

**Rolling Admissions Registration
Instructions**

Version 1.0

October 31, 2015

1100 West Street
Laurel, MD 20707
301.939.1000
www.aquilent.com

Document Status

Item	Description
Document Title	Rolling Admissions Registration Instructions
Author	Aquilent
Document Description	This document contains instructions for new registrants and returning companies with expired contracts on the Rolling Admissions registration process.

Document History

Ver.	Date	Changed By	Description
1.0	10/31/2015	Aquilent	Final

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1 Overview

The Navy Virtual SYSCOM is comprised of NAVSEA, NAVAIR, NAVSUP, NAVFAC, SPAWAR, and Office of Naval Research. Periodically, there is a need to expand the existing nationwide SeaPort-e Multiple Award Contracts (MACs). This expansion is referred to as Rolling Admissions and takes place via the Rolling Admissions clause in the MAC contracts, preserving the local registered contractor base and business relationships while enhancing small business opportunities, including potential identification of additional set-aside categories. Rolling Admissions provides new industry partners the opportunity to participate. Additionally, current MAC holders are given the opportunity to expand into additional zones and recertify size standards for their company.

The official point of entry to download the solicitation and mandatory documents for Rolling Admissions is www.fbo.gov; however, all documentation can also be found at the official SeaPort-e Rolling Admissions section located within the www.seaport.navy.mil website. All Rolling Admissions information, to include the solicitation, industry briefs, reference documents and other notices to industry, are located on this website. Registrants are asked to check this website frequently for the latest information.

There are two required parts of the Rolling Admissions Registration Process and one optional component. The registration process is not complete until the registrant has received **BOTH** confirmation emails indicating successful submission of each required component.

- **Contractor Information Registration (required)** – grants access to the registrant to the secured Rolling Admissions Registration system.
- **Enter Prime Information (required)** – collects identification information about the company being registered.
- **Add Team Members (optional)** – collects identification information for any companies the registered company plans to team with.

New registrants, or companies who have expired SeaPort-e contracts and must reapply, are invited to participate during Rolling Admissions. To do so, they must register at <https://auction.seaport.navy.mil/registration>, prior to submitting a formal proposal in response to Section L of a solicitation. Access to this site is only available for a short timeframe specifically for the Rolling Admissions process.

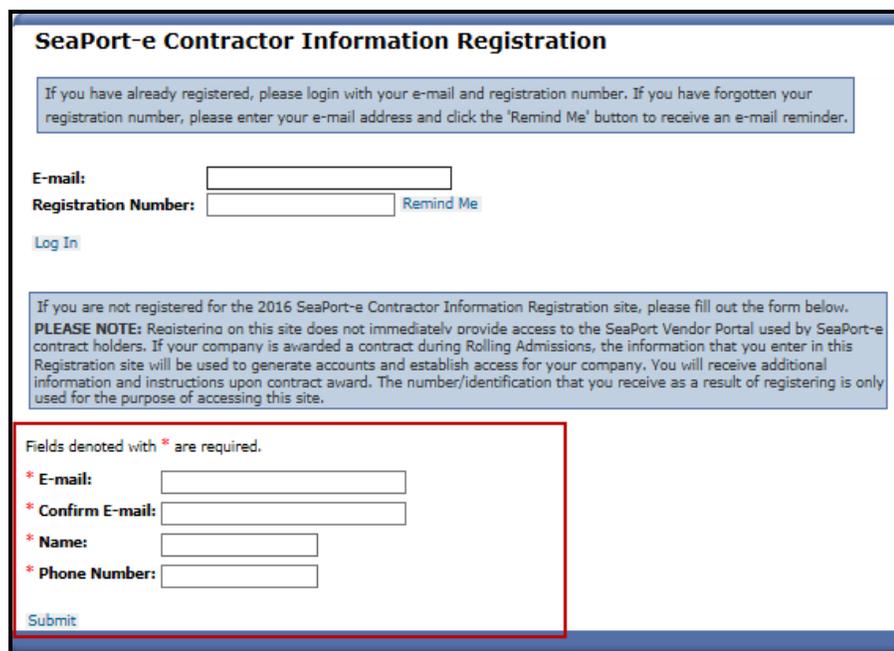
Registrants are asked to enter company information, including proposed teaming partners, on the Rolling Admissions site. This information will then become part of their proposal to the Government and any subsequent award. Hard copy proposals will not be evaluated unless this registration information is completed and submitted in the Rolling Admissions module.

2 Rolling Admissions Registration

The first part of the process requires the registrant to register for an account in order to gain access to the “*SeaPort-e Contractor Information Registration*” site.

2.1 Contractor Information Registration

1. Go to <https://auction.seaport.navy.mil/registration>. The “*SeaPort-e Contractor Information Registration*” page (see Figure 1 below) displays.
2. Registrants should complete the information located at the bottom of the page:
 - E-mail
 - Confirm E-mail
 - Name
 - Phone Number
3. Confirm the accuracy of the information entered.
4. Click the **Submit** link.
5. The registrant will receive a confirmation email containing their registration number and will be navigated to the “*Enter Prime Information*” page which lists the registration number across the top. See [Section 2.2 Enter Prime Information](#) for more instructions on completing the “*Enter Prime Information*” page.



SeaPort-e Contractor Information Registration

If you have already registered, please login with your e-mail and registration number. If you have forgotten your registration number, please enter your e-mail address and click the 'Remind Me' button to receive an e-mail reminder.

E-mail:

Registration Number: [Remind Me](#)

[Log In](#)

If you are not registered for the 2016 SeaPort-e Contractor Information Registration site, please fill out the form below.

PLEASE NOTE: Registering on this site does not immediately provide access to the SeaPort Vendor Portal used by SeaPort-e contract holders. If your company is awarded a contract during Rolling Admissions, the information that you enter in this Registration site will be used to generate accounts and establish access for your company. You will receive additional information and instructions upon contract award. The number/identification that you receive as a result of registering is only used for the purpose of accessing this site.

Fields denoted with * are required.

* E-mail:

* Confirm E-mail:

* Name:

* Phone Number:

[Submit](#)

Figure 1: SeaPort-e Contractor Information Registration page

After the request for a registration account is submitted, a confirmation email is sent notifying the new registrant that they have successfully registered for an account to the SeaPort-e Contractor Information Registration site.

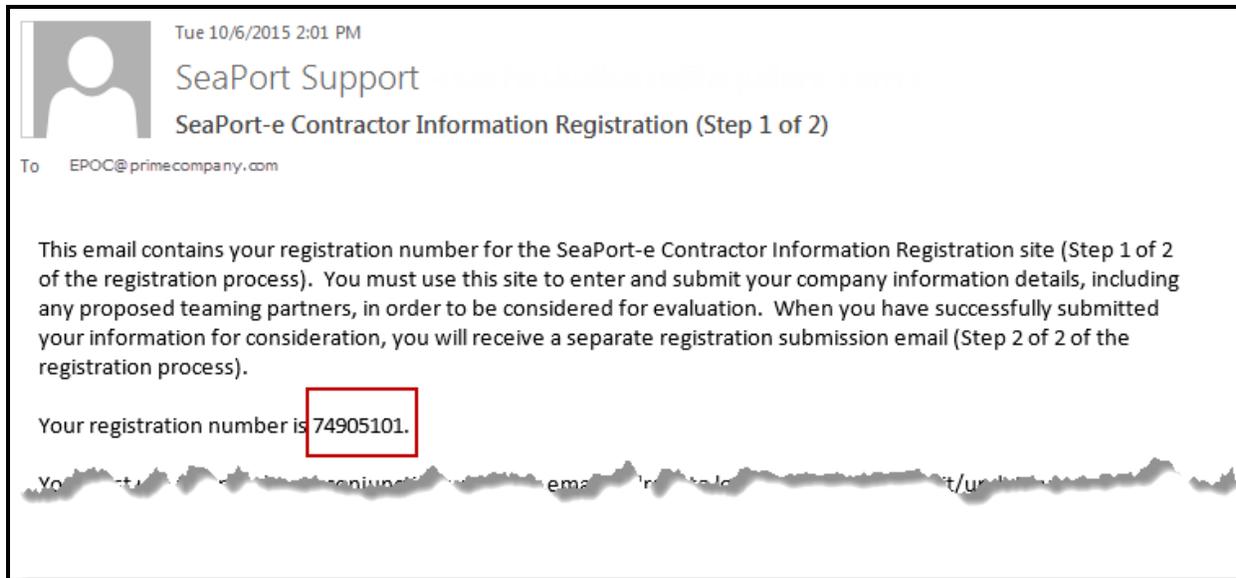


Figure 2: SeaPort-e Contractor Information Registration (Step 1 of 2) email

The email provides the registrant with a registration number that allows registrants continued access to the site during the open Rolling Admissions period.

Note: Registering and receiving a registration number does not satisfy the requirements for entering in the company information (that must be done on the “*Enter Prime Information*” page). The information on the “*Enter Prime Information*” page **MUST** be entered and submitted for the Rolling Admission Registration process to be **COMPLETE**.

2.2 Enter Prime Information

The second part of the process collects detailed information about the company, authorized e-Business Point of Contact (EPOC)* and optional teaming partners. The registrant will have the option to save information entered while gathering the requested details and return to complete the remainder of the form. However, the registration process is **NOT** complete without the successful submission of this company data. Registrants can continue to update their information at any point up until the closing date and time specified in the solicitation.

The “*Enter Prime Information*” page requires registrants to complete information regarding their company. This information will then become part of their proposal to the Government.

1. Navigate to the “*Enter Prime Information*” page by doing one of the following:
 - a. Directly after completing the [Section 2.1 Contractor Information Registration](#) instructions.
 - b. By exiting the site then [re-authenticating](#).
2. Complete all requested information on the “*Enter Prime Information*” page (see Figure 4).
 - a. Entry of Company Information
 - b. Selection of Admin and Payment Offices
 - c. Indicating Approvals received
 - d. Point of Contact identification and contact information
 - e. EPOC* contact information
 - f. Alternate EPOC contact information
 - g. Pricing elements information
 - h. Selection of all applicable performance zones
 - i. Selection of all applicable business ownership types
3. If the registrant must exit before completing the form, click the **Save Draft** link. When returning, enter the registrant’s email address and registration number on the Registration homepage, then click the **Submit** link.

Note: All required fields do not have to be completed in order to save a draft; however, **Company Name** and **EPOC E-mail** are required. A message will appear on the screen to confirm that the draft has been saved (see Figure 3 below). If the registrant attempts to navigate away from the page **without** clicking the **Save Draft** link, the information entered may be lost.



Your information has been saved (Mon Apr 7 09:23:52 EDT 2014)

Figure 3: Save Draft confirmation

4. If the company has teaming partners, submit that information following the instructions in [Section 4 Add Team Members](#).
5. When all company information has been entered, click the **Submit** link.
6. The registrant will receive an e-mail confirming submission of Step 2 of 2.

Note*: The E-Business Point-of-Contact (EPOC) is authorized to represent the company in contractual matters (e.g., Submitting proposals, accepting Task Order awards) and is generally intended to be the company’s primary representative or user of the SeaPort portal. This person would receive the award documentation if the company should receive an award. If the EPOC (and EPOC alternate) is not already registered in SeaPort, an account will be created for the provided e-mail address. This person will be responsible for registration of additional users.

Enter Prime Information

Instructions

1. Complete ALL the required fields for your company's prime proposal submission. **PLEASE NOTE:** You may click "Save Draft" without filling in all of the required fields to save a draft of your information.
2. Click the "Submit" button when you are ready to officially submit your information. Your entries will be validated to ensure that the required information has been collected.
3. Click the "Add Team Member" button (enabled after you save your data the first time) to propose each teaming member.
4. For each proposed team member, complete the data entry and Save Draft or Submit. The proposed team member will appear on the list below your prime data. The status of your entry will be indicated in the Status column.
5. You may login at any point up until the date specified in the RFP to modify your data and/or proposed teaming member information.

RFP-specific questions should be directed to the contracting officer at seaport_e-pco@navy.mil. Please contact SeaPortSupport@aquilent.com for technical support.

For information about individual data fields, please click on the ? Help icon in the header.

Fields denoted with * **MUST** contain data in order to submit the record.

Status: Draft (Your prime registration will not be considered until you 'Submit')

As you type your company name, the system will provide suggestions that match your entry. If your company name is not suggested, enter the complete name of your company as it appears in SAM.

* **Company Name:**

* **Desired Name Abbreviation:**

* **Address:** ?

* **City:** ?

* **State:**

* **ZIP:** -

* **Congressional Representative:** [Locate your Representative](#)

* **Senators:** [Locate your Senator](#)

* **CAGE Code:** ?

* **TIN:** ?

* **DUNS:** ?

Parent/Affiliate Name:

Parent/Affiliate TIN: ?

Division:

If you do not know your Admin or Payment Office, please visit <https://pubapp.dcms.mil/CASD/CasDSearch.do>

* **Admin Office:**

* **Payment Office:**

Do you have an approved...?

* **DCAA Approved Accounting System:**

* **Purchasing System:**

* **Disclosure Statement:** ?

Note: The Defense Contract Audit Agency will verify approval and/or conduct reviews as necessary.

The Point-of-Contact (POC) represents the company at the executive and/or contractual level. This individual is not necessarily a day-to-day contracts or business development person, and may not be a regular SeaPort portal user. This person may or may not also be an E-Business Point-of-Contact (EPOC).

* **POC Name:**

* **POC Title:**

* **POC Phone Number:**

The E-Business Point-of-Contact (EPOC) is authorized to represent the company in contractual matters (e.g., Submitting proposals, accepting Task Order awards) and is generally intended to be the company's primary representative or user of the SeaPort portal. This person would receive the award documentation if the company should receive an award. This person may or may not also be the POC.

* **EPOC First Name:**

* **EPOC Last Name:**

* **EPOC E-mail:**

* **Confirm EPOC E-mail:**

* **EPOC Phone Number:**

Alternate EPOC First Name:

Alternate EPOC Last Name:

Alternate EPOC E-mail:

Confirm Alternate EPOC E-mail:

Alternate EPOC Phone Number:

Enter these elements exactly as submitted in your proposal.

* **Guaranteed Min Savings:** ?

* **Pass Thru Max:** ?

* **Esc Rate:** ?

* **Profit Fee:** ?

You must select at least one zone:

Zone 1 - Northeast:

Zone 2 - National Capital:

Zone 3 - Mid Atlantic:

Zone 4 - Gulf Coast:

Zone 5 - Midwest:

Zone 6 - Southwest:

Zone 7 - Northwest:

You must select at least one ownership type. The size standard for NAICS 541330 is average annual revenue in excess of \$35.0M for the last three (3) years.

Large Business:

Small Business:

Small Disadvantaged Business:

Woman-Owned Business:

Economically Disadvantaged Woman-Owned Business:

HUB Zone Representation:

Veteran-Owned Small Business:

Service Disabled Veteran Owned:

Emerging Small Business:

Section 8(a):

Date Certified: (MM/DD/YYYY)

Graduation Date: (MM/DD/YYYY)

Authorizing Office:

Proposed Team Members

All team members proposed must be included in this registration. Team member Status must be "Submitted" to be considered.

You have not added any proposed team members

[Add Team Member](#)

[Save Draft](#) [Submit](#)

Figure 4: Enter Prime Information page

Once all the required company information has been completed, the registrant **MUST** click the **Submit** link in order to be considered for award. Upon doing so, the status will be displayed as **Submitted**.

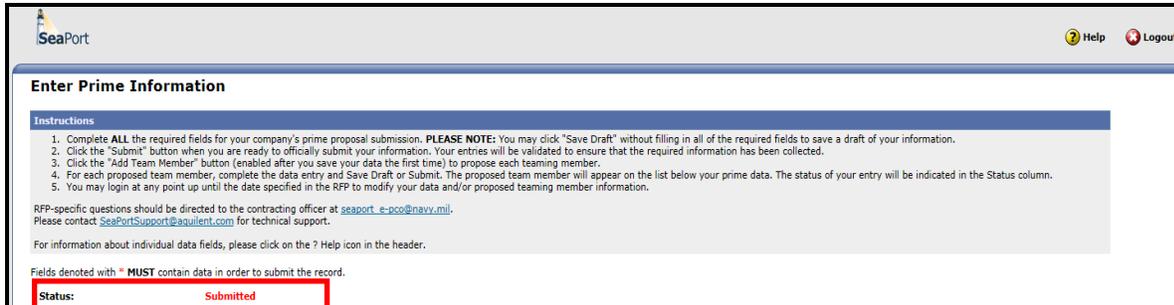


Figure 5: Submitted Status

Changes to the company information can be made at any point up until the closing date and time specified in the solicitation. If changes are made, the information will need to be resubmitted by clicking the **Submit** link each time changes are made to the Company Information to complete the process.

Once the registrant has successfully submitted their completed company information (on the “*Enter Prime Information*” page), they will receive a “*SeaPort-e Contractor Information Registration Submission (Step 2 of 2)*” email.

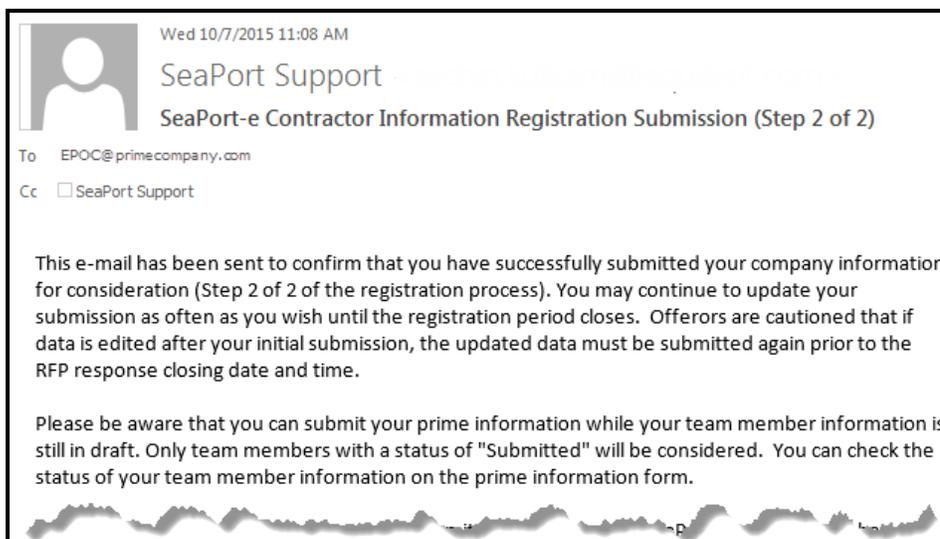


Figure 6: SeaPort-e Contractor Information Registration Submission (Step 2 of 2) email

2.3 Add Team Members

During the Rolling Admissions Registration process, registrants are asked to complete the “*Enter Proposed Team Members Information*” page for each proposed team member. However, registrants are given the opportunity to propose new team members at any time after the registrant has either saved the initial draft or have successfully submitted their company information.



Figure 7: Proposed Team Members section of the Enter Prime Information page

1. Scroll to the bottom of the “*Enter Prime Information*” page. (see Figure 7 above)
2. Click the **Add Team Member** link.
3. Complete all requested information on the “*Enter Proposed Team Member Information*” page. (see Figure 8 below)
4. Click the **Submit** link.
5. On the “*Enter Prime Information*” page, click the **Submit** link.

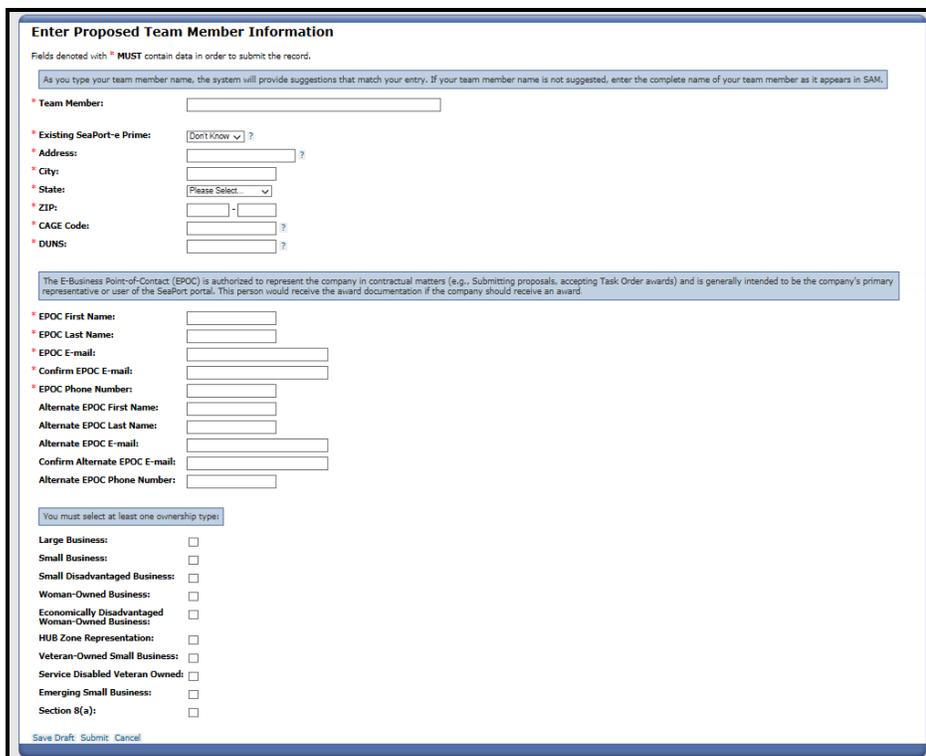
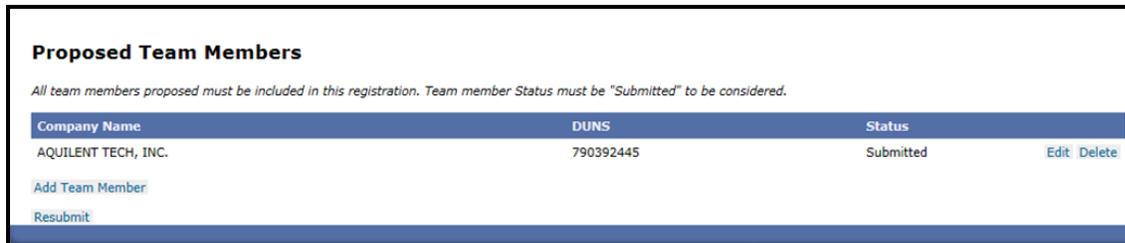


Figure 8: Enter Proposed Team Member Information page

Note: Team members can be proposed after the initial submission or added at any point up until the closing date and time specified in the solicitation. Registrants may return to the site to modify the team member information until the Rolling Admissions period closes, however, the registrant must click the **Submit** link to resubmit the edited information.

All proposed team members will appear on a list below the registrant's company information.



Company Name	DUNS	Status	Edit Delete
AQUILENT TECH, INC.	790392445	Submitted	Edit Delete

Figure 9: Proposed Team Members listing

Once registrants have submitted all the necessary documentation as required in the Rolling Admissions solicitation, their participation in the Rolling Admissions process is complete (unless they are further contacted by the Government).

As soon as the solicitation closing date and time have passed, the Government begins their evaluations. At that time, the Government Point of Contact (POC) logs into the Rolling Admissions module and conducts a review of the registrant's submitted information and team member information.

Note: Registrants who did not complete the registration and/or did not submit their required company information (on the “Enter Prime Information” page) will NOT be considered for award nor have their proposals evaluated. Registrants that complete the registration but do not submit a proposal in response to Section L of the solicitation will NOT be considered for award.

3 Help

If assistance is needed with entering individual fields, registrants can access the **Help** feature located in the top right hand corner of the site. The “*SeaPort-e Contractor Information Registration Help*” page lists a description of each field for both the “*Enter Prime Information*” page and the “*Enter Proposed Team Member Information*” page.

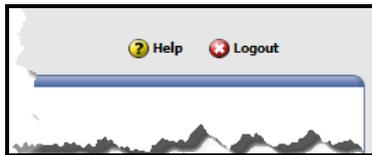


Figure 10: Help link

SeaPort-e Contractor Information Registration Help		
The table below contains a description for each field found on the <i>Enter Prime Information</i> page:		
Field		Notes
Company Name	Type in the full legal name of your company as it appears in SAM.	
Desired Name Abbreviation	Your company's common abbreviation (e.g., Acme). This will be used for display purposes only.	
Address	Street address of your company's primary location. This address MUST match the Physical Address as it appears in SAM.	
City	City of your company's primary location.	
State	State of your company's primary location.	
ZIP	ZIP+4 postal code of your company's primary location.	
Congressional Representative	Congressional representative for the district containing your company's primary location.	
Senators	Senators for the state containing your company's primary location.	
CAGE Code	Your company's CAGE code.	
TIN	Your company's tax identification number.	
DUNS	Your company's DUNS number.	

Figure 11: SeaPort-e Contractor Information Registration Help page

If the registrant requires additional assistance, please contact the Help Desk:

- Email: seaportsupport@aquilent.com.
- Call: 301-939-1275.