



IGSA Submittal Requirements

Installations shall submit the following documents to CNRMA N5 for tracking and record keeping prior to execution of all IGSA. In addition, CNRMA OGC will review and approve the IGSA Document prior to ICO signature.

- Business Case Analysis (BCA)
 - Provides the intent of the IGSA and the potential impacts if the IGSA is not executed
 - Demonstrates the IGSA will serve the best interests of the Navy by enhancing mission effectiveness or creating efficiencies or economies of scale, including by reducing costs
- Letter of Intent from a State or Local Government
 - Indicates intent to enter into an IGSA in support of the Navy mission
 - Statement that any contract awarded by a State or local government to provide an installation-support service to the Navy pursuant to an IGSA has been made on a competitive basis
- Small Business Impact Review
 - Details potential impacts to Navy Small Business Goals at the installation resulting from a partnership
 - Summarizes information related to current small business contractor, if applicable
- IGSA Document
 - Method that will be used to provide/receive installation support services
 - If necessary, Contracting Officer, or equivalent, may be included on an ad-hoc basis to provide assistance in the creation or review of the document