Naval Facilities Engineering Systems Command

NAVFAC Marianas

NAVFAC MARIANAS CONTRACTOR VISIT PROTOCOL

This NAVFAC Marianas protocol applies to all contractor calls/visits, personal visits or social calls. Any request for a meeting or visit will be handled the same as an in-person visit, whether it is a telephone conference, video conference, voice-over-internet, etc.

To request a contractor visit, email the command's Contractor Visit Coordinator at NAVFACMAR_Contractor_Visit_Coordinator@fe.navy.mil with the following information:

1. List of specifics for discussion.
2. Biographies of all personnel visiting NAVFAC Marianas.
3. Names of individuals with whom you would like to meet at NAVFAC Marianas.
4. Dates and times you are available.
5. Identify if you need base access (Naval Base Guam, Andersen Air Force Base, MCB Camp Blaz, Nimitz Hill headquarters).

Once the information is received, the contractor will be contacted to coordinate details of the visit. **NOTE: Visit coordination could take up to one week.**

Considerations in scheduling a meeting:

1. If the contractor is involved in an ongoing procurement/solicitation (or any stage of an active acquisition).
2. Discussion of specific procurements or project information, whether pending or anticipated.
3. Discussion of potential acquisition vehicles, source selection methodologies, etc.
4. If the contractor is involved in a dispute with NAVFAC or another entity of the United States of America.
5. If the contractor requests a visit more than once in a six-month period.

Visit the Federal Business Opportunities website (www.fedbizopps.gov) and the Navy Electronic Commerce Online website (https://www.neco.navy.mil) to obtain program specifics.

This protocol 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.

Thank you in advance for your cooperation and understanding. Please email the Contractor Visit Coordinator if you have any questions or concerns.