Part 5637 - SERVICE CONTRACTING

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Subpart 5637.1 - SERVICE CONTRACTS GENERAL

5637.102 Policy.

(Revised August 2016)

(a) See 5609.901 for Guidance on Contractors in the Federal Workplace.

(b) Acquisition of Services shall be in accordance with DoD Instruction 5000.74. The Senior Services Manager (SSM) for USSOCOM has delegated the decision authority for Service Category V acquisitions (estimated total value of the SAT or more but less than $10M) to the Component and Theater Special Operations Command (TSOC) level, unless otherwise directed. Components and TSOC contracting offices shall ensure requiring activities obtain service acquisition approval IAW local procedures. The contract file shall contain the approved acquisition strategy.

(1) To ensure effective management, planning, and execution of services acquisitions at the Component/TSOC level, SOF AT&L-KM will pull quarterly reports for submission to PEO-SV. As part of the oversight in services acquisitions for USSOCOM, the SSM or designee may participate in milestone decision briefs, execution reviews, and/or Procurement Management Reviews.

5637.103-90 Contracting Officer Responsibility.

(Revised August 2016)

See FAR 37.103(e) for reporting requirements.

5637.104 Personal Service Contracts.

(b)(1) If a request for approval of a personal service contract is submitted in accordance with DFARS 237.104(b)(i) , the following additional information shall be furnished:

(a) The requiring activity's initial request signed by the Requiring Activity Official (RAO);

(b) A determination and findings (D&F);

(c) A review sheet coordinated in accordance with Attachment 5601-1 ;

(d) Documentation of Contracting Officer coordination; and

(e) A narrative requesting the approval authority signs the required D&F.

5637.110 Solicitation Provisions and Contract Clauses.

(Revised August 2017)

(a) *(Removed August 2017).*

(b) When a service contract Statement of Work (SOW) contains key personnel, contracting officers may insert a clause substantially the same as 5652.237-9001 , Key Personnel Requirements.

5637.170 Approval of contracts and task orders for services.

(Revised April 2015)

See **DCG** for service requirement (SR) approval and reporting policy and responsibilities.

5637.170-2 Approval Requirements.

(Revised October 2015)

Contracts or task orders valued at or below $93 million that are not performance-based must be approved by an HCD or FCO Chief. For acquisitions exceeding $93 million, obtain the approval of the senior procurement executive.

Subpart 5637.2 - ADVISORY AND ASSISTANCE SERVICES

5637.203 Policy.

(Removed April 2017)

5637.204 Guidelines for Determining Availability of Personnel.

(a) Contractor personnel shall not be utilized on proposal evaluation teams without the written approval of the Director of Procurement (DOP) or designee. The RAO must provide written justification in accordance with FAR 37.203(d) as to why contractor support must be used instead of using federal employees.

Subpart 5637.5 - MANAGEMENT OVERSIGHT OF SERVICE CONTRACTS

5637.503 AgencyHead Responsibilities

Per 5601.601(2) , the Director of Procurement (DOP) is delegated the authority to act in accordance with this paragraph.

5637.590-90 Contractor Manpower Reporting

(Revised June 2021)

Title 10, U.S.C., Sections 235 and 2330a establish the requirement to report on manpower functions and costs under services contracts. Contractors were previously required to report on manpower to eCMRA; however, beginning with the FY20 reporting period (FY21 Q1) reporting will be done in SAM . FAR 4.1705 provides specifics on the data to be reported and applicable clauses.

HQ, United States Special Operations Command

Special Operations Forces Acquisition, Technology, and Logistics (SOF AT&L)

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