



**DEFENSE LOGISTICS AGENCY**  
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PROCLTR 2018-

MEMORANDUM FOR PROCLTR DISTRIBUTION LIST

**SUBJECT:** Consideration of Best-In-Class Contracts and Other Pre-Existing Contracts  
When Conducting Market Research and Performing Acquisition Planning

The purpose of this exhortatory procurement letter (PROCLTR) is to remind DLA acquisition personnel to consider Best-In-Class (BIC) contracts and other pre-existing contracts during market research and acquisition planning.

In accordance with Federal Acquisition Regulation (FAR) 7.102(a)(4), agencies shall perform acquisition planning and conduct market research for all acquisitions to promote and provide for appropriate consideration of the use of pre-existing contracts to fulfill the requirement before awarding new contracts. Office of Management and Budget (OMB) Memorandum M-17-29 states agencies shall use existing contract solutions to the maximum extent practicable, such as Federal Supply Schedules, Government-wide acquisition contracts, multi-agency contracts, and any other procurement instruments intended for use by multiple agencies, including BIC.

BIC refers to contracts that have been designated by OMB as a preferred Government-wide solution that allows acquisition experts to take advantage of pre-vetted contract solutions, supports a Government-wide migration to mature and market-proven solutions, assists in the optimization of spend, and increases the transactional data available for agency level and Government-wide analysis of buying behavior. The consolidated list of BIC contracts can be accessed through the Acquisition Gateway Solutions Finder Tool (see <https://hallways.cap.gsa.gov/app/#/gateway/best-class-bic/6243/best-in-class-bic-consolidated-list>).

When considering a pre-existing contract, contracting officers, in consultation with other mission partners, should determine if it will provide a best value solution to meet the requirement. At a minimum, contracting officers should evaluate scope, contract type, administrative costs and fees, small business considerations, and defense-centric requirements not covered in the scope of the existing vehicle. Contracting officers shall document the rationale supporting their decision that a pre-existing contract solution is or is not suitable.

Please ensure widest dissemination of this PROCLTR to your acquisition workforce and include the information in your training materials. The point of contact is Shannon Ozoria, DLA Acquisition Service Contracting, J75, (571) 767-6776, DSN (392) 767-6776, or email: shannon.ozoria@dla.mil.

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