

THIS IS A SOURCES SOUGHT NOTICE ONLY. THIS IS NOT A REQUEST FOR PROPOSAL AND NO CONTRACT WILL BE AWARDED FROM THIS NOTICE. THERE WILL NOT BE A SOLICITATION, SPECIFICATION, OR DRAWINGS AVAILABLE AT THIS TIME.

The Naval Facilities Engineering Command Atlantic (NAVFACANT) Public Works Business Line (PWBL), Base Support Vehicles and Equipment (BSVE) is seeking eligible small businesses capable of performing requirements for a non-personal services contract to perform a Vehicle Allocation Methodology (VAM) study for the U.S. Navy non-tactical vehicle (NTV) fleet of approximately 30,000 vehicles assigned in the Continental United States (CONUS) and Outside the Continental United States (OCONUS).

The scope requires obtaining the required data collection, analysis, and interpretation, as well as make agency-level recommendations, necessary to comply with the May 24, 2011, Presidential Memorandum, "Federal Fleet Performance," and General Services Administration (GSA) Federal Management Regulation (FMR) Bulletin B-30 "Vehicle Allocation Methodology for Agency Fleets." The contractor tasks performed include, but is not exclusive: Establish a baseline fleet inventory profile that tracks vehicles individually by capturing vehicle data; Develop vehicle utilization criteria to justify mission essential vehicles; Conduct an NTV utilization survey to be used for fleet optimization analysis; Identify and recommend to the Navy the optimal fleet inventory; Enter the Navy's VAM results into the GSA VAM Reporting Tool.

The recommendations and outcomes of this effort will, at a minimum, provide the following: Identification of Navy's optimal fleet inventory in accordance with guidance/baselines identified in applicable references; development and proposing a Fleet Management Plan leading to achievement of optimal fleet inventory; Development of a formal Strategic Sustainability Performance Plan and related Fleet Management Plan as required in VAM guidance; Tracking of annual Alternative Fuel Vehicle (AFV) acquisitions and provide other requirements as deemed necessary to comply with aforementioned Presidential Memorandum or FMR Bulletin.

The anticipate NAICS code for this project is 541614, Process, Physical Distribution and Logistics Consulting Services, with a size standard of \$15 Million. Potential vendors believing that products/services identified under a different NAICS code can be provided to meet or exceed the salient characteristics identified within this sources sought notice are encouraged to respond with the applicable NAICS code and provide justification/reasoning for selection of that code.

All Service-Disabled Veteran-Owned small businesses (SDVOSB), Veteran-owned Businesses, Economically Disadvantaged Women Owned (EDWOSB) small businesses, Woman-owned Small Businesses, Small Disadvantaged Businesses certified under the Small Business Administration's (SBA) business development/8(a) program, Historically Underutilized Business Zone small businesses (HUBZone SB), certified by the SBA, and other Small Businesses are encouraged to respond. **Large Business submittals will not be considered.** If you are a HUBZone or an 8(a) contractor, please submit your SBA certification letter or contact information for your assigned SBA business development specialist. Upon review of industry responses to this notice, the Government will determine whether a Set-Aside acquisition in lieu

of Full and Open competition is in the Government's best interest. This is a Market Research Tool being used to determine the availability and adequacy of potential Small Business sources prior to determining the method of acquisition and issuance of a solicitation. The Government is not obligated to and will not pay for any information received from potential sources as a result of this synopsis. It is requested that interested Small Businesses submit to the Contracting Office a brief Capabilities Statement Package with no more than 10 (ten) pages in length single sided (or five pages double sided), single-spaced, 12-point font minimum demonstrating ability to perform the requested services. **PAGES IN EXCESS OF THE 10 PAGE LIMIT WILL NOT BE CONSIDERED.**

Contractor Capability Packages to include the below items:

(1) Company Profile to include the following:

- a. Number of employees
- b. Office location(s)
- c. Active SAM Registration
- d. DUNS number
- e. CAGE Code
- f. Small business designation/status claimed

(2) Relevant Experience to include experience in performing efforts of similar size, scope and complexity of this project within the last five (5) years, including contract number, indication of whether your firm acted as a prime or subcontractor, contract value, Government/Agency point of contact (or commercial client(s)) with current telephone number, and a brief description of how the contract experience relates to the Vehicle Allocation Study as described herein. Detailed information should also include pertinent certifications or any other details that will facilitate making a determination as to capability.

(3) Detailed information in narrative form demonstrating how your firm would meet the requirements of Limitations on Subcontracting, FAR Clause 52.219-14 and accomplish at least 50 percent of the cost of contract performance incurred for personnel. Please ensure your response is specific to the work as described herein and provide estimated percentages of what work your firm would accomplish for the effort. Identify subcontracting, joint ventures or teaming arrangement that will be pursued, if any.

(4) Detailed Information to help determine if the requirement is commercially-available, including pricing information, basis for the pricing information (e.g., market pricing, catalog pricing, etc.) delivery schedules, customary terms and conditions, warranties, etc.

(5) Identify how the Navy can best structure these contract requirements to facilitate competition by and among small business concerns.

RESPONSES ARE DUE NLT February 16, 2016 at 2:00 PM (EST). LATE RESPONSES WILL NOT BE ACCEPTED. The package shall be sent, by electronic submission with Subject line:

N62470-16-R-5002 NAVFACLANT VEHICLE ALLOCATION STUDY to Vivienne Moore
via email vivienne.moore@navy.mil **OR** sent by mail, to:

Commanding Officer
Commander Naval Facilities Engineering Command Atlantic
Acquisition Office ACQ22
Attn: Vivienne Moore
6506 Hampton Blvd., Bldg. A – Room 1200
9742 Maryland Avenue
Norfolk, Virginia 23508-1278

All Questions or comments regarding this notice may be addressed in writing to Vivienne Moore via email at vivienne.moore@navy.mil. Identify any condition or action that may be having the effect of unnecessarily restricting competition with respect to this acquisition or if you believe this action is unreasonably restricting competition. Provide the specific aspects that unreasonably restrict competition and the rationale for such conclusion.