



Doing Business with Naval Undersea Warfare Center Division, Keyport

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Where to Start

KEYPORT

- Use databases like the Federal Procurement Data System – Next Generation (FPDS-NG) to see which agencies buy what you sell (<https://www.fpds.gov>)
- Naval Undersea Warfare Center (NUWC) Division, Keyport and Naval Sea Logistics Center (NSLC) Post an “Annual Forecast of Acquisition” at the Federal Business Opportunities website at the beginning of each Fiscal Year (<https://www.fbo.gov>)
- The System for Award Management (SAM) is the Official U.S. Government system that consolidated the capabilities of CCR/FedReg, ORCA, and EPLS. Ensure that your company is registered in SAM and has an active account with SAM (<https://www.sam.gov>)

Note: GSA implemented a new security measure in SAM; that is, every new registrant is now required to provide a notarized letter confirming the entity's Administrator allowed to register the entity in SAM and make changes to its registration BEFORE GSA will activate the entity's registration. This is effective immediately. The notarized letters must be mailed to the Federal Service Desk and contain the information outlined in the posted FAQ at:

https://www.fsd.gov/fsd-gov/answer.do?sysparm_kbid=d2e67885db0d5f00b3257d321f96194b&sysparm_search=kb0013183.

- Many of NUWC Keyport’s requirements include Arms Export Control Drawings and are ONLY available to vendors/contractors appointed Data Custodians that are registered with Defense Logistics Information Service (DLIS) Joint Certification Program (JCP). Vendor’s/Contractor’s Data Custodian’s that are not registered with DLIS JCP can obtain registration information at <http://www.dla.mil/HQ/InformationOperations/Offers/Products/LogisticsApplications/JCP.aspx> or by phone at 888-352-9333. Restricted Drawings and Technical Information are only available by accessing Federal Business Opportunities (FBO). Registration instructions and Vendor Guide books can be found on the FBO homepage <https://www.fbo.gov>.

Time to Submit a Quote

- Be familiar with the federal and defense contracting rules (Federal Acquisition Regulation (FAR) and Defense FAR Supplement (DFARS))
- Understand Small Business Set-Aside Requirements and differences for procurements under \$150,000 and over \$150,000.
- Understand Buy American Act and evaluation procedures per DFARS.
- If a government Request For Proposal (RFP)/Request for Quote (RFQ) is unclear, it is important to communicate with the designated contracting point of contact as soon as possible. Don't say 'yes' if you don't know. Get clarifications. Unanswered questions can be costly and can make a difference in proper pricing and technical responses.
- Review and complete the RFP/RFQ document in its entirety. Incomplete RFP/RFQ documents may cause your proposal/quote to be determined non-responsive and your proposal/quote will not be considered for award. Incomplete RFP/RFQ documents often delay review, evaluation, and award. Frustrating all involved.
- Understand the difference in clauses and provisions. Clauses become a part of the award document, provisions drop off at time of award.

Submit a Quote continued

- Inspection and Acceptance: Be aware of the constructive acceptance timeframe stated in the RFP/RFQ document and understand what it means.
- Do NOT add your own company terms and conditions.
- Submit RFP/RFQ on time. Waiting until the last minute sometimes causes submissions to be late. Submissions received even one minute late cannot be considered. Also, be sure to note if there are any technical proposal submittal requirements. Responses received that do not meet the technical proposal submittal requirements may be considered non-responsive and no longer considered.

Quick Note for some Information Technology (IT) type requirements:

- Interested in quoting HP items: Note that HP reseller channels are unacceptable. Companies interested in quoting HP items must be an authorized dealer or reseller for HP as of the date of the submission of their offer/quote. Proof of certification is required with quote submission. Only authentic OEM equipment and support services sourced from authorized OEM channels are acceptable.
- Interested in quoting Cisco items: Note that offerors/quoters must be a Cisco Gold, Silver, or Premier Level Certified Partner Manufacturer Authorized Channel Partner as of the date of the submission of their offer/quote. Proof of certification level is required with quote submission. Only authentic OEM equipment and support services sourced from authorized OEM channels are acceptable.

Receipt of Purchase Order/Contract

- Carefully review and confirm receipt of Purchase Order/Contract.
- Technical discussions can occur with applicable technical point of contact. However, technical personnel are not authorized to negotiate any changes to the existing specifications/scope of Purchase Order/Contract or to authorize any delivery date changes.
- Be mindful of required delivery date(s) and notify the technical and contract personnel as soon as possible if delivery will be delayed.
- Inspection/Acceptance Process: Many items undergo a detailed Inspection. Items that do not meet the specified requirements undergo a Vendor Discrepancy Report (VDR). When this happens, the vendor is notified of the discrepancy and any invoices submitted may be rejected.
- Item is delivered, inspected, and accepted. Thirty days after acceptance or receipt of a proper invoice (whichever is later), vendor gets paid.