

ANNOUNCEMENT OF CONTRACT(s) AWARD

Background: On September 21, 2011, OMB issued Memorandum 11-35, "Eliminating Excess Conference Spending and Promoting Efficiency in Government." This memorandum instructed all agencies "to conduct a thorough review of the policies and controls associated with conference-related activities and expenses." The Department of the Navy (DoN) Conferences Commodity Team was established with the approval of the Strategic Sourcing Working Committee (SSWC), in accordance with the DoN Strategic Sourcing Governance of 21 December 2011. The DoN conducted the full Strategic Sourcing process to include: an Opportunity Assessment, Commodity Profile, Supply Market Analysis, Commodity Strategy, and Award of a Solution.

A profile of the Government's buying indicated great similarities across all of DoD services. As a result, the benefits of this strategy can be exported across all of DoD. In order to leverage its buying power for repetitive requirements of Conference Planning Services, a strategic sourcing initiative plan was developed for a DoD-wide cross functional acquisition process. The recommendations of the strategic sourcing initiative included: the standardization of conference planning resources; development of a conference planning vehicle; and conference guidance. This acquisition process for the development of Conference Planning Services is intended to improve the visibility and tracking for conference services, while serving the needs of various DoD customers and to continually improve the sources of services through a vendor management strategy developed, implemented, and managed by a Navy Conference Commodity Manager. The expected outcomes are too effectively and efficiently direct the Navy's and possibly all DoD spending for all Conference Planning requirements through multiple FSS BPAs.

VISION: The vision of the Department of the Navy Conferences Commodity Team is to provide the Department of the Navy Customers solutions that: (1) increase the visibility of conferences; (2) reduces total cost of acquiring conference services.

GOALS AND OBJECTIVES: The overall objective of the Conferences Commodity Team is to reduce the total cost of acquiring Conference Services, by promoting efficiencies and eliminating excess conference spending as part of the effort to promote efficient use of Federal funds. The team was interested in support capabilities as a strategic sourcing opportunity and development of specific recommendations and improvements of acquisition mechanisms within the Department of Defense (DoD).

The Conferences Commodity Team effort included the participation and recommendations of the Navy's Executive Agent for Conferences - DoN Assistant for Administration (DoN/AA).

SOLUTION: On Friday May 31, 2014, The DoN Strategic Sourcing Program Office (SSPMO) and Naval Supply Systems Command (NAVSUP) Fleet Logistics Center (FLC) Norfolk Contracting Department awarded seventeen (17) Blanket Purchase Agreements (BPAs) for Conference Planning Services under the General Services Administration (GSA) Federal Supply Schedule (FSS) SIN 541 4D – Conference, Events and Tradeshow Planning Services. The multiple BPAs have been awarded as a 100% total small business set-aside. BPA vendors proposed additional discounts to GSA schedule pricing. The BPAs ordering period is 01 June 2014 through 31 May 2017. The BPAs are available for use by all DoD agencies.

The DoN in creating the FSS BPAs is proposing to strategically source the Navy’s Conference Planning abilities to more expert personnel to leveraging industry relationships resulting in spending visibility and savings. The establishments of multiple FSS BPAs in accordance with the Federal Acquisition Regulation (FAR) Subpart 8.4 – FEDERAL SUPPLY SCHEDULES for the acquisition of all DoN Conference Planning Services that exceed the micro-purchase threshold of \$2,500. FSS BPAs will be utilized to leverage the Navy’s buying power and agencies’ requirements for Conference Planning Services.

BPA Awarded Schedule Holders:

Vendor	GSA Schedule Contract Number	BPA Contract Number
A.S.K Associates Inc.	GS-23F-0095R	N00189-14-A-0005
AFYA Inc.	GS-07F-0489T	N00189-14-A-0006
AMSAQ Inc.	GS-07F-0090X	N00189-14-A-0007
BETAH Associates Inc.	GS-23F-0261M	N00189-14-A-0008
Commonwealth Trading Partners Inc.	GS-07F-0158X	N00189-14-A-0009
Dougherty & Associates Inc.	GS-23F-0155L	N00189-14-A-0004
EDJ Associates Inc.	GS-07F-0492U	N00189-14-A-0010
Federal Business Council	GS-23F-0228K	N00189-14-A-0011
Giuffrida Associates	GS-23F-0092R	N00189-14-A-0012
Infinity Conference Group	GS-23F-0178K	N00189-14-A-0013
Meeting Sites Pro Inc.	GS-23F-0130R	N00189-14-A-0014
National Conference Services Inc.	GS-07F-0444W	N00189-14-A-0015
Native American Management Services Inc.	GS-23F-0130S	N00189-14-A-0016
Professional & Scientific Associate	GS-23F-0082K	N00189-14-A-0017
SIDEM LLC	GS-07F-0394V	N00189-14-A-0018
The Event Planning Group LLC	GS-07F-0511V	N00189-14-A-0019
The Webster Group Inc.	GS-07F-0461T	N00189-14-A-0020