

# REPLACE CARPET IN B8185, B2109 & B460 PRE-PROPOSAL MEETING AGENDA

## AGENDA

Date: Tuesday April 19, 2016

Time: 1:00 PM

### **I. WELCOME**

Welcome to the Pre-proposal Meeting for N40080-16-Q-3023  
REPLACE CARPET IN B8185, B2109 & B460

### **II. INTRODUCTIONS**

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

Please take a moment to sign the attendance roster.

### **III. PURPOSE**

This pre-proposal meeting is intended to:

- a. Provide an overview of the RFP; and
- b. An opportunity for you to identify any issues with the RFP or ask any questions you may have with regard to the project.

### **IV. OPENING STATEMENT (to be read by the Contracting Officer or Contract Specialist)**

Any changes to the Statement of Work (SOW)/Statement of Objectives (SOO) discussed today shall be documented in writing and distributed to all parties prior to submission of proposals.

### **V. AGENDA ITEMS**

- Review SOW/SOO (Brody Mier)
- Review Evaluation Criteria :

Award of the Task Order shall be based upon the best value offer using the Lowest Price Technically Acceptable (LPTA) to the Government considering all stated criteria. The object is to select a contractor whose proposal demonstrated the understanding and capabilities to perform the services within the time and quality requirements of the Solicitation.

- **RFI's (Request for Information)**

Any RFI's must be received in writing by Friday April 22, 2016.

- **Proposal Submission Requirements (Due date, Format, use of WAWF (if applicable), etc.)**

Solicitation Submittal Requirements:

Proposals are due by 2:00PM on Monday May 2, 2016. Proposals may be submitted electronically or hand delivered. Please provide a hardcopy to:

NAVFAC Washington  
22445 Peary Road Bldg #504  
NAS Patuxent River, MD 20670  
Attention: Jennifer M. Thompson

Electronic copies shall be sent to [jennifer.m.thompson2@navy.mil](mailto:jennifer.m.thompson2@navy.mil) and [Barbara.a.thompson@navy.mil](mailto:Barbara.a.thompson@navy.mil)

**VI. QUESTION AND ANSWER SESSION**

**CAUTION – Today's Q&A's are not contractually binding unless provided in writing.**



ATTENDANCE ROSTER

PRE-PROPOSAL CONFERENCE

SOLICITATION NUMBER: N40080-16-Q-3023

PROJECT TITLE: REPLACE CARPET IN B8185, B2109 & B460

DATE: April 19, 2016

Name Title Organization Telephone Email

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Empty table rows for additional attendees.