- FA8732-13-D-0017 Iron Bow
- FA8732-13-D-0018 Immix Technology
- FA8732-13-D-0028 M2 Technology
- FA8732-13-D-0029 Blue Tech

AF Standards Center of Excellence Repository

- Products Standards - 15 Sep 2015

Products Support Documents

- Appropriate Use of Lowest Priced Technically Acceptable Source Selection
- Approved Products List
- NC-2 Products Vendor POC List 19 Nov 15
- Netcentric Products SB Coordination Record 2579
- NETCENTS-2 Requirements Approval Document (RAD) #5279
- NETCENTS-2 RSS Feed Instructions
- Products Government POC List - 04 Nov 15
- Requesting Vendor Quote Extension for EOY - 28Jul2015

Products Information for Vendors

- IDIIQ Approval Letter for Application Services Contractors
- IDIIQ Approval Letter for NetOps signed
- Products Vendor Guide Using AFWay V1.2
- Products Vendors User's Guide for APLs V 1.1

Data Centers and Data Server Farms

- AFGM on AFI 33-150
- AFWAY SAN - Data Servers & Centers
- Approvals and Waivers for Obligation of Funds
- Core Data Center Reference Architecture Memo V 1.0
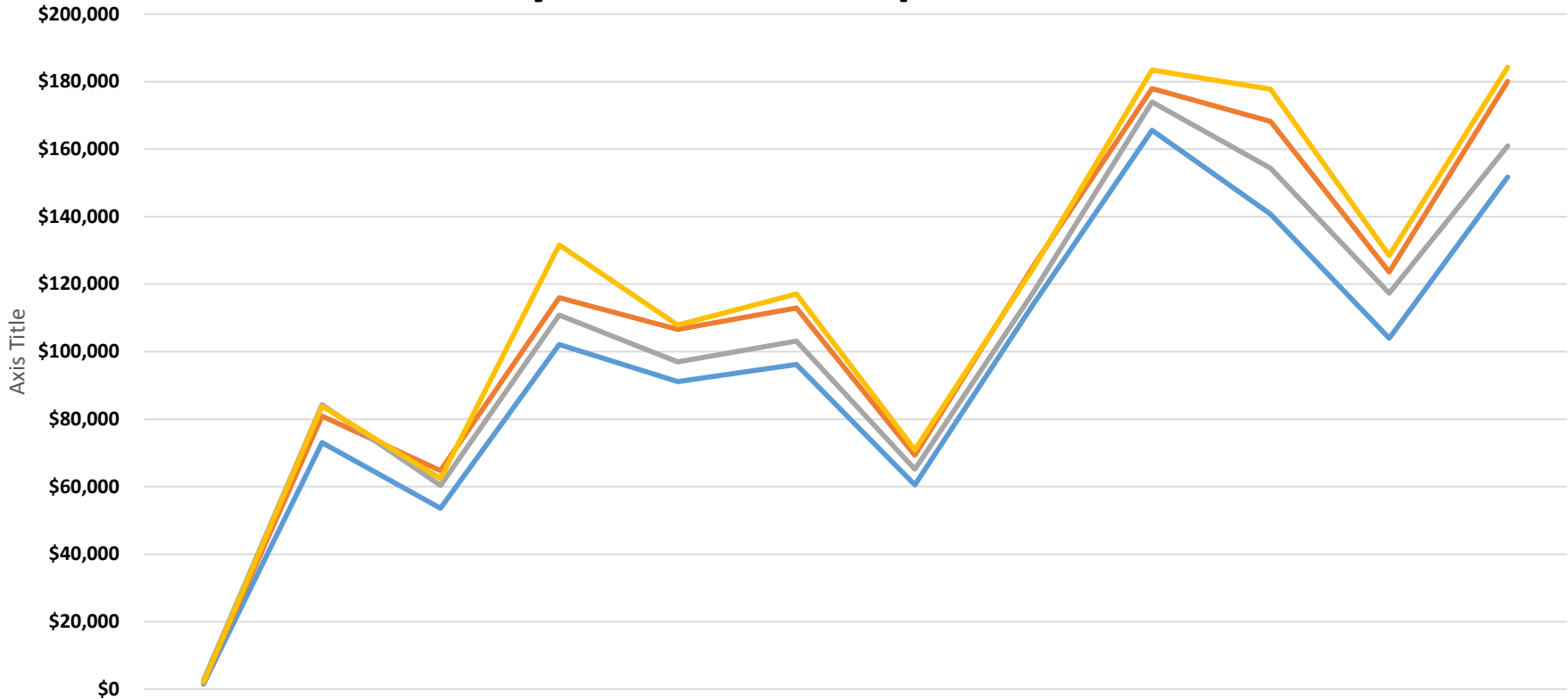- Section 2867 from the FY12 NDAA (PL 112-81)

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AFWay
ESI
FedBizOps
ITCC - AF Portal
AFPEO BES - Maxwell-Gunter Annex

Products Task Orders

- NC2 Products TOs - 21 Sep 2015 - v4

Products Pricing Data

Jan 2015 Products Pricing Data
Feb 2015 Products Pricing Data
Mar 2015 Products Pricing Data
Apr 2015 Products Pricing Data
May 2015 Products Pricing Data
Jun 2015 Products Pricing Data
Jul 2015 Products Pricing Data

CONTACT NETCENTS TEAM

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 below image to navigate to our Contact NETCENTS Team Webpage.

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Monthly Products Comparison Chart

	Dec-14	Jan-15	Feb-15	Mar-15	Apr-15	May-15	Jun-15	Jul-15	Aug-15	Sep-15	Oct-15	Nov-15
NETCENTS-2	$1,523	$73,023	$53,608	$102,082	$91,139	$96,203	$60,533	$114,012	$165,594	$140,753	$103,942	$151,737
GSA	$2,012	$80,864	$64,787	$116,003	$106,602	$112,956	$69,295	$125,332	$177,958	$168,192	$123,599	$180,032
NASA SEWP	$2,681	$84,323	$60,360	$110,844	$96,931	$103,160	$65,167	$117,557	$173,975	$154,390	$117,334	$160,941
OPEN MARKET	$2,021	$83,842	$62,401	$131,647	$107,881	$117,112	$70,938	$124,688	$183,424	$177,764	$128,493	$184,237

ITCC vs. NETCENTS-2 Products

	IT COMMODITY COUNCIL	NETCENTS-2 Products
Purpose/Scope	Provide pre-competed BPAs for computer hardware in order to maximize the impact of the total AF buying power for TLC savings.	The purpose of Air Force Network-Centric Solutions 2 (NETCENTS 2) Products ID/IQ is to provide the Air Force, DoD, and other Federal Agencies (*if requirements are met*) with a primary source of networking equipment/product supply and maintenance.
Similarities	• Desktops, Laptops, Monitors • Printers • Centralized strategy/decentralized ordering through AFWAY	Provides Network Equipment, Servers/Storage Devices, Peripherals, Multimedia, Software, Identity Management/Biometric Hardware & Associate Software. *NOTE: Users should buy from the ITCC first & if they cannot get a product from the ITCC then they should NETCENTS-2 products.*
Differences	• Hardware Only • Computers and printers purchased as standalone orders • Set base configuration + finite list of options • Tailoring limited to combination of available options • Desktops, Laptops, Monitors open to DoD	NETCENTS-2 Products is an ID/IQ that offers all other hardware that cannot be procured from the ITCC or Enterprise Agreements (*Quarterly Enterprise Buy, Enterprise Software Initiative, Microsoft Enterprise License*).

- **The Air Force web-based e-commerce solution for purchasing Information Technology Products**

- **AFWAY is your entry point for NETCENTS or ITCC (QEB) requirements, not a contract!**

- **Provides the ability for investment decisions, planning, and budgeting deliberations**
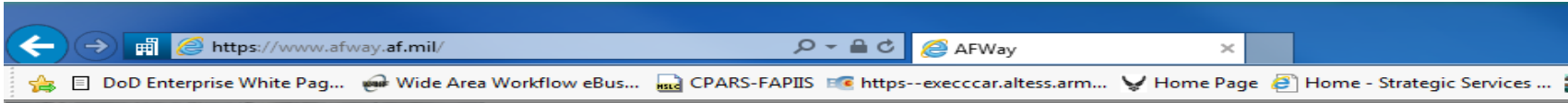
- ***www.afway.af.mil***

- **Submitting NC-2 RFQs through AFWay is different from QEB buys!**

- **Ensure that the Description of your RFQ is clear and captures the entire nature of your requirement for the vendors. Add "RFI" to the title if asking for information only.**

- **Read the applicable NC-2 User's Guide for your requirement carefully, especially the AFWay Ordering Guide Appendix!**
  - **DO NOT click in the vendor list after category selection!**

- **If you have a dedicated person to execute NC-2 RFQs, use our NC2S (services) or NC2P (products) ECANs**
  - **If you do not, must use normal ECAN. Coordinate your requirement with your normal approval chain**

NETCENTS-2 Ordering Portal: AFWay

AFWAY Do's & Don'ts

Do	Don't
Reference the NC2 Users Guides before starting the RFQ. Use the NC2 templates.	Do not assume that AFWAY is NC2. NC2 is a group of IDIQ contracts. RFQ process is mandated for NC2 and NC2 uses AFWAY as a tool to create RFQs.
Know what is available on QEB, DPI & ESI BPAs before creating RFQ in AFWAY for NC2. Customers are to use them first.	Do not change the selected vendors list on a RFQ. This applies to all RFQs in AFWAY, not just NC2 RFQs.
If RFQ is Market Research or a RFI, put RFI in RFQ title	Do not place orders in AFWAY if using ECANs NC2P or NC2S. Use local ECAN for purchasing.
If RFQ is going to be paid with GPC, put GPC in RFQ title. Vendors may charge an extra fee if GPC used and not stated in the RFQ.	Do not put vague descriptions in the RFQ. Help the vendors with the best possible description as you can so you get the best possible quote. Do not just ask for a phone or set up a conference room. Suggest possible models / part numbers/ use templates.
If any doubts/questions, contact the NC2 support. Email: netcents@us.af.mil DSN Phone: 596-5070 opt 1. Web site: http://www.netcents.af.mil/	Do not use very short response dates. Give vendors time to evaluate the RFQ

Do	Don't
Use the ECANs of NC2P or NC2S to help speed up the AFWAY approval process.	The anticipated price should not be in the description or any attachments. The Anticipated Price field in AFWAY is not visible to the vendors.
Know the Small Business Administration rules	Do not use local CLINS, use the ones from the NC2 contracts even if paying with GPC.
Check your Approval Process in AFWAY to ensure that all required approvals have been assigned before starting a RFQ in AFWAY.	
Do follow all appropriate rules and regulations. (FAR, AFI…) Assume you will be audited.	
Decentralized ordering – Credit card orders are still Purchase/Delivery Orders against the NC2 contracts.	
If you have J&A, attach it if possible or state that one is available in the description.	

U.S. AIR FORCE

- **Not enough time allowed for vendors to secure pricing from Original Equipment Manufacturers (OEMs) at end of year**
  - OEMs are inundated with RFQs from all over DoD and industry, no bandwidth to respond in less than 7-10 business days
  - Plan ahead, put out RFI in July/Aug so vendors can secure pricing to respond rapidly once RFQ is released

- **Too many different brand names in a single RFQ (limits competition)**
  - Don't mix competing brands together (HP and Dell, Cisco and Brocade)
  - Don't add limited supply chain products to larger orders (Avaya, Palo Alto, Aruba)

- **Need to provide serial numbers for Maintenance requirements**
  - Manufacturers require this to provide a quote to our vendors

- **Standard Desktop for Laptops/Desktops**
  - **NC-2 Product vendors do NOT provide FDCC (Standard Desktop) loads on desktop/laptop/tablet purchases by default, only the ITCC vendors do**
  - **Some Products vendors can load FDCC if negotiated up front/required by the RFQ, but this might limit competition**

- **Not everything is about price**
  - **Technical compliance requirements can increase price of a NC-2 Product compared to a non-compliant item from GSA or NASA SEWP**
  - **Our vendors are held to DoD standards and authorized supply chains for applicable equipment, such as Cisco routers/switches**
  - **You may be buying a cheaper product that is ineligible for required warranty support due to 3rd party resell/gray market**

Questions?