



NAVFACSW Procurement Forum-- Improving Environmental Contract Vehicles and Execution

Ed Chevalier
Melanie Kito
Allison Cantu
NAVFAC SW

Disclaimer



- **All information in this presentation is general. The terms of each RFP are controlling, and the information in this presentation is not meant to be specifically relied upon by an offeror in submitting a proposal in a particular procurement.**
- **The views presented are those of the speaker or author and do not necessarily represent the views of DoD or its Components.**

Objective



- **Share the Navy’s environmental contracting process for a better understanding of the tasks and durations “behind the curtain.”**
- **Briefly share the evaluation factors in solicitations/task orders and how the Navy evaluates them to select the best contractor for the procurement.**
- **Share the overall Do’s and Don’ts, the Desired vs Non-desired, and**
- **How to avoid the “I can’t believe they submitted this” or how we can avoid “I can’t believe NAVFAC asked for this”.**

Navy's Procurement Main Objectives



- Increase the number and likelihood of successful contractors who can compete to provide the services as specified in the solicitation, at a fair and reasonable price. **COMPETITION!**
- Hire the best value contractor(s).
- Be fair to our industry partners while following all of procurement requirements that include the FAR, DFAR, NMCARS, NFAS.
- Ensure we are systematic, consistent and thorough in our selection process to get it right the first time and reduce chance of protests.

Statutes/Regulations & Guidance



- Federal Acquisition Regulation (FAR)
- Defense Federal Acquisition Regulation Supplement (DFARS)
- Navy Marine Corps Acquisition Regulation Supplement (NMCARS)
- Naval Facilities Acquisition Standards (NFAS)
- Business Management System (BMS)

Why does it take so long? – Typical POAM

- Market Research
- Sources Sought
 - Market Research Report to be submitted to Small Business Office
- Acquisition Plan
 - May have up to six different reviews from Local Director to Deputy Assistant Secretary of the Navy (DASN)
- Source Selection Plan
 - May have up to four reviews including legal
- Pre-Solicitation Actions
 - Issue Pre-solicitation Notice
 - Build Solicitation
 - Up to three reviews including legal
- Solicitation Actions
 - Issue Request for Proposal (RFP)
 - Request for Information (RFI)

Why does it take so long? – Typical POAM

- Evaluate Proposals
 - Time differs depending on number of proposals received and complexity
 - Verify Proposals
 - Write documents
 - One or two reports are written depending on size and complexity of contract
 - **Three separate reviews including legal**
- Write Source Selection Evaluation Board (SSEB) Documentation
 - Most boards require certain personnel to be registered, PE or RA
 - Pre-negotiation business clearance memorandum (BCM)
 - **Four reviews including legal**
 - May have discussions
 - Receive and evaluate revised proposals
 - Write revised SSEB reports
 - **Four reviews including legal**

Why does it take so long? – Typical POAM

- Close discussions (may have several rounds of discussions)
- Receive Final Proposal Revisions
 - Evaluate Final Proposal Revisions
 - Write final reports
 - **Three Reviews including legal**
- Write Post Negotiation BCM
 - **Six reviews including legal and maybe HQ**
- Award
 - Request and receive SBA eligibility approval
 - **SBA Joint Venture review/approval**
 - Request funds
 - Prepare/review/submit Navy Chief of Information (CHINFO) notification
 - Issue letters
- Post Award
 - Conduct debriefs

Why does it take so long?



- **Fiscal Year (FY), from Oct 1st to Sept 30th.**
- **DIFFERENT time we get the funds, due to Continuous Resolution shifting to the right or government shutdowns.**
- **Work needs to be completed in a smaller time period, but with the same restraints.**

- **Industry Days**

- **NAVFAC-wide EV-APO (and CI) Initiative**

- Templates

- POAMs

- Training

- **To DASN: "Bureaucracy Busting Ideas"**

- Expectation NAVFAC has of ASN: push down authority and accountability, reduce unnecessary burden, accelerate the acquisition timeline

- NAVFAC presenting 18 ideas (to begin with)

- **Other Changes**

- All designed to reduce Acq timelines and/or reduce busy work with negligible risk

- CCO "wishlists"

- NEED INDUSTRY INPUT

Typical Evaluation Process and Teams for Basic Contracts



- Each Source Selection Board generally consists of a contracting specialist (CS), up to 3 technical specialists and can have an optional technical advisor, as well as other advisors (i.e., safety, legal).
- During the evaluation period, the non-price factors team is sequestered in a dedicated conference room for several days to several weeks.
 - Evaluation may take longer for contracts with seed projects
- The non-price factors team will evaluate all non-price factors consistently with all of the offerors then write the non-price portion of the report.
- A price evaluator will evaluate the price proposals and write or assist with the price portion of the report.
- The SSEB will then perform a trade-off analysis (if procurement is Best Value Trade Off).
- Large procurement --almost always Best Value Trade Off (BVTO)

Typical Evaluation Factors



- Corporate Experience (Basic)
- Safety (Basic)
- Past Performance (Basic and TO)
- Commitment to Socioeconomic Programs (Basic)
- Key Personnel/Professional Qualifications (Basic and TO)
- Financial and Management Systems (Basic)
- Price/Cost Factor (Basic and TO)
 - Could include cost modeling

Know the Evaluation Factors



- **Evaluation factors for task orders can vary greatly from the basic contracts.**

- **Typical Evaluation could include:**
 - List possible challenges on a project and provide a mitigation plan for the challenges
 - How will the contractor ensure public trust
 - Describe how the contractor will meet the milestones and objectives within the period of performance, with possible weather interruptions and breeding seasons.
 - Key personnel, experience relevant to the SOW/PWS
 - Low Price

- **Make sure you answer all of the evaluation factors.**

- **Not answering all of the factors could disqualify your proposal.**

- **First of all, if you are a contractor on a task order, Congratulations! That means that you won a Basic Contract award. Now the hard part...**
- **The key is to stay competitive. Part of that can be dependent on how well you perform on the task orders—past performance.**
- **Be cognizant of the type of procurement your contract is on - since management, proposals and types of projects may vary.**
 - Fixed Price
 - Mostly routine type of projects
 - Risk shifts to the contractor
 - Very competitive, often SB or MACs
 - Mostly used for CR/NR, Compliance, ORC and some ER,N and BRAC
 - Cost Plus
 - Mostly contracts with unknowns such as investigations, characterizations - Often Pre-ROD
 - Risk Shifts to the government
 - Often Single award

- **Know what type of task order source selection is being used.**
 - Lowest Price Technically Acceptable (LPTA)
 - Best Value Trade Off (BVTO)
 - Lowest Price (LP)

- **LPTA and LP (being used more than before)**
 - Contractors must meet certain non-price requirements for consideration. This means some contractors may not even make it to the price/cost evaluation.
 - Default to using since it is quicker, unless Trade Off is truly necessary.
 - Straight up pass/fail for non-price factors. Make sure you understand the PWS/SOW.

- **BVTO**
 - Used for more complex projects.
 - Understand your client's needs.

Scope of Work (SOW) vs. Performance Work Statement (PWS)

- **Understand the difference between the two. They are NOT the same.**
- **SOWs are very specific that the contractor must follow and meet every criteria written in the contract. If you are unsure, send in a Request for Information (RFI) to the KO to make sure you and the Navy understand the objective of the scope.**
- **Not all scopes, either SOW or PWS are created equal.**
 - Some are written better than others
 - Make sure that major objectives and milestones are not subject to interpretation. The client may want a specific service. Make sure you understand it.
 - “I can’t believe they sent this out to propose on.”

LESSONS LEARNED AND TIPS

Points of Contact



NAVFAC SW Points of Contacts for this presentation:

Ed Chevalier - Environmental Contracts Director

Edward.C.Chevalier@navy.mil

619-532-1933

Melanie Kito

Environmental Core Contracting Officers Representative

Melanie.Kito@navy.mil

619-532-2220

Allison Cantu

Environmental Core Contracting Officers Representative

Allison.Cantu@navy.mil

619-532-1159

* NOTE: Government POC's will not discuss current procurements. Please know if a meeting is desired with government personnel, please request via Contractor Visit Protocol at https://www.navfac.navy.mil/navfac_worldwide/atlantic/fecs/southwest/contact_us/KTR_Visit_POC.html