

# ANNEX 5 - BRIDGE CONTRACT APPROVAL AND REPORTING

## 1. Approval.

Pursuant to 5206.303 92, the template below shall be used in requesting approval to award a bridge contract.

### REQUEST FOR AUTHORIZATION OF BRIDGE CONTRACT

1) Contract #: \_\_\_\_\_

2) Incumbent Name: \_\_\_\_\_

3) Date Current Contract Period of Performance Expires:  
\_\_\_\_\_

4) Period of Performance and Value of Last Order/Contract Action:  
\_\_\_\_\_

5) Date Requirement for Bridge Contract Identified:  
\_\_\_\_\_

6) Estimated Period of Performance and Value of Bridge Contract:  
\_\_\_\_\_

7) Anticipated Award Date for Follow-on Contract (after bridge contract):  
\_\_\_\_\_

8) Reason for Bridge Contract:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

9) Describe the Urgency and Impact of Lack of Contractual Coverage Without Bridge Contract:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

10) Actions Taken to Eliminate Future Need for Bridge Contract: (address whether the acquisition strategy is full and open, limited competition, or sole source)  
\_\_\_\_\_  
\_\_\_\_\_

---

---

CERTIFICATIONS AND APPROVAL

TECHNICAL/REQUIREMENTS CERTIFICATION

I certify that the facts and representations under my cognizance which are included in this request for authorization of a bridge contract are complete and accurate to the best of my knowledge and belief.

Technical Cognizance:

---

Signature Name (Printed) Phone No. Date

Requirements Cognizance:

---

Signature Name (Printed) Phone No. Date

CONTRACTING OFFICER CERTIFICATION

I certify that the facts and representations for this request for authorization of a bridge contract are accurate and complete to the best of my knowledge and belief.

---

Signature Name (Printed) Phone No. Date

ACQUISITION VALUED \$700,000 OR LESS

ACTIVITY CHIEF OF THE CONTRACTING OFFICE APPROVAL

Upon the basis of the information contained in this request, I hereby approve, as the Activity Chief of the Contracting Office, the negotiation of a bridge contract valued at \$700,000 or less as described herein.

---

Signature Name (Printed) Date

ACQUISITION VALUED BETWEEN \$700,000 AND \$5,500,000

ECHELON II CHIEF OF THE CONTRACTING OFFICE APPROVAL

Upon the basis of the information contained in this request, I hereby approve, as the Echelon II/III Chief of the Contracting Office, the negotiation of a bridge contract valued between \$700,000 and \$5,500,000 as described herein.

Signature Name (Printed) Date

ACQUISITION VALUED GREATER THAN \$5,500,000

HEAD OF THE CONTRACTING ACTIVITY APPROVAL

Upon the basis of the information contained in this request, I hereby approve, as the Head of the Contracting Activity, the negotiation of a bridge contract valued greater than \$5,500,000 as described herein.

---

Signature Name (Printed) Date

## 2. Reporting.

Within 30 days of the end of each quarter, each HCA shall report to DASN(AP) data on bridge contract use in the format below using Microsoft Excel. Negative reports are required. Instructions for completing the spreadsheet are outlined below the illustration.

Quarterly Bridge Contract Report Format. A formatted spreadsheet is available on the ASN(RDA) website under Bridge Contract Policy.

### Instructions for completing the Quarterly Bridge Contract Report

1. Re-name the tab currently titled "HCA Name (CHANGE)" to the contracting office activity name.
2. For every bridge contract issued in the reporting quarter, report the details for each and every bridge action. Note: Report each bridge contract action on a single line. Multiple bridge contract actions may NOT be combined into a single reporting line.
3. After completion, save Excel spreadsheet as "(Your HCA name)-Bridge Contracts-FY(2-digit year)Q(1-digit quarter #)". E.g. NAVSEA-Bridge Contracts-FY16Q3
4. Email spreadsheet as attachment to seniorservicesmanage.fct@navy.mil with the subject NMCARS 5206.303 92 Quarterly Bridge Contract Report.

The detailed instructions defining the Bridge Contract Report fields and how to complete the data are embedded in the Excel spreadsheet under Instructions .