



• August 15-18, 2010 • Dallas, Texas •  
• Dallas Convention Center •



Navy Energy Contract Basics  
and Specialized Energy Contracts  
Russell Dominy  
Specialty Center Acquisitions NAVFAC

# Energy Contract Process

- Requirements
- Market Research
- Acquisition Plan
- Source Selection Plan
- Synopsis
- Solicitation Package
- Proposal Evaluation
- Approval
- Award

# Requirements

- Meet an existing or future need
- Specific to one or multiple locations
- May be broad based or focused

# Market Research

- Specific to meet the requirement
- Look at existing resources (FEMP, GSA, other DoD, etc.)
- Solicit industry input through RFI's, phone interviews, etc.
- Initially broad based, then narrow focus on requirement
- Market Research Report, documents findings from market research

# Acquisition Plan

- FAR Part 7
- Developed to ensure planners address requirements
- Can be developed on a systems, contract or individual order basis depending on the acquisition
- Small Business Coordination (SF 2579 with SB Rep and SBA)

# Acquisition Plan Contents

- Statement of Need
- Applicable Conditions
- Cost
  - Life cycle Cost
- Capability of Performance
- Delivery or Performance Period Requirements
- Trade-offs
- Risks
- Acquisition Streamlining
  - Encourage industry participation
- Sources
- Competition
  - ID major components or subsystems
  - Describe how competition will be sought, promoted and sustained for spares

# Acquisition Plan Contents (Cont.)

- Source Selection Procedures
- Acquisition Considerations
- Budgeting and Funding
- Product or Service Descriptions
- Test and Evaluation
- Logistics Considerations
- Government Furnished Information
- Environmental and Energy Conservation Objectives
- Contract Administration
- Acquisition Milestones

# Source Selection Plan

## FAR Part 15

- Roadmap for evaluation of contractor proposals
- Price and non price factors
- Low price Technically Acceptable (LPTA) or Best Value (Trade off Analysis)
- Correlates to sections L and M of the Solicitation

# Source Selection Plan

## Contents

- Description of Acquisition
- Composition of the Source Selection Board
  - Functions and Responsibilities
- Basis for Award
- Rating Definitions
  - Strength
  - Weakness
  - Deficiency
- Evaluation Factors For Award
  - Technical
  - Price
  - Basis of Evaluation
  - Proposal Submission Requirements
- Attachments
  - Resume Format
  - POA&M
  - Past Performance Questionnaire
  - Small Business subcontracting Plan
  - Pricing format

# Synopsis

- Notice to public that solicitation is forthcoming
- Brief summary of the proposed solicitation
- Includes NAICS and any small business requirements

# Solicitation

- Uniform Contract Format (UCF) or Construction Contract Format
- Advertised in Navy Electronic Commerce online and FEDBIZOPS
- Often includes site visit
- Questions normal
- Answered via solicitation amendment

# RFP Contents

- Sections A-M of the solicitation
  - Section A SF-30
  - Section B Supplies, Services and Prices (Unit price per KWH for Solar MAC)
  - Section C Descriptions and Specifications (General description for Solar MAC, specifics in Task Order)
- Section D
- Section E Inspection and Acceptance
- Section F Deliveries or Performance
- Section G Contract administration Data
- Section H
- Section I Contract clauses
- Section J List of Documents, Exhibits and Other Attachments

# Solar MAC RFP

- Solicitation under UCF Format
- 3 seed projects comprising first 3 task orders
- 9 amendments
- 49 attachments
- Over 200 questions and responses
- Issued 07 May 09 Proposals received 20 July 09

# RFP Submission

- In accordance with instructions in solicitation
- Contract Specialist logs in proposals and checks for compliance to section L of RFP

# RFP Evaluation

- Technical, Price evaluation boards review proposals develop technical and price reports
- Recommendations to Source Selection Authority (SSA)
- Award with/without discussions
- Business Clearance documents award decision

# Notification of Award

- Unsuccessful and successful offerors notified of presumptive awardee/s
- Opportunity for debriefing
- CHINFO notification
- Contract award
- May be concurrent with task order in case of Multiple award and delivery order/task order contracts