

Chapter 24 AFWAY

24-1 INTRODUCTION

AFWay is a web-based product procurement system that consolidates the numerous contracts managed by the 754th ELSG/KA. Customers will have the convenience of having all vendors selling products available in one location. Electronic business rules have been built into the electronic commerce architecture to support AF and MAJCOM CIO policies and procedures. AFWay interfaces with the Information Asset Inventory Management (AIM). AIM provides information regarding MAJCOM Equipment Control Officers (MECO), Base Equipment Control Officers (BECO), and Equipment Custodians (EC) that will be used in profiling AFWay users. In-turn, AFWay pushes purchase order data to ITAMS.

24-2 PROVIDES

- Oversight of commercial products in the AF enterprise
- Assurance that appropriate products are purchased at best prices
- Technical choices that do not threaten network stability and information assurance
- Standardization and control which drives down the Total Cost of Ownership (TCO)
- A process to purchase, inventory, and enforces standards
- Savings by providing best value to customers from a TCO perspective
- Vehicle to reach available contracts to best leverage single and bulk purchases
- Adds to the savings by addressing lifecycle costs, inventory, disposition, standards for maintenance, training, and more.
- Goal is to save money across the entire lifecycle of the equipment and return savings (be it dollars or people) to its expeditionary combat/combat support source

24-3 INTERFACES

AFWay interfaces with AIM, located at Wright-Patterson AFB OH. To be an EC (Equipment Custodian) or BECO (Base Equipment Control Officer) in AFWay you must be registered in ITAM and have an ITAMS person id. When orders are completed they are exported to ITAMS to be entered in their system.

24-4 AIR FORCE USER

To place an order using AFWAY, the user must be registered (<https://afway.af.mil>). The Approval Process must also be established and on AFWay. The EC must give the registered Air Force user permission to purchase on AFWay validated through registration. Mandatory roles within the workflow are EC, BECO, and Approval Official. The Approval Official decides the funding method and routes the order to either the organizational card holder or the resources advisor. If the order goes to the Resource Advisor then the RA may route the order to either base card holder or a Contracting Officer.

An Air Force User may Request a Waiver on AFWay but only due to the product not being configured on AFWay or is not offered on AFWAY. The user must tell the type of waiver, computer, printer, network equipment, etc. The Base Review must assign a waiver official. The waiver official must be registered on AFWay. The waiver official may approve/disapprove the waiver. If approved the waiver must have an expiration date. The user may then activate the waiver to purchase the item. The waiver may only be used once.

24-5 NON-AIR FORCE USER

Non-Air Force User must be registered and have a credit card or delivery order number with a fund cite to purchase on AFWay. There is no approval process.

24-6 AFWAY VENDORS

The vendor must be registered on AFWay. Non-contract vendor may also register on AFWay.

24-7 REQUEST FOR QUOTE (RFQ)

The RFQ is processed through the normal approval process. The requestor must select three vendors to use the RFQ process. However, if the vendor submits a solution, that solution will be sent directly to the requestor. Once the solution is selected, the RFQ will be converted to an order and sent to the funding individual for chosen method of payment prior selected.

An RFQ may be placed with the contract vendor or non-contract vendor. The vendor may submit a solution or decline to submit a solution. If the vendor submits a solution, the following must be provided:

Minimum and maximum quantity to be purchased with this RFQ.
Expiration date for the RFQ.

The vendor must select that this is a BPA Contract, an Open Market purchase or Other.

When Open Market is selected the following message is displayed when the respond from the vendor is received and expanded.

Warning!

This is an open market purchase that must be competed in accordance with FAR part 6. Please call your contracting officer for guidance.

Open Market Knowledge Nugget

Competition Required

Requirement: 3 Quotes

Reference: FAR 6

<http://farsite.hill.af.mil/vffara.htm>

When Other is selected the following message is displayed when the respond from the vendor is received and expanded.

Notice!

This contract may not have been competed. GSA requires that you get at least three quotes.

GSA Knowledge Nugget

Competition Required

Requirement: 3 Quotes

Reference: FAR 8.4.4(b)(6)

<http://farsite.hill.af.mil/vffara.htm>"

If the vendor has quoted from another government contract, review the terms and conditions of the contract prior to issuing the order.

Only contract vendors may load a catalog on the AFWay site.

The user may not purchase less than the minimum on the RFQ or more than the maximum number on the RFQ. The originator must accept the solution by the expiration date in order to use the RFQ.

24-8 QUARTER ENTERPRISE BUY

AFWay provides the data collection tool.

Registered users access the data collection tool, which is used to secure the best prices for the Air Force. The user enters the configuration requirements and quantity for the order. The Information Technology Commodity Council identifies the vendors for the orders and the user initiates funding document for the purchases. For specific MAJCOM instructions contact your Communications point of contact.