



NAVFAC SW Procurement Forum

Sharing With Our Industry Partners

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 for a specific procurement.
- The views presented are those of the speaker or author and do not necessarily represent the views of DoD or its Components.

Objectives



- Share Navy's procurement main objectives
- Share the typical Plan Of Action and Milestones for large procurements
- Share our evaluation factors and how we evaluate – large procurements and Task Orders
- Share post-award execution concerns
- Share NAVFAC SW contracting trends
- Answer audience questions

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.

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 DASN
- Source Selection Plan
 - **May have up to four reviews including legal**
- Pre-Solicitation Actions
 - Issue Pre-solicitation Notice
 - Industry Day
 - Build Solicitation
 - **Up to three reviews including legal**
- Solicitation Actions
 - Issue Request for Proposal (RFP)
 - Request for Information (RFI)

Typical POAM (cont.)

- Evaluate Proposals
 - Time differs depending on number of proposals received
 - 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) Report
 - 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 report
 - **Four reviews including legal**

Typical POAM (cont.)

- 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
 - Request funds
 - Prepare/review/submit Navy Chief of Information (CHINFO) notification
 - Issue letters
- Post Award
 - Conduct debriefs

Typical Evaluation Process and Teams



- 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 or SSAC will then perform a trade-off analysis (if procurement is Best Value Trade Off).
- Large procurement --almost always Best Value Trade Off (BVTO)

Typical Non-Price Factors Evaluations – Basic Tips



- **Follow directions**

- Page limitations
- Font size
- Page size
- Deadlines, last day and time to submit proposal
- For Construction, fill in Bonding Capacity
- ***Address ALL of the requirements!!***

- **Quality check your proposal**

- Watch for “cut and paste” mistakes
- Make sure all sections are consistent, such as the text, schedule and costs
 - If the proposal is not consistent, it invalidates the “facts”
- Don’t assume discussions will be conducted
 - You may only have one chance

Non-Price Factor: Experience



- Only use past projects that fit the RFP language
- Ensure consistency of Project Information (dates, project costs, type of contract, description of work) between Project Data Sheet for Experience & Past Performance Questionnaire
- Provide as much detail as possible on the project, the work performed, and the relevancy to the RFP requirements.

No need for Client testimonials or descriptions of new weapons systems/aircraft and how they are important to the Navy – Focus on the facility that you are building or designing!

Non-Price Factor: Past Performance



- **Past Performance is a mandatory factor.** According to current guidance, IT EQUALS ALL THE OTHER NON-PRICE FACTORS COMBINED.
- **Contractor Performance Assessment Report (CPARs) are mandatory and preferred.**
 - If the offeror is not satisfied with their evaluation, it is important that they provide comments in the CPARs evaluation AT THE TIME OF THE EVALUATION so the reviewer can understand BOTH sides.
 - Make sure the past performance is for contracts that are submitted for corporate experience (check RFP on this point).
- **If CPARS are not available, only then can a Past Performance Questionnaires (PPQ) be used.**
 - These must be signed and include the client name phone number.
 - PPQs are written by the offeror and can be inflated. *Be careful, the offeror will lose credibility if the Navy calls the client and verifies that the PPQ is not truthful or may be disqualified. And we do often call.*
- **Past Performance Information Retrieval System (PPIRS)** is also be used to look up past performance on other contracts within the system.

Non-Price Factor: Safety



- Safety evaluation should be straight forward with the following:
 - Experience Modification Rate (EMR)
 - Compares the company's annual losses in insurance claims against its policy premiums over three year period
 - Lower EMRs are generally given greater weight in evaluations
 - Days Away from Work, Restricted Duty, or Job Transfer (DART)
 - Lower DART rates are generally given greater weight in evaluations
 - Total Recordable Cases (TRC)
 - Lower TRCs are generally given greater weight in evaluations
 - Safety Narrative
 - Should describe the management and implementation of safety procedures and any innovative practices
 - Make sure to follow RFP requirements regarding the safety narrative; *if you have innovative methods to monitor safe work practices—tell us!*

Non-Price Factor: Commitment to Socioeconomic Programs



- This evaluation is mandatory if the contract is sent out as a unrestricted contract with no set-asides.
- Socioeconomic programs currently include:
 - Small Business (SB)
 - Veteran-Owned Business (VOSB)
 - Service-Disabled Veteran-Owned Small Business (SDVOSB)
 - Historically Underutilized Business Zone (HubZone) SB
 - Small Disadvantaged Business (SDB)
 - Woman-Owned Small Business (WOSB)
- Be sure to answer/provide all Small Business Utilization & Participation Information – Ensure information is complete and that math is correct.
- The more detail the better, such as names of the companies and type of relationship.

Price Factor



- Understand how the price/cost is used
 - Lowest Price
 - Low Price Technically Acceptable
 - Best Value Trade Off
- We use pricing on the seed project (representative of work to be ordered in the future) to award our basic contracts
- Our guidance right now provides that non-price factors other than past performance are all equal to one another, past performance is equal to the other non-price factors combined, and ALL non-price factors combined are approximately equal to price. *Check individual RFP.*

Tips For Solicitation/Pre-Award Phase



- Do not include assumptions in proposals
- If contractor finds ambiguities in solicitation or other issues needing clarification:
 - For Construction/EV Solicitations: Ask Questions and Submit Requests for Information (RFIs) before the due date
 - For A-E Solicitations: Request scope clarification meeting; Submit Cost Proposals in format prescribed by Government (if you don't get a template, ask for one).

Tips For Post-Award Execution



- Partnering between Government and Contractor is important
 - Include the Project Manager and Design Manager on correspondence related to proposed changes and submittals (design submittals, RFIs, etc.)
- Keeping Construction Schedule on Track is important
 - The Contractor and Designer of Record need to own their schedule.
 - Submit a Time Impact Analysis for each cost/time proposal for proposed change.
Include:
 1. Narrative defining the scope and conditions of the change, how it originated, and its impact on the schedule.
 2. Fragnet—a schedule extract that consists of the activities that constitute the scope of the changed condition(s) and the logic that connects the activities with each other and the activities in the existing schedule.
 3. A current project schedule that has been updated to the point in time when the impact occurred and “run” to generate a project completion date.
 4. Item 3 with the fragment from Item 2 inserted and the schedule “run” so that the new completion date is determined.
 5. Disk with the native files for Items 2, 3, and 4.

A-E IDIQ Trends



- Vehicles support Socio-economic Programs (8(a) & Small Business) + Unrestricted
- A-E Specific and Multi-Discipline Coverage
- 9-12 Months Procurement Action Lead Time
- Goal to ensure no gaps in coverage
- Have run out of capacity sooner than planned
- Now planning for contingency capacity
- Occasionally award specific A-E contracts for a large specific program (e.g. SPECWAR)

MACC and MASC Trends



- Vehicles support Socio-economic Programs (8(a), Hubzone/SDVO, & Small Business) + Unrestricted
- 15-18 Months Procurement Action Lead Time
- Goal to ensure no gaps in coverage
- In past, ran out of capacity QUICK!
- Now planning for higher \$ capacity for surge
- Occasionally award MACC for a large specific program (e.g. Coastal Campus; Medical, etc.) or Stand-alone Construction Contract >\$50M
- CRA impacts have held up TO/MACC awards

PANEL: AUDIENCE QUESTIONS?



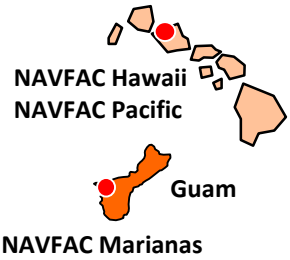
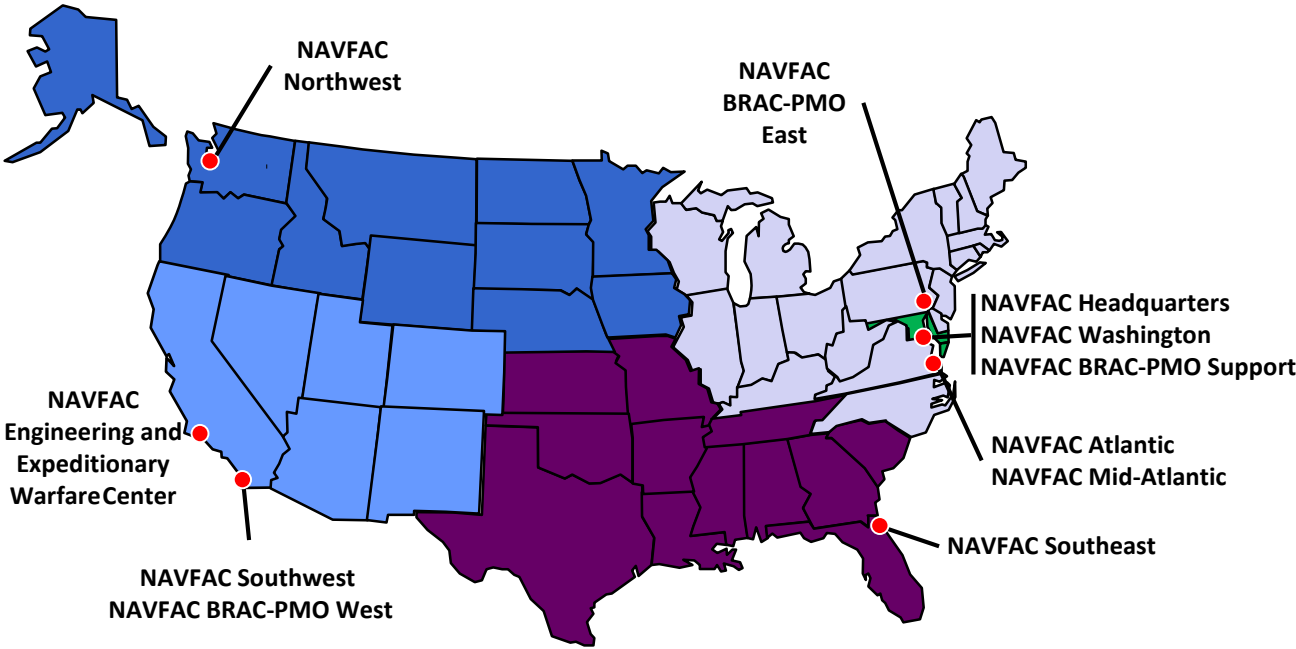
NAVFAC SOUTHWEST PANEL:

- Mr. John Coon, Chief Engineer
- Mr. Ed Chevalier, Director, Environmental Contracts
- Ms. Jennifer M. Reece, Capital Improvements Supervisory Contract Specialist
- Mr. Chad Slade, Capital Improvements Contracting Officer
- Ms. Melanie Kito, Supervisory Environmental Engineer
- Ms. Allison Cantu, Environmental Remediation Technical Lead
- Mr. Tony Lopez, Senior Regional Technical Engineer

BACKUP SLIDES



NAVFAC Areas of Responsibility



NAVFAC Pacific		NAVFAC Atlantic	
	NAVFAC Hawaii		NAVFAC Mid-Atlantic
	NAVFAC Marianas		NAVFAC Southeast
	NAVFAC Northwest		NAVFAC Washington
	NAVFAC Southwest		

Puerto Rico

 Vieques
 Managed by NAVFAC Atlantic

Typical Design/Build MACC Factors



- Experience
 - If specialty work...may require self-performed work
- Past Performance
- Safety
- Technical Solution (Project)
- Small Business Utilization & Participation
- Price

Typical Evaluation Process and Teams for MACCs



- Typically use the Two-Phase Design Build Process
- Each Source Selection Board generally consists of a contract specialist (CS), up to 3 technical specialists and can have an optional technical advisor, as well as other advisors (i.e., safety, legal, small business).
- During the evaluation period for each Phase, 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 for each Phase then write the non-price portion of the report for each Phase.
- A price evaluator will evaluate the price proposals and write or assist with the price portion of the report for Phase 2.
- The SSEB/SSAC will write a report summarizing the above for each Phase. The SSAC will perform a trade-off analysis for Best Value Trade Off and write a SSAC Report. Higher Level Reviews will be required.