

PRE-PROPOSAL CONFERENCE/SITE VISIT ATTENDEES
DECEMBER 16, 2014

Contractor Representatives

	Name of Attendee	Company Name
1	Ross Pacini	AC Investment Co
2	Tith Voern	AC Investment Co
3	John Clark	IAP Worldwide Services
4	Michael Fischer	IAP Worldwide Services
5	Gary Ray Plum	Black & Veatch Special Projects Corp
6	John Robert Troha	New Horizon Design & Construction Management Company
7	Mathew George	A-Sight Eastern Asia Co. Ltd, Cambodia



Pre-Proposal Conference

Naval Medical Research Unit Cambodia
Operations Support Contract (NMRCOSC)
N62742-15-R-3560
December 16, 2014



Opening and Administrative Remarks

Eric Oshita
Contract Specialist
NAVFAC Pacific



Introduction of Government Representatives

NAVFAC PACIFIC, Public Works Department

Ann Tanaka, Facility Support Contract Management Specialist

NAVFAC PACIFIC, Contingency Engineering Department

Michael Asuka, Contingency Engineer

NAMRU-2, Officer-in-Charge (OIC)

CAPT Andrew Vaughn

3



Agenda

- NAMRU-2 Background
- Conference, Project and RFP Information
- Performance Work Statement (PWS)
- Proposal Submission Requirements – Price
- Proposal Submission Requirements – Non-Cost/Price
- Evaluation Factors for Award
- Site Visit Information
- Closing Remarks

4



NAMRU-2 Background

CAPT Andrew Vaughn
NAMRU-2

5



Conference, Project and RFP Information

Eric Oshita
NAVFAC Pacific

6

Conference Ground Rules



- Remarks and explanations addressed during the conference shall not qualify or alter the terms and conditions of the solicitation.
- The terms and conditions of the solicitation, including the Performance Work Statement, remain unchanged unless the solicitation is formally amended in writing.
- Any conflicts between the RFP and this briefing, the RFP prevails.

7

Conference Ground Rules (Cont.)



- All questions must be submitted in writing on the question form in your folder.
- E-mail: NFPACQ23-Box1@navy.mil
- Fax: (808) 471-5881
- The following will be provided via amendment to the RFP:
 - Slides from the conference
 - A list of attendees
 - Questions and Answers

8



- (FBO): <http://www.fbo.gov>
- Search for N62742-15-R-3560
- Register as a Vendor
- Check FBO regularly for RFP updates

Folder Contents



- Agenda
- Copy of the slides
- Excerpt of Proposal Submission Requirements (Section L)
- Example of Cost Summary Worksheet (JB-1)
- Example of Exhibit A-K ELINs
- Excerpt of Evaluation Factors (Section M)
- RFP Attachment JL-1 Question Form
- Notes Page

Project Information



This procurement is for a Naval Medical Research Unit Cambodia Operations Support Contract (NMRCOSC) to provide a facility to accommodate approximately 10-personnel and at least six, expandable to fifteen freezer units from the Naval Medical Research Unit (NAMRU-2) in Phnom Penh, Cambodia.

11

Current Project Timeline



Solicitation issued – November 17, 2014

Proposals due – January 16, 2015

Planned contract award – April 29, 2015

Phase-in/Mobilization – May 1, 2015

Full Performance – September 1, 2015

12

RFP - Contract Type and Term



- Firm-Fixed Price, Maximum 8 year contract period:
 - 12-month Base period
 - includes four-month mobilization/phase-in period
 - Seven 12-month option periods
 - One 1-month Demobilization period
 - will run concurrent with the last KO approved period

13

RFP - Uniform Contract Format



- A – Solicitation/contract form
- B – Price Schedule
- C – Description/specifications/PWS
- D – Packaging and marking
- E – Inspection and acceptance
- F – Deliveries or performance
- G – Contract administration data

14

RFP - Uniform Contract Format



- H – Special contract requirements
- I – Contract clauses
- J – List of Attachments/Exhibits
- K – Representations/certifications
- L – Instructions, Conditions & Notices
- M – Evaluation Factors for Award

15

Performance Work Statement (PWS)

Ms. Ann Tanaka
NAVFAC Pacific



16

PWS Overview



- Navy Standard Facilities Support Contract (FSC) Templates/Performance Work Statement (PWS) Structures

17

PWS Structure



- PWS based on Navy-wide Standardized FSC templates
- Standard structure
 - 18 standard functional annexes
 - Annex 1 – Contains general information relevant to the entire scope of the contract.
 - Annex 2 – Management and administration requirements relevant to the entire scope of the contract .
 - Annexes 3 through 18 - Technical requirements and information particular to that annex or function.
 - Each Annex can contain one or more sub-annexes based on complexity of requirements/functions

18

PWS Structure



TECHNICAL ANNEXES:

Annex 3 Command and Staff

0303050 Commercial Telephone, Internet, and Other Services

Annex 4 Public Safety

0401060 Security Operations

Annex 5 Air Operations - N/A

Annex 6 Post Operations - N/A

Annex 7 Ordnance - N/A

Annex 8 Range Operations - N/A

Annex 9 Health Care Support - N/A

Annex 10 Supply and Material Management Services - NA

19

PWS Structure



TECHNICAL ANNEXES (continued):

Annex 11 Personnel Support - N/A

Annex 12 Morale, Welfare and Recreation Support - N/A

Annex 13 Galley - N/A

Annex 14 Housing - N/A

Annex 15 Facilities Support

1502000 Facility Investment

1503000 Facility Services

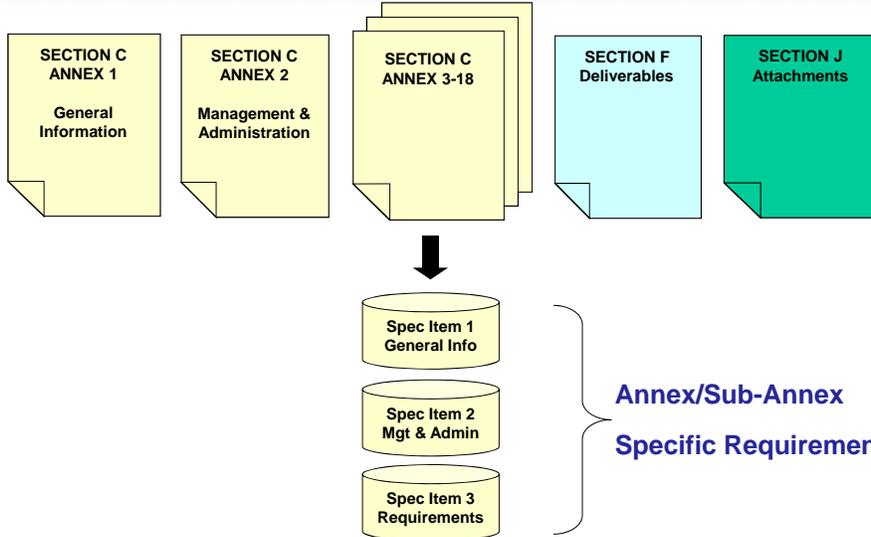
Annex 16 Utilities

Annex 17 Base Support Vehicles and Equipment - N/A

Annex 18 Environmental - N/A

20

PWS Standard Structure



PWS Structure



SECTION C, SPEC ITEM 1

PERFORMANCE WORK STATEMENT (PWS)
SECTION C
ANNEX 0401060 – Security Operations

0401060 – Security Operations		
Spec Item	Title	Description
1	General Information	The Contractor shall provide labor, management, supervision, tools, material, and equipment required to perform Security Operations at the NAVAL MEDICAL RESEARCH UNIT 2 (NAMRU-2) buildings in Cambodia.
1.1	Concept of Operations	The Contractor shall provide security operations to ensure security and safety for personnel, property, facilities and assets of NAMRU-2 in Cambodia. Services shall be provided at NAMRU-2's Freezer Support Facility in Phnom Penh. Security operations services may be provided at additional NAMRU-2 facilities in Cambodia in the future.

PWS Structure



SECTION C, SPEC ITEM 2

PERFORMANCE WORK STATEMENT (PWS)
SECTION C
ANNEX 1502000 – Facility Investment

1502000 – Facility Investment		
Spec Item	Title	Description
2	Management and Administration	
2.1	Definitions and Acronyms	Definitions and Acronyms are listed in J-1502000-01.
2.2	Personnel	The Contractor shall provide personnel with the qualifications, technical knowledge, experience and skills required for efficient operations within the FI function.
2.2.1	Certification, Training, and Licensing	All maintenance and repair shall be performed by personnel trained and certified in appropriate trade.

23

PWS Structure



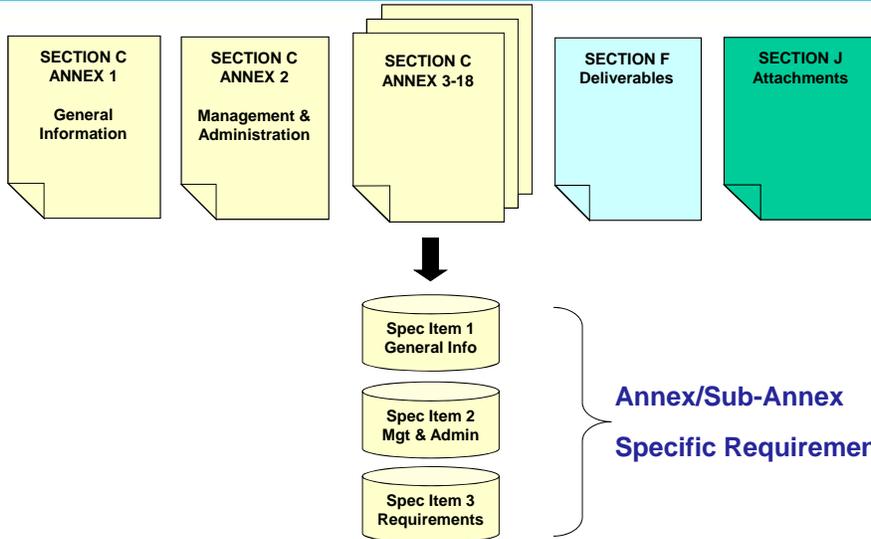
SECTION C, SPEC ITEM 3

PERFORMANCE WORK STATEMENT (PWS)
SECTION C
ANNEX 1502000 – Facility Investment

1502000 – Facility Investment				
Spec Item	Title	Performance Objective	Related Information	Performance Standard
3	FFP Work	The Contractor shall maintain facilities, structures, equipment, and systems to ensure they are fully functional and in normal working condition.	<p>The Contractor shall develop, implement, and execute a Maintenance Program to maintain and repair facilities, structures, equipment, and systems identified in J-1502000-02.</p> <p>The Contractor shall maintain all maintenance, repair, and alteration data and warranty records in the technical library in accordance</p>	Facilities, structures, equipment, and systems are in normal working condition and function properly in accordance with specified standards.

24

PWS Standard Structure



0200000 Section F – Deliverables



0200000 – Management and Administration

SECTION F: DELIVERIES OR PERFORMANCE

DELIVERABLES						
Annex/ Spec Item	Form Attachment Number	Deliverable Title	Date (s) of Submission	Distribution		Frequency
				Original	Copies (including original)	
0401060/ 3.1.4	N/A	Building Check Sheets	At the end of each shift	KO COR	2	Daily, at the end of each shift
1502000/ 2.2.1	N/A	Proof of Certification, Training, and Licensing	Initially within 15 calendar days after award, and updated when personnel changes occur	KO COR	2	One time and when changes occur
1502000/ 3.2	N/A	PM Program and Schedule	Within 15 calendar days following award, and when updates are requested	KO COR	2	One time and as needed
1502000/ 3.2	N/A	PM Inspection Report	First work day of each month	KO COR	2	Monthly
1503000/ 2.2	N/A	Pathogen Training Certification	Within 15 days after award and annually	KO COR	2	Annually

**DELIVERABLES FORM PREPARATION INSTRUCTIONS**

DELIVERABLE TITLE: 1502000/2.2.1– Certification, Training, and Licensing

FORM ATTACHMENT NO.: N/A

GOVERNMENT APPROVAL REQUIRED: YES NOMEDIA: HARD COPY ELECTRONIC DIRECT SYSTEM INPUT

INSTRUCTIONS:

1. The Government requires no special format for submission. Industry standard is acceptable.
2. The document shall be prepared using the latest Microsoft Office Word® or Excel® software.
3. The purpose of this requirement is to provide proof of certification, training, and licensing to show that workers are qualified in the type of work they are doing.

Section J - Attachments



- **Numbering Format: J – 0200000 – 01**
 - Historical Data
 - Estimated Quantities
 - Informational Attachments
 - Definitions
 - Acronyms
 - Maps
 - Forms
 - Examples
 - References
 - Etc.



Price Proposal Submission Requirements

Eric Oshita
NAVFAC Pacific

29

Volume I – Price Proposal



Instructions are in RFP, Section L.6

Paper:

- Original and one (1) copy
- No page limit
- 7 parts with tabs
- White 8 ½” x 11” and 1 inch margins on all four sides, printing on one side
- Submitted in 3 D-ring binders
- Charts/Graphs/Spreadsheets on 11” x 17” paper, text no smaller than 8 point
- Text – Arial, no smaller than 11 point, single line spacing
- Original proposal identified as “ORIGINAL” on cover



30

Volume I – Price Proposal



Electronic:



- Two (2) CDs
- Editable documents (e.g. Excel files)

31

Components of Price Proposal 7 Parts



- Part 1 - Standard Form (SF) 33
- Part 2 - Section B/CLINS & ELINS
- Part 3 - Authorized Personnel
- Part 4 - Section K – Representations & Certifications
- Part 5 – Financial Capability
- Part 6 - Teaming/Joint Venture/Mentor-Protégé Agreements
- Part 7 - Supporting Cost Data

32

Section B/CLINS & ELINS



		<i>Note 1</i>
CLIN	Period	Total Price
0001	Base Period - Mobilization (4 mos.)	
0002	Base Period - Full Performance (8 mos.)	
0003	First Option Period	
0004	Second Option Period	
0005	Third Option Period	
0006	Fourth Option Period	
0007	Fifth Option Period	
0008	Sixth Option Period	
0009	Seventh Option Period (12 mos.)	
0010	Demobilization (1 mo.)	
GRAND TOTAL		-

33

Section B (Part 2) Exhibit Line Items (ELINS)



EXHIBIT LINE ITEM NUMBERS
Base Period - 1 September 2015 through 30 April 2016
(8 MONTHS)

ELIN	ANNEX	ANNEX DESCRIPTION	QTY	UNIT OF ISSUE	UNIT PRICE	FIXED PRICE AMOUNT
B 001	0200000	Management and Administration	8	Mo		-
B 002	0303050	Commercial Telephone, Internet, and Other Services	8	Mo		-
B 003	0401060	Security Operations	8	Mo		-
B 004	1502000	Facility Investment	8	Mo		-
B 005	1503000	Facility Services	8	Mo		-
B 006	1600000	Utilities	8	Mo		-
TOTAL FIXED PRICE, CLIN 0002 (ELINS B001 THROUGH B006)						-

34

Financial Capability (Part 5)



- Dun & Bradstreet Number (DUNS)
 - Latest three (3) **Complete** Fiscal Years of Financial Statements, certified by an independent accounting firm or at least by an authorized officer of the organization.
 - Evidence of availability of Working/Operating Capital for contract performance
- *If submitting as a Joint Venture, submit Financial Statements for all partners, and discuss the financial responsibilities among the companies

35

Teaming/JV/Mentor-Protégé Agreements (Part 6)



For all Teaming, Joint Ventures (JV), Limited Liability Corporation (LLC) and Mentor-Protégé (MP)

arrangements, submit:

- Copy of the Teaming, JV, LLC, or MP agreement
- Detailed statement outlining the terms requested under part 6
- List of subcontractors/partners/parties, to include company names, DUNS and CAGE numbers, address, point of contact, email address, phone number and fax number.

36

Supporting Cost Data (Part 7)



- Complete Attachment JB-1, Cost Summary Worksheet

- Mobilization
- Base Period
- Each Option Period (1-7)
- Demobilization
- For Prime and all Subcontractors > \$700,000

Note that Attachments contain sample formats. Offerors shall propose in accordance with their established accounting practices

Supporting Cost Data (Part 7 cont) Attachment JB-1 Cost Summary Worksheet



COST SUMMARY WORKSHEET
BASE PERIOD (8 MONTHS)

ATTACHMENT JB-1 - COST SUMMARY WORKSHEET (Note 1)

ELIN	Annex	Spec Item	Annex Description	Staffing Level Labor &					Freezer Support	Total	Indirect	Total Direct & Indirect		Total		
				(FTEs)	Fringe	Materials	Equipment	Subcontracts				ODC	Facility		Direct Costs	Costs
				Note 2	Note 3				Note 4	Note 5		Note 5				
B	001	2	0200000 Management & Administration Comm Tel, Internet, and													
B	002	3	0303050 Other													
B	003	4	0401060 Security Operations													
B	004	15	1502000 Facility Investments													
B	005	15	1503000 Facility Services													
B	006	16	1600000 Utilities													
TOTALS																

Note 1 - The cost categories shown are examples only. Offeror shall provide direct and indirect costs in accordance with its established accounting practices.

Note 2 - Staffing level (FTEs): Staffing levels shall consist of all FTEs (prime & all subcontractors) required to perform the effort for each Annex.

Note 3 - Provide same level of detail as the prime for each subcontract in excess of \$700,000.

Note 4 - See PWS Annex 0200000 - Management and Administration, Spec Item 2.5.1 Freezer Support Facility.

Note 5 - Provide indirect costs/G&A in accordance with offeror's established accounting practices. Provide a narrative explanation of the (i) basis of rates (e.g. DCMA approved/DCAA audited) and (ii) application base that each indirect rate is applied to.

Supporting Cost Data - (Part 7 cont)



- Equipment (Power Generators only)
 - Type of equipment (make, model, year)
 - Size
 - Quantity
 - Year of purchase (if appropriate)
 - Basis of cost (e.g. depreciation/use rate, rental, etc.)
 - Unit Cost
- Facility Cost (PWS, Annex 0200000, Management and Administration, Spec Item 2.5.1)

39

Proposal Submission Requirements Non-Price

Eric Oshita
NAVFAC Pacific



40

Volume II – Non-Price Proposal



Instructions are in RFP, Section L.6

Paper:

- Original and three (3) copies



Electronic:

- Two (2) CDs



41

Volume II – Non-Price Proposal



Components of Non-Price Proposal (Volume II)

- Factor 1: Past Performance
- Factor 2: Technical Approach/Methods
- Factor 3: Staffing and Resourcing

42

Volume II - Factor 1



Factor 1 – Past Performance

Offeror shall submit up to five (5) recent relevant projects, performed within the last 5 years *preceding the date of solicitation, with a minimum value of \$500K*, that demonstrates its ability to successfully perform the proposed effort. Also, as part of its past performance submission, the Offeror shall submit a discussion of significant problems encountered and corrective actions taken on the identified projects....

43

Volume II - Factor 2



Factor 2 – Technical Approach/Methods:

The offeror shall submit a narrative response that clearly demonstrates an understanding of the complexity and magnitude of service requirements set forth in the performance objectives and standards of the Performance Work Statement (PWS) and an ability to select an appropriate approach to satisfy all requirements of the PWS...

44

Volume II - Factor 3



Factor 3 – Staffing and Resources:

The offeror shall provide an organization chart showing the proposed organization and key personnel; include any subcontractors you plan to use for this project. Provide resumes or minimum requirements for key personnel as listed in Annex 0200000, Management and Administration, Spec. Item 2.7, and include evidence of key personnel's proficiency in English.

45

Evaluation Factors for Award

Eric Oshita
NAVFAC Pacific



46

Evaluation Factors for Award



- Section M - Evaluation Factors for Award
 - M.1 - Selection Factors/Best Value Selection
- The Government shall select the source whose proposal offers the best value to the Government in accordance with established criteria in Section M of the solicitation.
- Award will be to the Lowest Priced Technically Acceptable offeror.

47

Relative Importance



There will be no relative importance of evaluation factors. Non-price factors are rated as “acceptable” or “unacceptable”. Price is evaluated based on the total price.

48

Volume I - Price Evaluation



Price evaluation factors:

- Completeness
- Price reasonableness
- Unrealistic prices/unbalanced prices
- RFP Section K representations and certifications
- Financial capability

49

Non-Price Factors



- Factor 1: Past Performance
- Factor 2: Technical Approach/Methods
- Factor 3: Staffing and Resources

50

Volume II - Factor 1



Factor 1 – Past Performance

The degree to which past performance evaluations and all other past performance information reviewed by the Government (e.g., PPIRS, Federal Awardee Performance and Integrity Information System (FAPIS), Electronic Subcontract Reporting System (eSRS), performance recognition documents, and information obtained from any other source) reflect a trend of satisfactory performance considering, quality and timeliness of services provided; cooperativeness, good communication, and teamwork with the Government at all levels (task managers, contracting officers, auditors, etc.); demonstrating a commitment to safety and ability to properly manage and implement safety procedures; accomplishing performance objectives; any problems and corrective actions taken; business relations; cooperative effort; and customer satisfaction on recent relevant projects. Information utilized to evaluate the Offeror's and team members' past performance may be obtained from references listed in the proposal or from any other source.

51

Volume II - Factor 2



Factor 2 – Technical Approach/Methods

- The proposal demonstrates an acceptable understanding of the complexity and magnitude of service requirements set forth in the performance objectives and standards.
- The proposal provides a feasible technical approach with the capability to, at least, meet performance objectives and standards of the Performance Work Statement (PWS).
- The proposal offers a low to moderate performance risk to the Government.
- The offeror's proposal demonstrates how the contractor-provided facility will be safe, conveniently located, secure, fully operational by the full performance date, and meet all requirements of the PWS Annex 2 spec item 2.5 and Annex 16.

52

Volume II - Factor 3



Factor 3 – Staffing and Resources

Due to the importance of accurate and efficient communication during emergency situations, the proposal will be evaluated based on proficiency of key personnel in communicating in English, as well as their qualifications.

Evaluation of qualifications of key personnel shall be based on evidence provided by the offeror to demonstrate that all requirements for key personnel positions as listed in Annex 0200000 Spec Item 2.7 have been met.

53

Volume II - Factor 3



Factor 3 – Staffing and Resources (continued):

Evaluation of key personnel proficiency in English communication shall be based on evidence provided by the offeror to demonstrate that key personnel have successfully communicated relevant work-related issues verbally and in writing in English with English-speaking personnel.

54



Closing Remarks

Mr. Eric Oshita
NAVFAC Pacific

55



Site Visit Information

Naval Medical Research Unit
(NAMRU) -2
11:30 am – 12:30 pm

56

Site Visit Ground Rules



Picture-taking **is allowed** on the site visit.

Stay together with the group.

All questions must be submitted in writing as previously mentioned on an earlier slide.

57

Site Visit



- Remarks and explanations addressed during the conference shall not qualify or alter the terms and conditions of the solicitation.
- The terms and conditions of the solicitation, including the Performance Work Statement, remain unchanged unless the solicitation is formally amended in writing.

58



Thank you!