

DISA COMSATCOM SCOOP

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UPCOMING EVENTS

06.08.11 – 06.09.11
Information Assurance User Conference and Training
 Las Vegas, NV
<http://www.gdc4s.com/userconference>

06.20.11 – 06.25.11
European Satellite Communications (SATCOM) Conference
 Garmish, Germany

08.15.11 – 08.18.11
DISA Customer and Industry Forum
 Baltimore, MD
<http://www.afcea.org/events/disa/eveningevents.asp>

08.23.11 – 08.25.11
LandWarNet Conference 2011
 Tampa, FL
www.afcea.org/events/landwarnet/11/intro.asp

08.23.11 – 08.26.11
Annual SATCOM Conference and Satellite Review Board (SRB)
 Offutt Air Force Base, NE

DISA does not formally endorse any non-DISA events. These events are provided for information purposes only.

CENTER CHIEF'S MESSAGE



Welcome to the April issue of the COMSATCOM Scoop! As I mentioned in the last issue, we went through several organizational changes. Just to recap, the Commercial Satellite Communications (COMSATCOM) Center is now under the Network Services (NS) led by Ms. Cindy Moran, Director. As we continue to adjust to personnel and leadership changes, we haven't lost sight of the priority to provide commercial satellite services to the Department of Defense and other government agencies, anywhere and anytime.

I am very pleased to announce the successful migration of the Defense Information Service Network Satellite Transmission Services – Global (DSTS-G) bandwidth only task orders to the Future COMSATCOM Services Acquisition (FCSA) General Services Administration Information Technology (IT) Schedule 70 and end-to-end solution task orders on to the DSTS-G bridge with no loss of service to the Warfighter! This was quite an accomplishment through the hard work and dedication of the Migration Team made up of COMSATCOM Center and the

Defense Information Technology Contracting Organization (DITCO) staff. Many thanks for all their efforts and teamwork to make this happen!

With the DSTS-G migration completed, the Migration Team is now focusing on migrating over 8,000 Inmarsat Mobile Satellite Service (MSS) Communication Service Authorizations (CSAs) to the FCSA Schedule 70 Subscription Services. As you can imagine this will be a tremendous task, but we are collaborating with our customers to make this migration as smooth as possible, and again, with the goal of no loss of service to the Warfighters.

We launched our annual customer satisfaction survey in January and would like to thank all the participants for taking the time to complete the survey and provide us feedback on how we can improve our customer service. This survey is an important part of our continuing efforts to ensure that our services are operationally responsive, customer-focused, and cost-effective.

In this issue, you will read about the MSS migration update; explanation of the Military Interdepartmental Purchase Requests (MIPR) process with guideline on completing a MIPR; and, quick tips on the documents in the requirements packages sent to DITCO.

As always, we would like to hear from you, so please provide us feedback on the newsletter so we can better serve you. If there are article topics you would like to read about, please let us know by responding to this e-mail with your suggestion. We hope you enjoy this issue!

— COL Michelle Nassar

MIGRATION OF INMARSAT SERVICES TO GSA SCHEDULE 70: UPDATE



The Defense Information Systems Agency (DISA) continues to prepare for the migration of existing Inmarsat services to new contract vehicles under General Services Administration (GSA) Information Technology (IT) Schedule 70. The Future COMSATCOM Services Acquisition (FCSA) established Special Item Number (SIN) 132-55 through which all federal agencies may obtain Commercial Satellite Communications

(COMSATCOM) Subscription Services, to include Inmarsat Broadband Global Area Network (BGAN) and legacy services. The migration of existing Inmarsat services to vehicles under SIN 132-55 must be completed prior to expiration of DISA's current contract in June 2012 to avoid disruption of customers' services.

About 2,800 of the approximate 8,000 Customer Service Authorizations (CSAs) on the current Inmarsat contract support Inmarsat's BGAN services, with the remainder supporting older legacy services. DISA's current plan is to group these CSAs by service type and solicit these groups of services in order to award Blanket Purchase Agreements (BPAs) under SIN 132-55. DISA is working with Service and Agency representatives to identify and validate all necessary user requirements for these planned BPAs.

DISA anticipates release of a Request for Quote (RFQ) for the initial (or "pilot") BPA competition in the coming weeks. DISA plans to incorporate lessons learned from the solicitation process for this pilot BPA to streamline subsequent BPA solicitations. Once DISA receives vendor proposals for the pilot BPA, release of additional BPA RFQs will follow. RFQs will be released for 30 days to ensure adequate competition.

The DISA Migration Team understands that active customer involvement and participation is essential to the success of the overall effort. For the latest information on MSS and FCSA, please contact the COMSATCOM Center or your Service Representative.

DISA MOVES TO MIPR PROCESSING FOR SOME COMSATCOM REQUIREMENTS



The Defense Information Systems Agency (DISA) now requires Military Interdepartmental Purchase Requests (MIPRs) to fund all Commercial Satellite Communications (COMSATCOM)

requirements for transponded capacity as well as customized end-to-end solutions. This process change does not include telecommunications COMSATCOM requirements, such as Inmarsat services, which will still be funded through the Program Designator Code (PDC) process.

The first thing to remember about MIPRs is that they fall into two categories: Reimbursable and Direct site. For Reimbursable, or Category I orders, the Defense Information Technology Contracting Organization (DITCO) obligates its own funds to perform the service. The

Defense Finance and Accounting Service (DFAS) then reimburses DITCO using the requiring activity's fund site and the MIPR number is the source document number throughout the acquisition lifecycle. In contrast, for a Direct Site, or Category II order, DITCO directly cites the customer's line of accounting on the contract, and DFAS pays the performing contractors directly from the requiring activity's fund site. The contract number is the source document number throughout the acquisition lifecycle. A guideline on completing a MIPR is provided on the next page:

DISA MOVES TO MIPR PROCESSING FOR SOME COMSATCOM REQUIREMENTS

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GUIDELINE ON COMPLETING A MIPR

Block#	Description
1	Number of pages
2	Four-digit Federal Stock Class code for the equipment (optional)
3	This may be left blank at the activity's choosing, but may be used as a location for a tracking number
4	Date prepared
5	MIPR # (Document Number)
6	"BASIC" or Amendment number
7	DISA/DITCO-Scott PL8222TT ATTN: Erica Potthast 2300 East Drive Scott AFB, IL 62225-5406
8	Customer address
9A	Item # (Purpose of MIPR)
9B	Description of what's being purchased, Technical and Financial POCs, Period of Performance, TPN #, and Support Agreement number if applicable (Capital Asset Tracking # for Procurement); provide 2 fee line items: COMSATCOM Center customer support fee (2.73%) and DITCO's contract service fee (2.00%)
9C	Quantity
9D	Unit
9E/F	Cost per unit and total cost
10	Notice of attachments including delivery schedule and shipping
11	Grand total (includes all amendments plus basic)
12	Transportation method
13	DFAS Columbus ATTN: DFASCO/JAABC PO BOX 182317
14	List the appropriation accounting data used to fund the purchase; provide the OSD PE in the LOA
15	Authorizing Officer
16	Signature
17	Date signed

For Block 9b description, the customer needs to indicate the following at a minimum:

- Contract number and/or CTC Tracking Number
- Description of requirement, e.g., 36 MHz Ku BW for Operation Enduring Freedom; exercise option year, etc.
- The period of Performance, e.g., 1 May 2011 - 30 April 2012

The Defense Direct Order Entry (DDOE) system will no longer be used for transponded capacity and end-to-end requirements. Rather, an acquisition package is submitted to DITCO. The process begins when a customer's Resource Manager (RM) identifies the requirement, prepares a draft requirements package, which includes a minimum of a DD Form 448 checklist, a Performance Work Statement (PWS), an Independent Government Estimate (IGCE), and any market research that may have been performed, and submits a draft package to the Regional SATCOM Service Center (RSSC)/Global SATCOM Service Center (GSSC) for review. The COMSATCOM Center prepares and sends a "final" requirements package to DITCO which contains the Commercial Satellite Service Request (CSSR), PWS, Justification & Approval (J&A) (if applicable), IGCE, MIPR, Information Assurance (IA) compliance matrix, Contract Line Item Number (CLIN) structure, network diagrams, Evaluation Plan, and any other documents applicable to the requirement.

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The CSSR is reviewed and quality checked by the COMSATCOM Center for technical accuracy and completeness (this is necessary for the development of the IGCE). The customer or customer's RM, working with the SSC, formally submits the requirements package to the RSSCs/GSSC. A DD Form 448 is generated through the Automated Business Services System (ABSS) (or another automated system that interfaces with ABSS) and the DITCO Contracting Officer (KO) assigns the requirement to a Contract Specialist. The Contract Specialist prepares a Request for Quote (RFQ) and posts it on General Services Administration (GSA) e-Buy. The package undergoes an electronic coordination process and,

once fully coordinated and approved, the package becomes a funding document. The funding document is electronically generated and distributed via email.

An aspect of the MIPR process to note is that the MIPR should match the IGCE provided by the COMSATCOM Center. If the actual cost is less than the IGCE, the DITCO Chief Financial Executive (CFE) will return the excess funds. Conversely, if the actual cost is over the IGCE, the MIPR will need to be amended prior to award to reflect the actual cost. Also, other documents may be required on a situational basis such as an Economy Act Determination and Findings, use of a Non-DoD contract Determination and

Findings, Service Designated Official (SDO) approval, and a J&A if the effort is sole source. These documents are prepared by the COMSATCOM Center in coordination with the customers who review and approve prior to submitting the "final" package to DITCO.

One of the most important things to remember about MIPRs is that the customer's RM and the COMSATCOM Center provide receiving reports, as required by the contract, throughout the lifecycle of the MIPR, and must follow up on the MIPR until it is closed.

REQUIREMENTS PACKAGE QUICK TIPS

The transponded capacity "final" requirements package contains several required documents in addition to the documents prepared by the customer, e.g., Commercial Satellite Service Request, Performance Work Statement, and Justification & Approval (if required). These additional documents are prepared by the COMSATCOM Center in coordination with the customers who review and approve prior to submitting the "final" requirements package to the Defense Information Technology Contracting Organization (DITCO).

- **Acquisition Plan (over \$50M):** Full acquisition plan over \$50M
- **Contract Line Item Number Structure:** Proper Contract Line Item Number structure

- **Determination & Findings (If applicable):** Aggregation of requirements and its benefits
- **Evaluation Plan:** Standard evaluation plan
- **Information Assurance (IA) Compliance Matrix:** Required IA compliance and Mission Assurance Category level
- **Independent Government Cost Estimate (IGCE):** Cost estimate for the requirement
- **Informed Consent Memo:** Signed memo from customer and Designated Approval Authority for noncompliant IA

- **Market Research:** Vendor research to support IGCE
- **Requirements Checklist:** Quality assurance checklist of all documents in requirements package

The COMSATCOM Center makes every effort to minimize the paperwork necessary in the requirements package. Within the documents prepared by COMSATCOM Center, customers are asked to provide input to the Acquisition Plan, Evaluation Plan, Market Research, Requirements Checklist, and Informed Consent Memo and sign them upon completion.