

DATA ITEM DESCRIPTION

Title: Property Management Plan

Number: MR-005-09

Approval Date: 20031201

AMSC Number:

Limitation:

DTIC Applicable: No

GIDEP Applicable: No

Office of Primary Responsibility: CEHNC-CT-E

Applicable Forms:

Use/Relationship: The Property Management Plan will be used to describe how property management will be performed for a specific Munitions Response or other munitions related project. This Data Item Description (DID) contains instructions for preparing work plan chapters addressing property management for Munitions Response or other munitions related projects. This DID does not apply to firm fixed price (FFP) Task Orders.

Requirements:

1. General. The contractor shall prepare a detailed plan for management of Government property in accordance with FAR, Part 45.5, and its supplements.
2. Content. The plan shall separate field equipment, office equipment, and consumable supplies, and include:
 - 2.1 A description and quantity of materials to be used.
 - 2.2 The source and estimated rental/acquisition costs of all materials.
 - 2.3 Documentation of the contractor's process to acquire 3 quotes for each item and a comparison of rental versus purchase cost for each item, when reimbursement for actual costs is claimed by the contractor.
 - 2.4 Basis of selection to be used by the contractor to recommend the source for leased vehicles, when reimbursement for actual costs is claimed by the contractor. The selection process will include an analysis of rates for leasing vehicles using the quotes obtained from 3 commercial vendors as described above and GSA (GSA only if the lease period is greater than 3 months). The following guidelines should be considered when selecting the number and kind of vehicles (exceptions must be justified by the contractor and approved by the Contracting Officer (CO)):
 - a. The maximum number of vehicles allowable, such as 1 vehicle for approximately each 4 employees working on site, or larger carrying capacity vehicles such as vans to replace several vehicles.
 - b. The type/kind of vehicle required to perform the function on site, considering the physical conditions at the site.
 - 2.5 A list of consumable supplies and personal property that are included in the contractor's overhead rate.
 - 2.6 A proposed storage plan, including the method of separation of Government property from contractor property.
 - 2.7 Ultimate disposal plan covering salvage, turnover to the Government, or other disposition of material upon contract termination.
 - 2.8 A plan for submitting, on a quarterly basis, or at project's end if the project duration is less than 3 months, a property tracking log report. The report will list all contractor-acquired property that is directly charged to the project.
 - 2.9 Procedures for notifying the CO of loss, damage, or destruction of accountable Government property.
- 3.0 End of DID MR-005-09.