

CONTRACTING WITH NAVAL FACILITIES ENGINEERING COMMAND
(NAVFAC) MIDLANT
MARINE CORPS AIR STATION
CHERRY POINT, NORTH CAROLINA

Thank you for your interest in Cherry Point contracting opportunities with Naval Facilities Engineering Command (NAVFAC) MIDLANT, MCAS, Cherry Point.

The following will provide you with some assistance on how to get started with providing services to the government.

HOW TO DO BUSINESS WITH THE ROICC OFFICE

1. Must have DUNS number (see Dun & Bradstreet website):

<http://fedgov.dnb.com/webform/displayHomePage.do>

2. Must be registered at the CCR Website:

<http://www.ccr.gov/>

3. Complete the Online Representations & Certifications at the OCRA website:

<https://orca.bpn.gov/>

(link also available on the CCR Website)

4. Assistance with any of this information can be obtained at the North Carolina Military Business Center:

<http://www.ncmbc.us/>

NCMBC offices are located throughout the state. Local area Office in Havelock: (252) 444-2171

They will assist you with the above referenced contract requirements as well as requirements of MatchForce.org

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MatchForce.org connects NC businesses to government contracts and subcontracting opportunities and offers free employment postings.

5. Jobs referred to as ticket jobs for procurements under \$2500.00 are not handled in this office. Most of those jobs are handled at the customer's level through credit card purchases. For these requirements, you would need to contact the following and they should be able to refer you to an appropriate person:

Facilities Maintenance Department (252) 466-3561
Fleet Readiness Center - East (FRC-East) 464-7078

6. Jobs estimated between \$10,000.00 to \$25,000.00 will be posted to the website with:

(a) SF 18 - Cover sheet that provides: (1) point of contact information (block 5B), (2) quotation due date (block 10), (3) description of work (block 11) (4) place to provide pricing (block 11), (5) site visit information (6) place to acknowledge amendments (block 11), and (7) place to provide your company name, date, telephone number and cage code (blocks 14 through 19)

(b) Scope of Work

(c) Drawings

(e) Wage rate

7. Information not included in each project that is applicable to the work is posted separately at this website. Please familiarize yourself with the following information:

(a) Small Purchase clauses

(b) Minimum contract requirements

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- (c) Wide Area Workflow (How to Invoice)
- (d) Base Access Instructions

8. Important! Information may also be provided by amendment (SF30) to a job that you have already downloaded. Amendments can contain important information that may affect your price. Please check the website for any amendments to your job prior to preparing your bid. Amendments must be acknowledged at the time of bid and can be acknowledged two ways (1) by signing and dating the amendment (SF30) and submitting with your SF18 or by noting the amendment number and date on the SF18 (block 11).

9. Other available contracting opportunities over \$25,000.00 are posted on the Federal Business Opportunities and Navy Electronic Commerce websites for various Military Bases. Contractors can register and/or view, download solicitation at:

<http://www.fedbizopps.gov>

<http://www.neco.navy.mil>

10. Keep in mind that all contractors must be registered with the Department of Defense (DOD) Central Contractor Registration (CCR). As part of your registration in the CCR database, you are required to have an account with a financial institution so that the government is able to make payments to you. Our office processes invoices electronically via Wide Area Workflow. Instructions are shown on this website.

11. Attached is a listing of Multiple Award Contracts that we currently have in place. These sources may provide some subcontracting possibilities.