

Contract Overview with the Navy 海軍との商取引の概要(English)

NAVFAC FAR EAST (極東海軍施設技術部隊)

Disclaimer: The information contained in the following slides are based on current policy/processes and may be subject to change.

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NAVFAC FAR EAST



FAR EAST AREA OF RESPONSIBILITY

Yokosuka, Atsugi, Okinawa, Sasebo, Iwakuni, Misawa, Chinhae, Diego Garcia, Singapore



NAVFAC FAR EAST ACQUISITION



- **NAVFAC FAR EAST is responsible for executing contracts for the following types of services:**
 - **Construction(Design Build, Design Bid Build)–Maintenance or Minor Construction**
 - **Maintenance Services– Cleaning, Refuse Collection, Housing Repair, Elevator Maintenance**
 - **Motor Vehicle Lease or Purchase**
 - **A/E(Architect & Engineer) which includes Civil, Mechanical, Electrical, Planning, Environmental Research, Studies, and Mapping**
 - **Environmental Services**

CONSTRUCTION



• TYPE OF WORK

- Construction and Maintenance of various types of Buildings, Facilities, Dry Docks, and Piers
- Machine, Equipment Installation, Repair
- Road Repair, Land Slide Protection, Painting, Fencing

• Contract Vehicles

- MACC (Multiple Award Construction Contract)
- Single vendor Indefinite Delivery / Indefinite Quantity Contract
- Stand alone Fixed Price Contract

• METHODS

- Most are procured as Design Build (DB) or Design Bid Build (DBB)
- Utilize best value source selection or lowest price

SERVICES



- **TYPE OF WORK** (All contracts are performance based)
 - Facilities services such as custodial, pest control, grounds maintenance, and Preventive Maintenance Inspection to facilities and housing
 - Solid/Industrial Waste Collection, Disposal, Transport, Treatment
 - Drinking Water or Sewage Water Testing and Analysis
 - Motor Vehicle, Construction Equipment Lease and Purchase
- **CONTRACT VEHICLES**
 - Base Operation Support Contract
 - Single vendor IDIQ
 - FED MALL
- **METHODS**
 - Utilize best value source selection or lowest price

FED MALL



- **FED MALL**

- Applicable only for contracts which include the applicable clauses
- To be ordered via web based system, directly by clients
- Payment is charged to Government's Purchase Card(GPC)

- **FED MALL CAUTIONS**

- Need to have an agreement with the credit card company
- Credit card administrative fee need to be included in the proposal

CONTRACT TYPES



- **FIRM FIXED PRICE (FFP) - N40084-XX-C/P-XXXX**
 - Has a definite deliverable that is stated in the specifications
 - Contract is stated as a fixed amount that will be paid based on progress
 - Price is not subject to adjustment regardless of contract performance, unless modified by the Contracting Officer
 - May be a one time requirement or recurring services
 - Recurring services will contain a base period and could contain a number of option periods

CONTRACT TYPES



- **Recurring/Non-Recurring IDIQ - N40084-XX-D-XXXX**
 - Most service contracts
 - Contract is stated as a Not To Exceed (NTE) amount either for the period or life of the contract
 - Orders are placed after award for recurring services
 - Non-recurring work negotiated as required and placed as task order
 - All orders are issued as fixed priced
 - Issued for a base period and could contain a number of option periods

HOW TO PARTICIPATE SOLICITATIONS



- **The steps required to participate in our requirements:**
 - **Obtain DUNS NUMBER**
 - **Obtain NCAGE CODE**
 - **Register in SAM**
 - **Obtain AsiaNECO account and search solicitations**
 - **Participate in Site Visit, Pre Proposal Conference**
 - **Prepare Proposal**
 - **Submit Proposal**

HOW TO PARTICIPATE SOLICITATIONS



- MANDATORY CODES

- DUNS NUMBER

- 9 digits serial number issued by Tokyo Shoko Research (TSR)
 - Submit application by fax

- NCAGE CODE

- 5 digits identification code
 - Obtain from NCAGE website after obtaining DUNS:
<https://eportal.nspa.nato.int/public/eportal.aspx>

NOTE: Be sure to use the same address for DUNS and NCAGE

HOW TO PARTICIPATE SOLICITATIONS



3. SYSTEM FOR AWARD MANAGEMENT (SAM)

<https://www.sam.gov/>

- Needs to be registered at SAM before participating solicitations. Check the validity prior to participation
- DUNS & NCAGE company name and address have to be exactly the same
- Consider as non responsible when SAM registration is expired
- POC change – SAM info needs to be updated
- Do not forget ID & Password and security questions

HOW TO PARTICIPATE SOLICITATIONS



- ASIA NECO

- Search opportunities in AsiaNECO
- After SAM registration is activated, access to AsiaNECO
[/https://asia.neco.navy.mil](https://asia.neco.navy.mil)
- Register on the site as a NAVFAV Vendor
- After registration is approved, download solicitation documents

NOTE: For requirements in the U.S.A, use NECO. For Asia, use AsiaNECO

IMPORTANT ITEMS WHEN PARTICIPATING SOLICITATIONS



- **Read the entire RFP/RFQ or IFB carefully. Paying particular attention to:**
 - Scope of work
 - Evaluation factors
 - Contract terms and conditions
 - Performance Period/Delivery Date/Schedule
 - Submittal requirement
- **Ensure to review all Solicitation Amendments and acknowledge in your proposal**
- **Participate in site visit**
- **Check registration status in DUNS, NCAGE, SAM**
- **Submit questions via e-mail to the point of contact listed in the Request for Proposal by the stated date**
- **All correspondence and contracts are in English**

IMPORTANT ITEMS WHEN PARTICIPATING SOLICITATIONS & AWARD



• Evaluation Factors

- Common factors include technical capabilities, management approach, experience, past performance, safety, and price
- Ensure you review all evaluation factors, both the submission requirements and the basis of evaluation
- Proposal must include each of the submission requirements to included the required plans, licenses, organization charts, schedules, past performance questionnaires, safety narratives, etc
- Always submit you final, complete, and accurate proposal as the Government reserves the right to award without discussions, when possible

IMPORTANT ITEMS WHEN PARTICIPATING SOLICITATIONS & AWARD



• HOW TO SUBMIT PROPOSALS

- Ensure the proposals are in the correct format/volumes
- Verify in the Request for Proposal the required delivery method
- If mailing the proposal, ensure to allow adequate delivery time for mailing (via base post office)
- If utilizing a Courier, you must ensure the courier possess a base pass
- If you will hand carry you must inform the point of contract listed on the solicitation in advance to arrange delivery
- If electronic submissions are allowed, ensure the submission conforms to the size requirement and are submitted on time

Note: Proposal MUST be received by the date and time specified in the solicitation

IMPORTANT ITEMS WHEN PARTICIPATING SOLICITATIONS & AWARD



- **Always be punctual**
 - Site visit and pre proposal conference
 - Proposal submission
 - Contract Submittals
 - Contract term/period of performance – When the work is delayed, Liquidated Damages may be assessed
- **SAFETY CONTROL COURSES**
 - Quality Control Manager (QCM)
 - Site Safety and Health Officer (SSHO)
 - Kouji Shunin Course or Shocho Course supported by Japan Construction Occupational Safety and Health Association

PAYMENT



- **NAVFAC utilizes a system called Wide Area Work Flow (WAWF) which is a Web based invoicing system**
 - Upon contract award, you must create an account in WAWF
 - Payment will be made via DFAS Yokota
 - Payment due – 30 days or 14 days

- **Government Purchase Card (GPC) Payment**
 - Payment via Citi Bank
 - FED MALL – 30 days
 - Other orders – 14 days

CPARS – Performance Evaluation



- **At work completion or during contract term the Government evaluates contractor's performance in the Contractor Performance Assessment Reporting System - CPARS**
- **The Government evaluates and the contractor must acknowledge each evaluation inputted into CPAR**
- **Finalized CPARS will be uploaded on PPIRS**
- **During all Source Selection and prior to award of any option period, PPIRS is accessed and all past performance evaluations are reviewed to ensure satisfactory performance. An adverse performance rating can adversely affect future contract awards**

NAVFAC FE WEBSITE



DUNS NUMBER / NCAGE CODE / SAM / AsiaNECO / WAWF

- Japanese instructions can be downloaded from NAVFAC website

https://www.navfac.navy.mil/navfac_worldwide/pacific/fecs/far_east/about_us/contractors_information.html

INQUIRY



Questions or concerns:

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