

July 7, 2022

SUBJECT: TECHNICAL PROPOSAL REQUIREMENTS – ANNUAL SUBMITTALS –  
REQUEST FOR INFORMATION

Encl (1) SUBMISSION INSTRUCTIONS

Encl (2) EVALUATION FACTORS

Based on renewed interest from industry and Military Sealift Command's (MSCs) desire to streamline the technical proposal requirements for ship repair procurements, submittals for the technical requirements listed below may be submitted on an annual basis vice with each proposal submission.

Submit annually on a fiscal year basis. Submissions received will be valid until September 30, 2023. E-mail submissions to the Director of Ship Repair Contracting at [thomas.j.martin15.civ@us.navy.mil](mailto:thomas.j.martin15.civ@us.navy.mil). Submittals will be reviewed and the shipyard will be notified if they are acceptable or unacceptable.

When submitting a proposal for an MSC ship repair procurement, refer to the accepted submission in your technical proposal for the applicable subfactor with the statement, "Refer to our annual submittal, dated XX/XX/XXXX."

The shipyard is responsible for the accuracy of annual submittals. Immediately notify the Director of Ship Repair Contracting of any changes to the submittals. If a shipyard receives a contract award and it is later determined that the information provided was inaccurate, the government reserves the right to take appropriate action as per the terms and conditions of the solicitation and contract.

The submittal of the documentation on an annual basis does not forfeit the government's right to select or change factors or subfactors, enter discussions, or request clarifications. Any questions should be directed to the Director of Ship Repair Contracting at [thomas.j.martin15.civ@us.navy.mil](mailto:thomas.j.martin15.civ@us.navy.mil).

Enclosure (1)

## SUBMISSION INSTRUCTIONS

### 1. Submittal and Inquiries.

a. Submit annual technical proposal requirements by August 1, 2022, via e-mail to Director of Ship Repair Contracting at [thomas.j.martin15.civ@us.navy.mil](mailto:thomas.j.martin15.civ@us.navy.mil). Late or amended submission will be considered, but the Government's response may be delayed.

b. Other submission methods will not be accepted. Shipyards are responsible for ensuring that the Government receives the complete submission.

c. All questions concerning the solicitation shall be addressed via email to [thomas.j.martin15.civ@us.navy.mil](mailto:thomas.j.martin15.civ@us.navy.mil).

### 2. General Instructions

a. The process for evaluation and acceptance will be conducted utilizing source selection (negotiated) procedures as delineated in FAR Subpart 15.3. Submissions will be evaluated using the criteria under Enclosure (2), "Evaluation Factors." Noncompliance with the RFI requirements may hamper the Government's ability to properly evaluate the submission and may result in elimination of the submission from further consideration for acceptance.

b. It is the Government's intention to accept the submissions without discussions. Shipyards are encouraged to submit their best technical submission. The Government reserves the right to hold discussions, as needed.

### 3. Preparation and Format Instructions

a. Shipyards shall provide digital files in Adobe PDF, Microsoft Word, PowerPoint, and/or Excel. Shipyards shall ensure that files are virus-free and free of password protection. The Government reserves the right to eliminate a submission from consideration if access to data is prohibited due to viruses, passwords, and/or wrong format.

b. Limit the submission to 50 pages, excluding appendices. If the page limits are exceeded, the pages in excess of the limit shall be removed and remain unread.

### 4. Content. The shipyard shall submit, at a minimum:

a. The submission will be the basis for assessing the shipyard's ability to understand and perform the tasks in the acquisitions for ship repair availabilities. Enclosure (2) outlines the evaluation factors and defines the evaluation criteria for evaluating the annual submission. A legible, neat, orderly, and comprehensive submission is required. Data should be presented in Evaluation Factor sequence and paragraph numbering in the submission should coincide with the numbering system set forth in Enclosure (2). Failure to respond to any one of the evaluation factors may result in disqualification from this process.

b. The submission must demonstrate an understanding of and an ability to meet all of the Evaluation Factor. The submission should be sufficiently complete to demonstrate how the shipyard will comply with Government directions and requirements throughout the performance period. Data previously submitted, or presumed to be known, i.e., descriptions of previous projects performed for the Government, cannot be considered as a part of the submission unless physically incorporated into the submission.

c. All information must be presented in sufficient depth for the Government to make a comprehensive evaluation of the shipyard's understanding of ship repair availabilities and of the shipyard's capability to successfully perform the work package.

d. The submission should demonstrate this understanding and capability in a concise, logical manner and should not contain superfluous material not directly related to the RFI.

## EVALUATION FACTORS

### 1. BASIS FOR ACCEPTANCE

a. The Government will evaluate submissions on a technically acceptable/unacceptable basis. Technical tradeoffs will not be made and no additional credit will be given for exceeding the minimum requirements of the RFI. Acceptance will be made to the shipyard, whose submission conforms fully to the RFI requirements and meets the acceptability standards for all non-price factors and subfactors. In order to be eligible for acceptance, a submission must receive an acceptable rating in every non-price factor and subfactor. An unacceptable rating in any non-price factor or subfactor will render the entire submission unacceptable.

1) The Government intends to accept without discussions. However, the Government reserves the right to conduct discussions if deemed necessary.

2) In accepting the submission with an acceptable rating for non-price factors, the following factors and subfactors will be considered:

#### Technical Factors

Factor 1 – Understanding the WI Package

Subfactor 1.5 – Material Control and Storage

Subfactor 1.6 – Heavy Weather Plans

Subfactor 1.7 – Cold Weather Plans

Factor 2 – Ability to Perform the WI Package

Subfactor 2.3 – Facilities

Factor 3 – Management Control and Quality Assurance

Subfactor 3.3 – Quality Control Plan

Subfactor 3.4 – Hazardous Waste Management Plan

d. Shipyards are cautioned that any submission receiving a rating of unacceptable for any technical subfactor may be rated unacceptable overall for the technical factor. Any submission rated unacceptable for the technical factor will be ineligible for acceptance.

### 2. ADJECTIVAL RATINGS/DEFINITIONS

Technical Acceptable/Unacceptable Ratings	
Rating	Description
Acceptable	Submission meets the requirements of the RFI.
Unacceptable	Submission does not meet the requirements of the RFI.

### 3. EVALUATION FACTORS

a. Evaluation criteria consist of technical factors and subfactors. The technical factors and subfactors will each receive one of the adjectival ratings defined in paragraph 2. Ratings of subfactors are used to derive an overall rating for the related factor.

b. Technical factors include:

#### **Technical Factor 1 – Understanding the WI Package**

Subfactor 1.5 Material Control and Storage

Provide information on the location and size of all storage areas including those available for the receipt and inspection of material. Provide supporting data to demonstrate capability for compliance with the storage requirements identified in the statement of work.

Describe the system to be used for Material Control, providing data for the following areas:

1. Advanced CFM material ordering.
2. Receipt, inspection, and identification of GFM and CFM, including rotatable pool items.
3. Control of pilferable and sensitive material.
4. Control of damage and reporting system.
5. Turn-in material, including equipment shipped to subcontractors for work.
6. Scrap material and relative accounting system.
7. Ripout material which is to be reinstalled
8. Procedure for critical material decisions such as substitutions.
9. Temporary issue of storeroom repair parts to support overhaul/availability.

Show how the proposed system satisfies Production and QA Material Control requirements. Describe how material is distributed to the crafts.

#### Subfactor 1.6 Heavy Weather Plans

A Heavy Weather Plan shall be submitted IAW the specification item on heavy weather. The heavy weather plan shall include a description of the protection arrangements available and the preventive measures that will be taken to ensure the safety of the ship from potential heavy weather conditions.

#### Subfactor 1.7 Cold Weather Plan

A Cold Weather Plan shall be submitted IAW the specification item on Cold Weather. The Cold Weather Plan shall include a description of the protection arrangements available and the preventive measures that will be taken to ensure the safety of the ship from potential cold weather conditions.

### **Technical Factor 2 - Ability To Perform the WI Package**

#### Subfactor 2.3 Facilities

Complete the enclosed MSC Ship Repair Facility Survey Form (MSC Form 4330/26). Forms must be signed and dated. (See section J for the form). **Note** the following special instructions when completing the form.

- a. On sheet 2 of 5, the "Services Available" block should include only those services which are permanently installed. Temporary service capability should be listed on sheet 5 of 5.
- b. Photocopies of crane certification data shall be supplied.
- c. The following instructions apply to the required submittals list located on sheet 5 of 5.
  - 1) Submittal number 1: submit as instructed.
  - 2) Submittal number 2: submit as instructed.
  - 3) Submittal number 3: submit as instructed; list only capital equipment. Do not list portable hand-held tools.
  - 4) Submittal number 4: do not submit, covered elsewhere in RFP.
  - 5) Submittal number 5: do not submit, covered elsewhere in RFP.
  - 6) Submittal number 6: submit as instructed, do not list subcontractor locations.
  - 7) Submittal number 7: do not submit.

Use additional sheets as necessary to give a complete description of your facilities.

*NOTE: The following must be submitted with each unique proposal for an MSC ship repair procurement:  
A Berth Chart that complies with the requirements set forth in Specification Item entitled "Berthing and Mooring Requirements."*

*An Approach Chart that complies with the requirements set forth in Specification Item entitled "Berthing and Mooring Requirements." A Mooring Chart that complies with the requirements set forth in Specification Item entitled "Berthing and Mooring Requirements."*

*For an ROH/DD, complete the J-11 MSC Drydock Evaluation Form and provide photocopies of the drydock certificate(s).*

### **Technical Factor 3 – Management Control and Quality Assurance**

#### **Subfactor 3.3 Quality Control Plan**

Describe in detail the Quality Control Plan to be used for this availability. The description should address the method in which you will comply with the specification item entitled "Testing and Quality Assurance."

Submit a Preliminary "Schedule for Key Inspection Events" within the contractor's proposal for review; to show the contractor's full understanding of all inspections criteria, call outs, and checkpoints specified within the WI package.

Identify the individuals who will perform the QC function. Discuss other duties, if any, to be performed by QC personnel and the percentage of time that they are to perform other duties. Discuss the documentation of QC activity (e.g., logs, notebooks, records). Present the test failure recovery plan.

#### **Subfactor 3.4 Hazardous Waste Management Plan**

Identify key shipyard personnel associated with hazardous waste management including, but not limited to, personnel associated with employee training, hazardous waste identification, and manifest documentation.

Identify any subcontractors associated with removal, handling, and disposal of hazardous waste, including but not limited to, subcontractors responsible for removing, storing, transporting, recycling, reclaiming, or otherwise disposing of hazardous waste. All permits or other applicable credentials associated with safe and proper disposal of hazardous waste should be included. If a hazardous waste subcontractor is changed for any reason, the Hazardous Waste Management Plan shall be amended prior to the new subcontractor beginning work on the vessel.

Identify all local, state, and federal agencies associated with the disposal of hazardous waste.

Outline procedures used by the facility to accomplish removal, handling, storage, and disposal of hazardous waste IAW local, state, and federal requirements.

Describe all steps to be taken to reduce the volume and toxicity of hazardous waste generated during the performance of the contract. This is to include, but not be limited to a description of management of hazardous waste generation, process controls utilized to ensure that effective minimization techniques are maintained, and any technological resources available to reduce either the toxicity or the volume of hazardous waste.

Provide a copy of the facility's Hazardous Waste Spill Response Plan.