

5 December 1994

Contracting



**CONTRACTOR DEMONSTRATION OF
SERVICES AND EVALUATION OR TESTING
OF EQUIPMENT OR MATERIAL**

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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This instruction delineates procedures USAFA personnel must follow when a contractor offers a service or an item for demonstration, evaluation, or testing prior to purchase by the USAF Academy. This instruction also applies when USAFA personnel make the initial request to the contractor. It applies to all organizations assigned to the USAF Academy. It implements AFD 64-1, *The Contracting System*.

SUMMARY OF REVISIONS

This revision does not change the content. It merely realigns with new publication style and format.

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1. Responsibilities. When offerors demonstrate services or show items available for purchase to USAFA personnel, regardless of who initiates contact, the demonstration will be accomplished without cost to or commitment by the government to purchase. To ensure this, the contractor is required to acknowledge a clear understanding of this agreement by completing and signing a USAFA Form 23, **Policy Agreement for Demonstration, Evaluation, or Testing of Services, Equipment, or Material**. This agreement limits liability of the USAF Academy and personnel contacted by the contractor, establishes disposition (date of return) of items to ensure USAFA personnel do not solicit, accept, or agree to accept any gratuities, and states supplementary conditions (i.e., disposal restrictions, length of test period, shipping instructions, repair and maintenance, etc.) bilaterally agreed to by the government and the contractor. It states that the contractor may demonstrate services or show items on the Academy, but the government

cannot be charged for damages, destruction, or loss of the services or supplies, and the government does not promise to purchase the supplies or services later.

2. Procedures. When USAFA personnel are contacted by a contractor who wants to demonstrate a service or item (i.e., testing software or equipment, leaving samples, etc.), or when USAFA personnel initiate the request for demonstration of a service or item, actions taken are as follows:

2.1. Obtain USAFA Form 23 from the Publications Distribution Office (10 MSS/IMPD) prior to testing or demonstration by contractor.

2.2. Along with the contractor providing the test or demonstration, complete the USAFA Form 23 (original and two copies) before services or items are tested or evaluated. Document the test period/return date, shipping instructions, maintenance or repair instructions, and/or feedback requested by the contractor. Also, define the point of contact and facilities to be used.

2.3. Each organization is responsible for establishing procedures for approval of acceptance of items for demonstration or testing of services, equipment, or material. The approval authority will be at least one level above the individual who initiates the USAFA Form 23. This approval authority is responsible for approving the USAFA Form 23 before the test or demonstration begins and prior to distribution of the form.

2.4. Distribute the completed USAFA Form 23 as follows: send the original to Contracting (10 ABW/LGC), provide one copy to the contractor, and keep a copy. 10 ABW/LGC and the activity evaluating the service or item will maintain the USAFA Form 23 in accordance with AFR 4-20, Vol II, table 70-6, rule 3 (**projected to be AFMAN 37-139**), following completion of the test or demonstration. Ensure compliance with the disposition instructions in item 10 of USAFA Form 23.

3. Form Prescribed. USAFA Form 23.

DENNIS R. DILLINGER, Chief, Logistics Division
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