



1. PURPOSE

The purpose of this document is to establish the policy and procedures for issuing and administering SeaPort-e task orders within the SPAWAR Claimancy.

Related guidance is available under CMPG section [5.2.2.2 Orders Under SeaPort-e](#).

2. POLICY

This document shall be used in conjunction with the [NAVSEA Concept of Operations \(CONOPS\)](#) document. The NAVSEA CONOPS is the standing policy for SeaPort-e task order awards throughout the Virtual SYSCOM. This SCPPM document is meant to provide additional information not covered in the NAVSEA CONOPS that will be useful to SPAWAR 2.0 personnel awarding SeaPort-e task orders. Therefore, the CONOPS should be referenced first when seeking SeaPort-e procedural guidance. The CONOPS is located in the SeaPort Portal under the CONOPS tab.

Recent overarching policies related to the acquisition of services that apply SeaPort-e task orders:

- A. All new PRs for services are required to be accompanied by a Certification of Non-Personal Services. ([DFARS 237.503](#) & [PGI 237.503](#)) [Request for Services Contract Approval \(Certification & Worksheet\)](#). See  [1.2.9.2.2 Certification of Non-Personal Services SCPPM](#).
- B. Acquisition program that is estimated at \$50M or more for all years or \$25M or more for any fiscal year. Refer to  [Acquisition Plan](#).



3. RESPONSIBILITIES

3.1 Super User Support

"Super-User" support is provided by *Kelly Smith, Code 21100* to SPAWAR 2.0 personnel in all facets of the SeaPort-e task ordering process. SSC-Atlantic Super User support is provided by *Code 23000*. SSC-Pacific Super User support is provided by Jacob Ward, Code 22530.



3.2 Local Administrator Support

The Paperless Branch, Code 23200 provides SeaPort Portal Systems Administration support to SPAWAR HQ personnel, including approval of new Portal users and user roles. SSC-Atlantic Local Administrator support is provided by *Robin Turner and Kris Smith, Code 23000*. SSC-Pacific Local Administrator support is provided by Jacob Ward, Code 22530.

3.3 Portal Roles and Responsibilities

Users on the SeaPort Portal are given permissions according to their roles in the SeaPort-e task ordering process.

3.3.1 ORIGINATOR

Creates reviews and edits Purchase Requests (PR) and evaluates proposals. All SPAWAR 2.0 personnel will be given Originator status, so they can input PR data into the Portal.

3.3.2 1102, PCO AND BID EVENT CREATOR

The roles of 1102 and PCO are self-explanatory. All 1102s and PCOs will also have the role of Bid Event Creator which allows them to post actions to the public portal site.

3.3.3 CONTRACTING OFFICER'S REPRESENTATIVE (COR)

Formerly known as Task Order Manager (TOM).



4. PROCEDURE

4.1 Planning Phase

4.1.1 TASK ORDER ACQUISITION STRATEGY

A Task Order Acquisition Strategy (see [Toolbox](#) for the [Task Order Acquisition Strategy Template](#)) in conjunction with the overarching SeaPort Program AP suffices for acquisition planning documentation. A Task Order Acquisition Plan is not required. See SeaPort CONOPS Section 4.4.

4.1.2 PROCUREMENT REQUEST (PR) PACKAGE

All PRs should be received through Procurement Desktop Defense (PD2) via Navy Enterprise Resource Planning (ERP). The PR package shall contain the following:

1. **PR document**
2. **Performance Work Statement (PWS)**. All SeaPort-e task orders are in accordance with performance based acquisition (PBA) requirements. Thus, the work statement must be in the form of a PWS. It is also important that PWS paragraphs be structured so as to distinguish work by appropriation (“color of money”). The PWS shall be uploaded onto the portal as an Adobe .pdf file. No other file type (i.e. MS Word), is acceptable. The contract specialist is responsible for the upload. This ensures security and stability of the document.
3. **Note on other PBA Elements**. Besides the PWS, there are three other elements of a PBA: performance standards, performance review measures and performance incentives.
4. **Quality Assurance Surveillance Plan (QASP)**. Technical code shall develop a QASP for their prospective task order in the format contained in the established template. The QASP template is located in the linked [PWS Template](#) (updated September 2010 enclosure 3) and the [Quality Assurance Surveillance Plan](#) (QASP Template) listed in the [Toolbox](#) section. *See also* [1.2.9.2.2 Performance-Based Service Acquisitions \(PBSA\)](#).
5. **Independent Government Estimate (IGE)**. Technical code shall develop an IGE for their prospective task order in the format contained in the established template (Worksheet Pt 1/Worksheet Pt 2). The template does not contain proprietary labor rate information. The originator shall develop the labor categories and labor rates for the level of effort support required. This information can be developed based on the invoiced rates of the same/similar efforts currently being performed in the program office, and is for Government eyes only. Users may refer to [SSCPACINST 4330.2B](#) for guidance on the preparation of Independent Government Cost Estimates (IGCEs).
6. **Source Selection Plan**. The standard SeaPort-e Source Selection Plan is streamlined for task order competitions and should be tailored for each individual award. Technical Evaluation personnel shall be identified in the Source Selection Plan; for purposes of streamlining, technical evaluation should be performed by at least three people. Legal review is also required for task orders over \$10,000,000.
7. **DD 254**. DD 254s are processed as normal. Solicitation DD 254s cannot be executed by Security until a task order solicitation number is assigned to the action. This number assignment is automatic in the Portal upon creation of a draft solicitation.
8. **Section 508/EIT Certification**. Certification required with PR package in accordance with standard procedures.
9. **Task Order Acquisition Strategy**. Technical code shall develop an Acquisition Strategy in accordance with the established template.





10. Contracting Officer's Representative Nomination Letter with

Certificates. See SCPPM [Contracting Officer's Representative \(COR\)](#)

Ensure the Designation letter and certificates are provided on the portal in the 1102 file.

4.1.3 SMALL BUSINESS (SB) REVIEW.

The decision to conduct an unrestricted competition or a set-aside competition shall be reviewed/concurred by the SPAWAR Deputy for SB for each task order. This review/approval shall be conducted via the Portal. A separate [DD 2579](#) is not required (see  [DD Form 2579](#) SCPPM). A review by the Small Business Administration Procurement Center Representative (SBA PCR) is also required for task orders (TO's) that are not set-aside for small businesses. This review/concurrence shall be conducted per the instructions below for each activity: In general, five working days should be allowed for the OSBP Small Business Specialist review.

1. HQ: A separate DD 2579 is not required. The SB Deputy conducts a review of documentation for market research from the 1102 file, if the recommendation by the PCO is to compete as a set aside and the SB Deputy concurs with the recommendation the SB Deputy will complete the DSB review. If the recommendation by the PCO is to compete as unrestricted and the SB Deputy concurs with the recommendation, the SB Deputy forwards the SBA PCR an e-mail notification stating that the effort is being considered for an unrestricted competition and is ready for review in the SEAPORT e portal. The SBA PCR will perform their review via the portal and respond via e-mail to the SB Deputy *that the review has been completed*.
2. SSC Pacific: A separate DD 2579 is not required. The Contract Specialist will select the "DSB Reviewer" in Seaport and concurrently forward the SSC Pacific SB Deputy a copy of the Market Research documentation. The documentation must be forwarded electronically if the recommendation from the PCO is to solicited on an unrestricted basis; however, if the recommendation is to compete as a set aside the documentation can be provided either electronically or in hard copy. If the recommendation by the PCO is to compete as a set aside and the SSC Pacific SB Deputy concurs with the recommendation the SSC Pacific SB Deputy will complete the DSB review within the Seaport Portal. If the recommendation by the PCO is to compete as unrestricted and the SSC Pacific SB Deputy concurs with the recommendation, the SSC Pacific SB Deputy will forward the SBA PCR an e-mail notification stating that the effort is *ready for SBA PCR review and* being considered for an unrestricted competition and the market research documentation is attached for review. The SBA PCR will *complete* their review *on the Seaport portal* and respond via e-mail to the SSC Pacific SB Deputy with concurrence or non-concurrence which will be filed in the applicable Seaport 1102 file, as well as the hard copy file. Any non-concurrences shall be resolved between the PCO/Contract Specialist, SSC Pacific SB Deputy and the SBA PCR.
3. SSC Atlantic: A separate DD 2579 is not required. The SB Deputy conducts a review of documentation for market research from the 1102 file, if the recommendation by the PCO is to compete as a set aside and the SB Deputy concurs with the recommendation, the SB Deputy will complete the DSB review. If the recommendation by the PCO is to compete as unrestricted and the SB Deputy concurs with the recommendation, the SB Deputy forwards the SBA PCR an e-mail notification with the market research documentation and PCO recommendation stating that the effort is being considered for an





unrestricted competition. The SBA PCR will perform their review and respond via e-mail to the SB Deputy with concurrence or non-concurrence which will be filed in the applicable 1102 file. The SB Deputy will record concurrence in the DSB block and any non-concurrences shall be resolved between the PCO/Contract Specialist, SB Deputy and the SBA PCR.

4.1.4 1301 REVIEW

SPAWAR HQ's financial review will be conducted in accordance with the established ERP process. A "Planning PR" must be processed via ERP to obtain 1301 approval prior to release of the RFP. Even if no funding can be identified yet, the type of funds should be stated in the PR, and a copy of the PWS shall be attached.

4.1.5 LEGAL REVIEW

Legal review is required when using a non-standard Source Selection Plan and also for task orders over \$10,000,000.

4.1.6 OSD CERTIFICATION FOR BUSINESS INFORMATION TECHNOLOGY

Any task order valued at \$1M or more spent on "Development or Modernization" of a Business IT system must receive OSD review and approval in advance. Failure to obtain OSD certification for the Business IT system in advance violates the Anti-Deficiency Act. See CONOPS Slide 24 for detailed information.

4.1.7 ADVANCE PLANNING NOTIFICATION

The Advance Planning Notification for each package shall be issued on the SeaPort Portal upon PR receipt. This notification is to be issued even if the Small Business Review is incomplete.

4.1.8 COST PLUS AWARD FEE (CPAF) CONTRACT TYPE TASK ORDERS

A Determination & Findings is required if the work to be performed is such that it is neither feasible nor effective to devise predetermined objective incentive targets applicable to cost, technical performance or schedule, and must be executed prior to award of the task order. See SCPPM document pertaining to D&Fs.

4.1.9 SEAPORT-E 8(A) SET-ASIDES

In accordance with the July 2008 MOU between the DoN and the SBA, certain requirements may be designated as an 8(a) set-aside competition. The 1102 should beware aware of these procedures and become familiar with the clause at G-6.

4.1.10 ORGANIZATIONAL CONFLICT OF INTEREST (OCI) ANALYSIS

The Technical Code and Contracting Officer, along with Legal Counsel, if necessary, should review the contractor support being provided or to be provided to the Technical Code to determine if the new requirement or any future requirements may cause any potential conflicts of interest with the new or current contractor. Clauses specific to the requirement, with the assistance of Legal Counsel, should be generated and incorporated into the Solicitation to mitigate any real or potential OCI issues. All OCI issues shall be addressed directly with the contractor on a case by case basis, meaning that a contractor's performance on one Task Order that may cause potential OCI issues on multiple requirements and each requirement will necessitate its own separate analysis. See  [OCI](#) SCPPM for details.

4.2 Solicitation Phase

4.2.1 SOLICITATION DEVELOPMENT

The task order solicitation will be developed in the Portal in accordance with Portal procedures. 1102/PCOs may use the solicitation template in the [Toolbox](#) or use other provisions/clauses as appropriate. The task order template may be tailored as



required. The task order template has been reviewed/approved by SPAWAR Legal Counsel.

4.2.2 'LIMITATION ON FUTURE CONTRACTING' CLAUSE

This clause is not to be inserted without approvals as it restricts the contractor from participating in future competitions. Per [FAR 9.504](#), the PCO is required to obtain the advice of counsel in evaluating potential conflicts and in developing any necessary solicitation provisions and contract clauses. Before issuing a solicitation for a contract that may involve a significant potential conflict, the contracting officer shall first recommend to the *Director of Contracts (Nancy Gunderson)* a potential course of action for resolving the conflict- to include the use of the proposed OCI clause. In accordance with the SPAWAR Contracts Policy and Procedure Manual (SCPPM) the insertion of an OCI clause requires a memorandum setting forth the contracting officer's identification of the potential OCI, and the proposed resolution to include the use of a solicitation provision or clause. This memorandum must be signed by the Director of Contracts for HQ solicitation and the Chief of the Contracting Office for SSC solicitations.

4.2.3 SOLICITATION REVIEW, APPROVAL, AND ISSUANCE AND PROPOSAL RECEIPT

Performed in accordance with Portal procedures.

4.2.4 TECHNICAL DIFFICULTY IN PROPOSAL SUBMISSION

In the unlikely event the SeaPort system is not operational, experiencing technical difficulties or if a contractor is temporarily unable to access or use the system, the Contractor shall immediately notify the Contracting Officer. This notification must occur prior to the proposal submission deadline. The Contracting Officer shall allow manual submissions of written proposals in the event of technical difficulties of which they have been made aware.

4.2.5 FOR ORDERS IN EXCESS OF \$5,000,000

The requirement to provide all contractors a fair opportunity to be considered is not met unless all contractors are provided, at a minimum:

1. [Source: Section 843 of the National Defense Authorization Act for FY2008, Public Law 110-181]
2. (1) A notice of the task or delivery order that includes a clear statement of the agency's requirements;
3. (2) A reasonable period of time to provide a proposal in response to the notice;
4. (3) Disclosure of the significant factors and subfactors, including cost or price, that the agency expects to consider in evaluating such proposals, and their relative importance;
5. (4) In the case of an award that is to be made on a best value basis, a written statement documenting the basis for the award and the relative importance of quality and price or cost factors; and
6. (5) An opportunity for a post-award debriefing consistent with the requirements of section 2305(b)(5) of Title 10 U.S.C.

4.3 Evaluation Phase

4.3.1 TECHNICAL EVALUATION

Technical evaluations may be performed outside the Portal, but must be consistent with the established SeaPort Ratings Guide and be in compliance with the task order Source Selection Plan.

4.3.2 COST EVALUATION-ANALYSIS

For cost reimbursement task orders, a cost reasonableness and cost realism analysis shall be performed by the 1102 using standard analytical techniques.



1. In accordance with the NAVSEA CONOPS, the cost reasonableness/realism review can be limited to those contractors that represent the most likely candidates for award based on preliminary information obtained from the technical evaluation and relative cost considerations. Decisions regarding why other offers were not considered competitive should be documented in the file.
2. The cost analysis on proposals that represent “borderline” candidates for award can be postponed until further technical analysis results in a firm depiction of the set of proposals that are the most likely candidates for award.
3. Additional guidance, including prescribed clauses for the use of Fixed Fee contracts within SeaPort-e, is found in this [SeaPort-e and Fixed Fee Presentation](#).

4.3.3 CAPS

1102 shall verify that each offeror’s escalation, subcontractor pass-through and fixed fee rates do not exceed the caps established in the offeror’s basic SeaPort-e contract. This verification is performed by examining pages 1a and 1b of the contractor’s basic SeaPort contract posted to EDA or the modification issued on 31 May 2005.

4.3.4 ACCOUNTING SYSTEM REVIEWS

It is the task order contracting officer’s responsibility to verify that the contractor being awarded a cost-type task order within SeaPort has an accounting system adequate for use in administering the proposed type of contract.

4.3.5 BEST VALUE COST/TECHNICAL TRADE-OFF

Unless using the low cost/technically acceptable approach, a trade-off process shall be used to determine the best value task order awardee.

4.3.6 SOURCE SELECTION DECISION

The source selection decision shall be made by the PCO. Another source selection authority may be established if using a non-standard Source Selection Plan.

4.3.7 DOCUMENTATION

A Memorandum to the File shall document the technical evaluation, cost evaluation, trade-off analysis and best value source selection decision using the template provided.

4.3.8 LEGAL REVIEW

Legal review of the source selection decision and documentation is required if using a non-standard Source Selection Plan, if there are more than 10 offers in response to the task order solicitation and for task orders over \$10,000,000. SSC-Atlantic legal review of the source selection decision and associated documentation is recommended for all orders greater than \$500K.

4.3.9 FOR ALL HQ ORDERS IN EXCESS OF \$10 MILLION

Provide 2.0 with a copy of the evaluation/award decision documentation, and do not proceed with award until this review is complete.

4.4 Award Phase

4.4.1 1517 REVIEW

SPAWAR HQ’s financial review will be conducted in accordance with the established ERP process. SSC-Atlantic’s financial review will be conducted in accordance with the established DCMR process. SSC-Pacific’s financial review will be conducted in accordance with the established ERP process. For more information, see the [Manual](#)



[Funds Validation Standard Operating Procedure](#), which includes special instructions for SEAPORT awards/mods.

4.4.2 ELECTRONIC SIGNATURE

SeaPort-e task orders are executed electronically in accordance with Portal procedures. No other exchange of signatures is required.

4.4.3 DISTRIBUTION

Distribution of task orders, modifications and all attachments to EDA is automatic. However, forward copies of task orders, modifications and attachments to Distribution for transmittal to Funds Control, Security, Designated Legal Counsel, etc.

4.4.4 PORTAL TASK ORDER FILE

The electronic file created by the task order award contains a section entitled "1102 File". All supporting documentation (memos to the file, source selection plan, correspondence) shall be uploaded to the 1102 File for each task order. WebEx archiving is not required.

4.4.5 CONTRACTING ACTION REPORT (CAR)

CAR submission via FPDS-NG is executed automatically via the Portal.

4.4.6 CONTRACTING OFFICER'S REPRESENTATIVE DESIGNATION LETTER

A Contracting Officer's Representative (COR) Designation Letter is required for all task orders. See  [Contracting Officer's Representative](#) SCPPM.

4.5 Postaward Phase

4.5.1 MODIFICATIONS

1. Identifying Changes. The Portal generates modifications by producing a new conformed task order. Thus, the changes invoked by a modification are not readily apparent. For this reason, the 1102 shall identify the specific changes in the General Information section of the modification.
2. Modification Authority. The type of modification and authority should be cited (e.g. supplemental agreement) in the General Information section of the modification as appropriate.

4.5.2 PAST PERFORMANCE EVALUATION

CPARS apply to all individual SeaPort-e task orders regardless of dollar value. See the  [Contract Performance Assessment System \(CPARS\)](#) SCPPM for detailed information on registering new task orders in CPARS.

4.5.3 CLOSEOUT

Task Order closeout is performed by the cognizant DCMA ACO for the basic contract.

5. APPROVALS

N/A

6. TOOLBOX

6.1 General

1.  [1.2.9.2.2 Certification of Non-Personal Services](#)
2.  [1.2.4.1 MOPAS 2](#)
3.  [Acquisition Plan](#)
4.  [1.2.9.2.2 Performance-Based Service Acquisitions \(PBSA\)](#)
5.  [Contracting Officer's Representative \(COR\)](#)
6.  [OCI](#)



- 7. [Contract Performance Assessment System \(CPARS\)](#)
- 8. [Navy SeaPort ConOps, V 10.4](#) – Apr 2012
- 9. [SPAWAR Subcontracting Goal & Small Business Participation](#)
- 10. [Department of the Navy \(DON\) Policy for the Procurement of Information Technology \(IT\) Development and Support Services"- DASN \(AP\) 23 April 2012.](#)

6.2 PR Package

- 1. [Quality Assurance Surveillance Plan](#)
- 2. [Task Order Acquisition Strategy](#)
- 3. [PR Package Requirements List \(see cautionary note on IGEs\)](#)
- 4. [CDRL MSR](#)
- 5. [Task Order Source Selection Plan](#)
- 6. [Foreign Disclosure for Contracts Training](#) – Jan 2012
- 7. [DD254 Preparation Guide](#)
- 8. [EIT Certification](#) – Restricted Access SPAWAR Wiki, Apr 2014
- 9. [SSCPACINST 4330.2B](#) – Restricted Access SPAWAR Wiki

6.3 Solicitation Templates

- 1. [Manual Funds Validation Standard Operating Procedure](#)
- 2. [General Solicitation Template \(Removed 5/9/16\)](#)
- 3. [Contracting Officer’s Representative \(COR\)](#)
- 4. CDRL Attachments
 - a. [MSR Att 1 \(Staffing Plan Spreadsheet\)](#) - Mar 2013
 - b. [MSR Att 2 \(Staffing Plan Spreadsheet\)](#) - May 2013
 - c. [Prefixes and Global WBS](#)
 - d. [Engineering and PM WBS Maps](#)
- 5. [Cost Summary Format \(CPFF\)](#)
- 6. [Cost Summary Format \(CPAF\)](#)
- 7. [Rate Check Request Template Form](#)
- 8. [Supporting Cost Data](#)
- 9. [Relevant Experience Form](#)
- 14. [PWS Template](#) – Sep 2010

6.4 Miscellaneous

- 1. [Memo to the File BCM](#)
- 2. [Tech Eval Template](#)
- 3. [Distribution Sheet](#)
- 4. [Ratings Guide](#) - Oct 2010
- 5. [Written Debrief Sample](#)
- 6. [SeaPort-e and Fixed Fee](#)
- 7. [SeaPort Plan of Action and Milestones Matrix](#)
- 8. [SeaPort-e 8\(a\) Set-Aside Procedures](#)
- 9. [DoD Inspector General Audit Report D-2009-08](#) – May 2009
- 10. [Quality Assurance Surveillance Plan \(QASP Template\)](#)
- 11. [Link to template for market research for services](#)



7. CHANGE HISTORY

Updated material is highlighted by *purple text* and an Alert/New icon.

Date	Description of Changes
August 2015	Content formatted and reorganized; Links and POCs updated; updated SeaPort Memo to File BCM document in Toolbox; update of Policy and the Small Business Review section.



August 2014	Last version created in old format; recent updates include section 4.1.3 Small Business Review and SSC Pacific user Support contact.
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