

# ANNEX 5 - BRIDGE CONTRACT APPROVAL AND REPORTING

## 1. Approval.

Pursuant to 5206.303-1(S-90), the template below shall be used when requesting approval to award a bridge contract.

### REQUEST FOR AUTHORIZATION OF BRIDGE CONTRACT

1) Existing contract #: \_\_\_\_\_

2) Incumbent name: \_\_\_\_\_

3) Existing contract period of performance and contract value (including unexercised options):  
\_\_\_\_\_

4) Is this the first use of a bridge contract to provide for continuation of a service to be performed through a services contract? If not, please elaborate:  
\_\_\_\_\_

5) Estimated period of performance and value of requested bridge contract:  
\_\_\_\_\_

6) Reason for requested bridge contract. Was it due to reasons other than protest, urgency, or delays during evaluation? If not, provide explanation.  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

7) If this request is for the second or more use of a bridge contract with a total estimated value at or above \$10 million due to inadequate planning as defined in 5206.303-91(b), has an update on the status of the current bridge contract (including rationale for using the bridge contract), as required 5206.303-91(a) been provided to the Senior Services Manager (SSM) at [SeniorServicesManage.fct@navy.mil](mailto:SeniorServicesManage.fct@navy.mil)? Indicate date of email.  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

8) If this request is for the second or more use of a bridge contract with a total estimated value of less than \$10 million due to inadequate planning as defined in 5206.303-91(b), explain why the use of the previous bridge contract was unsuccessful in preventing an additional bridge contract.  
\_\_\_\_\_

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

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## **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 .**

a. In accordance with 5206.303-91, HCAs shall provide a bridge contract status update (including rationale for using the bridge contract), at the midpoint of the current bridge contract period of performance to the SSM for bridge contracts awarded due to inadequate planning with a total estimated value at or above \$10 million. All bridge contracts are considered awarded due to inadequate planning unless caused by protest, urgency, or delays during evaluation.

b. The requirement above does not apply to:

(1) Service contracts in support of contingency operations, humanitarian assistance, or disaster relief;

(2) Service contracts in support of a national security emergency declared with respect to a named operation; or

(3) Service contracts entered into pursuant to an international agreement.

c. Status updates on bridge contracts awarded due to inadequate planning will be used by DASN(P) to notify senior leadership in accordance with Department of Defense Instruction 5000.74, Defense Acquisition of Services, section 4.7 (Timely Planning to Avoid Bridge Contracts).

d. In accordance with NMCARS 5206.303-92, 15 days after the end of each quarter, each HCA shall report data on bridge contract use to DASN(P) using the formatted spreadsheet located at: <https://www.secnav.navy.mil/rda/DASN-P/Pages/NMCARS.aspx>. Negative reports are required.