



UNITED STATES MARINE CORPS
MARINE CORPS LOGISTICS COMMAND
814 RADFORD BOULEVARD
ALBANY, GEORGIA 31704

IN REPLY REFER TO
5060
P302

From: Commanding General
To: Distribution List

Subj: LETTER OF INSTRUCTION (LOI) FOR THE MARINE CORPS
LOGISTICS SERVICES (MCLOGSS) INDUSTRY INFORMATION DAY

Encl: (1) Schedule of Events

1. Situation. Properly prepared, realistic contract proposals from industry are critical to procuring the best support available at reasonable cost to support the command. Paramount to industry being able to submit these type proposals is a clear understanding of the strategic mission, vision and expected outcomes from the planned solicitation. The objective of this event is to enhance the knowledge base of industry regarding the Marine Corps Logistics Command (MARCORLOGCOM) missions, roles, functions and locations, and reduce the anticipated requirement to respond to the large number of individual requests for information from interested offers who plan to propose on the Marine Corps Logistics Services (MCLOGSS) Task Orders. This will provide the enhanced knowledge required to develop sound, concise and realistic proposals, thereby reducing the evaluation time for the competed Task Orders.

2. Mission. MARCORLOGCOM will conduct an Industry Information Day for the MCLOGSS contract awardees in order to (IOT) ensure the MCLOGSS vender base fully understands the contracting process resulting with mature companies providing first rate services when sought.

3. Execution

a. Concept of Operations. On 15 January 2014 at 0900, MARCORLOGCOM will conduct an Industry Information Day aboard Marine Corps Logistics Base (MCLB) Albany, GA at the Conference Center. This event will consist of a series of briefs/presentation delivered by the Commanders, Center Directors, and Department Heads to help facilitate the exchange of information between MARCORLOGCOM and the MCLOGSS represented companies that are participating in this event.

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(1) Briefs and Presentations. Industry attendees will be provided information briefs at the Base Theater on the mission, roles and functions of MARCORLOGCOM organizations by either the Commander, Director, or the Deputy Director according to the enclosure.

b. Tasks

(1) Operations Directorate

(a) Coordinate with MCLB Albany to ensure the Conference Center is prepared and ready to receive attendees NLT 0800 on the day of the event.

(b) Coordinate with MCLB Albany to ensure all audio visual support for briefs and presentations is provided.

(c) Coordinate with MCLB Albany MCCA and ensure there is a snack-bar open and prepared to provide snacks and drinks for those attendees who desire to purchase it.

(d) Coordinate with MCLB Albany MCCA and ensure there is a lunch buffet available for those attendees who desire to purchase it.

(e) Prepare and deliver Mission, Roles and Functions brief in accordance with the schedule in the enclosure.

(f) Present a list of all attendees that RSVP to the Marine Corps Police and the Pass and Identification Office to expedite clearance to access the base and the event.

(2) Contracts Department

(a) Prepare and deliver Mission, Roles and Functions brief with an emphasis on MCLOGSS in accordance with the schedule in enclosure (1).

(b) Prepare and deliver a Lessons Learned brief based on current MCLOGSS use and be prepared to respond to industry inquiries during the question and answer session.

(c) Prepare to have someone at the Conference Center for the entire day that can answer questions and interact with the vendors present. This person is required to have a credible knowledge base of contracts.

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(3) Command Control Communication and Computers (C-4), Distribution Management Center (DMC), Logistics Capabilities Center (LCC), Logistics Services Management Center (LSMC), Maintenance Management Center (MMC), Marine Depot Maintenance Command, (MDMC), Weapon Systems Management Center (WSMC).

(a) Prepare and deliver Mission, Roles and Functions brief in accordance with the schedule in enclosure (1).

(b) Commands/Centers will have someone at the Conference Center the entire day that can answer questions and interact with the vendors present. This person is required to have a credible knowledge base of their particular Command/Center.

4. Administration and Logistics

a. Industry attendees will be limited to no more than two individuals per company.

b. All briefs will be delivered via e-mail to MCLOGSS Contracts Organizational Mailbox (SMB LOGCOM LOC MCLOG) NLT 15 Jan 2014 with the name of the briefer identified for review by the Chief of Staff.

c. Briefs will be no more than twenty minutes in length.

5. Command and Signal

a. Command. The Operations Directorate has overall responsibility for the coordination of this event.

b. Signal. Points of Contacts are Tom Amburgey, MCLOGSS, Program Manager, Mission Support Division (229)639-8520 and Kelvin Collier, Mission Support Division (229)639-8478.

Y. R. ESCALANTE

By direction