DEPARTMENT OF THE NAVY
OFFICE OF THE ASSISTANT SECRETARY
(RESEARCH, DEVELOPMENT AND ACQUISITION)
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WASHINGTON DC 20350-1000

June 24, 2009

MEMORANDUM FOR DISTRIBUTION

Subj: SEAPORT ENHANCED PROGRAM

Ref: (a) ASN (RDA) Memorandum dated May 9, 2005 subject "EXPANSION OF SEAPORT-E TO THE VIRTUAL SYSCOM

(b) SeaPort Enhanced Program, Department of Defense Inspector General Audit Report No. D-2009-082 dated May 6, 2009

1. Reference (a) initiated the Virtual SYSCOM for acquiring Engineering, Financial and Program Management services under the Seaport Enhanced (SeaPort-e) in May 2005. The Naval Sea Systems Command is the designated Program Manager. A Governance Council was established and each SYSCOM appointed a senior procurement representative. The Navy Virtual SYSCOM SeaPort Concept of Operations (CONOPS) was drafted and is posted in SeaPort-e.

2. Reference (b) was issued and identified deficiencies in the implementation of the SeaPort-e Program. The SeaPort Governance Council is working several issues to take the proper corrective action necessary to strengthen the internal controls and administration while enhancing competition. The CONOPS established the SeaPort-e basic ground rules for use. The ground rules were established to obtain cost effective services through competitive and efficient means. If there are issues with the CONOPS, changes/revisions should be recommended through your representative on the SeaPort Governance Council.

Effective immediately:

a. The CONOPS ground rules for length of time that solicitations should be open are mandatory for orders issued against SeaPort-e. Any variation to these recommended timeframes must be approved one level above the contracting officer and documented appropriately; and
b. The SeaPort Governance Council will monitor compliance with SeaPort-e CONOPS through quarterly reports generated through the portal and discussed at the bi-weekly council meeting.

3. New functions are being incorporated into SeaPort-e to better accommodate the Contracting Officer in performing and documenting the acquisition process. For example, for small business set aside task orders, solicitation can no longer be released until a small business office review is complete. The portal designates an area for all reviews including market research performed to be uploaded. In addition there will be a drop down function to list all interested vendors.

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Another feature added to the portal is a series of yes/no questions documenting PBA and providing instructions to upload a waiver when necessary. The portal also been updated to include several reference documents and training materials on PBA.

4. It's time to reiterate to our Contracting Officers the need to award competitive performance based work statements that are clear, concise and manageable with measurable outcomes. The SeaPort-e portal includes samples for developing requirements, conducting evaluations and implementing surveillance plans. All documentation related to individual orders needs to be uploaded and maintained in the SeaPort-e portal to ensure consistent file documentation.

ELLIOTT B. BRANCH
Executive Director
Deputy Assistant Secretary of the Navy
(Acquisition & Logistics Management)

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