



1. NOTE

The Acquisition of Services SCPPM has been divided into the below linked smaller, more focused documents. Numbering at the beginning of each document indicates the location of related guidance in the [Contract Management Process Guide \(CMPG\)](#):

2. POLICY

It is the policy of SPAWAR that service acquisitions are to be of the highest quality and to the maximum extent practicable, based on clear, performance-based requirements with required outcomes that are identified and measurable; and that are properly planned and administered to achieve intended results. "Service Acquisition" means the execution of one or multiple contracts or other instruments for committing or obligating funds (e.g., funds transfer, placing orders under existing contracts, etc.) to acquire services that meet a specified requirement. "Service acquisitions" for the purpose of approvals under this policy does not include "within scope" contract changes. Approvals are required when a contract modification is for an "outside of scope" change. **"The rationale for the selection of contract type must be fully documented IAW FAR 16.103 and is applicable for all new contracts and new task orders"**.

These documents provide SPAWAR policy on the acquisition of services which are not already covered under the DoD/DoN 5000 series documents:

2.1 - [1.2.1.3.1 Non-DoD Service Contracts](#)

The acquisition of services through any contract or task order awarded by an agency other than DoD requires approval.

2.2 - [1.2.2.2 Service Contract Term Waiver](#)

A Contract Term Length Waiver is used to request approval for a period of performance longer than the timespan prescribed.

2.3 - [1.2.4.1 MOPAS 2](#)

Management and Oversight Process for the Acquisition of Services (MOPAS 2) describes the Acquisition Strategy (AS) requirements for service acquisitions over the simplified acquisition threshold (SAT).

2.4 - [1.2.9.2.2 Certification of Non-Personal Services](#)

A Certification of Non-Personal Services is used to ensure contracts do not involve unauthorized personal services.

2.5 - [1.2.9.2.2 Performance-Based Service Acquisitions \(PBSA\)](#)



Performance based service acquisition (PBSA) requirements identify objectives in terms of measurable outcomes, and the contractor is responsible for determining how to achieve them.

2.6 - [1.2.9.2.3 Contractor Reporting Requirements](#)

Monthly Status Report (MSR) CDRLs ensure contractors provide monthly reports on progress, budget, and GFP inventory. Standard Enterprise-Wide Contractor Manpower Reporting Application (ECMRA) language is incorporated to require annual contractor reports on executed labor using CMRA.