Pax Admin CA Study

Site Visit

Friday, 30 August 2002

RFP # N00421-01-R-0172

NAVAIR

Objectives

- Provide Basic Information
- Base Tour
- Visit Typical Workspaces
- Provide Key Dates/ Events

ADMINISTRATIVE ISSUES

Please sign in and indicate your company affiliation, phone number & E-mail address.

REMARKS AND EXPLANATIONS AT THIS CONFERENCE SHALL NOT QUALIFY THE TERMS OF THE SOLICITATION. TERMS AND CONDITIONS OF THE SOLICITATION REMAIN UNCHANGED UNLESS AN AMENDMENT IS ISSUED WHICH INCOPORATES CHANGES.

ADMINISTRATIVE ISSUES

Submit questions regarding the solicitation on the forms provided to you. Answers to questions will be provided in an amendment to be issued promptly by the Government.

A complete record of the conference; answers to technical questions; a list of conference attendees; and any revisions to the solicitation will be provided to all offerors in the amendment.

ADMINISTRATIVE ISSUES

REMINDER: IT IS YOUR RESPONSIBILITY TO CHECK THE WEBSITE FOR AMENDMENTS TO THE SOLICITATION.

The Website is :

http://www.navair.navy.mil/business/ecommerce/solicitation_view_action.cfm?Sol_No=N00421-01-R-0172

Scope

- Geographically dispersed throughout Pax Campus, including St. Inigoes, and in government leased buildings in Lexington Park area.
  - Work currently performed in 41 buildings
- Service Provider employees will need to meet requirements of various managers, within the scope of the PWS.

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- Functions Include:
  - Correspondence and Reports
  - Travel
  - Time and Attendance
  - Office Mail Management Services
  - General Administrative Support

Work Spaces To Visit

- Bldg. 2187
  - South Engineering Center, typical representation of 3 large buildings, 2187, 2185, 2272
- Bldg 1489
  - Human Resources Building, representation of outlying buildings

Key Events/ Dates

- Solicitation Closes 9/30/02
- Tentative Decision- 5/16/03