

HDQMWR-22-Q-0060 0004 - Request for Quote (RFQ)/Information Amendment**DESCRIPTION**

The Non-appropriated Funds Instrumentality (NAFI) Office, Commander Navy Installations Command (CNIC) is issuing this Request for Quote Amendment to provide responses to additional questions received in response to the RFQ and previous Q&A; to extend the response due date; and to revise page 4 Section D regarding number of users.

2.0 THIS IS NOT A SOLICITATION FOR PROPOSALS. THIS IS A REQUEST FOR INFORMATION ONLY

This RFQ is for planning and informational purposes only and shall not be considered as a request for proposal or as an obligation on the part of the NAFI to acquire any products or services. No entitlement to payment of direct or indirect costs or charges by NAFI will arise as a result of a response to this RFQ or NAFI's use of such information. Data submitted in response to this RFQ will not be returned. No contract will be awarded from this announcement. The information provided in the RFQ is to identify sources that can provide a procurement system. The NAFI has not made a commitment, nor has NAFI issued a solicitation to procure any of the items discussed. Release of this RFQ should not be construed as a commitment, or as authorization to incur cost for which reimbursement would be required or sought. All submissions become NAFI property and will not be returned. NAFI will not pay for information submitted in response to this RFQ, and responses to this notice cannot be accepted as offers. Any information that the vendor considers proprietary should be clearly marked as such.

3.0 CONTRACTING OFFICE ADDRESS

Commander Navy Installations Command
5720 Integrity Drive, Building 457
Millington, TN 38055
ATTN: Acquisition Branch Manager
troy.l.milburn3.naf@us.navy.mil
901-874-6681

4.0 RESPONSE

A response to this RFQ is requested to provide the following:

- an overall description of a proposed procurement system
- a virtual demonstration of a proposed procurement system
- an estimated cost for a proposed procurement system that would meet the requirements of the below PWS.

Please submit any questions you may have for information that is required in order to respond with the above no later than 20 June 2022.

The closing date for the above responses regarding this announcement is COB CST 12 August 2022. Send questions and responses via the above e-mail listed in paragraph 3.0.

PERFORMANCE WORK STATEMENT

A. Task Title

Nonappropriated Fund (NAF) Procurement System

B. Purpose

Provide and implement a complete NAF procurement system for Supply/Service and Construction contracts.

C. Background

Commander, Navy Installations Command, Fleet & Family Readiness (CNIC F&FR) Support Services located onboard the Naval Support Activity in Millington, Tennessee, is the U.S. Navy's non-appropriated fund (NAF) program manager for a variety of recreational, social, and community support programs for Navy personnel, their dependents, and other authorized patrons worldwide. The primary programs provided through CNIC F&FR are revenue generating including food and beverage operations (clubs, restaurants and snack bars), specialty retail (bowling pro shop, golf pro shop, auto hobby, crafts, recreation), recreational lodging and programs (golf, marinas, tickets and tours, movies, child care, sports, fitness, and youth activities). There are currently over 70 installations among 10 regions around the world to be affected by this project along with CNIC F&FR in Millington. Total number of NAF employees is approximately 13,000 to 17,000 (depending on season). CNIC F&FR N94 operates a global network supporting enterprise resource planning, timekeeping, point of sale, and program management systems.

CNIC F&FR's current business software landscape includes SAP ERP 6.08, SAP Business Warehouse (SAP BW) 7.50, SAP Portal 7.50, SAP BI 4.2, Kronos Workforce Central 8.1, and ADP PC-PW.

The current SAP ERP system is not compliant with procurement policy.

D. Objectives

The primary goals for a procurement system is to include the following:

- Compliance with NAF Procurement Policy
- Increase efficiency of procurement operations in the F&FR Supply/Service and Construction contracting offices and all Regional support offices
- Simplify reporting of procurement performance metrics as well as vendor and contract analysis
- Facilitate all phases of the acquisition and contracting processes including pre-solicitation, solicitation, award, post-award and close-out
- Ability to report status of all procurement actions as well as approval workflow
- Support up to 3500 users (revised amendment 0004).

CNIC HQ and Regional Procurement field offices require a configured solution that can effectively manage multiple procurement actions, as well as meet the system and functional capabilities defined in the DoDI 4105.67 on NAF Procurement and CNICINST 7043.1, CH-1 NAF Procurement Policy. These policies require CNIC to conduct competitive procurements to the maximum extent practicable, implement procedures to establish management oversight and internal controls, and ensure compliance with requirements of applicable statutes, regulations, and directives. Annually, CNIC commits millions of NAF dollars system-wide to support operations and construction projects that require the ability to track, verify and guarantee contract compliance.

Common types of contracts include: blanket purchase agreements (BPA), non-standard contract agreements, purchase orders, delivery orders issued against existing internal and external

contracts, supply and service contracts, software support and maintenance contracts, entertainment contracts, income generating contracts, short term and long term concession contracts, and ticket agreements. More complex contracts are often necessary for construction projects, goods or services that are highly regulated and goods or services with detailed technical specifications.

Currently, CNIC HQ completes all contracting activities primarily using Microsoft Office tools. Aside from HQ, CNIC field offices complete limited procurement activities in SAP ERP including the creation of purchase orders and delivery orders, goods receipts and invoice verification.

The desired outcome of this contract is the design of a standardized contract management system that can manage multiple types of procurement actions within the following broad disciplines:

- Writing and negotiation
- Baseline management
- Commitment management
- Approval management
- Communication management
- Contract visibility and awareness
- Document management
- Service level agreement compliance
- Transaction compliance
- Contract Closeout

The procurement business processes to be considered in relation to the above include:

- Workflow receipt of Purchase Requisitions
- Creation of Navy NAF solicitation documents for Simplified Acquisition Procedures and Formal Advertising Procedures
- Creation of award document for procurement requirements using Simplified Acquisition Procedures
- Creation of award document for service, supply and construction requirements using Formal Advertising/Acquisition Procedures, including ad hoc contract options
- Workflow approval of procurement documents
- Issuance of task orders and delivery orders against existing internal IDIQ contracts, and external GSA, AFNAFPO, Ability One, etc. contracts.
- Issuance of Amendments to Solicitations
- Issuance of Modifications to Contracts
- Inspection and Acceptance of Goods and Services
- Issuance of Solicitations
- Issuance of Requests for Information and Sources Sought
- Issuance of Requests for Quotation
- Issuance of Requests for Proposal
- Issuance of Invitations for Bid
- Document Pre-award Surveys
- Creation of award documents for entertainment contracts
- Creation of award documents for concessionaire contracts

- Creation of award documents for Blanket Purchase Agreements
- Warranty Procedures
- Closeout Procedures
- NAF Purchase Card Purchases
- Customization of NAF procurement contract clauses
- Contract & performance reporting (actions, dollars, execution time, type of procurement)
- Formal Advertising and Interface with System for Award Management (SAM)
- Supplier Self-Registration
- SAP Financial System interface for obligations and processing invoices (progress payments and final payments)
- Ebuilder Project Management System interface for obligations (desirable)
- Maintain Contractor information database
- Issuance of Vendor ID numbers
- Goods/Services receipt
- Data exchange with SAP ERP (or successor) financial system

Further information about these business process requirements can be found in paragraph F Requirements Table.

E. Information Request

1. A demonstration of the contractor's current procurement system.
2. Identification of all software licenses required to implement their perspective procurement system.
3. The procurement system must ultimately be able to exchange data with SAP ERP financial system. Note that while CNIC F&FR is a government entity, it expends Non-appropriated funds and, as such, does not follow common Federal Acquisition Regulation (FAR) and Defense Federal Acquisition Regulation (DFAR) policies.
4. The design of the SAP Procurement system must have the ability to function within the infrastructure and network infrastructure of CNIC private business network. CNIC networks operate under specific security policy constraints that must be considered in the system architecture. Cloud-based procurement systems, the Contractor shall implement and maintain administrative, technical, and physical safeguards and controls with the security level and services required in accordance with the Cloud Computing Security Requirements Guide (SRG) (version in effect at the time the solicitation is issued or as authorized by the Contracting Officer) found at http://iase.disa.mil/cloud_security/Pages/index.aspx, unless notified by the Contracting Officer that this requirement has been waived by the DoD Chief Information Officer. Note: The following DFARS contract
5. All procurement application systems are subject to accreditation by Department of Navy utilizing the process and controls set forth in the Risk Management Framework as outlined by the National Institute of Standards and Technology (NIST).

F. Requirements Table

System	Category	Requirements
Procurement	Documents	Design to create change orders (i.e., initiate PR to request change and execute modification to contract)
Procurement	Documents	Design to create delivery orders & task orders issued against internal contracts and also external contracts (GSA, AFNAFPO, etc.)
Procurement	Documents	Design to create Purchase Request Amendments and/or Purchase Request Packages
Procurement	Documents	Design to create funded and un-funded PRs
Procurement	Documents	Design to capture market research information
Procurement	Documents	Design to create acquisition plans. Plans shall be available for workload assignment and distribution. Applicable documents (such as the Performance Work Statement, Statement of Work, Specifications, Source Selection Plans, etc.) automatically incorporated into plan w/ options for KO to select portions for incorporation.
Procurement	Documents	Automatic development of a draft solicitation based upon one or more selected source documents
Procurement	Documents	Design to create and maintain the following contract type codes and associated documentation requirements: - FFP (Firm Fixed Price) - FPI (Fixed Price Incentive) - CPAF (Cost Plus Award Fee) - T&M (Time and Materials) - Labor Hour - Fixed Fee - Letter Contracts
Procurement	Documents	Design to create solicitation documents in various output forms: Request for Proposal (RFP), Request for Information (RFI), Request for Quotation (RFQ), Sources Sought, Invitation to Bid (IFB), and other solicitation documents
Procurement	Documents	Capability to recommend solicitation templates based on defined criteria
Procurement	Documents	Capability to use a cancelled solicitation as a reference for a new document
Procurement	Documents	Design to create and maintain solicitation, protest and/or amendment document distribution lists
Procurement	Documents	Design to document Final Source Selection results
Procurement	Documents	Design to document Awardee(s) Selection (SA or SSA) and complete a Source Selection Decision document
Procurement	Documents	Design to generating forms/letters for legal review
Procurement	Documents	Design to create a Corrective Action Plan
Procurement	Documents	Design to create and maintain Settlement Agreement documents
Procurement	Documents	Design to mark the document as "Closed-out." A document with a status of "Closed-out" shall be read-only and may not be identified as a source document. System Administrator access to re-open.
Procurement	Documents	Design a Help feature within the system.
Procurement	Documents	Design to allow Electronic Signatures.

System	Category	Requirements
Procurement	Documents	Design to create and modify a Contract Completion Statement, and if applicable, a Contract Closeout Checklist (or automated equivalent) for each award action
Procurement	Integration	Design to integrate with the System for Award Management (SAM) database
Procurement	Interfaces	Design to interface with the GSA Federal Supply Schedule and utilize GSA contracts
Procurement	Interfaces	Design to determine if the PR package is on the procurement list published by the Committee for the Purchase from the People Who Are Blind or Severely Disabled
Procurement	Interfaces	Design to interface with external systems to post solicitation, synopsis, supported documentation and notifications
Procurement	Interfaces	Capability to receive and incorporate proposals and quotes from external systems
Procurement	Integration	Integrate with NAF financial and construction management systems
Procurement	Modifications	Returns - Modifications reducing quantity or Returns ("Return" - is one type of modification), returns for defect, terminate for convenience
Procurement	Notifications	Send automated messages/notification to appropriate employees. I.e. Late payments to the appropriate COR. Payments completed. Automate the process of alerting employees of overdue tasks with notifications that ascend the chain of command if requirements are not fulfilled. Notifications can be scheduled in advance or triggered by overdue activities.
Procurement	Notifications	Notifications to the requiring activity of formal acceptance (or rejection) of a requirements package
Procurement	Notifications	Notifications to the requestor(s) whenever the status of the PR, PR Amendment, or requirements package changes
Procurement	Notifications	Design to notify designated users of new proposals
Procurement	Notifications	Design to allow initiation of clarifications, and any further communications of proposals
Procurement	Notifications	Design to create and distribute a Pre-Award Survey, Pre-Award, Award, and Post-Award orientations notification
Procurement	Notifications	Design to notify (manually or automatically) all interested parties concerning the processing (Coordination of Protest/Claim/Appeal) and final resolution of a Protest
Procurement	Process	Design to account for retainage
Procurement	Process	Design to define invoicing office, payment office and delivery points at the header level or CLIN level
Procurement	Process	Design to establish business rules for utility or any operating fees as part of revenue generating contract (Concessionaires)

System	Category	Requirements
Procurement	Process	Design to handle discounts: - by quantity - by tier - speed to pay (financial) discounts In the form of: - fixed dollar - percent of dollar value - percent of quantity And can be applied to the: - CLIN - sub-CLIN - subtotal - total
Procurement	Process	Design to handle NSP (not separately priced) items and "no cost" items - items that are included in the price of another item but must be listed separately.
Procurement	Process	Design to have valuated goods receipts with multiple account assignments per CLIN; Design to assign percent or specified quantity of CLIN to multiple account assignments
Procurement	Process	Design to link budget data to PRs and alert when over budget
Procurement	Process	Design to make and track progress payments (percentage based on completion percentage) and partial payments (based on partial quantity)
Procurement	Process	Design to manage master contract and all related orders (i.e., IDIQ Contract balances, BPA Order Logs; BPA declining balance, call limit,
Procurement	Process	Design to track payments made on purchase cards and link back to contracting instrument
Procurement	Process	Contract (including purchase order) management (from PR to Contract Award to Receipt/Acceptance to Payment to close-out)
Procurement	Process	Link BPA calls to BPA (link BPA calls, and PRs)
Procurement	Process	Link IDIQ Contract to Delivery/Task Orders and Purchase Request
Procurement	Process	Design to record Transportation Accounting Code (TAC)
Procurement	Process	Design to divide source documents (e.g., Purchase Requests) at the line item level into multiple solicitation documents
Procurement	Process	Automatically identify goods with required sources of supply (e.g., AbilityOne). (Revised Amendment 0002)
Procurement	Process	Allow for the use of North American Industry Classification System (NAICS) codes at the CLIN, SLIN, and ELIN level
Procurement	Process	Maintenance of contract warrants
Procurement	Process	Requirements management
Procurement	Process	Design to indicate formal acceptance (or rejection) of a requirements package

System	Category	Requirements
Procurement	Process	Design to track and enforce statutory and regulatory specific thresholds
Procurement	Process	Design to create amendments to solicitation documents for various changes: - extend response dates - change opening/closing times - cancellation
Procurement	Process	Design to receive electronic feedback on draft solicitation or manually add feedback
Procurement	Process	Capability to auto-solicit goods using defined criteria
Procurement	Process	Capability to sort solicitation line items based upon base year, option year(s) and source document identifier (e.g., PR Number) when multiple source documents have been incorporated into a solicitation
Procurement	Process	Capability to modify solicitation line item data pulled from one or more source documents (e.g., Purchase Requests) based on governing business or system rules allowance
Procurement	Process	Design to incorporate all Terms and Conditions from one solicitation document into another and have a change log of this process shall be associated with the destination document
Procurement	Process	Capability to change the status of a document to "Offline/Deferred", which would keep it internal and would prevent activities like interfacing/workflow, etc.
Procurement	Process	Capability to manually upload externally received hard copies of proposals, bids, or quotes
Procurement	Process	Design to create a configurable procurement action and pre-award protest checklist
Procurement	Process	Design to request, receive, and manually upload any certifications from the vendor which are required by the solicitation, but which are not stored in other external systems (e.g., SAM)
Procurement	Process	Design to create and modify a Pre-Negotiation Plan (PNP)
Procurement	Process	Capability to maintain a record of all Discussions/Negotiations between users and offerors/suppliers
Procurement	Process	Design to override Stay of Performance/Award documentation
Procurement	Process	Design to create, issue, and lift a Stop Work Order
Procurement	Process	Design to automatically or manually store vendor invoice, payment, and delivery information
Procurement	Process	Design to manually upload performance reports received externally
Procurement	Process	Capability of flagging certain parties to be excluded from solicitations

System	Category	Requirements
Procurement	Process	Capability to electronically distribute and receive a modified contract
Procurement	Process	Design to allow a designated user to reactivate a closed document
Procurement	Process	Design to reset the retention period when a contract has been re-opened after closeout
Procurement	Process - Award	Capability to allow for one or more award(s) from a single solicitation
Procurement	Process - Award	Design to not automatically close a solicitation after an associated award has been made
Procurement	Process - Award	Design to capture contract award response period and extensions
Procurement	Process - Award	Design to validate the warrant level of contracting officer before releasing the award
Procurement	Process - Evaluation	Design to evaluate a single proposal submitted by multiple parties (vendor teaming arrangements) and consolidating into a single overall rating
Procurement	Process - Evaluation	Design to allow supporting documents to be associated with an offer evaluation
Procurement	Process - Evaluation	Design to create a summary view using system-defined criteria (e.g. line item cost, total cost, vendor performance)
Procurement	Process - Evaluation	Capability to calculate variance in pricing between proposals (e.g., unit cost, total cost, line item cost, etc.)
Procurement	Process - Evaluation	Design to access past performance data contained within external systems (e.g., PPIRS) for offer evaluation
Procurement	Process - Evaluation	Design to compare a vendor's eligibility in external systems (e.g., SAM) against the requirements of a solicitation and identify any discrepancies
Procurement	Process - Evaluation	Design to enter a justification for removing an offer or revision from consideration
Procurement	Process - Evaluation	Design to allow revisions to evaluation ratings
Procurement	Process - Evaluation	Capability for a user to determine evaluation rating methods for received proposals and record and store them electronically within the solicitation. (Evaluations may be conducted using any rating method or combination of methods, including color or adjectival ratings)
Procurement	Process - Evaluation	Design to notify to offerors of any proposal which modifies, or fails to conform to the essential requirements and mark if proposals deemed to be fair and reasonable.
Procurement	Process - Proposal	Capability of electronically accepting proposals (e.g. offers, proposals)

System	Category	Requirements
Procurement	Process - Proposal	Design to mark as late if the proposal is received after the solicitation closing date/time specified for receipt
Procurement	Process - Proposal	Capability to use the date/time entered by the user for manual proposals to determine the timeline
Procurement	Process - Proposal	Design to maintain all versions of the proposals received on a solicitation
Procurement	Process - Proposal	Design to require a relevant solicitation document in the vendor's proposal
Procurement	Process - Proposal	Design to timestamp each proposal as it is received
Procurement	Process - Proposal	Design to prohibit changes to a proposal received electronically
Procurement	Process - Proposal	Design to compare the Terms & Conditions in a solicitation with those in a proposal and notify users of any differences
Procurement	Process - Proposal	Capability to process and record Resolution of Offeror Exceptions to the Terms & Conditions
Procurement	Process - Proposal	Capability to remove and reinstate an proposal or revision from consideration
Procurement	Process - Proposal	Design to maintain one or more rounds of offers (i.e., negotiations)
Procurement	Process - Proposal	Design to auto-archive Non-Selected proposals in contract
Procurement	Process - Protest	Capability to track claims, disputes, and appeals at the line item level
Procurement	Process - Protest	Design to electronically receiving protests (including supplemental protests, appeals, and interventions) from external sources (e.g., Vendors, GAO, SBA, etc.)
Procurement	Process - Protest	Design to create (automatically and manually) and maintain a protest case file
Procurement	Process - Protest	Design to allow a protest case file to contain one or more Issue(s) of Protest
Procurement	Process - Protest	Design to link an individual Issue of Protest to a provision or requirement
Procurement	Process - Protest	Design allow the grouping of protests into system-defined categories
Procurement	Process - Protest	Capability of automatically consolidating protests by package, numbering, and/or category
Procurement	Process - Protest	Capability to determine if a protest is timely IAW CNICINST 7043.1

System	Category	Requirements
Procurement	Process - Protest	Design to create a summary of the protest
Procurement	Process - Protest	Capability to suspend a contract based on a protest
Procurement	Process - PRs	Capability to determine if the PR package contains items similar to any existing non-executed procurement documents and notify user
Procurement	Process - PRs	Capability to hold all PR packages in system-defined location(s) for manual assignment, including those that failed automatic assignment
Procurement	Process - PRs	Design for PR and PR Amendment data fields to be linked with one or more procurement line items
Procurement	Process - PRs	Design to combine (by line item) more than one PR package into a single procurement action and separate (by line item) a single PR package into multiple procurement actions. Upon separation or combination of a PR package the PR package summary data should be updated.
Procurement	Process - PRs	Design to cancel a PR, PR Amendment, or PR package and upon cancellation, notification be sent to all affected users.
Procurement	Process - PRs	Capability to allow a credit in a monetary amount or a percentage to be applied to a line item or total cost
Procurement	Process - Synopsis	Capability to create a Synopsis but not mandatory for all procurements.
Procurement	Process - Synopsis	Design of Synopsis to allow information from one or more source documents (e.g., Purchase Requests) to be pulled in
Procurement	Process - Synopsis	Capability to create a combined Synopsis/solicitation and create a new Synopsis from an existing Synopsis
Procurement	Reporting	Design to track balances remaining on contracts by funding source, funds available, Design and commitments, annual limits and/or project
Procurement	Reporting	Design to track retainage (new process) by % or \$
Finance Integration	Reporting	Be able to run fiscal year end open POs and track fiscal year end purchases
Procurement	Reporting	PALT reporting: Procurement Action Lead Time - Design to calculate for all assigned actions, which shall include each individual task as well as the overall workflow. The calculation shall be the time taken from assignment to completion, excluding any designated stoppages. The system shall also compare this amount to the system-defined average for the same task type to determine compliance (e.g., early, on-time, late)
Procurement	Reporting	Performance metrics by individual, section, branch, overall organization (rollup); also by contract action and size/document type (alpha character of PIIN)

System	Category	Requirements
Procurement	Reporting	Show funds management across Fiscal Years. Annual or Project Funding varies by funding source.
Procurement	Reporting	Track attributes (pre award, ranking, award, post award time, protest, etc.)
Procurement	Reporting	Track costs attributable to people, departments, other commands, programs, and funding source
Procurement	Reporting	Track costs attributable to specific contracts
Procurement	Reporting	Vendor performance analysis - Financial reports
Procurement	Reporting	Track vendor performance (e.g., progress reviews, factors of non-conformance, contract performance reports, etc.) and determine compliance with user-defined criteria
Procurement	Reporting	Capability to generate and distribute a post award conference report or pre-performance report.
Procurement	Workflow	Design for facility managers to create their own PR's in the system and for approval routing
Procurement	Workflow	Funding Approval
Procurement	Workflow	Utilize workflow - capability to include one or more tasks within each workflow and Design to assign individuals or predefined group
Procurement	Workflow	Design to prioritize workflow tasks
Procurement	Workflow	Design to categorize workflow tasks by task type, action type, due date and responsible party
Procurement	Workflow	Design to assign a workflow proxy and ensure workflow authorizations do not exceed that of the designator
Procurement	Workflow	Design to mark a user(s) as eligible/ineligible for task assignment
Procurement	Workflow	Notify users of new or updated task assignments.
Procurement	Workflow	Design to send reminder notifications based upon defined criteria (such as approaching due dates). Notifications shall include at a minimum the document number, action type, due dates and priority to the end user/requestor
Procurement	Workflow	Design to identify workflow tasks that should also send notifications to assignee's supervisor
Procurement	Workflow	Design for a workflow tasks to be re-assigned by assignee's supervisor
Procurement	Workflow	Design for supervisors to view all workflow tasks of supervisees
Procurement	Workflow	Design to add comments to workflow tasks
Procurement	Workflow	Design to view all workflow history
Procurement	Workflow	Design to notify the requestor and other set users (internal & external) of the published solicitation's issue date and required response date
Procurement	Workflow	Design a workflow for approving a Pre-Award Survey, Pre-Award and Award Notification before distributing