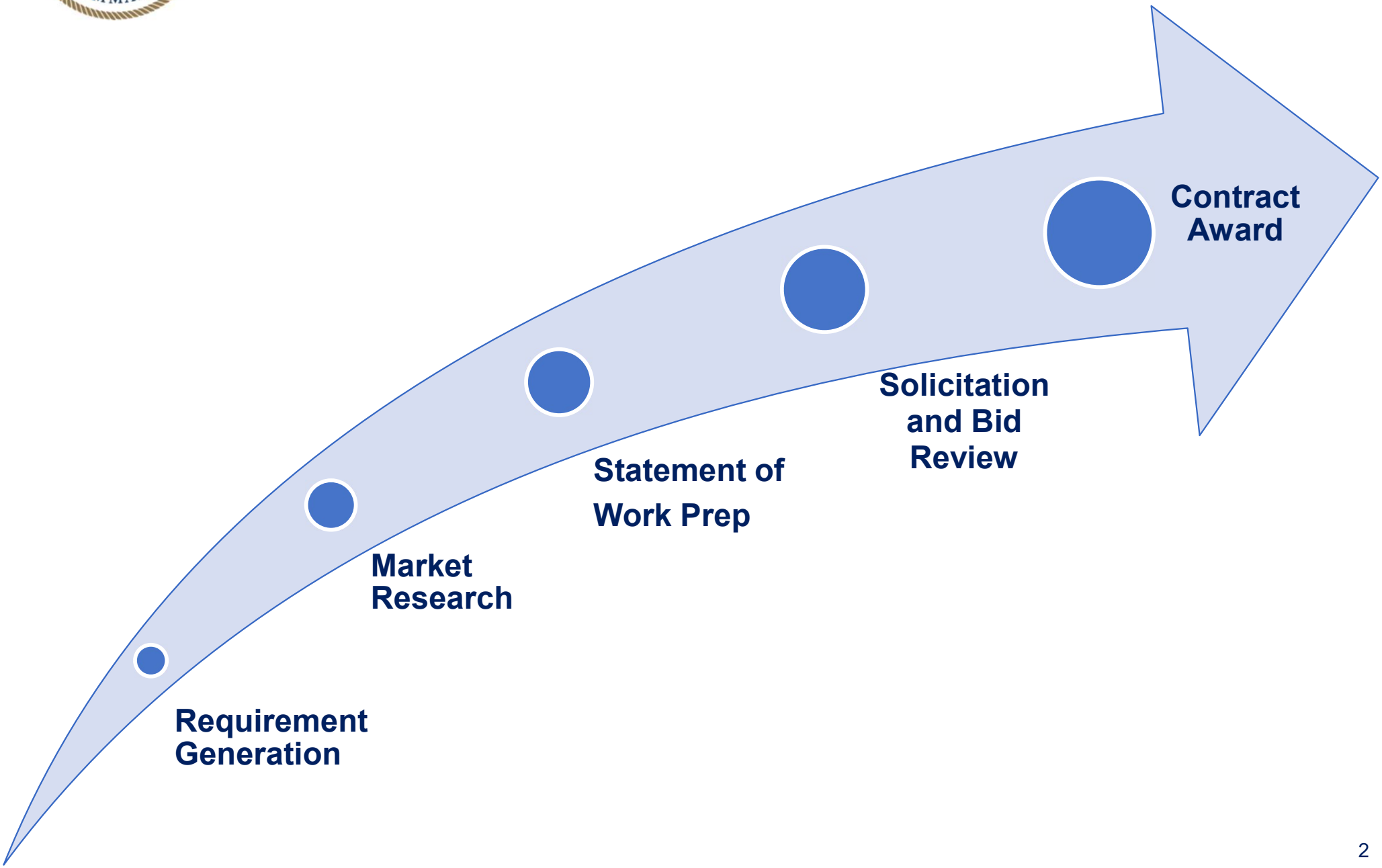
Contracting Opportunities with NHHC

Industry Day - 4 JUN 25

NAVAL HISTORY AND HERITAGE COMMAND

Contracting Lifecycle



Requirement Generation

- Divisions at NHHC identify and develop requirements based on emerging needs
- Consensus-driven decision making is used to prioritize and select key projects
- Selected project ideas are incorporated into annual phasing plans
- When funding becomes available, procurement packages are submitted, and mission specific goals are executed.

Market Research

Federal Acquisition Regulation (FAR 2.101) defines market research as; collecting and analyzing information about capabilities within the market to satisfy agency needs.

Sources would include but not be limited to:

- Internet Searches
- Past Performance
- Published Price Lists
- Published Request for Information (RFI)
- Product Literature
- Manufacturer Catalogs
- Conferences w/ Industry
- Other Agencies/GSA/Sam.gov
- Trade Shows
- Industry Knowledge

Statement of Work Preparation

What makes a good Statement of Work?

- Ensure the proposal includes a qualified, well-balanced team, led by an experienced and proven leader.
- The emphasis is on results. Exclude “how to” requirements since the offeror should be tasked to provide the deliverables under the contract in the most cost-effective manner.
- Use the Work Breakdown Structure (WBS) to clearly define and organize the scope of work. This promotes transparency and alignment across all tasks.
- Explicitly define the tailored limitations of all standards and specifications cited.
- Exclude design control or hardware performance parameters because these requirements should be covered in a specification.
- Give priority to commercial items over specification items when the former satisfies military requirements.
- Give priority to commercial practices as a means of acquisition (DFARS 212 Acquisition of Commercial Items – General).

Solicitation and Bid Review

The contracting officer or contract specialist will post the solicitation to SAM.gov or other government point of entry (GPE).

Here are the timeframes for solicitations of different monetary values:

- Simplified Acquisition Procedures (SAPs) must be posted on SAM.gov (or similar electronic means) for a minimum of 10 days if the expected cost is between $15,000 and $25,000
- Procurements larger than SAPs (up to $250,000) must be posted for 30 days
- Procurements above $250,000 be posted for at least 30 days for bids or proposals to be received after a solicitation is issued.

Contract Execution

- After award, a kickoff meeting may be held between the contractor and NMUSN to review contract terms, align expectations, and address any initial questions or concerns

- NMUSN staff will monitor progress throughout the contract to ensure work stays on track and aligns with agreed deliverables.

- The Office of the Comptroller processes payments after NMUSN reviews and concurs with submitted invoices, ensuring accuracy and compliance.

- Depending on the requirement a final report or inspection of completed work will occur.

- The contract is officially closed once:
  - All work is completed
  - Final payment is issued
  - Any outstanding issues are resolved
  - All administrative actions per FAR and agency policies are finalized.

FY-25 Contracts Awarded or In Process

Procurement Topic	Description
Navy 250	Expansion of NMUSN's We Have the Watch Exhibit in Philadelphia as part of the Navy's 250th Birthday celebration. Exhibit expansion also planned in Washington, DC after this event.
Site Planning	Site investigation report for the E Parcels Lot for the new National Museum of the US Navy.
Design Planning	Plan, organize, research, manage, and develop a strategic design report for the new National Museum of the U.S. Navy
Engagement Support	Strengthen the engagement capacity with museums across the command.
Large Artifact Move	Removal of artifacts from Building 76 to our storage areas
Artifact Conservation	Conservation of objects in preparation for their possible display in the new museum.

Possible FY26 Contract Actions

Procurement Topic	Description
Exhibit Design	Research, design, and development of new exhibits for the National Museum of the US Navy
Studies	Various research opportunities ranging on topics from research to security to historical research
Visioning	Assist with defining future goals and image of the museum
Engagement Support	Strengthen the engagement capacity with museums across the command.
Site Engineering	Site preparation of the E Parcels Lot for the new National Museum of the US Navy
America 250	Project management, development, fabrication, travel, and installation of interactive audio-visual exhibit and supporting material surrounding the United States 250th birthday events
Artifact Conservation	Preservation and movement of the artifacts on display at the Washington Navy Yard

How NHHC Gets Contracts Awarded

1. Identify a need
2. Market research to find firms who can do the work
3. Write statement of work which establishes and defines all non-specification requirements for contractor's efforts
4. Obtain estimates for how much the work will cost
5. Submit to Comptroller who forwards to contracting activity (FLC-N, USACE, NAVFAC)
6. Contracting activity posts solicitation, collects bids
7. NHHC reviews bids, recommends award based on how bidders describe their capabilities, and ability to complete the work
8. Contract awarded

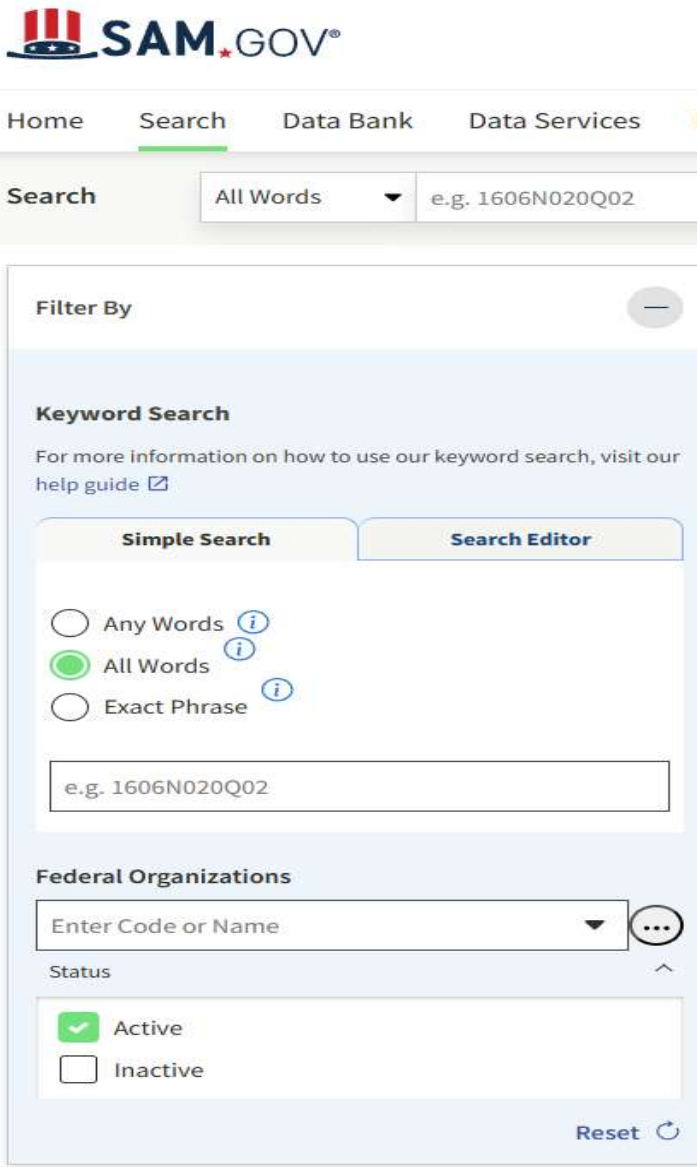
Registering for SAM.GOV

- Interested parties should review Sam.gov's Entity Registration Checklist
- Register to compete for all contract awards
- When registering enter the following information to obtain a Unique Entity ID:
  - Legal Business Name
  - Physical Address (A post office box may not be used as your physical address)
  - Date of Incorporation
  - State of Incorporation (U.S. entities only)
  - National Provider Identifier (NPI) (Non-U.S. entities only)
  - Business information including start date, location, tax information CAGE Code or NCAGE Code (Non-U.S. entities only)
  - Point of contact information for your company

Finding Contracts on SAM.GOV

Sam.gov offers industry the opportunity to search for contracts using keywords including;

- Notice type
- Product or service information
- Set-asides
- Location
- NAICS codes
- Response dates



What NMUSN's Role is in the Contracting Process

- NMUSN are the requirements managers for the museum:
  - We identify the needs of the project
  - Phase for the project
  - Continuously check in with our contracting officers to answer their questions
  - Monitor and track contract performance to project completion

- NMUSN works with several contracting partners including:
  - NAVSUP Fleet Logistics Center Norfolk (FLC-N)
  - Naval Facilities Engineering Systems Command (NAVFAC)
  - U.S. Army Corps of Engineers (USACE)

Questions

If you have any further questions, please reach out to:

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