



ASSISTANCE FOR SMALL BUSINESS

Information on Navy's SeaPORT-e Website

The SeaPORT– Enhanced (SeaPORT-e) IDIQ contract web site address is <http://www.seaport.navy.mil/default.aspx> SeaPORT-e utilizes only one NAICS code – Engineering Services – 541330 (\$27.0 million size standard). Each vendor is awarded a Multiple Award Contract (MAC), but this contract does not involve an award of funding. The funded awards are made as Task Orders under a MAC. However, task orders in SeaPORT-e are awarded in accordance with the same process under which contracts are awarded, so a fully developed technical, cost, and past performance proposal is required to compete effectively for a task order, just as though it was a contract. All awards under SeaPORT-e are competitive. There are no sole source award provisions. However, Small Business set asides that restrict competition to firms in selected socioeconomic categories are permitted. Under the Engineering Services NAICS code, the Port Hueneme Division and Corona Division, Naval Surface Warfare Center (NSWC) contract for support services in 22 functional areas. To compete in any of these 22 functional areas listed below, your company must declare the Engineering Services NAICS code – 541330. (And to compete as a small business, meet the \$27.0 million or less small business size standard.)

1. Research and Development Support
2. Engineering, System Engineering and Process Engineering Support
3. Modeling, Simulation, Stimulation, and Analysis Support
4. Prototyping, Pre-Production, Model-Making, and Fabrication Support
5. System Design Documentation and Technical Data Support
6. Software Engineering, Development, Programming, and Network Support
7. Reliability, Maintainability, and Availability (RM&A) Support
8. Human Factors, Performance, and Usability Engineering Support
9. System Safety Engineering Support
10. Configuration Management (CM) Support
11. Quality Assurance (QA) Support
12. Information System (IS) Development, Information Assurance (IA), and Information Technology (IT) Support
13. Inactivation and Disposal Support
14. Interoperability, Test and Evaluation, Trials Support
15. Measurement Facilities, Range, and Instrumentation Support
16. Logistics Support
17. Supply and Provisioning Support
18. Training Support
19. In-Service Engineering, Fleet Introduction, Installation and Checkout Support
20. Program Support
21. Functional and Administrative Support
22. Public Affairs and Multimedia Support

Seaport Q AND A

1. How do I access the SeaPort portal?

At MAC contract award, a company e-business point of contact was established based upon submitted proposals. Your company's point of contact has the authority to provide user login and password for all members of that prime contractor's team, including individuals from that company and subcontractors. Subcontractors should contact their prime contractor's point of contact in order to gain access to the SeaPort. Only current prime contractors and their team members may have access to the portal.

2. How do I become a contractor in the SeaPort or SeaPort-e programs?

In accordance with the respective SeaPort and SeaPort-e contracts, the Government reserves the right to review contracts periodically to determine whether it would be appropriate to reissue a solicitation for the purpose of adding additional IDIQ holders. If after this review, it is in the best interest of the government, the PCO may announce a new competition to add additional IDIQ holders.

A prime Contractor may add or delete any team member from the team after getting a contract modification signed by the PCO. If you are interested in becoming a subcontractor on a SeaPort MAC team, please notify the subcontractor points of contact for the individual teams.

For all information regarding Rolling Admissions, please visit http://www.seaport.navy.mil/main/home/seaport-e_expansion.html.

3. How do I invoice the Government?

Invoices should be sent to your Administrative Contracting Officer (ACO) for payment through the appropriate DFAS payment office. A copy of each invoice should be submitted to the Task Order Manager (TOM) or as specified in the individual task order.

4. How do I request a debrief?

Award of task orders under these IDIQ contracts are not governed by FAR Part 15, but the issuing contracts office identified in the Task Order solicitation will accommodate requests for award determination information to the maximum extent possible. Please contact the contract specialist and/or PCO in charge of the bid event for information regarding the award determination.

5. How do I report a problem with the SeaPort-e portal?

To report a problem with the SeaPort-e portal, please login to your account and select the Help Desk button. From there, you may complete a web form describing your issue, which will then be routed to the appropriate contacts. If you are unable to log in, please contact your local administrator, who can reset your password. If your local administrator is unavailable, you may send a help request to navseasupport@aquilent.com.

6. How do I report a problem with the SeaPort web site (www.seaport.navy.mil)?

To report a problem with the www.seaport.navy.mil web site, please contact the site webmaster.

7. What if I cannot connect to the SeaPort portal during a bid event?

In the event that the SeaPort portal is not operational, experiences technical difficulties, or a contractor is temporarily unable to access or use the system, the Contractor shall immediately notify the PCO identified in the Task Order solicitation. The PCO shall allow manual submission of written proposals in these circumstances. Absent technical difficulties, all proposals shall be submitted electronically in accordance with the procedures set forth in the ordering clause of the respective contract.

8. Whom do I contact concerning MAC issues?

For a complete list of contacts, please visit the web site's Contact page.

9. Why should I use SeaPort?

Read about the benefits of SeaPort by visiting the web site.

10. How do I download a SeaPort solicitation?

For information on downloading a SeaPort task order solicitation, please consult the Vendor Portal User Guide, which is available within the Help menu of the SeaPort Vendor Portal (login required).

11. How do I upload my SeaPort proposal?

For information on submitting your proposal through SeaPort, please consult the Vendor Portal User Guide (accessible via the Help page within the Portal).

12. Why can't I view the SeaPort-e Vendor Portal?

If you are using an unsupported browser to access the vendor portal, you will need to use a different Internet browser. If you do not have a different Internet browser, you can download an appropriate version of Internet Explorer at <http://www.microsoft.com/downloads> or a new version of Navigator at <http://home.netscape.com/download>.

Depending on your account's client setting, the current vendor portal may require the Microsoft Java Virtual Machine (JVM) be installed on your computer. If you have a newer computer/operating system installation, this component may not be present. Microsoft is no longer supporting it, and is not including it in its operating system. If this component is not installed, you will not be able to access information directly in the vendor portal at this time via the Java client. In the interim, please contact navseasupport@aquilent.com if you have this circumstance. They will convert your account to the non-Java client. Even if you do have the JVM and the Java client works okay, we are recommending that you have us switch your account. The non-Java client operates more efficiently.

If the system indicates that there are no auctions for you to bid on at this time, it is possible that you have not been added to the appropriate security group. Please contact navseasupport@aquilent.com if there are questions.

- **Questions regarding Rolling Admissions:** Please review www.seaport.navy.mil/main/home/seaport-e_expansion.html for the latest information about the SeaPort-e Rolling Admissions process. If you have specific questions or concerns, please contact e-pco@seaport.navy.mil.
- **Questions regarding your existing SeaPort-e MAC contract:** If you are an existing SeaPort-e MAC holder and wish to ask a question regarding your contract, please contact e-pco@seaport.navy.mil.
- **Questions regarding your existing SeaPort (Original) MAC contract:** If you are an existing SeaPort (Original) MAC holder and wish to ask a question regarding your contract, please contact pco@seaport.navy.mil.
- **Questions regarding Teaming Requests:** The SeaPort-e vendor portal offers Prime MAC Contractors the ability to manage their list of approved teaming partners. To access this data, login to your account and locate the Teaming button at the top of the page. Subcontractors who wish to request a teaming relationship should visit the Prime Contractor's SeaPort web page. For a list of SeaPort-e

Prime Contractors, please visit <https://auction.seaport.navy.mil/Bid/PPContractListing.aspx>. Their SeaPort web pages are linked within the 'Contract Number' column.

- **Questions regarding how to operate & use SeaPort:** If you are experiencing technical difficulty or have questions on how to use the SeaPort portal, please login to your account and select the Help Desk button in the main navigation bar. From there, you may complete a web form describing your issue, which will then be routed to the appropriate contacts.
- **Questions regarding lost logins & passwords:** If you are unable to login to SeaPort, please contact your local administrator, who can reset your password. If your local administrator is unavailable, you may send a request to navseasupport@aquilent.com.
- **Questions regarding SeaPort demonstrations:** Unfortunately, vendor user training is not available at this time, and users are referred to the User Manual available under Help in the Vendor Portal.
- **Questions regarding Zone Coordinators:** To obtain a list of zone coordinators, please log in to your SeaPort account. Contractor users may click on the 'Help' button found in the upper right part of the page to obtain this list.
- **SeaPort Success Stories:** To share your success stories on Award Term, Wedge Savings, Value Engineering, Conversion to Performance Based Service Contracting, and your other innovative contracting efforts, please email pr@seaport.navy.mil.
- **SeaPort Program Management:** To contact the SeaPort Program Management team, please email pm@seaport.navy.mil.

To make suggestions or corrections to this handout, contact Tom Winans, Deputy for Small Business, Naval Surface Warfare Center, Combined Port Hueneme Division/Corona Division Small Business Office at (805) 228-0372

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