

N00178-16-R-4000
REGISTRATION
FREQUENTLY ASKED QUESTIONS

Q1. I am trying to register my company on the Seaport website, and the application is asking me to fill in the blanks for the following:

Guaranteed Minimum Savings

Pass Through Maximum

Esc Rate

Profit Fee

What are these items and how do I fill these out?

A1. All these items are also found in the official solicitation under Section H, H.10 Savings Clause and must match what Offerors propose in their Attachment J:2 Summary of Fill-ins. Registration help guides are available under the Rolling Admission Reference Documents and under the Help icon on the Registration page as well.

The following are general definitions and the values must be entered using decimals, % will cause an error:

- **Guaranteed Minimum Savings - For high-dollar value task requirements involving repetitive tasks, (when identified in a task order solicitation) the contractor agrees to the maximum extent practicable to reduce the price for services performed under each subsequent year by at least the percentages listed in these blanks (should be greater than 1% annually).**
- **Pass Through Maximum – Is the maximum fee that an Offeror would charge on subcontractor costs (should not exceed 8% and must be proposed even if you do not intend to have subcontractors).**
- **Esc Rate – Is the maximum escalation rate or annual labor cost increases expected to occur (should not exceed 6%).**
- **Profit Fee – Maximum fee rate applied to prime costs on cost type orders (should not exceed 8% and must be proposed even if you only intend on bidding on FFP type orders).**

Q2. I am trying to complete the Prime Information and it is asking me for a Payment Center and Admin office. I do not know what our Admin and Payment office is.

A2. Go to www.dcma.mil and under the Customers Tab, Select CAS Directory, Select the first link -- CAS Component Directory.

Type in your 5 Digit Zip Code and Search - This gives you your DCMA Office.

You can then click on the DFAS Columbus Center Link and your payment office will come up.

The Default payment office is HQ0338.

Q3. As a new registrant, we do not have submitted rates, and as such, are unable to fill in the section of the registration that requires this information which required for our registration submission to be completed. We will not have this information until we develop our RFP however your requirement is that we submit a registration which we cannot complete unless we fill in the required price information. How are we to complete the registration if we do not have the information for the required prices?

A3. The registration will not close until the time that the proposals are due so you can go back in and complete and submit when you know what you are proposing. Please ensure that you have "Submitted" the information properly in the registration process before the closing of the solicitation on 03 February 2015 at 2:00 PM Dahlgren time as stated in Amendment 0001 to N00178-16-R-4000.

Q4. I am having difficulties adding team members, is there a technical helpdesk to call?

A4. The technical helpdesk can be reached by email via seaportsupport@aquilent.com

Q5. Are prior year RFPs and SOWs available?

A5. Yes. They are located on the same page as the solicitation and reference documents. All documents can be found without registering. They are located under the Rolling Admissions link on the bottom right side of www.seaport.navy.mil.

Q6. If a company that was previously on the vehicle as a prime, and off-ramped wants to re-submit, is there a different process? OR – if it is within the last year, are there circumstances under which they can be re-instated without full submittal?

A6. You have to submit a full proposal in accordance with N00178-16-R-4000.

Q7. Where can I access the solicitation for the SeaPort-e Program IDIQ contract?

A7. The Seaport e Rolling Admissions Solicitation (N00178-16-R-4000) is located on FEDBIZOPPS and on www.seaport.navy.mil

Q8. Does the Navy procure construction services through this contract vehicle?

A8. Seaport e is for Engineering Services not construction services. The NAICS codes used for all Seaport-e Task Orders is 541330 (38.5 million dollars in average annual sales over the past three (3) completed accounting periods).

Q9. What is the closing date for the rolling admission?

A9. Amendment 0001 to solicitation N00178-16-R-4000 extends the closing date from 21 January 2016 to 03 February 2016. Online registration and the hardcopy proposal submission in response to the solicitation N00178-16-R-4000 has to be completed and received by the Government by the new date of 03 February 2016 at 2:00 PM Dahlgren time.

Q10. Can we submit a proposal under the new rolling admissions if we do not have a current contract, or is this only for current contract holders?

A10. The Rolling Admissions is open to all vendors and information can be found at the Seaport e website - www.seaport.navy.mil under Rolling Admissions and in FEDBIZOPPS.

Q11. If we want to be a subcontractor on Seaport-e do we need to register under Rolling Admissions?

A11. No, to be a subcontractor under Seaport-e you need to arrange a teaming agreement with a Seaport-e contract holder or with a new Prime Offeror under Rolling Admissions.

Q12. I currently have an active Seaport-e contract and need to change my size status and add a new zone. Do I need to register?

A12. No, you do not need to register. A message was sent out in the portal to all current contract holders detailing how to submit re-certifications of size status and zone additions.

Q13. Do affiliates (Parent, subsidiary, or division) of a current Seaport-e contract holder need to register?

A13. No, affiliates do not need to register. There is a one contract per company rule in Seaport-e. If an affiliate registers and receives a contract, the original Prime Contract holder and affiliate will have to determine which contract will remain active and the other is deactivated.