



Naval Support Activity (NSA) Panama City, FL

**Base Operating Support Services
Pre-Proposal Conference and Site Visit
Kickoff Briefing**

**RFP N69450-15-R-2104
December 04, 2014**

Agenda



- Introductions**
- NSA Panama City Base Operating Support Services Proposal Requirements**
- Solicitation Documents**
- PWS General Information & Structure**
- Lessons Learned**
- Submission of RFP/Site Visit Questions and Answers**
- Site Visit Schedule**

Base Operating Support Services for NSA Panama City Proposal Requirements



- Volume I – Responsibility Determination Binder**
- Volume II – Price Proposal Binder**
- Volume III – Technical Proposal Binder**
 - Factor 1 – Corporate Experience
 - Factor 2 – Management and Technical Approach
 - Factor 3 – Safety
 - Factor 4 – Past Performance
- Basis for Award: Lowest Price Technically Acceptable**
- Combination FFP & IDIQ Contract**
- Period of Performance: Base period of twelve months, four one-year option periods, not to exceed a total of 60 months**

Solicitation Documents



- ❑ **Solicitation, Attachments, and Amendments**
 - ❑ Posted on the Navy Electronic Commerce Online and Federal Business Opportunities websites at:
 - ❑ <https://www.neco.navy.mil/>
 - ❑ <https://www.fbo.gov/>
 - ❑ Vendors are encouraged to register on both sites to receive automatic updates regarding the solicitation

PWS General Information



- ❑ Supports PBSC (Performance Based Service Contracting)
- ❑ Uses Navy-wide templates
- ❑ Standard structure
 - ❑ Tabular format
 - ❑ 2 standard functional annexes
 - ❑ Each Annex can contain 1 or more sub-annexes
 - ❑ Annex 1 – Contains information relevant to the entire scope of the contract
 - ❑ Annex 2 – Management and administration requirements relevant to the entire scope of the contract (including mobilization/demobilization)
 - ❑ Annexes 15 and 18 contain the technical information and requirements peculiar to that technical annex

PWS General Information



□ SECTION C: Annex Content – Tech Annexes 3 - 18

Spec Item	Standard Use	Priced
1	General Information Non-cost information unique to the understanding of the technical requirements of this spec.	No
2	Management & Administration Management and administrative requirements unique to the planning, execution, management and administration of the performance requirements of this spec. This cost is spread to Spec Item 3 for FFP/IQ or Spec Item 4 for 100% IDIQ.	Yes
3	FFP Work All Firm Fixed-Price technical requirements of this spec.	Yes
4	IDIQ Work A pre-priced list of unplanned and unscheduled requirements.	Yes

PWS General Information



SECTION F: Summarization of reports

- Contains a summary list and examples of data deliverables and reports

SECTION J:

- FFP ELINs

- IDIQ ELINs

- Completion times for each ELIN in accordance with Section G of the Solicitation.

- Client ordering of pre-priced line items via EMALL or task order

Other attachments

- Common Output Level (COL) Standard charts (where applicable)

- Wage determinations

- Inventories

- Forms

- Installation Maps, References, Directives, and Instructions

Standard numbering convention

- Facility Services numbering example: "J-0200000-06"

Base Operating Support Services PWS Structure



- Annex 1 (0100000) – General Information**
- Annex 2 (0200000) – Management and Administration**
- Annex 15 Facilities Support**
 - 1501000 Facility Management
 - 1502000 Facility Investment
 - 1503020 Pest Control
 - 1503040 Other (Swimming Pools)
 - 1503050 Grounds Maintenance
 - 1503060 Pavement Clearance
- Annex 18 (1800000) Environmental**

Lessons Learned (prior to proposal submission)



- Verify accuracy of CCR, ORCA, VETS-100 registrations
- Sign and return all solicitation amendments
- Ask questions if you are uncertain about something
- Create a checklist to ensure you have addressed all requirements
- Do not provide company brochures
- Number proposal pages consecutively and stay within the page limitations provided
- Make sure insurance information is up-to-date for the safety factor
- Do not copy and paste from a prior proposal
- Clearly label and separate/tab each factor in your proposal
- Address every element within each factor

Site Visit Questions and Answers



- ❑ **All Site Visit Questions must be submitted in writing**
 - ❑ This ensures all potential offerors receive accurate information at the same time
 - ❑ Follow the instructions in the RFP for submission of Pre-award Inquiries and use the Government Pre-award Inquiry Form (GPIF)
 - ❑ Deadline for questions and Inquiries/Requests for Information (RFIs) is **1400 Eastern Daylight Time 11 December, 2014**
 - ❑ Site visit questions and answers will be posted to NECO and FBO. Site visit questions resulting in a change to the solicitation will be addressed in an amendment
 - ❑ Submit all questions in writing to robert.garske@navy.mil
 - ❑ **The list of site visit attendees will be posted on NECO/FBO**

*** Do not attempt to contact the Government site visit points of contact for additional information ***

Panama City Base Operating Support Services Site Visit Schedule



December 04, 2014 Naval Support Activity Panama City, Florida & NOSC Tallahassee, Florida	
Time	Route/Stop
0800 – 0830	Arrive at B-308 Long Glass Ball Room (Badges Required for ALL Attendees)
0830 - 0835	Welcome from the Public Works Officer (PWO) (No Photography Permitted on Base)
0835 - 0855	Site Visit Presentation from Contracting Officer and CORs
0900 - 0910	Bus Tour of Base Starting at NSA PC Youth Center
0915 - 0920	Tour B-349 (BOQ Building)
0925 – 0930	Tour B-485 Galley
0930 - 0940	Tour B-484 (BEQ Building)
0950 - 1000	Tour B-350 (Dive School Building)
1000	Badge Return/Departure
1005	Depart for NOSC Tallahassee (No Government Transportation will be provided.)
1315 - 1320	Start Site Visit at NOSC Tallahassee
1320 - 1340	Tour NOSC Facilities
1345	End of Site Visit