

MINUTES

SITE VISIT - N68335-00-R-0477

JUNE 16, 2001

MATERIAL MANAGEMENT SUPPORT SERVICES

CHERRY POINT, NC

A site visit was conducted on Saturday - June 16, 2001 (at 8:00 a.m.), in Building 137, at NADEP, Cherry Point, NC.

Attendees were welcomed, and introductions made.

B. Doss	Competitive Sourcing Program Coordinator
N. LaFavre	Contracting Officer
C. Montgomery	Contract Specialist

Mr. Doss presented and went over the schedule for the site visit. (The presentation is provided as part of Attachment 2)

After the overview was presented, Ms. LaFavre, Contracting Officer, provided some additional information regarding the Material Management requirement:

Any questions, problems or concerns regarding this procurement, please contact C. Montgomery, the Contract Specialist. Telephone numbers and web site information were provided to anyone in need.

2. Attendees were reminded that it was their responsibility to continually check the web sites for new and changing information to the procurement, for example, amendments. Both web sites will contain future information, however, Ms. LaFavre indicated the Lakehurst site was the fastest, easiest and better organized of the two sites.

3. Attendees were reminded again to sign in on the sheet provided.

4. Ms. LaFavre gave a brief overview of the CA process and how it works, then provided the following highlights of Solicitation N68335-00-R-0477.

HIGHLIGHTS

Requirement: Material Management Support Services in accordance with a Performance Work Statement.

Location: The majority of the services will be accomplished at the NADEP, Cherry Point. Some travel is required.

The procurement is **UNRESTRICTED**.

Performance Period: 5 years

Contract Type: Combination of FFP and ID-IQ

There is a **Wage Determination** involved.

The method of **evaluation** for proposals submitted will be **Best Value**.

Important Reminders:

L.102 and M.27 located in Sections L and M of the solicitation are very important provisions of the solicitation. Please read them carefully.

The solicitation directs offerors to go directly to their customers with their past performance surveys, and have customers fax their responses directly back to the Contracts Department in **Lakehurst**. Technical proposals are to be sent to **Cherry Point**. See Block 8 of the solicitation.

The Surveys should be completed by your customers and sent to Lakehurst prior to the close of the solicitation.

*****IT IS IN YOUR BEST INTEREST TO KEEP A CLOSE TAB ON THESE SURVEYS BECAUSE THEY ARE A VERY IMPORTANT CONTRIBUTION TO THE EVALUATION OF YOUR PROPOSAL *****

5. The solicitation closing date will be extended to 31 July 2001.

6. Finally, Amendment 00001 will include the following:

- Minutes to the site visit
- Copy of the sign in sheet
- Responses to the questions submitted prior, during and after the site visit
- Any changes to the requirement as a result of those questions
- Any other changes to the terms and conditions.

7. Amendment 00001 would be issued within 15 days, hopefully sooner.

TOUR

After the tour, attendees returned to the conference room. Questions were collected. Ms. LaFavre indicated questions would be accepted up to COB - Monday, June 18, 2001.

The site visit concluded at 9:30 a.m.