

NAVFAC HAWAII PROTOCOL
ON CONTRACTOR CALLS/VISITS TO THE COMMAND

Jan. 19, 2016

This NAVFAC Hawaii protocol applies to all contractor calls/visits, personal visits, or social calls to the command. A telephone call or conference will be treated the same as an in-person visit.

Any request for a meeting or visit will be handled the same as an in-person visit, be it PHONCON, Videocon, voice-over-internet, etc.

Meetings or visits are not to exceed one (1) hour and can only be conducted once every six (6) months.

Note: This protocol does not apply to meetings to discuss administration of existing contracts with NAVFAC Hawaii.

Visits with the NAVFAC Hawaii Small Business Office are handled by Mr. Patrick Ompad, please email him at patrick.ompad@navy.mil.

To request a contractor call/visit, personal visit, or social call to the command, use the following link to contact the appropriate Business Line (BL) or Support Line (SL) representative:

http://www.navy.mil/content/dam/navfac/NAVFAC%20Pacific/NAVFAC%20Hawaii/PDFs/att-jhits_directory2015-nfh_pgs_74-75.pdf

Once initial contact is made, send an email to the appropriate BL or SL representative with the following information:

- Description of how this discussion is necessary or beneficial to the conduct of official Department of the Navy business.
- A list of specific topics you wish to discuss.
- A list of personnel you would like to visit at NAVFAC Hawaii.
- Biographies for all personnel who will be visiting NAVFAC Hawaii.
- Confirmation that your company is not involved in an ongoing solicitation or dispute with NAVFAC Hawaii.
- Specific dates and times you are available.
- Identify whether you need base access.

Please allow at least **TWO (2) WEEKS** to coordinate visits, not including base pass processing requirements.

Contractor visits will only be granted based on availability of personnel and at the discretion of NAVFAC Hawaii.

A meeting will normally **NOT** be scheduled:

- To discuss procurement sensitive information to include ongoing procurement/ solicitation (or any stage of an active acquisition) unless the contractor has a pressing matter of official business and the meeting will not address the ongoing procurement.
- To discuss specific procurements or project information, whether pending or anticipated unless government allows one-on-one visits which are made available to all potential offerors.
- For the purpose of conducting vendor/contractor promotional training.

In accordance with 5 CFR Part 2635.203, vendor/contractor promotional training is defined as training provided by any person for the purpose of promoting its products or services and does not include training provided under a Government contract or by a contractor to facilitate use of products or services it furnished under a Government contract.

- If the contractor is involved in a dispute with NAVFAC Hawaii.

There will be no advantage provided to any company over another during calls or visits. The mere perception of impropriety or favoritism, by providing contractors access more than others, puts the acquisition process at risk.

If contractors wish to obtain program specifics, visit the Federal Business Opportunities (FBO) Website at www.fedbizopps.gov and the Navy Electronic Commerce Online (NECO) Website at <https://www.neco.navy.mil>.

This protocol reflects Secretary of Defense and Secretary of the Navy Guidance for communication with industry. It was developed to serve the dual interests of providing industry representatives with a fair and equal opportunity to contact this command, and ensuring minimal disruption to the Navy mission.