

## 1 About FieldCom

The Field Communications (FieldCom) contract is a multiple-award indefinite delivery/indefinite quantity (IDIQ) contract vehicle specifically designed as the preferred source of support for government field communications systems, support for the management of the system lifecycle, and access to commercial field communications solutions. The FieldCom contract is “mandatory for consideration” for all DOI Field Communications requirements, with a 5-year base ordering period from October 1, 2018 to September 30, 2023 with two option years extending to September 30, 2025.

## 2 Accessing the FieldCom Contract

Agencies may access FieldCom in two ways: Assisted Acquisition through the DOI’s Acquisition Services Directorate (AQD) or, in certain cases, by Direct Acquisition.

### 2.1 Assisted Acquisitions

A requesting agency may elect to have AQD provide full assisted acquisition support services through the Order life cycle. If the requesting agency uses AQD, then AQD will act as the OCO. AQD will issue, modify, administer, and close Orders based on the requesting agency’s requirements for support.

#### ***Step 1 - SOW/PWS/SOO Assistance: Courtesy Scope Review***

The FieldCom team offers OCOs the value-added opportunity to send work statements for advance scope compatibility reviews. This quality assurance measure is offered for those who would like assistance in determining overall scope fit of a prospective requirement for FieldCom. To initiate a courtesy scope review, email a request to [FieldCom@ibc.doi.gov](mailto:FieldCom@ibc.doi.gov) and attach the following:

- A copy of the preliminary draft SOW/PWS/SOO
- A completed scope review request form, and
- Any specific questions that you may want addressed

A response indicating whether the requirement appears to be within the scope of FieldCom can typically be provided within 2 to 5 business days.

#### ***Step 2 - Initiating a FieldCom Procurement***

To initiate an assisted acquisition, send a Statement of Work, Performance Work Statement, or Statement of Objectives along with the requirement dollar value and expected contract award date to AQD at: [FieldCom@ibc.doi.gov](mailto:FieldCom@ibc.doi.gov). Please visit <https://www.doi.gov/ibc/services/acquisition> and <https://www.doi.gov/ibc/services/acquisition/faqs> for additional information about assisted acquisitions in general.

### 2.2 Direct Acquisitions

Direct acquisition is only available to DOI Bureaus and DOI Offices. Under this scenario, the DOI agency or bureau is responsible for its own acquisition and program management activities. In order to solicit and place a task order under FieldCom, you must obtain a Delegated Procurement Authority (DPA) from the FieldCom Contracting Officer or delegated program official. In order to do this, you must:

- Be a warranted federal Contracting Officer (CO) in good standing
- Formally apply for, complete training, and receive a DPA (to request a DPA, please complete a DPA Request Form and send it to [FieldCom@ibc.doi.gov](mailto:FieldCom@ibc.doi.gov)).

### 3 Basic Ordering Process

The basic ordering process for FieldCom is similar to that of any procurement for services or products. FieldCom products and services will be ordered via Task Orders/Delivery Orders (TOs/DOs) issued by Contracting Officers (COs) within DOI (AQD or DPA). What differs is the need to select the applicable FieldCom Functional Category (1-Products, 2-Services, and/or 3-Design Build), determine if an exception to fair opportunity will apply, and determine if the order will be set-aside for small business.

The following checklist summarizes the ordering process. For complete details, please refer to the official FieldCom Ordering Guide or contact AQD at <https://www.doi.gov/contracts/contact-aqd>.

**Table 1. FieldCom Ordering Checklist**

Step	Description
<b>1</b>	<b>REQUIREMENT PACKAGE</b> - the Requiring Activity prepares and submits a requirements package that includes a SOO/SOW/PWS and IGCE to the TO/DO CO.
<b>2</b>	<b>SOLICITATION PREPARATION</b> - the TO/DO CO reviews the requirements package and prepares a TO/DO Solicitation.
2a	Functional Category Determination - The TO/DO CO will determine the appropriate Functional Category for a TO/DO request. This determination will be based on the predominant work to be performed under the TO/DO. For detailed Functional Category descriptions refer to the SOW and the base contract.
2b	Fair Opportunity Determination - If an exception to fair opportunity applies, the TO/DO CO prepares the solicitation on a sole-source basis. See FAR 16.505(b)(2) for the exceptions to Fair Opportunity and the requirements for approval and posting the justifications. Where the exception is not applicable and based on Step 2c, the TO/DO CO shall determine whether to issue the solicitation to small business contractors within the appropriate Functional Category or on an unrestricted basis to applicable small and large businesses in the appropriate Functional Category.
2c	Small Business Set-Aside Determination – the TO/DO CO shall determine to conduct the procurement on either: (1) an unrestricted basis for competition between prime contractors from both the large business pool and the small business pool for the associated Functional Category; or, (2) as a small business set-aside in which competition will be limited to only those prime contractors in the small business pool for the associated Functional Category.
<b>3</b>	<b>ISSUANCE OF THE SOLICITATION</b> – the TO/DO CO issues the solicitation to FieldCom contractors in the appropriate Functional Category.
<b>4</b>	<b>EVALUATION</b> - the TO/DO CO receives and evaluates proposals/quotes in accordance with the Evaluation Plan. Technical and cost/price evaluations are conducted by the Government evaluation teams designated according to the written evaluation plan. Negotiations may take place if needed.
<b>5</b>	<b>TASK/DELIVERY ORDER AWARD</b> – the TO/DO CO awards the task/delivery order to the successful offeror/quoter (contractor).

Grappling with a communications system issue? Working through a project plan? Have questions about requirements? Need help with a form? Your Mindbank Team is here to help you leverage FieldCom to achieve your Field Communications goals. Please contact us with any questions!

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