

NAVFAC PACIFIC PROTOCOL ON CONTRACTOR VISITS TO THE COMMAND
Revised 20 May 2014

This NAVFAC PAC Protocol applies to all contractor calls/visits, personal visits or social calls to the Command. A telephone call or conference will be treated the same as an in-person visit. Any request for a meeting or visit will be handled the same as an in-person visit, be it PHONCON, videocon, voice-over- internet, etc.

Note: Contractor protocol policy does not apply to meetings to discuss administration of your existing contracts with NAVFAC Pacific. Additionally, contractor visits should not encompass any aspects of "vendor promotional training." In accordance with 5 CFR Part 2635.203, vendor promotional training means "training provided by any person for the purpose of promoting its products or services. It does not include training provided under a Government contract or by a contractor to facilitate use of products or services it furnishes under a Government contract."

To request a contractor call/visit, personal visit, or social call to the Command, send an e-mail to Susan.Mendoza@navy.mil (NAVFAC Protocol Coordinator) with the following information:

- A list of specific topics you wish to discuss.
- Biographies for all personnel who will be visiting NAVFAC Pacific.
- A list of folks you would like to visit at NAVFAC Pacific.
- Specific dates and times you are available.
- Identify whether you need base access.

If you require a base pass/access, please e-mail to Susan.Mendoza@navy.mil or send a completed JBPHH/JB2 Form 0-180 (1 August 2011) at the address below:

Department of the Navy
Naval Facilities Engineering Command, Pacific
Attn Susan Mendoza ACQ11
258 Makalapa Dr., Suite 100 Pearl
Harbor, HI 96860-3134

Note: Completed JBPHH/JB2 Form 0-180 (1 August 2011) **must be received by the Pass and ID office no later than 10 days prior to scheduled meeting.** Therefore, please allow ample time to request/schedule meetings. Effective immediately, "Commander, Navy Installations Command (CNIC), has established the Navy Commercial Access Control System (NCACS), a standardized process for granting unescorted access privileges to vendors, contractors, suppliers and service providers not otherwise entitled to the issuance of a Common Access Card (CAC) who seek access to and can provide justification to enter Navy installations and facilities. Visiting members may obtain daily passes directly from individual Navy installations by submitting identification credential for verification and undergoing a criminal screening/background check. Alternatively, if the vendor so chooses, it may voluntarily elect to obtain long-term credentials through enrollment, registration, background vetting, screening, issuance of credentials, and electronic validation of credentials at its' own cost through a designated independent contractor NCACS service provider."

(Note: Visits with the NAVFAC Pacific Small Business Office is handled by Ms. Jennifer L. McGuire, please e-mail her at jennifer.l.mcguire@navy.mil)

Please allow at least **two weeks** to coordinate visits.

Contractor visits will only be granted based on availability of personnel and at the discretion of the government. Contractors are allowed to meet for a **30-minute period once every six months.**

A meeting will normally **not** be scheduled:

- If the contractor is involved in an ongoing procurement/solicitation (or any stage of an active acquisition) unless the contractor has a pressing matter of official business and the meeting will not address the ongoing procurement.
- To discuss specific procurements or project information, whether pending or anticipated unless government allows one-on-one visits which are made available to all potential offerors.
- To discuss potential acquisition vehicles, source selection methodologies, etc. unless government allows one-on-one visits which are made available to all potential offerors.
- For the purpose of conducting vendor/contractor training encompassing the promotion of products or services.
- If the contractor is involved in a dispute with NAVFAC.
- If the contractor requests a visit more than once in a six month period.

There will be no advantage provided to any company over another during calls or visits. The mere perception of impropriety or favoritism, by providing contractors access more than others, puts the acquisition process at risk.

If contractors wish to obtain program specifics, visit the Federal Business Opportunities (FBO) Website at www.fedbizopps.gov, the Navy Electronic Commerce Online (NECO) Website at <https://www.neco.navy.mil>, and the Guam Industry Forum Website at <http://www.guamindustryforum.com/>.

This protocol was developed to serve the dual interests of providing industry representatives with a fair and equal opportunity to contact this command, and ensuring minimal disruption to the Navy mission and can be found at this link

http://www.navfac.navy.mil/navfac_worldwide/pacific/contact_us.html

Please provide the above information to Ms. Mendoza and she will get back to you.