



Records Administration and Management Services

SeaPort-NxG

Solicitation #N0018926QD041

Due: May 08, 2026 at 04:00 PM ET

Document Conflicts Detected

response_due_date

Primary: 08 May 2026 at 1600 EST (full quotes)

Secondary: Apr 21, 2026 1:00 PM EDT (Step One offers due)

> **May 08, 2026 at 04:00 PM ET (for full quotes, with Step One noted as a separate milestone)**

KEY DETAILS

ISSUING AGENCY

Department of Defense

NAICS CODE

541330 Engineering Services

CONTRACTING OFFICE

NAVSUP FLT LOG CTR NORFOLK

PERIOD OF PERFORMANCE

1 Base Year + 3 1-Year Option Periods + 1 6-Month Option Period = 4.5 years total (07/01/202612/31/2030)

CONTRACT VEHICLE

SeaPort-NxG

PLACE OF PERFORMANCE

Millington, TN; hybrid with minimum 40 personnel on-site daily

SOLICITATION NUMBER

N0018926QD041

AWARD TYPE

Single Award Best Value Trade-Off

CONTRACT TYPE

CPFF

CLEARANCE REQUIRED

SECRET FCL; personnel: IT-II

SET-ASIDE

100% WOSB Set-Aside

RESPONSE TIMELINE

Milestone	Date / Time
Step One viability submission	April 21, 2026 at 12:00 PM ET
Questions due from viable firms	April 30, 2026 at 04:00 PM ET
Full quotes due from viable firms	May 08, 2026 at 04:00 PM ET

Contracting Office POC: John Lavelle — john.r.lavelle2.civ@us.navy.mil | Contracting Officer: Chris Daubert — christopher.w.daubert.civ@us.navy.mil

STAFFING REQUIREMENTS

The solicitation provides estimated manhours by labor category for the overall task order (not broken down by CLIN). The contract type for these positions is implicitly Cost Plus Fixed Fee (CPFF) or Cost No Fee (travel-related). The total estimated direct labor is 730,080 hours across all periods. The breakdown per labor category is:

- Program Manager II: 1,920 hrs/yr (Base, Opt I, II, III), 960 hrs (Opt IV) = 8,640 total hours
- Analyst I: 7,680 hrs/yr (Base, Opt I, II, III), 3,840 hrs (Opt IV) = 34,560 total hours
- Analyst II: 13,440 hrs/yr (Base, Opt I, II, III), 6,720 hrs (Opt IV) = 60,480 total hours
- Analyst IV: 13,440 hrs/yr (Base, Opt I, II, III), 6,720 hrs (Opt IV) = 60,480 total hours
- Admin Asst. I General Clerk 3: 4,760 hrs/yr (Base, Opt I, II, III), 2,380 hrs (Opt IV) = 21,420 total hours
- Asmin Asst. II General Clerk 2: 28,800 hrs/yr (Base, Opt I, II, III), 14,400 hrs (Opt IV) = 129,600 total hours



- Admin Asst Data Entry Operator 2: 36,500 hrs/yr (Base, Opt I, II, III), 18,250 hrs (Opt IV) = 164,250 total hours
 - Admin Asst. General Clerk 1: 36,500 hrs/yr (Base, Opt I, II, III), 18,250 hrs (Opt IV) = 164,250 total hours
 - Analyst I (duplicate entry): 1,920 hrs/yr (Base, Opt I, II, III), 960 hrs (Opt IV) = 8,640 total hours
 - Analyst III: 1,920 hrs/yr (Base, Opt I, II, III), 960 hrs (Opt IV) = 8,640 total hours
 - Admin Asst. I Customer Service Rep 3: 5,760 hrs/yr (Base, Opt I, II, III), 2,880 hrs (Opt IV) = 25,920 total hours
 - Analyst III (duplicate entry): 3,840 hrs/yr (Base, Opt I, II, III), 1,920 hrs (Opt IV) = 17,280 total hours
 - Analyst IV Computer Operator 5: 1,920 hrs/yr (Base, Opt I, II, III), 960 hrs (Opt IV) = 8,640 total hours
 - Analyst IV Computer Operator 4: 1,920 hrs/yr (Base, Opt I, II, III), 960 hrs (Opt IV) = 8,640 total hours
 - Analyst IV Computer Operator 3: 1,920 hrs/yr (Base, Opt I, II, III), 960 hrs (Opt IV) = 8,640 total hours
- Grand total hours for all periods is 730,080 hours.

KEY PERSONNEL REQUIREMENTS

No specific key personnel are identified as requiring resumes with the proposal.

SCOPE OF WORK SUMMARY

- **Records Management:**
Manage records through document imaging production, including maintenance, corrections, and customer support using CRM tools. Conduct system analysis to identify performance improvements and corrective actions.
- **Document Processing:**
Support the intake of digital and paper records, including preparation, scanning, validation, and verification. Ensure authorized documents are properly placed into the Official Military Personnel File (OMPF).
- **Continuity of Operations Support:**
Provide both onsite and offsite support for Continuity of Operations (COOP) activities as directed.
- **Operational Support:**
Provide assistance for EMPRS supply operations and PERSTEMPO helpdesk. Monitor systems following the implementation of changes or corrective actions.
- **Functional Requirements Group:**
Establish and maintain a group to support modifications to business operations, policies, and systems.
- **Message Center Operations:**
Support the Millington Message Center by operating U.S. Message Text Format Editor Program, GOES, C2OIX, and BMHS systems.
- **Program and Administrative Support:**
Assist BUPERS/NPC FM, EMPRS, PERSTEMPO, and NDAWS with research, planning, data analysis, program management, issue tracking, and general administrative tasks.

PROPOSAL REQUIREMENTS

Step One (Viability Determination)

Page limit: 2 pages (single sided)

Submit a description of experience on prior contracts similar to the PWS, demonstrating viability as a competitor. Address personnel or other contractors with relevant experience.

Font size 12 or greater (e.g., Times New Roman); graphics/tables/headers/footers font size 10 or greater.

Volume I: Non-cost Quote (Performance Approach and Past Performance)

Page limit: 10 pages

Demonstrate a detailed performance approach for PWS requirements, focusing on innovation, efficiency, risk mitigation, and measurable results. Include past performance details.

8 1/2" x 11" with 1-inch margins, single-spaced, 12pt font. Tables/graphics 10pt font. Excludes cover sheet and table of contents.

Volume II: Cost Quote

Page limit: Not specified

Include completed solicitation documents and a complete, detailed cost breakdown with all supporting documentation. Support non-cost quote with



cost and pricing information, including labor rates and hours, burden rates, material lists, travel, and other direct costs.
Microsoft Excel format only; supporting documentation in Excel, Word, or PDF.

PAST PERFORMANCE

- References: three (3) of its most relevant contracts or efforts
- Recency: within the past five (5) years; One (1) year of performance must have been completed.
- Sub References: If subcontractor past performance is provided, it will be given weight relative to the total solicited effort.
- Subs Count Toward Total: Yes
- Notes: The Government will consider the quality of the quoter's relevant past performance.

EVALUATION CRITERIA

The Government will evaluate quotes based on best value trade-off, with the non-cost quote considered more important than the cost quote. A rating less than Acceptable for non-cost or Satisfactory Confidence for Past Performance renders a quote ineligible.

- **Non-Cost Quote (Volume I)**
Acceptable/Unacceptable for Performance Approach; Satisfactory/Unsatisfactory Confidence for Past Performance.
Performance Approach is more important than Past Performance.
- **Cost Quote (Volume II)**
Cost realism and price analysis.
Non-cost quote more important than the quoter's cost quote.
- *Evaluation of options will not obligate the Government to exercise the option(s).*
- *A rating less than 'Acceptable' in any non-cost evaluation factor and/or less than a 'Satisfactory Confidence' rating in the Past Performance evaluation factor will render a quote ineligible for award consideration as submitted.*
- *For evaluation purposes, a full man year of effort equates to 1,920 hours.*

NOTABLE REQUIREMENTS & CONSIDERATIONS

- Draft Document Included The 'DD254 - Contract Security Classification Specification' file (2_02_DD254.pdf) is unreadable/blank and may be incomplete or a placeholder.
- Two-Step Evaluation Process An initial 'Step One' viability determination is required, with submissions due April 21, 2026, before full quotes are invited.
- CPFF Task Order The resultant task order will be a Cost-Plus-Fixed-Fee (CPFF) contract.
- WOSB Set-Aside This requirement is 100% Women-Owned Small Business (WOSB) set-aside amongst SeaPort-NxG contract holders.
- On-site Personnel Requirement A minimum of 40 contractor personnel per day are required on-site in Millington, TN, for specific tasks, with telecommuting allowed for other tasks.
- Security Clearances A SECRET clearance is the maximum required for performance. IT-II level access, which requires a favorably completed NACLIC or T3/T3R equivalent investigation, is necessary for personnel accessing sensitive data.
- Common Access Card (CAC) Required All contractor employees working at a federally controlled base/facility or requiring access to DoN or DoD networks must obtain a CAC.
- Telecommunications Equipment Restrictions FAR 52.204-24/25/26 and DFARS 252.204-7018/7016/7017 clauses apply regarding covered telecommunications equipment and services, including reporting requirements.
- Service Contract Labor Standards The Wage Determination WD#2015-4673 applies to this contract, outlining specific wage rates and fringe benefits for various occupations.
- No Resume Requirement for Key Personnel The solicitation does not explicitly require resumes to be submitted with the proposal for specific key personnel positions, focusing instead on overall labor category staffing.