***Editor’s Note: All items to be edited by FEC PM/ID unless otherwise noted***

**1.0 SCOPE:**

This scope of work describes tasks to be performed by Naval Facilities Engineering Systems Command (NAVFAC) [Atlantic] [Mid-Atlantic] [Southeast] [Washington] [and USACE] [and Performing Activity] supporting Collateral Equipment (FQ) for [P#, Project Title, Location]

**2.0 BACKGROUND:**

[Project#, Project Title and DD1391 Block 11 Project Statement]

**3.0 TASKING:**

***Editor’s Note:  Please use the statements below if NAVFAC is the construction agent and FF&E will procured through the contract.***

* [Funds shall be sent to the NAVFAC [Atlantic] [Mid-Atlantic] [Southeast] [Washington] via Purchase Request (PR) to execute the following via [option] [planned modification] to the construction contract. The Contractor shall provide turnkey procurement and installation of the Final Furniture, Fixtures & Equipment (FF&E) package exactly as listed in the attached itemized FF&E Cost Summary (IGE).
* Project Oversight (Project O/S) funding associated with this action will be issued directly to NAVFAC Field Engineering Command (FEC) via TRAM.]

***Editor’s Note:  Please use ONE of the statements below if USACE is the construction agent and FF&E will procured through the contract or via direct procurement from the vendor.***

* [Funds shall be sent to USACE via MIPR to execute the following via firm fixed-price option to the construction contract. The Contractor shall provide turnkey procurement and installation of the Final Furniture, Fixtures & Equipment (FF&E) package exactly as listed in the attached itemized FF&E Cost Summary (IGE).]
* [Funds shall be sent to USACE via MIPR to execute the following via direct procurement from the vendor. The Final Furniture, Fixtures & Equipment (FF&E) package will be procured exactly as listed in the attached itemized FF&E Cost Summary (IGE).]

**4.0 PLAN OF ACTION AND MILESTONES (POA&M):**

***(Editor’s Note: Please confirm schedule dates with CS)***

**Action Date (Month/Year)**

FF&E Funding Required [insert date]

Award FF&E Option/Planned Mod CLIN [insert date]

Procure FF&E [insert date]

Install FF&E [insert date]

BOD [insert date]

**Mission Impact Statement:**

***(Editor’s Note: Provide Mission Impact Statement identifying consequences if FF&E funding is not provided by FF&E Funding Required date.)***

**5.0 COST DETAILS:** See attached IGE for detailed cost breakdown

***(Editor’s Note: Sample provided below. Copy/paste table from Final FF&E Cost Summary (IGE). Totals below must EXACTLY match FF&E Cost Summary. If some fees are combined in same line item on the FF&E Cost Summary, show as combined below, i.e. Design /Project Mgmt Total.)***

TOTAL COST SUMMARY:



**6.0 REQUEST FUNDING:**

**Request funding to be forwarded directly to the [NAVFAC Atlantic] [NAVFAC Mid-Atlantic] [NAVFAC Southeast] [NAVFAC Washington] [USACE] Financial POC(s) for handling. *(Editor’s Note: Populated by LANT CEQ Mgr. - Must have CFMS Account to receive Funding Doc \*\*\* POC at the Performing Activity)***

Financial/Accepting POC: ***(Editor’s Note: Populated by LANT CEQ Mgr. - Must have CFMS Account to receive Funding Doc \*\*\* POC at the Performing Activity)***

[***(LANT, EURAFCENT)***

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**7.0 POINTS OF CONTACT:**

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