



Download Requirement Package Template



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Objectives

- **Objectives:**
 - **Upon completion of this lesson, you will be able to:**
 - Download a *Requirement Package Template*.



Locate Record

The *Requirement Package* can be accessed from the *My Requirements* section on the *Landing Page*.

News Tasks (14) Records Reports Actions Indah Customer - 11

My Requirements

Actions

Enter New Requirement

My Tasks

Filters >

Export

Task	Requirement #	Received	Assigned To
Respond to Correspondence from Chris BurgoyneCB for Requirement A000889		9/1/2016 11:13 AM EDT	Indah Customer
Respond to Correspondence from Indah Customer for Requirement A000476		6/4/2016 2:29 PM EDT	Indah Customer
Update Correspondence for Requirement A000442		5/20/2016 2:13 PM EDT	Indah Customer
Respond to Correspondence from Indah CBO Only for Requirement A000437		6/17/2016 10:51 PM EDT	Indah Customer
Respond to Correspondence from Indah_Gess_CB for Requirement A000419		6/16/2016 10:56 AM EDT	Indah Customer
Respond to Correspondence from Indah_Gess_CB for Requirement A000361		4/13/2016 12:43 PM EDT	Indah Customer
Respond to Correspondence from Indah_Gess_CB for Requirement A000361		4/9/2016 10:34 PM EDT	Indah Customer
Respond to Correspondence from Indah_Gess_CB for Requirement A000333		4/8/2016 3:03 PM EDT	Indah Customer
Update Correspondence for Requirement A000227		4/1/2016 1:10 PM EDT	Indah_CB, Indah Customer
Review Correspondence from Indah_Gess_CB for Requirement A000227		3/13/2016 3:43 PM EDT	Indah Customer
Review Correspondence from Indah Customer for Requirement A000527		1/13/2016 10:22 AM BBT	Indah Customer
Review correspondence from Indah_Gess_CB for Requirement A000058		9/24/2014 1:10 PM EDT	Indah Customer
Review correspondence from Indah_Gess_CB for Requirement A000058		9/24/2014 12:01 PM EDT	Indah Customer
Review correspondence from Indah_Gess_CB for Requirement A000058		9/24/2014 12:00 PM EDT	Indah Customer

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My Requirements

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Export

Procurement Object	Identifier	Requirement Number	Status	Contract Specialist	Contracting Officer	Contracting Office	Created Date
Requirement	A000020		Validated				9/22/2016 8:53 AM EDT
Requirement	A000018		Assigned/Accepted	Chris BurgoyneCB	Chris BurgoyneCO	PL611	9/21/2016 8:00 PM EDT
Requirement	A000017		Assigned/Accepted	Chris BurgoyneCB	Chris BurgoyneCO	PL611	9/21/2016 4:56 PM EDT
Requirement	A000016		Assigned/Accepted	Chris BurgoyneCB	Chris BurgoyneCO	PL611	9/21/2016 4:41 PM EDT
Requirement	A000015		Validated				9/21/2016 3:48 PM EDT
Requirement	A000014		Validated				9/21/2016 3:32 PM EDT
Requirement	A000012		Validated				9/21/2016 2:56 PM EDT
Requirement	A000011		Validated				9/21/2016 2:10 PM EDT
Requirement	A000008		Validated				9/21/2016 12:34 PM EDT
Requirement	A000007		Assigned/Accepted	Indah_Gess_CB	Indah_Gess_CO	PL611	9/21/2016 9:48 AM EDT



Related Actions: Download Requirement Package Template

Select “**Related Actions**” and then “**Download Requirement Package Templates**”.



Summary

News

Related Actions >

Additional Information

Funding Information

Enclosure Documents

History

Records / Requirements

A000013 - KC Demo Reqt42 Follow



Manage Enclosure Documents



Download Requirement Package Templates



Manage Funding



Update Requirement



Submit Requirement to Contracting



Delete Draft Requirement



Requirement Package Template Link

To find applicable templates on the DITCO web site, click the **“DITCO Information Technology & Telecommunications Acquisition Package Submission & Ordering Guide”** link. Click **“Close”** when done.

Download Requirement Package Templates

View ordering guidance and download requirement package templates at the following link:



[DITCO Information Technology & Telecommunications Acquisition Package Submission & Ordering Guide](#)

Close



Requirement Package Template Landing Page

Review the “DITCO Information Technology & Telecommunications Acquisition Package Submission & Ordering Guide” to locate the template you need.



DISA PROCUREMENT DIRECTORATE / DITCO
DEPARTMENT OF DEFENSE

A Combat Support Agency

Contract Support System (CSS)

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DITCO Information Technology & Telecommunications Acquisition Package Submission & Ordering Guide

Getting Started

Customers start the requirements definition process by conducting market research (reference [FAR Part10](#) and [DFARS Part 210](#)) to determine what's available in the commercial market place, can small businesses perform the effort, etc., if your market research confirms the use of existing [IDIQ](#) contracts and [BPAs](#) can be used to fulfill your requirement, DISA/DITCO has a number of Multiple-award IT and Telecommunication [established contracts](#) available for your use.

If one of these pre-established contract vehicles can be used to satisfy your requirement, the web site for each suite of contracts includes task order guidelines (TOG) that provide easy, step-by-step instructions, submission instructions and sample documents to assist you in preparing a purchase request package for submission to DITCO. Where contract specific TOGs do not exist, use the Requirements Ordering Instructions and sample documents on this page to prepare and submit your purchase request package.

If none of the existing contract vehicles will work for you, then you will need to prepare your IT or telecommunications requirements package in accordance with the following "Requirements Ordering Instructions".

If you are submitting an option exercise package, follow the instructions at [Enclosure 25](#).

FY15 CUT-OFF INSTRUCTIONS AND DATES

[1. FY 2015 End of Year \(EOY\) Cut-Off Instructions and Dates - DISA REQUIREMENTS PACKAGES FUNDED WITH DISA APPROPRIATED FUNDS \(DIRECT, REIMBURSABLE, AND OVERSEAS CONTINGENCY OPERATIONS \(OCO\)\)](#)
- Required Form to Complete if Requesting Procurement Services (PS) Acceptance of Requirements Package after Published Cut-Off Dates (DISA Appropriated Funds (Direct, Reimbursable, and OCO))

[2. FY 2015 EOY Cut-Off Instructions and Dates - NON-DISA REQUIREMENTS PACKAGES AND DISA REQUIREMENTS PACKAGES FUNDED WITH DEFENSE WORKING CAPITAL FUNDS \(DWCF\)](#)
- Required Form to Complete if Requesting PS Acceptance of Requirements Package after Published Cut-Off Dates (Non-DISA and DISA DWCF)

[Expiration of Legacy Inmarsat Contracts](#)



Summary

- In this lesson you learned how to:
 - Download a *Requirement Package Template*.



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The IT Combat Support Agency

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