



Ship Maintenance Industry Day 2

Presented to:

Industry

Presented by:

NAVSUP FLC Bahrain

30 July 2019

READY. RESOURCEFUL. RESPONSIVE.





Industry Day Disclaimer

THIS IS NOT A SOLICITATION. We are hosting this event to provide you information about how to do business with the Department of the Navy in the Kingdom of Bahrain. This event is informational only, and we are not requesting, nor will we accept, proposals for supplies or services as a result of this event.

You may hear some briefings about potential upcoming requirements. This is based on our best knowledge right now, but our requirements can and do change unpredictably. You should consider the briefings to be informational only, and you should not assume that these will be the actual requirements that we will ask Industry to provide in the future.

The Government purchases supplies and services through Requests for Proposal ("RFPs") and Requests for Quotation ("RFQs"). All requirements will be stated in those RFPs and RFQs. We invite all qualified vendors to submit proposals or quotations in response to our RFPs and RFQs. Later in this event, we will explain where to find our RFPs and RFQs.

We are glad you are participating in this event, and we welcome your involvement. However, please note that participation in this event does not guarantee that you will receive a contract with the U.S. Government.

Industry Day Agenda Day 2

- **08:30 a.m. - 08:45 a.m.** **Opening Remarks**
- **08:45 a.m. - 09:35 a.m.** **NAVSUP Code 200 Leadership and Contracting Overview, Mr. Rick Bauer – NAVSUP FLC Bahrain**
- **09:35 a.m. - 09:45 a.m.** **10 Minute Break**
- **09:45 a.m. - 10:05 a.m.** **Invoicing, Mr. Ganesh Swaminathan – Forward Deployed Regional Maintenance Center (FDRMC)**
- **10:05 a.m. - 10:25 a.m.** **How to Register as a U.S. Government Contractor, Ms. LaSheena Bentley – NAVSUP FLC Bahrain**
- **10:25 a.m. – 10:45 a.m.** **Proposal Preparation, Ms. LaSheena Bentley – NAVSUP FLC Bahrain**
- **10:45 a.m. – 11:00 a.m.** **Q&A**
- **11:00 a.m. – 11:10 a.m.** **NAVSUP FLC Bahrain Closing Remarks
CAPT Terrel Fisher**
- **11:10 a.m. – 12:00 a.m.** **NAVSUP Registering Demonstration**

Code 200 Leadership and Contracting Overview

Rick Bauer
Director of Contracts



NAVSUP FLCB FY18 Dollar Breakdown by NAICS Code

NAICS Code	Description	Total
336611	SHIP REPAIR	\$50M
488310, 541614, 722310	HUSBANDING SERVICES	\$29M
517110, 517312, 541330	IT SERVICES	\$4M
488119	AIRPORT TERMINAL OPERATIONS	\$3M
721110	LODGING	\$2M
333318, 561210	MAIL HANDLING	\$1.5M



NAVSUP FLCB FY18 Dollar Breakdown by NAICS Code

NAICS Code	Description	Total
337127, 337214	OFFICE FURNITURE	\$858K
488310, 532411, 811310	MARINE EQUIPMENT RENTAL	\$738K
336111, 336112	GOLF CARTS	\$383K
621910	AMBULANCE SERVICES	\$351K

Contracting Process



Stages of the procurement process



Contracting Process

- The Government Determines Requirement or Need
- The Government Solicits (publishes) the Requirement in FEDBIZOPS and/or EuroNECO
- The Vendor Submits Quotes/Proposals based on the Solicitation Instructions (FAR 52.212-1) and Evaluation Criteria (FAR 52.212-2)
- Government Receives Offers from Vendors and Evaluates the Quotes/Proposals Received Based on the Established Criteria in the Solicitation
- Award Contract
- Vendor Starts Performance on the Contract

Types of Solicitations

- Solicitations used by the government typically come in two formats
 - Request for Quote (RFQ)
 - Request for Proposal (RFP)

- “Solicitation” means any request to submit **offers or quotations** to the Government.

- “Solicitation provision” means a **term or condition** used only in **solicitations** and applying only before contract award.

- “Contract clause” means a **term or condition** used in **contracts or in both solicitations and contracts**, and applying after contract award or both before and after award.

- “Best value” means the expected outcome of an acquisition that, in the Government’s estimation, provides the greatest overall benefit in response to the requirement.

Types of Solicitations

Request for Quotation (RFQ)

- RFQ -- used by the Government to obtain quotations
- Estimated value of the Government's need is expected to be under \$250,000 and simplified acquisition procedures will apply
- RFQ may also be used in circumstances where simplified acquisition procedures are not used

Types of Solicitations

Request for Proposal (RFP)

- Request for Proposals or RFPs are used in negotiated acquisitions to communicate Government requirements to prospective contractors and to solicit proposals
- Proposals are often discussed and negotiated with Government buying units and pricing, technical requirements and deliverables are subject to change



Questions

Invoice and Payment Processes

Ganesh Swaminathan

Forward Deployed Regional
Maintenance Center (FDRMC)
Detachment Bahrain

Invoice and Payment Processes

- **Invoice Processor**
 - Invoice received from customer
 - Reviewed for financial accuracy
 - Processing time for invoice starts when Finance office stamps invoice not from customers date of invoice
 - Incorrect invoice should be rejected in 7 days
- **Program Manager**
 - Reviewed for verification for actual work completed
 - If one error is on invoice the entire invoice will be rejected
 - Invoices will also be rejected for open work on a line item

Invoice and Payment Processes

- **Certification Authority**
 - Naples, Italy certifies 75% of invoices in Bahrain
- **Commercial Pay Office**
 - Certified invoices are sent to the pay office to administer the check
 - Average processing time is 3-4 weeks
- **Finance Office**
 - Check collection retrieval for customers is Monday on a weekly basis

Top 5 Reasons Why Invoices Are Not Paid

1. Missing name and address of the contractor
2. Date and invoice number not listed
3. Contract number not listed
4. Description, quantity, unit of measure, unit price
5. Total or contract line item number are inaccurate



Questions

Contracting Overview How to Register as a U.S. Government Contractor

LaSheena Bentley
Assistant Deputy Chief of Contracts

Register for a NATO CAGE (NCAGE)

All entities physically located OUTSIDE of the U.S. and territories and wishing to conduct business (contracts/grants) with the U.S. Government, must FIRST request a NCAGE Code, followed by a DUNS Number and registration in SAM.

- <https://eportal.nspa.nato.int/AC135Public/default.aspx>
- The NCAGE Code is required to complete System for Award Management (SAM) registration.

Register for a D-U-N-S Number

- The Dun & Bradstreet D-U-N-S® Number is a unique nine-digit identifier for businesses. It is used to establish a business credit file, which is often referenced by lenders and potential business partners to help predict the reliability and/or financial stability of the company in question. D-U-N-S, which stands for Data Universal Number System, is used to maintain accurate and timely information for over 265M global businesses.
- <http://fedgov.dnb.com/webform>
- The D-U-N-S® Number is required to complete SAM registration.

North American Industry Classification System (NAICS) Code

- The North American Industry Classification System (NAICS) is the standard used by Federal statistical agencies in classifying business establishments for the purpose of collecting, analyzing, and publishing statistical data related to the U.S. business economy.
- <https://www.naics.com/search/>
- The North American Industry Classification System (NAICS) code is required to complete SAM registration.

System for Award Management (SAM)

- The System for Award Management (SAM) is the primary source for agencies to learn about prospective vendors.
- Government maintained database
- **SAM.gov registration is free and mandatory.** There is NO FEE to register, or maintain your registration, in the System for Award Management (SAM.gov).
- SAM Guides for Contract Registrations
 - DUNS Numbers
 - NATO Cage Number (NCAGE)



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Before you register, you need to know the following:

What is an Entity?

In SAM, your company/business/organization is now referred to as an "Entity."

- REGISTERING IN SAM IS FREE.
- If you were registered in CCR, your company's information is already in SAM. You just need to set up a SAM account. See the "Migrating Roles" Quick Start Guide.

Your Entity's DUNS Number

You need a DUNS to register your entity in SAM.

- If you do not have a DUNS number, you can request a DUNS number for free by visiting D&B at <http://fedgov.dnb.com/webform>
- It takes 1-2 business days to obtain a DUNS.

Your Entity's Taxpayer Identification Number (TIN)

- You need your entity's Tax ID Number (TIN) and taxpayer name (as it appears on your last tax return). Foreign entities that do not pay employees within the U.S. do not need to provide a TIN.

Your Entity's NCAGE Code

You need a NCAGE Code to register your entity in SAM.

- If you do not have NCAGE code, you can request a NCAGE code for free by visiting NSPA at <https://eportal.nspa.nato.int/AC135Public/scage/CageList.aspx>

Steps For Registering Your Entity in SAM

1. Go to www.sam.gov
2. Create a Individual Account and Login First
3. Click "Register New Entity" under "Register/Update Entity" on your "My SAM" page
4. Select your type of Entity
5. Select "Yes" to "Do you wish to bid on contracts?"
6. Complete "Core Data"
 - Validate your DUNS information
 - Enter Business Information (TIN, etc.)
 - Enter CAGE code if you have one. If not, one will be assigned to you after your registration is completed. Foreign registrants must enter NCAGE code.
 - Enter General Information (business types, organization structure, etc)
 - Financial Information (Electronic Funds Transfer (EFT) Information)
 - Executive Compensation
 - Proceedings Details
7. Complete "Assertions"
 - Goods and Services (NAICS, PSC, etc.)
 - Size Metrics
 - EDI Information
 - Disaster Relief Information
8. Complete "Representations and Certifications"
 - FAR Responses
 - Architect-Engineer Responses
 - DFARS Responses
9. Complete "Points of Contact"
10. Your entity registration will become active after 3-5 days.

How to Register on Federal Business Opportunities (FEDBIZOPS)

- Fed Biz Ops, also commonly referred to as FBO has been designed as a single point of entry for vendors to find Federal business opportunities across all departments and agencies.
- Website: www.fbo.gov

European Navy Electronic Commerce Online (EuroNeco)

- <https://euro.neco.navy.mil/>



Questions

Contracting Overview Proposal Preparation

LaSheena Bentley
Assistant Deputy Chief of Contracts

Tips For Proposal Preparation

- Do your homework --- carefully read and reread the solicitation document
- To clearly understand what is being procured, including clauses and provisions
- If you are not sure about something --- ask questions
- Carefully review the solicitation, including all applicable schedules, clauses, and attachments
- **Businesses that do not comply with all requirements may be determined non-responsive**

Proposal Preparation

- Understanding the Government's request is important -- how your firm can execute or deliver an appropriate solution is critical
- Offering pricing that is fair and competitive
- Ensure your proposal is well-written and error free
- Good proposals will clearly articulate how the bidder fulfill the need outlined by the Government

Areas to Consider Avoiding in Proposal Preparation

- Failure to fully understand the solicitation and governing regulations
- Incomplete or late submission
- Proposal is not specific and to the point
- Failure to understand best value considerations
- Unrealistic proposal pricing
- Evaluation components are not sufficiently addressed in the proposal
- Proposing key personnel that do not have sufficient experience and background that match the requirement
- Errors in the submission
 - Errors in cost and pricing data
 - Proposal not signed by an authorized company official



Questions

Closing Remarks

CAPT Terrel Fisher