

SeaPort NxG

Navy Gold Coast

Naval Sea Systems Command

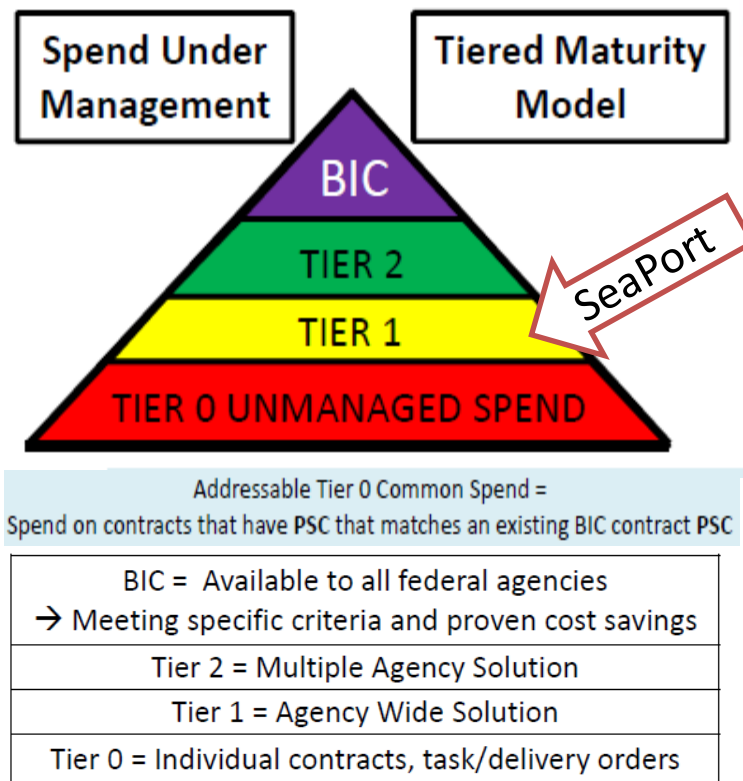
September 2022



- SeaPort is the Department of the Navy's (DON's) *mandatory for consideration* vehicle for the procurement of professional support services
- SeaPort refers to both a set of Indefinite Delivery Indefinite Quantity (IDIQ) Multiple Award Contracts (MACs) and also an electronic platform to solicit, award and administer task orders
 - Currently 2,416 Prime Contractors
 - 85% Small Business Prime MAC holders
 - Authorized ordering activities within the Navy compete service requirements amongst SeaPort IDIQ MAC awardees.
 - NAVSEA, NAVAIR, NAVWAR, NAVFAC, NAVSUP, USMC - MARCOR and I&L, ONR, NRL, MSC, and SSP

How does SeaPort fit into the Category Management initiative?

- Agency-wide Mandatory for Consideration
 - NMCARS 5237.102 makes the consideration of using SeaPort mandatory
 - Exceptions to SeaPort Usage
 - Actions approved pursuant to authorities at FAR 6.302-1 through -7.
 - Actions with values below the Simplified Acquisition Threshold.
 - Actions set aside for 8(a) participants.
 - Actions for Commercial Items under Part 12.
 - Actions using Simplified Acquisition Procedures under Part 13.
 - A Determinations and Findings (D&F) is submitted to DASN if scope fits within SeaPort but ordering activity has rationale to not utilize the vehicle and does not meet one of the above exceptions.



- Fair Opportunity to Compete in accordance with FAR 16
 - Nationwide competitions
 - No Direct Ordering – 100% competition
- Decentralized ordering – 106 Ordering Offices
- Use of the SeaPort Portal for all Task Orders (TOs)
- Not a schedule program or GWAC – Navy Only

Contract Characteristics

- Up to five-year Base ordering period w/Five-Year Option
 - Option Period Exercise Date – 1 January 2024
 - Final Ordering date – 1 January 2029
- Cost, Fixed or Hybrid CLIN type priced task orders permitted
 - No Time and Material or Undefined orders
- Profit and pass-through are contractually capped at 8.0%
 - There is no cap on escalation at the MAC level.
 - There are no pre-negotiated rates (including tripwire limits)
- Only one MAC award per Company
- Single NAICS (541330) with military exception (\$41.5M) for all TO solicitations

- 85% of MAC Awardees are Small Businesses
- Maximize Small Business participation through SB Prime awards and socioeconomic set asides
 - Must be noted in the TO Solicitation
- Each TO solicitation is reviewed by the Deputy for Small Business (DSB) for potential set asides and TO subcontracting goals
- MAC Small Business subcontracting goals:
 - 20% of obligated dollars to large businesses will be subcontracted to small business
 - Subcontracting actuals tracked in the portal twice a year
April 1 – May 15 and October 1 – November 15 for previous 6 month period

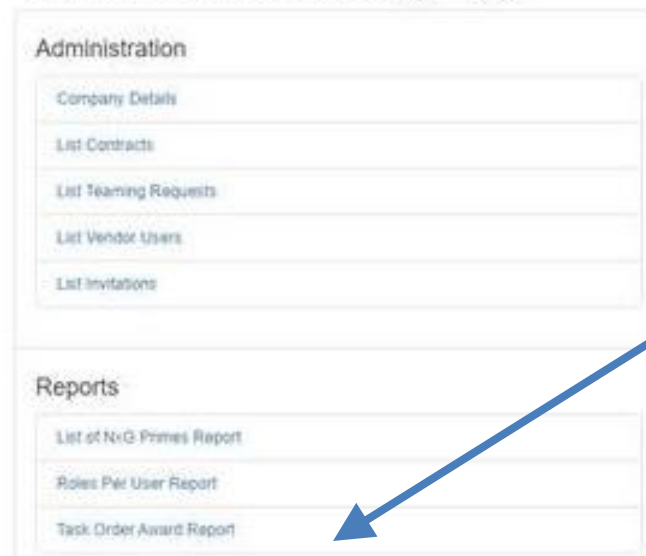
- Must be a MAC holder or Team Member
- Rolling Admissions (RA) is the process where new vendors can join SeaPort
 - No User Fee or minimum spend for Contractors to join SeaPort
 - Held when the vendor base requires new entrants to refresh the competitive pool.
 - Not automatically scheduled annually
 - Scheduling dependent on market factors such as:
 - Number of Mergers/acquisitions in the vendor base
 - Number of vendors voluntarily not wanting to continue SeaPort access
 - Number of Socio-economic changes within the vendor base
 - Changes to the vendor base general size makeup (not maintaining enough SB for example)
 - Advertised on beta.SAM.gov and proposal requirements do not frequently change from the original solicitation.

- Acquisition Forecasting
- Requirements development
 - To include planning documents, contract type selection, Statements of Work, COR appointments, set aside determinations, staffing, security and L&M requirements
 - CLIN structuring – LOE vs Completion
- Industry Days
- Ensure fair competition and reduce one-bids
- Solicit, award, administer and close Task Orders

- Get Involved
 - Pursue partnering/teaming/subcontracting arrangements
 - Attend local ordering office's Industry Days
 - Run Awards report to see who has current work, the type of work and contract expiration dates



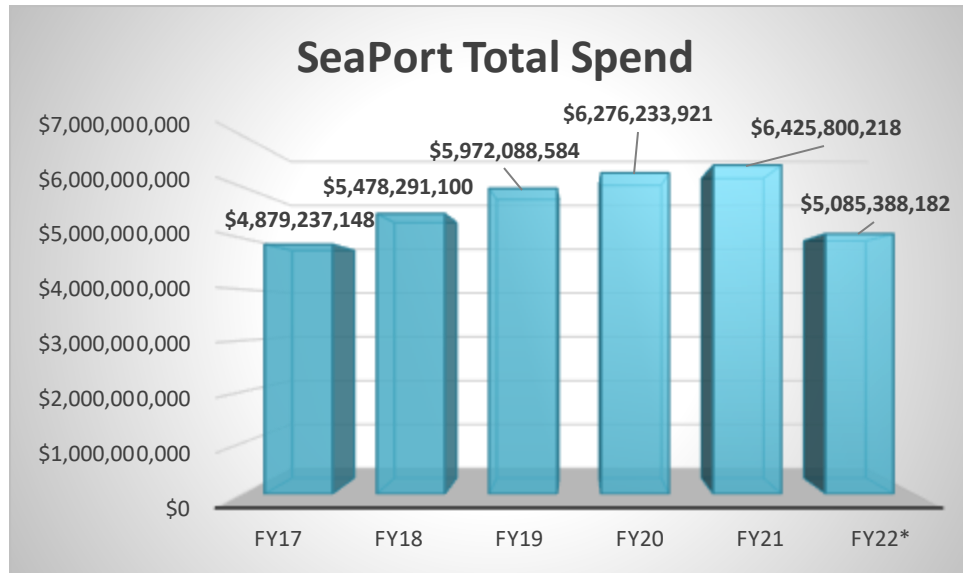
Vendor Admin Landing Page



Vendor Admins have access to run the report once logged in

- Learn the program and local ordering office's needs
 - Look at past RFPs/RFIs on the opportunities tab in SeaPort
 - Offer alternative language or approaches to the Contracting Offices to enhance competition prior to and after new solicitations released
 - Contact the DSB of the local ordering office
 - SeaPort Vendor User guide located under the help icon after logging in has listing of ordering office DSBs
 - Contact DoN OSBP for most recent DSB personnel listing
 - <https://www.secnav.navy.mil/smallbusiness/Pages/Contact-us.aspx>
 - Study Long Range Acquisition Forecasts
 - <https://www.secnav.navy.mil/smallbusiness/Pages/lrae.aspx>
 - <https://www.navsea.navy.mil/Business-Partnerships/LRAF/>
 - LRAFs contain SeaPort and non-SeaPort actions

- Learn the Market Place
 - Determine who's performing similar efforts with complimentary capabilities
 - What can you bring as a new entrant to the market – what can you offer that's different than those already performing the work?
- Respond to Sources Sought announcements
 - Quality responses can facilitate set-asides or split awards and serve as a great marketing tool
 - SeaPort Government SOP advises RFI feedback to be provided
- Ask questions during Q&A on RFIs and solicitations if requirements are not clear or not encouraging new entrants



Fiscal Year	Total Spend	Total SB Spend	SB Spend %	Total Vendors	SB Vendors	SB Vendor Participation
FY17	\$4,879,237,148.03	\$2,144,131,479.31	43.94%	529	412	77.88%
FY18	\$5,478,291,100.16	\$2,514,287,190.35	45.89%	522	409	78.35%
FY19	\$5,972,088,584.02	\$2,904,633,080.75	48.63%	541	426	78.74%
FY20	\$6,276,233,921.06	\$2,925,914,498.92	46.61%	641	501	78.16%
FY21	\$6,425,800,218.00	\$2,984,720,092.00	46.45%	713	539	75.60%
FY22*	\$5,085,388,182.15	\$2,392,814,189.49	47.05%	684	514	75.15%
Average	\$5,686,173,192.24	\$2,644,416,755.14	46%			77.31%

*SeaPort spend includes funding legacy SeaPort e and new SeaPort NxG task orders up to 7-31-22

NxG All Time Award Stats

Command	# Awards	SUM Total Award Value	AVERAGE Total Award Value
NAVAIR	33	\$1,329,750,975	\$40,295,484
NAVFAC	45	\$231,287,230	\$5,139,716
NAVSEA	288	\$13,082,262,737	\$45,424,523
NAVSUP	235	\$3,187,493,258	\$13,563,801
NAVWAR	125	\$7,901,584,942	\$63,212,680
ONR	20	\$332,903,161	\$16,645,158
SSP	1	\$10,966,824	\$10,966,824
USMC	48	\$929,871,020	\$19,372,313
Grand Total	795	\$27,006,120,147	\$33,969,962

Overall Proposal Stats	Numbers
Different Vendors Winning an Award	348
Average # of Proposals Received	4
# of Set Asides	517

One-Bid Stats	# of TOs
8(a)	5
SDVOSB	6
SB Set-Aside	40
Unrestricted	81
Total One Bids	132

Lowest Priced Winner	# of TOs
No	397
Yes	266
One-Bid	132

60% of competitive orders are NOT the lowest bidders

60% of competitive orders do NOT go to the incumbent

Winner Incumbent	# of TOs
No	399
Yes	264
One-bid	132

Data as of 01/01/19 – 07/31/22. Size representative at time of MAC award.

Set Aside and Socio-Economics of Winners	# TO Awards	Sum of Total Obligations	Total Award Value
Reserved for 8(a) SB Total	44	\$ 277,288,900	\$ 1,018,338,961
8(a)	25	\$ 124,596,587	\$ 626,677,300
8(a)/SDVOSB	12	\$ 106,427,911	\$ 246,136,077
8(a)/WOSB	4	\$ 41,267,940	\$ 107,514,083
8(a)/WOSB/SDVOSB	3	\$ 4,996,463	\$ 38,011,501
Reserved for HUBZone Total	6	\$ 2,301,119	\$ 43,133,596
8(a)/SDVOSB/HUBZone	1	\$ 4,286,175	\$ 8,799,321
8(a)/WOSB/HUBZone	1	\$ 3,461,847	\$ 5,745,612
SDVOSB/HUBZone	2	\$ 3,460,107	\$ 7,780,325
WOSB/HUBZone	2	\$ 11,092,990	\$ 20,808,338
Reserved for SDVOSB Total	89	\$ 361,305,132	\$ 1,502,427,503
8(a)/SDVOSB	6	\$ 23,287,482	\$ 89,103,204
8(a)/WOSB/SDVOSB	2	\$ 1,884,767	\$ 12,549,888
SDVOSB	75	\$ 20,877,673	\$ 1,289,814,090
WOSB/SDVOSB	6	\$ 15,255,210	\$ 73,668,567
Reserved for WOSB Total	24	\$ 110,855,018	\$ 313,113,053
8(a)/WOSB	3	\$ 15,200,116	\$ 31,606,309
8(a)/WOSB/HUBZone	2	\$ 2,104,875	\$ 6,220,652
WOSB	16	\$ 8,974,868	\$ 25,474,728
WOSB/HUBZone	2	\$ 487,004	\$ 1,103,931
WOSB/SDVOSB	1	\$ 3,314,337	\$ 19,437,434

65% of Solicitations have been set aside

74% of SeaPort orders are going to SB

Different SB Vendors
585 awards to 287 SB companies

Many Socio-economic vendors are winning unrestricted competitions or set-asides for small business!

Data as of 01/01/19 – 07/31/22. Size representative at time of MAC award.

Set Aside and Socio-Economics of Winners	# TO Awards	Sum of Total Obligations	Total Award Value
SB Set-Aside Total	354	\$ 2,312,630,707	\$ 9,890,036,774
8(a)	23	\$ 212,987,349	\$ 838,407,330
8(a)/SDVOSB	5	\$ 19,393,993	\$ 57,005,581
8(a)/WOSB	2	\$ 5,213,590	\$ 13,893,188
8(a)/WOSB/SDVOSB	1	\$ 2,186,551	\$ 5,298,782
SDVOSB	78	\$ 444,381,974	\$ 2,148,064,240
WOSB	51	\$ 383,101,846	\$ 1,686,031,522
WOSB/HUBZone	2	\$ 1,181,605	\$ 2,779,142
WOSB/SDVOSB	11	\$ 21,619,664	\$ 54,419,705
Small Business Only	181	\$ 1,222,564,136	\$ 5,084,137,286
Unrestricted Total	278	\$ 745,054,712.00	\$ 5,072,378,558.22
8(a)	2	\$ 1,473,316	\$ 74,364,244
8(a)/HUBZone	1	\$ 324,838	\$ 836,341
8(a)/SDVOSB	1	\$ 4,852,000	\$ 11,953,463
8(a)/WOSB/SDVOSB	1	\$ 8,658,676	\$ 12,629,541
HUBZone	8	\$ 3,885,614	\$ 13,496,588
SDVOSB	18	\$ 40,952,969	\$ 146,237,422
WOSB	8	\$ 47,891,232	\$ 225,569,008
WOSB/SDVOSB	2	\$ 573,503	\$ 2,997,142
Small Business Only	27	\$ 170,679,964	\$ 809,250,848
Large Business	210	\$ 3,140,213,872	\$ 12,941,735,663
Grand Total	795	\$ 6,503,886,862	\$ 27,006,120,147

NxG Vendors > 5 Task Orders * INDICATES SB	# Awards
Booz Allen Hamilton, Inc.	28
Science Applications International Corporation	26
Amentum Services, Inc.	13
ASR INTERNATIONAL CORPORATION*	12
General Dynamics Information Technology, Inc.	12
CACI, INC-FEDERAL	11
Aermor LLC*	10
Bowhead Program Management & Operations, LLC*	10
Serco Inc.	9
ASG Solutions Corporation dba American Systems Group*	8
INDUS Technology Inc*	8
Ghostrock Systems Development LLC*	7
Planate Management Group LLC*	7
Solute Inc.*	7
Cydecor, Inc.	6
KBR Wyle Services, LLC	6
KMS Solutions LLC.*	6
McLaughlin Research Corporation*	6
Noblis MSD, LLC	6
Precise Systems*	6
R3 Strategic Support Group*	6
Resource Management Concepts, Inc.*	6

NAVAIR Major Providers * INDICATES SB
Booz Allen Hamilton, Inc.
PSI Pax, Inc*
Spalding Consulting, Inc*

NAVFAC Major Providers * INDICATES SB
ASG Solutions Corporation dba American Systems Group*
ASR INTERNATIONAL CORPORATION*
Planate Management Group LLC*

NAVSEA Major Providers * INDICATES SB
Amentum Services, Inc.
Bowhead Program Management & Operations, LLC*
Science Applications International Corporation

NAVSUP Major Providers * INDICATES SB
Aermor LLC*
Science Applications International Corporation
Solute Inc.*

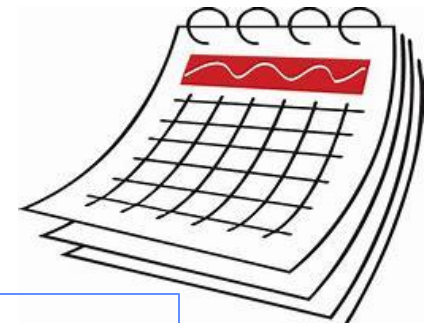
NAVWAR Major Providers * INDICATES SB
Booz Allen Hamilton, Inc.
NexGen Data Systems, Inc.*
Spinvi consulting, LLC*

ONR Major Providers * INDICATES SB
ALLEGIENT DEFENSE, INC.*
American Technology Solutions International Corporation*
Jacobs Technology, Inc.

USMC Major Providers * INDICATES SB
Alexandria Insights, Inc.*
American Technology Solutions International Corporation*
Skylla Engineering Ltd.*

Data as of 01/01/19 – 07/31/22 sorted by number of awards. Size representative at time of MAC award.

- Upcoming Ordering Period Option Exercise Date
 - **01 January 2024**
 - Applies to all MAC holders - Must want to continue participation in the SeaPort task order procurement processes, have active SAM.GOV account and still be considered responsible prior to option exercise date
 - Emails will be sent out via the portal with detailed information beginning in January 2023 so make sure your account is active to receive them.
- No Rolling Admissions is anticipated prior to Option Exercise Modification issuance
 - Subcontracting remains an avenue to gain necessary Navy experience for any later Rolling Admission RFP
 - Subcontracted vendors do not have to hold a SeaPort MAC to be a team member or subcontractor under an existing MAC holder



Questions? Contact the SeaPort PMO at Seaport_epco@navy.mil

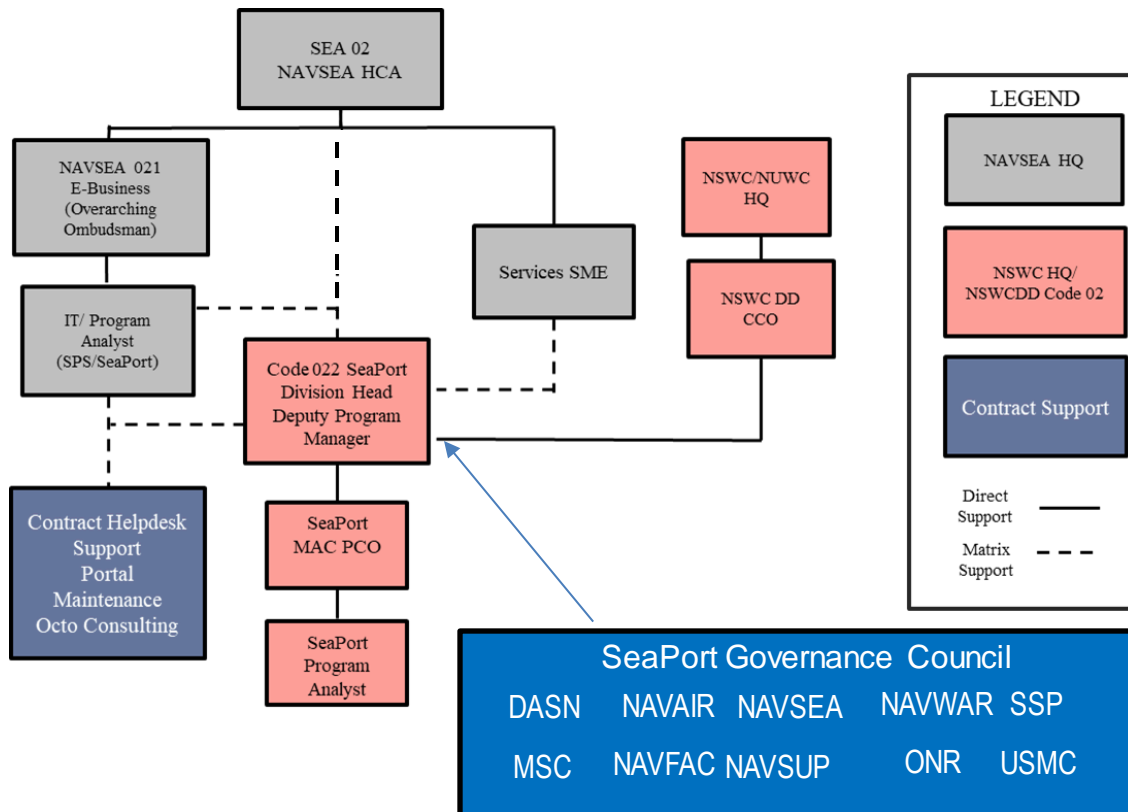
- Cybersecurity Maturity Model Certification (CMMC) 2.0
 - Once CMMC is fully implemented, DoD contractors that handle sensitive unclassified DoD information will be required to achieve a particular CMMC level as a condition of contract award.
 - May have differing CMMC levels for contractors and sub-contractors specified in the TO solicitation depending on task order requirements
<https://www.acq.osd.mil/cmmc/index.html>
- Size Status Under MACs
 - FAR 52.219-28(c) - Size status of SeaPort MACs held at MAC level
 - SBA Ruling will require size status verification at award of task order
 - The SBA's rule has not yet been implemented through the DFARs (FAR case 2020-016)
 - <https://www.acq.osd.mil/dpap/dars/opencases/dfarscasenum/dfars.pdf>

- Navy Electronic Procurement System (ePS)
 - SeaPort NxG IT platform is slated to be subsumed into the new ePS Navy IT solution – official date unknown, but no sooner than FY 24.
 - SeaPort NxG IDIQ will continue in the new system.
- COVID–19, Telework and Return to Office Arrangements
 - Telework terms set by local base and program requirements
 - Must work with Task Order PCOs to determine what is an acceptable level on onsite vs offsite personnel
 - Original “covid clause” on hold and not enforced.
- Escalation and Inflation
 - There is no cap on escalation at the MAC level.
 - Any inflationary cost claims must be handled with the task order contracting officer.

- Ombudsman vs Protest process
 - Protest Threshold for Orders is \$25M, under \$25M should be handled directly with PCO of the Task Order.
 - Ordering Activities have local Points Of Contact assisting in the ombudsman disputes process at the Task Order level if cannot be resolved with PCO.
 - A list can be found in the Vendor guide under the Help Icon once logged in.
 - Vendors may contact the Agency or SeaPort Ombudsman if disputes cannot be reconciled with the Ordering Office.
 - Keep in mind that the ombudsman process is not the same as a GAO protest, although the ombudsman uses protest methodology in gathering and assessing procurement data/processes.
 - The Ombudsman is there to be a impartial third party to review whether or not **fair opportunity to compete** was provided.
 - Ombudsman do not have authority to overturn a contracting officer's decision or re-evaluate technical/cost development or tradeoffs.



BACKUP INFORMATION



PMO Responsibilities

- Oversee the development, maintenance and operations of SeaPort Portal
- Award and administer overarching SeaPort IDIQ MAC and implement Navy service policies
- Communicate policy or technical changes w/ Navy Wide Governance Council

Category	SeaPort (2001 – 2004)	SeaPort-E (2004-2005)	VS SeaPort-E (2005-2019)	SeaPort-NxG (2019-2029)
Portal Components	“Buy” site for Gov’t, “Sell” site for Industry	Same	Same	Same
Program Website	www.seaport.navy.mil	Same	Same	Same
Navy Users	NAVSEA HQ	All NAVSEA	Navy Virtual SYSCOM	Navy Virtual SYSCOM
# of Ordering Offices	1	24	121	106
# of Primes	21	151	3,195	2,414
# of Functional Areas	4	21	22	23
SB Consideration?	No	Yes	Yes	Yes
TO’s Competed Nationally?	Yes	No	No	Yes

SeaPort MAC Procuring Contracting Officer (PCO)

Seaport_EPCO@navy.mil

Questions for the SeaPort MAC PCO regarding specific SeaPort MAC contracts such as size status, ordering period information, vendor name/address/SAMMI-UEI/CAGE Code changes and Rolling Admissions.

SeaPort Functional Helpdesk Support

usn.ncr.comnavseasyscomdc.mbx.SeaPort-Support@us.navy.mil

Contact the Seaport Helpdesk via email when access to the portal is not available – Please input formal Helpdesk tickets when portal access is available for questions concerning technical issues with the Seaport system and functionality.

- **I am interested in joining SeaPort or reviewing posted opportunities, can I register for portal access?**
 - Account access is only for those companies that have received a MAC award during a Rolling Admissions as a Prime Vendor.
 - The vendor administrator of that Prime company can then add additional accounts for employees of that Prime company.
 - Or accounts are created by invitation to be a teaming partner from a registered prime contract holder.
- **Are Contractors limited to only propose on certain functional areas or the functional area they received their award under?**
 - No. Vendors may propose on any of the 23 functional areas at the task order level. This is so you can organically grow your business into other scope areas without having to reapply for a MAC.
- **Does SeaPort NxG have a cap on profit, pass-through and/or escalation caps?**
 - Profit and pass-through are capped at 8.0% on CPFF orders only. There is no cap on escalation.

- **What is the difference between a Subcontractor and a Team Member?**
 - Prime - The prime contractor that holds a SeaPort NxG contract
 - Subcontractor - Formal subcontractor to a Prime on a specific effort/task order. Legally binding between the parties.
 - Team Member - Potential or current subcontractors to the Prime. Team Members are established electronically so they may see opportunities in the portal through their Prime relationship if they do not hold a Prime contract themselves and can upload proposal information as part of a Prime's proposal submission.
- **If I have an NxG MAC, will I automatically get my Option exercised?**
 - No. Contract holders must still want to actively continue in the SeaPort Task Order procurement process, be considered responsible in accordance with FAR 9.1 and have an active SAM.GOV registration to continue doing business with the Government at time of Option exercise. The SeaPort PMO has determined it will remove the requirement to submit a proposal for task order opportunities as a Prime over the base five-year ordering period.

- **What roles do my employees need to access SeaPort?**
 - SeaPort is a role-based system where transactions may only be executed by those account holders assigned the appropriate roles based upon authority to execute those specific transactions within the system. Only Government employees and Military personnel associated with authorized ordering activities with an account may have access to the Government Portal.
 - **Vendor (Non-Bidder):** can view opportunities and download opportunity attachments.
 - **Vendor:** can view opportunities and place proposals.
 - **Vendor Administrator:** can view opportunities, place proposals, manage vendor users, invite teaming partners, view reports, and accept/reject modifications.

- **How do I get a Facility Clearance**

- A Facility Clearance (FCL) is an administrative determination that a company is eligible for access to classified information (company clearance), Personnel Clearances (PCL) are for individuals
 - National Industrial Security Program Operating Manual (NISPOM), DoD 5220.22-M governs the FCL process and procedures.
 - Sponsorship can begin as soon as Government has determined the contract awardees.
- **Contractors must be sponsored by Government Contracting Agency or cleared contractor AND have legitimate need to have access to classified materials.**
- **The SeaPort MAC does not contain actual performance requirements. Requirements are all held at the Task Order level so sponsorship does not occur at the MAC level.**
 - Sponsorship can only come from the Task Order Contracting Office or already cleared SeaPort Prime if you are a subcontractor.
 - Not every solicitation under the entire SeaPort umbrella requests clearances, but many do.
- **Work with the task order office or Local DSB on solicitation requirements that allow for clearances of Primes or subcontractors to be sponsored post award or to provide transition periods for clearances.**

- **Who do I contact if the Portal is unavailable and I have a proposal due?**
 - In the event that the SeaPort Portal is unavailable during a proposal submission, proposals may be submitted in accordance with provision C.5 of the SeaPort NxG contract if the Task Order contracting officer concurs with submission prior to the closing date and time in the solicitation. Only the Task Order/Solicitation contracting officer is authorized to accept a late proposal or accept a proposal prior to the closing time if the portal is unavailable. The SeaPort PMO, nor the Helpdesk can make the determination.
 - The cognizant solicitation Contracting Officer may contact the Helpdesk to validate vendor statements of performance issues to aid in making their determination of accepting a proposal.
 - Regular web browser timeouts, password resets and not leaving enough time in general to submit the proposal do not constitute the portal being unavailable. Leave yourself plenty of time and do not wait until the last hour to log in to the system to find out your password does not work or that the network is experiencing latency in that hour.

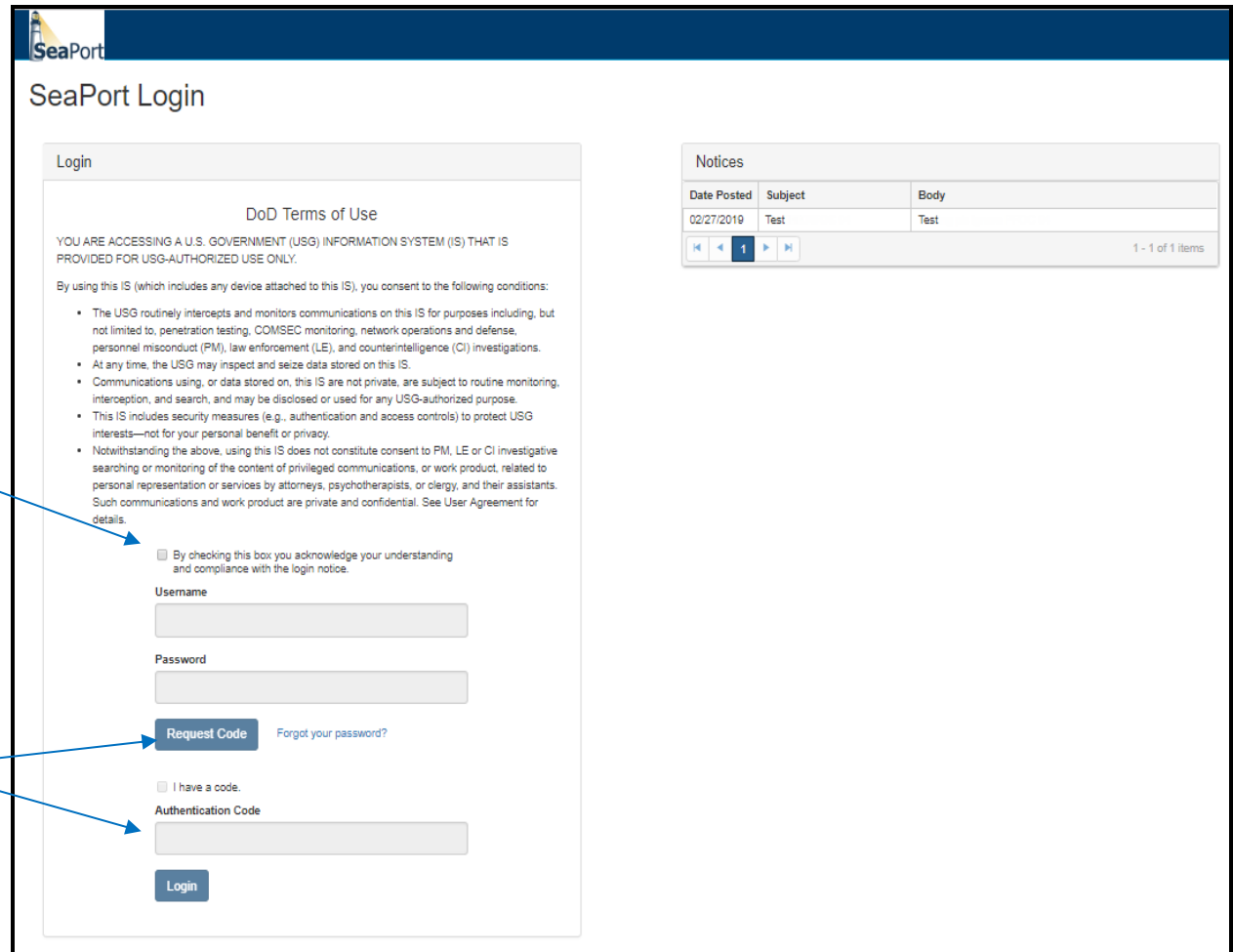
- **My Government contract offices states they have sent me a mod but I cannot find it.**
 - Click on the Awards tab to display a list of all awards (Task Orders, Bilateral and Unilateral Task Order and Contract Modifications) in the system which users can access based on their account and role.
 - The Awards listing page consists of two sections, In-Process Awards and Executed Awards. The In-Process Awards require action to be taken. These include awards with the status of “Response Required”, “Accepted”, or “Overdue”.
 - The Executed Awards section displays only the executed awards. No further action is required for awards listed in this section.

- **I have a requirements office or program office that wants to use a vendors SeaPort MAC, how do they place an order?**
 - All requirements are competed so there is no direct ordering to any vendor in SeaPort. All requirements must be released in a competitive solicitation by an authorized ordering office associated with the requirements office. The SeaPort MAC PCO does not place orders for specific requirements.

SeaPort NxG
<https://vendornxg.seaport.navy.mil/>

Must accept Terms of Use every time

Must use two-factor authentication code EVERYTIME you try to access the portal....even if you get logged out. It is a single use code. If you time out....get a new one.



The screenshot shows the SeaPort Login interface. At the top left is the SeaPort logo. The main heading is "SeaPort Login". Below this is a "Login" section containing the "DoD Terms of Use". The terms of use text reads: "YOU ARE ACCESSING A U.S. GOVERNMENT (USG) INFORMATION SYSTEM (IS) THAT IS PROVIDED FOR USG-AUTHORIZED USE ONLY." It lists several conditions of use, including interception and monitoring of communications, and states that users must accept these terms every time they log in. Below the terms is a checkbox: "By checking this box you acknowledge your understanding and compliance with the login notice." The login form includes fields for "Username" and "Password", a "Request Code" button (with a "Forgot your password?" link), a checkbox for "I have a code.", and an "Authentication Code" field. A "Login" button is at the bottom of the form. To the right of the login form is a "Notices" section with a table:

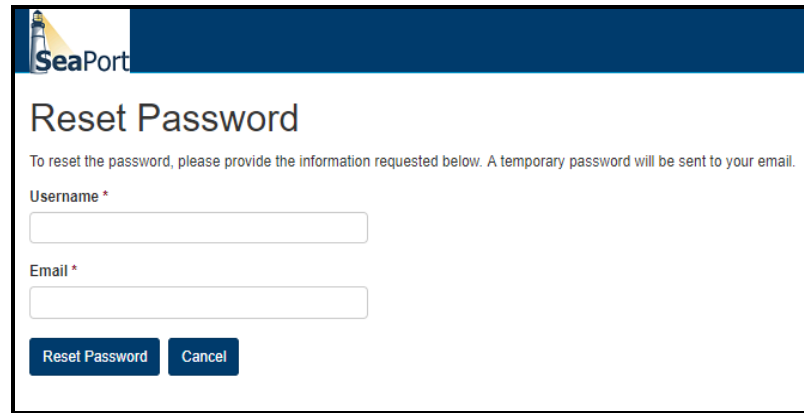
Date Posted	Subject	Body
02/27/2019	Test	Test

Navigation arrows and "1 - 1 of 1 items" are visible below the table.

Accounts deactivate every 30 days for security reasons.
Every company has someone that was designated as their administrator to provide account access or to reactivate accounts.


Password Reset and Helpdesk

The user can then use the *Forgot your password?* link to reset their password or contact their vendor administrator to reset the password.

A screenshot of the SeaPort web application's password reset interface. The page has a dark blue header with the SeaPort logo on the left. The main content area is white and titled "Reset Password". Below the title is a small instruction: "To reset the password, please provide the information requested below. A temporary password will be sent to your email." There are two input fields: "Username *" and "Email *", both with asterisks indicating they are required. Below the input fields are two buttons: "Reset Password" and "Cancel".

Password resets and/or SeaPort access issues should be sent to the specific company's SeaPort Vendor Administrator before contacting the helpdesk. The SeaPort PMO office cannot reset Vendor passwords.

- **Helpdesk**

- Submit an official ticket request by clicking on the Helpdesk link  to access the Helpdesk module or via email at usn.ncr.comnavseasyscomdc.mbx.SeaPort-Support@us.navy.mil. Helpdesk tickets within the system should be the first option for user support, then email. The helpdesk is for portal functionality help, not contractual or policy help.
- For identifying the urgency of the Ticket and for tracking purposes, use the following Description convention: Include the word "URGENT" in the ticket subject line (e.g. Request for Pricing Structure Support – URGENT).
- Questions regarding awarded task orders or the development of solicitations, local operating procedures or general contract policy, should first be posed to the AOO and its contracting officers.

Small Business Subcontract Reporting in the Portal

Total subcontract reporting at the MAC level (Large Businesses only) is reported in ESRS, however, individual Task Order reporting is completed in the SeaPort portal by all vendors. This is where you report what was subcontracted at the Task Order level to ensure vendors are meeting any task order and discreet spend analysis.

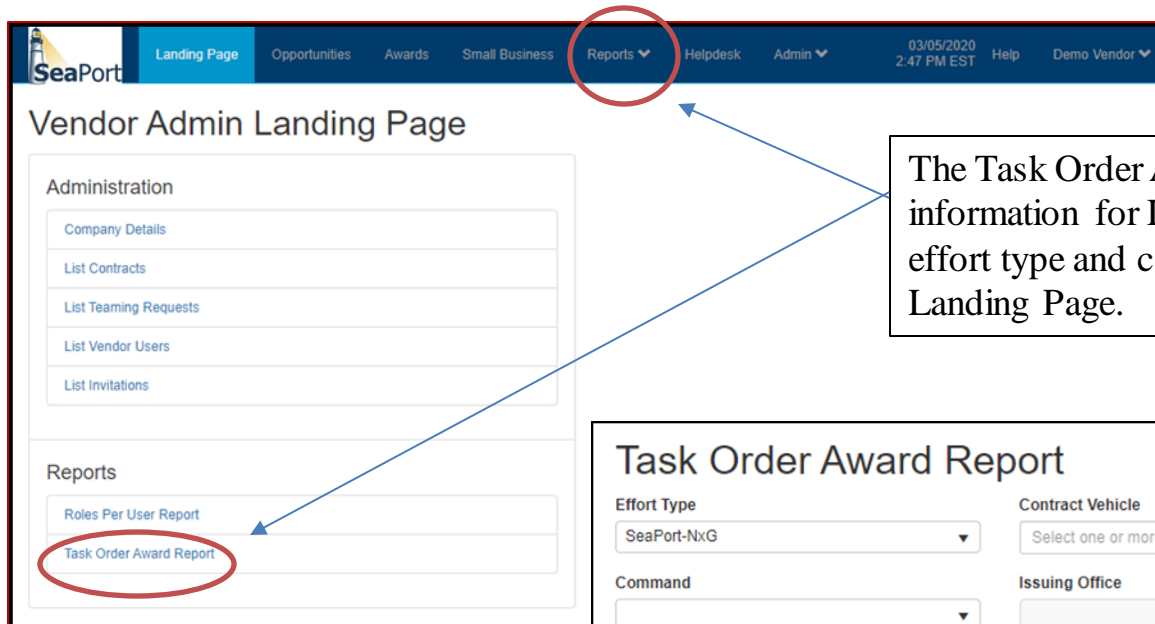
Small Business Subcontracting Data

Important: All amounts are cumulative and should reflect obligated dollars subcontracted-to-date, through the end of the current reporting period. For example, if the total subcontract is \$100,000 and \$40,000 has been obligated as of the date that information is being entered, the contractor should enter the \$40,000 amount.

Task Order Number: N0002419F3973

Reporting Period		SB	VOSB	SDVOSB	HUBZSB	SDB	WOSB	Total Small Business	Total Amount Subcontracted (All business types)
Original Goals	Percent Value (%)	10.00%	0.00%	0.00%	0.00%	0.00%	0.00%	10.00%	10.00%
	Dollar Amount (\$)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
04/01/2020 - 09/30/2020	Percent Value (%)	0 %	0 %	0 %	0 %	0 %	0 %	0 %	0 %
	Dollar Amount (\$)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Comments		<div style="border: 1px solid #ccc; padding: 5px;"> <p style="font-size: small; margin: 0;">1000 of 1000 character(s) remaining.</p> </div>							
		<input type="button" value="Submit"/> <input type="button" value="Cancel"/>							

Vendor Administrator can click on the Small Business tab from the Landing Page in order to see Small Business Subcontracting Summary page. The subcontracting reporting period opens between April 1 – May 15 and October 1 – November 15, the actuals are required only for active Task Orders that have “Due” response status, which have priced line items with a Period of Performance falling within 6 months of the reporting period (April 1 - September 30 and October 1 - March 30).



Vendor Admin Landing Page

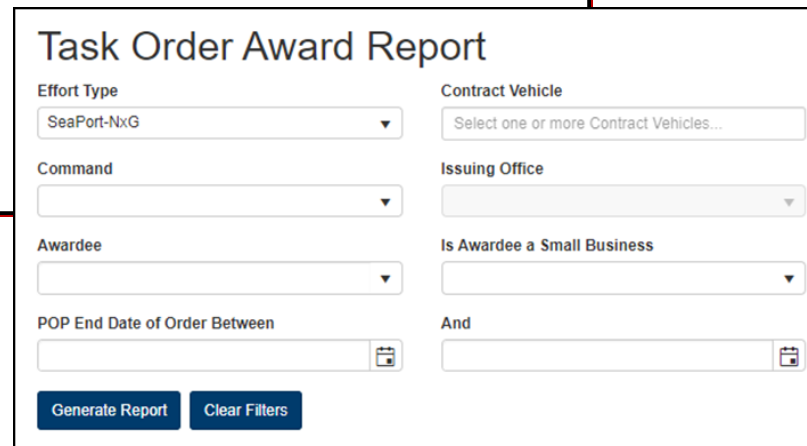
Administration

- Company Details
- List Contracts
- List Teaming Requests
- List Vendor Users
- List Invitations

Reports

- Roles Per User Report
- Task Order Award Report**

The Task Order Award Report displays TO award information for Large and Small businesses for a specified effort type and can be accessed from the Vendor Admin Landing Page.



Task Order Award Report

Effort Type: SeaPort-NxG

Contract Vehicle: Select one or more Contract Vehicles...

Command: [Dropdown]

Issuing Office: [Dropdown]

Awardee: [Dropdown]

Is Awardee a Small Business: [Dropdown]

POP End Date of Order Between: [Date Picker] And: [Date Picker]

Generate Report **Clear Filters**

The report outputs are solicitation number, TO number, description, set-aside, awardee, award date, potential value at award, small business, issuing office and end date.