

NAVFAC EURAFSWA CONTRACTOR VISIT PROTOCOL
SEPTEMBER 2013

This NAVFAC EURAFSWA Protocol applies to all contractor calls/visits, personal visits or social calls on command personnel. A telephone call or conference will be treated the same as an in-person visit. Any request for a meeting or visit will be handled the same as an in-person visit, be it PHONCON, videocon, voice-over-internet, etc.

To request a contractor call/visit, personal visit, or social call, send an e-mail to the command's Contract Visit Coordinator, Ms. Tina Fabozzo at concetta.fabozzo.it@eu.navy.mil with the following information:

- A list of specific topics you wish to discuss.
- Biographies for all personnel who will be visiting NAVFAC EURAFSWA.
- A list of anybody else you would like to visit at NAVFAC EURAFSWA.
- Specific dates and times you are available.
- Identify whether you need base access.

After this information is received, Ms. Fabozzo will contact the contractor to coordinate details of the visit. Please allow at least one week to coordinate visits. Note that NAVFAC EURAFSWA personnel/resources will not be used to arrange/provide transportation, or set up social engagements such as luncheons, etc. or appointments with other Navy commands in the local area. For base access all visitors must present official identification.

Contractors are allowed to meet for a 30-minute period once every six months. Contractor visits will only be granted on availability of personnel and at the discretion of the government.

A meeting will not be scheduled:

- If the contractor is involved in an ongoing procurement/solicitation (or any stage of an active acquisition).
- To discuss specific procurements or project information, whether pending or anticipated.
- To discuss potential acquisition vehicles, source selection methodologies, etc.
- If the contractor is involved in a dispute with NAVFAC or the U.S. Navy.
- If the contractor requests a visit more than once in a six month period.

There will be no advantage provided to any company over another during calls or visits. The mere perception of impropriety or favoritism, by providing contractors access more than others, puts the acquisition process at risk.

If contractors wish to obtain program specifics, or more information on selected upcoming programs, visit the Federal Business Opportunities (FBO) Website at www.fedbizopps.gov, the Navy Electronic Commerce Online (NECO) Website at <https://www.neco.navy.mil>, EURONECO Website at <https://euro.neco.navy.mil>.

This protocol was developed to serve the dual interests of providing industry representatives with a fair and equal opportunity to contact this command, and ensuring minimal disruption to the Navy mission.