



## **PRE-PROPOSAL CONFERENCE AGENDA**

**SOLICITATION NUMBER: N40080-15-P-3014**

**PROJECT TITLE: B2187 Provide Electrical Upgrades – Lab 1B41**

**LOCATION: NAS Patuxent River, Maryland**

**DATE: 05 August 2015**

*Project Overview*

*Kalpesh Patel – Project Manager*

*Contract Procedures*

*Jennifer Mountjoy – Contract Specialist*

***NOTICE TO PROSPECTIVE OFFERORS:***

***YOUR QUESTIONS ARE ENCOURAGED. PLEASE USE THE QUESTION SHEETS PROVIDED TO SUBMIT YOUR QUESTION IN WRITING. QUESTIONS WILL BE ANSWERED, IF POSSIBLE, DURING THE ALLOTTED QUESTION AND ANSWER PERIOD BUT WILL NOT BE CONTRACTUALLY BINDING UNLESS POSTED AS AN AMENDMENT.***

***MINUTES OF THE CONFERENCE, INCLUDING QUESTIONS AND ANSWERS, WILL BE POSTED ON THE NECO WEBSITE.***

***THE SOLICITATION REMAINS UNCHANGED UNLESS AN AMENDMENT IS ISSUED.***

## AGENDA

### 1. Introductions

#### a. **Attendance Roster.**

Please take a moment to sign the attendance roster. Minutes of the Pre-Proposal Conference minutes will be posted on the NECO website.

#### b. **NECO Registration.**

Register at – <https://www.neco.navy.mil>

#### c. **Amendments.**

Be advised that unless the solicitation is amended in writing, it remains unchanged. If an amendment is issued, it will be posted on NECO and normal procedures relating to the acknowledgement and receipt of solicitation amendments shall apply.

#### d. **Pre-Proposal Conference Notes**

- i) Question Submission

### 2. Project Overview – Project Manager

#### a. **Project Description.**

- b. **Funding Availability.** The Government's budget amount for this project is under \$150,000 – the Simplified Acquisition Threshold. While budget amounts are occasionally increased due to market condition changes, unforeseen costs, etc., the offerors should not assume that the funding for this project will be increased. Notification should be given to the Contracting Officer prior to the proposal submission date if an offeror believes the RFP requirements cannot be met within the stated funding limitation.

#### c. **Options.** N/A

- d. **Completion Time.** The contract resulting from this solicitation will allow 90 days for completion. This time includes both design and construction. It is imperative that the prime contractor properly administers the design subcontract to ensure all design work is completed in a timely fashion. This project allows for fast tracking, which can allow for a more efficient strategy for completing the work on time. The completion time for this project is based on our assessment of the design and construction requirements for this project. However, if you believe that these requirements will require a longer period for completion or will result in additional proposal costs to meet the date, please notify the Contracting Officer prior to the proposal due date.

**e. Special Issues.**

- i) Security. The RapidGate Program manages installation access for employees of companies that serve this installation. They may be contacted with questions at (877) 727-4342.

**3. Contractual Background - Contract Specialist**

- a. **Clinger-Cohen Act, 1997.**
- b. **The Federal Acquisition Regulation (FAR),** <http://farsite.hill.af.mil/vffara.htm>
- c. **The Department of Defense Federal Acquisition Regulation Supplement (DFARS),** <http://farsite.hill.af.mil/vfdfara.htm>
- d. **The Contract.**
  - i) Advertised solicitation – <https://www.neco.navy.mil>.
  - ii) Posted amendments
  - iii) The awarded proposal
  - iv) CAUTION – Today’s verbal Q&As are not contractually binding.
- e. **Procurement Integrity Act.**
  - v) Ethics.
  - vi) Standards of Conduct.

**4. Contract Procedures – Contract Specialist**

- a. **Lowest Priced Technically Acceptable Source Selection Process**
- b. **Evaluation Factors.**
- c. **Proposal Requirements.**
- d. **Debriefing Procedures.**
- e. **Points of Contact.**

**5. Site Tour – Project Manager and Contract Specialist**

## CONTRACT SPECIALIST BRIEF

### **1. Contract Procedures – Contract Specialist**

#### **a. The Lowest Price Technically Acceptable Source Selection Process.**

I'd like to begin by directing your attention to Page 20 of the RFP, entitled Instructions to Bidders .

The Basis for Award shall be the conforming, responsive, responsible offeror with the lowest price of Contract Line Item 0001.

All offerors shall have a current registration in the System for Award Management (SAM) at <https://www.sam.gov> and possess a current DUNS number. No award shall be made to any offeror who does not meet these requirements.

Offerors are reminded that award may be made without discussions. Offerors may not have an opportunity to revise their proposal, therefore, each initial offer should contain the offeror's best terms (refer to Page 20 of the RFP).

#### **b. Proposal Requirements.**

**1) Proposals are due 13 August 2015 at 2:00 p.m. EST. Electronic or hard copies are acceptable. A hard copy may be delivered to:**

**22445 Peary Road, Building 504  
Patuxent River, MD 20670  
Attn: Jennifer Mountjoy**

Electronic copies shall be sent to [jennifer.mountjoy@navy.mil](mailto:jennifer.mountjoy@navy.mil) and [Barbara.A.Thompson@navy.mil](mailto:Barbara.A.Thompson@navy.mil). Facsimile copies will NOT be accepted.

All proposals must be received PRIOR to the due date and time. Any proposals received after the time set for receipt will be stamped with the date and hour of receipt and held unopened until after award. The file shall be documented in accordance with FAR 15.208.

A proposal received at 2:01PM or later will be considered late. If hand delivering, please deliver to the first floor Contracts Office, Building 504 at Patuxent River, MD and ensure the proposal is clocked in.

**2) Acceptance of faxes:** No proposals are to be submitted via FAX.

### 3) **Wide Area Work Flow (if applicable to solicitation).**

Wide Area Work Flow is the Department of Defense's (DoD's) secure Web-based system and is NAVFAC's method for electronic submissions of Vendor/Contractor invoices, government receipt, acceptance, and certification. The successful contractor will be required to utilize WAWF for invoicing.

#### **e. Debriefing Procedures.**

Debriefing procedures are discussed in FAR Subpart 15.5.

A **debriefing** is a meeting between Government personnel and successful or unsuccessful offerors to explain the rationale for the contract award decision, explain to unsuccessful offerors why they were not selected for award, instill confidence in offerors that they were treated fairly, assure offerors their proposals were evaluated in accordance with the solicitation and applicable laws and regulations, identify weaknesses in offeror's proposals so they can prepare better proposals in the future, reduce misunderstandings, instill confidence in the Source Selection process, and avoid the cost to both parties and the potential impact to the Navy's mission of protests.

A debriefing is not a point-by-point comparison of one offeror's proposal to another's proposal. Only the successful offeror's overall cost or price can be disclosed in the debriefing process. A debriefing is also not a debate over the award decision or evaluation results.

Debriefings can be done orally or in writing. It is our preference to have oral debriefings so that information can be fully understood through an open dialogue. Due to the administrative burden of duplicating debriefings, an offeror will be afforded only one type of debriefing, written or oral.

Debriefings may take place before contract award (Pre-Award Debriefing) if an offeror is being eliminated from the competitive range or not continuing to Phase II in a Two-Phase Design Build procurement or after contract award (Post-Award Debriefing). Offerors should review and understand their rights as they pertain to requesting debriefings and the limitations on information that can be released during a Pre-Award Debriefing versus a Post-Award Debriefing.

Preaward notifications are given to offerors whose proposals fall outside the competitive range to inform them that a decision has been made not to further consider their proposals for award and to prevent them from spending more time, money, and resources pursuing the acquisition from which they are being eliminated.

Within 3 days after award, the Government is required to notify in writing all unsuccessful offerors whose proposals were in the competitive range. The notice must include the number of offerors solicited, the number of proposals received, the name and address of each offeror receiving an award, the items, quantities, and any stated unit prices of each award. If the quantity of items or other factors makes listing unit prices impracticable, only the total contract price need be furnished. The items, quantities and any stated unit prices for each award must be

made publicly available upon request. An offeror may request a debriefing within writing 3 days of being notified that it is being excluded from the competitive range, or that contract award has been made.

**f. Points of Contact.**

Your points of contact for this solicitation are:

**Contract Specialist: Jennifer Mountjoy**

**Telephone: (301) 342-9349**

**Procuring Contracting Officer: Barbara Thompson**

**Telephone: (301) 757-4918**