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Army Central Mgt of Furnishings GSA Expo - April, 2008

Alicia Allen



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Army Centralized Furniture Program Objectives



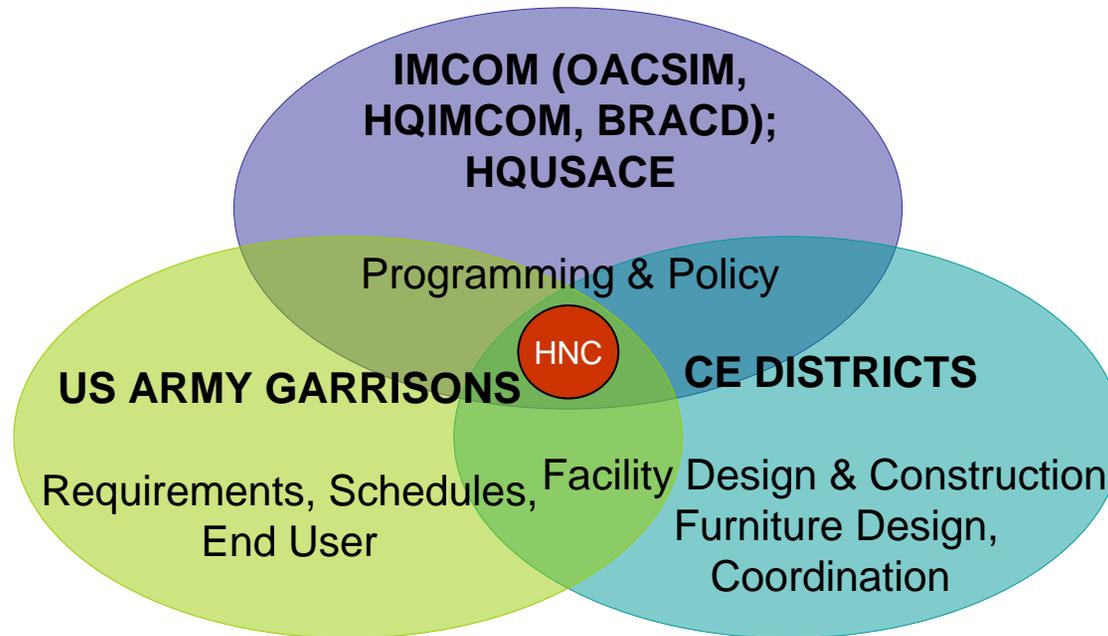
- Purchase quality furnishings at competitive prices (best value).
- Satisfy the customer's functional requirements.
- Deliver and install on the Beneficial Occupancy Date (BOD) -- no sooner / no later.
- Minimize work load demands upon DPW Hsg Div and/or DOL.
- Achieve uniformity and parity in the quality of furnishings throughout the Army.





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Army Furnishings Roles





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Army Furnishings Central Mgt Scope



Exempted Facility Types:

- Physical Fitness facilities
- Child Development facilities
- Dining Facilities
- MEDCOM facilities
- Dental facilities
- Army Reserve facilities
- National Guard facilities

Excluded Locations:

**All OCONUS except
Korea, Japan, Hawaii,
and Alaska**

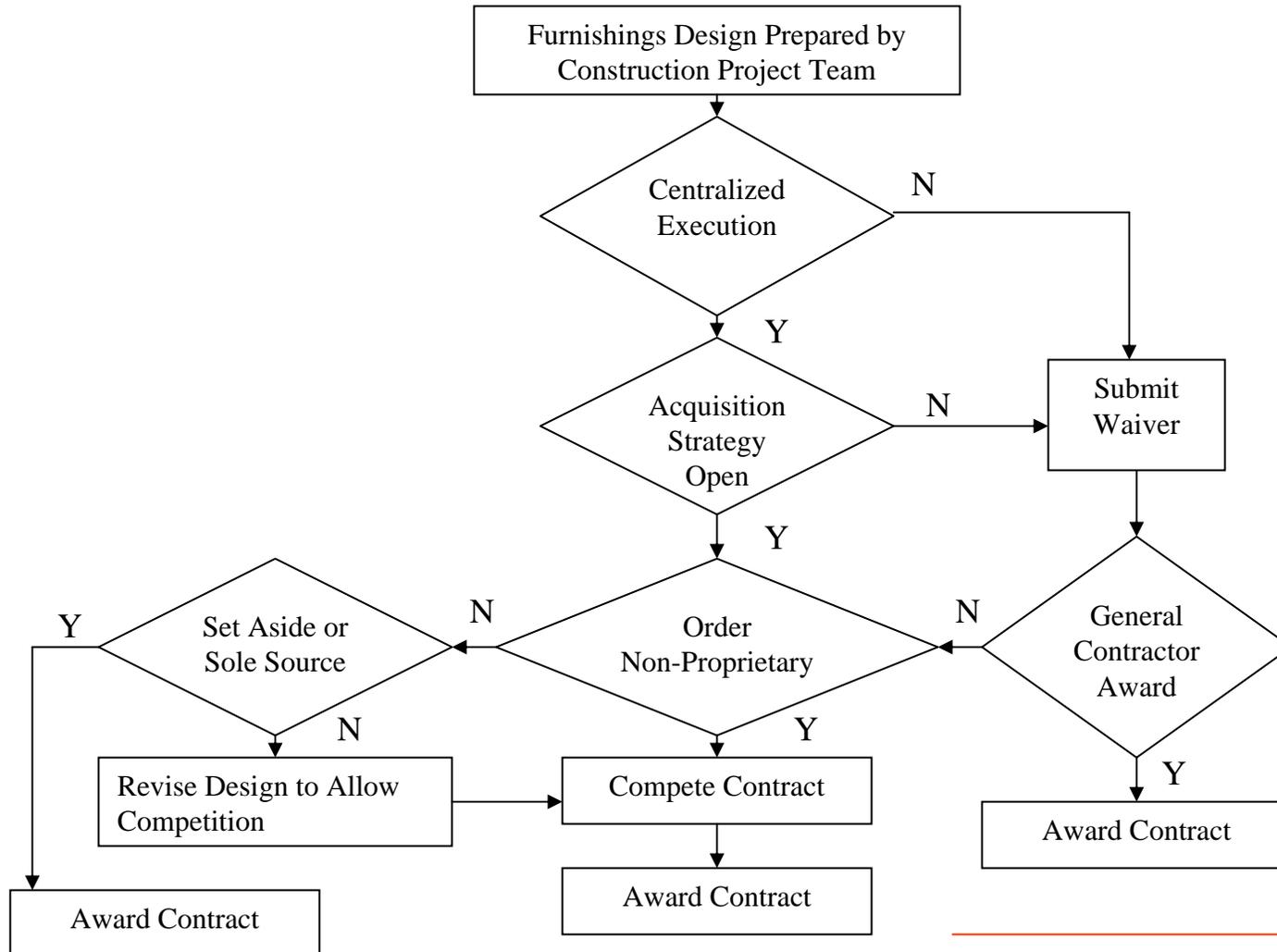
**Europe is testing a
pilot program and is
currently excluded.**



Army Admin Furnishings Process



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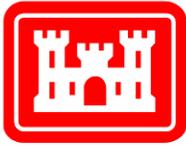


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Furnishings Program Acquisition Strategy



- Competition from GSA manufacturers and mandatory sources is the primary strategy, with BPAs in place for certain types of projects. Typically, manufacturers will partner with local dealers and small business firms to provide the completed project.
- Certain projects are reserved for small business manufacturer competition.
- Set asides will be utilized, generally for two type of projects:
 - Insufficient time exists for the competitive procurement process
 - Small business goals support
- Furnishings in the construction contract for those cases where the construction project / Installation team receive an approved waiver



Furnishings Schedules



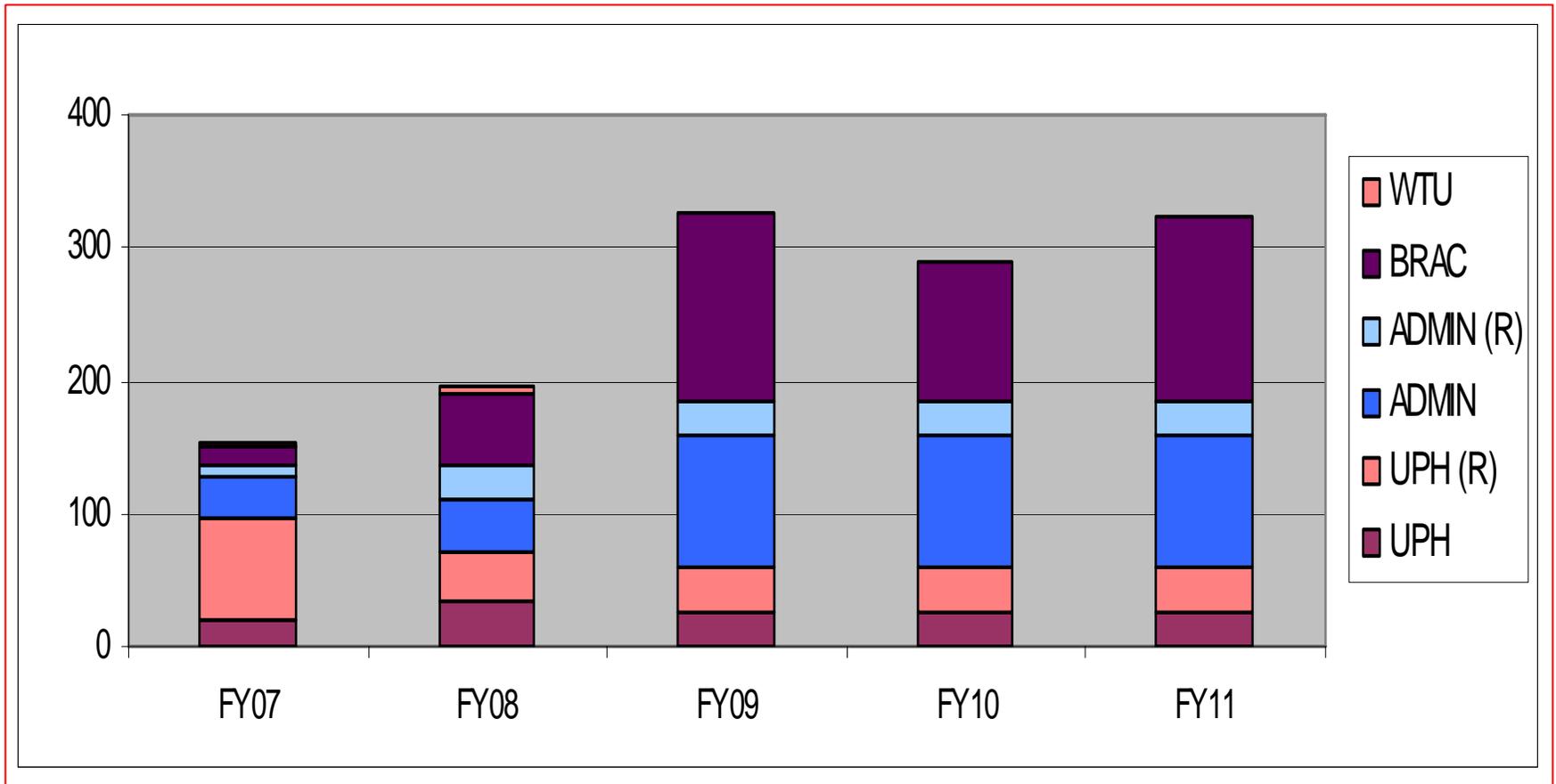
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<u>Timeline</u> (Before BOD)	<u>FMO Timeline</u>	<u>HNC Timeline</u>	<u>Vendor Timeline</u>
12 months	Submit MCA Package:	Receive MCA Package	
8 months	Submit Renovation Package:	Receive BUP Package Review for accuracy and compliance with guidance	
7 months	Review Order	Submit final order to installation for acceptance	
6 months		Conduct Procurement	
5 months	Deadline for Order Changes		Submit Quote
4 months	Monitor Construction Status	Award Contract	Vendor Production Lead Time (normal): 120 days
3 months	Monitor Construction Status		*Add 30 days for OCONUS
2 months	Monitor Construction Status	Monitor Status	
1 month	Monitor Construction Status		
2 weeks	Monitor Construction Status	Monitor Status	
BOD	Installation Oversight		Deliver Furniture
BOD + 4 wk	Final Receiving Report	Pay Vendor	Invoice for Furniture
BOD + 6 wk	Performance Evaluation	Close out Contract	

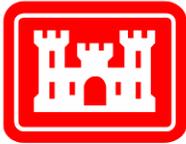


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Army Furnishings Forecast



ALL VALUES IN \$M

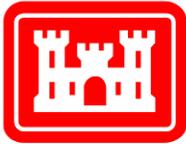


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Army Furnishings – Central Mgt How Does The Money Flow?



- **CENTRALIZED FUNDING.** Funding is provided to Huntsville centrally from Army HQ level organizations (IMCOM, ACSIM) for new construction projects and renovation projects.
- **DE-CENTRALIZED FUNDING.** Funding is provided from the Garrisons for replacement projects.



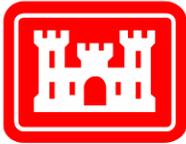
Army Furnishings Central Management Who Do I Talk To?



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Furniture Type	Reqt	Order	RFQ	Contract
New Construction	District or AE	HNC*	HNC*	HNC*
Renovation	DPW	HNC	HNC	HNC
Replacement	DOL	HNC	HNC	HNC
Wounded Warrior	DPW	HNC	HNC	HNC
New Mission	USER	HNC	HNC	HNC

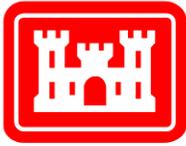
DPW – Directorate of Public Works; DOL – Directorate of Logistics



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Central Procurement Of Army's Centrally Managed Furnishings



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Why Huntsville?



- **Standardization** of furniture provides best value
- **Performance specifications** ensure consistent quality and longer life
- **Electronic ordering** reduces cycle time and error rates
- **Formal monitoring** ensures on-time deliveries
- **Quality assurance** protects the Army's investment
- **Training** to ensure functional requirements are effectively met
- **Historical records** to plan replacement furnishings programming

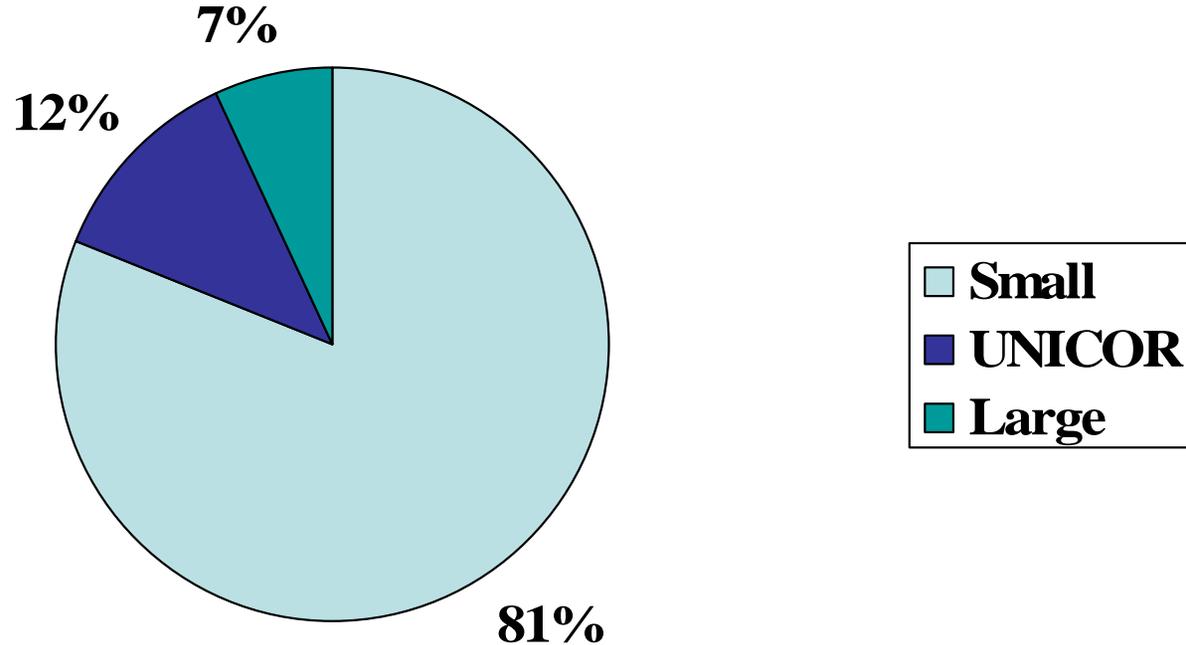


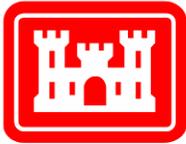
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Army Furnishings Small Business Awards



FY07 Huntsville Awards



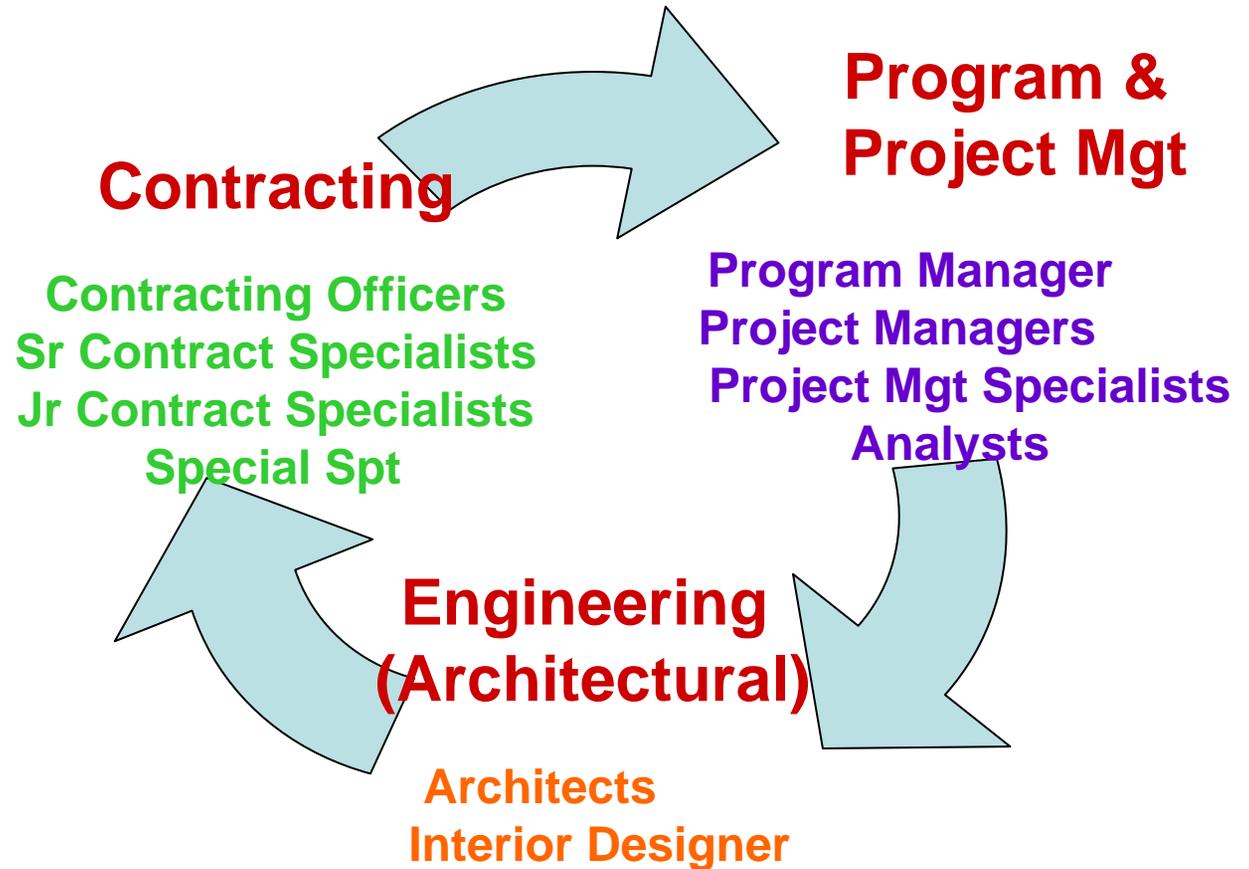


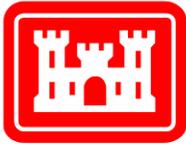
HNC Organization



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WHO'S ON THE HNC TEAM?



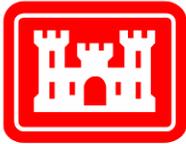


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Army Furnishings – Central Mgt Admin FF&E Procurement Approach



- Working with USACE interior designers to develop FF&E designs based on “families” of mfrs
- Each item to be purchased includes a description of the item, including salient “or equal” features listed for each item to allow substitutions if a model number is quoted, or to allow a manufacturer to choose the model number that best meets the description



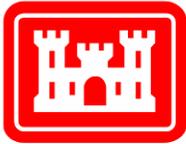
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What comes with an RFQ from Huntsville?



- Formal RFQ document including project specific information
 - Delivery date
 - Best value criteria
- Line Item Forms to be submitted as the contractor's financial response to the RFQ.
- Scope of work (delivery instructions)
- Item descriptions (generic) with salient features
- Furniture layouts (normally)



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How do I submit a Quote?



- Submit cut sheets and / or data sheets to document planned conformance with the item descriptions (called SID's).
- Line item forms listing costs, etc for each item in the SID's



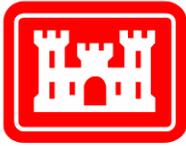
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How is a Quote Reviewed?



- Entire quote is reviewed for errors and omissions, such as missing cut sheets, failure to address key elements such as delivery, etc.
- Cut sheets and / or data sheets are compared to the SID's for conformance with the item descriptions
- Line item forms listing costs, etc for each item in the SID's are reviewed for dimensions, model numbers, warranties offered, etc
- Cost analysis is performed, including making sure all items were quoted to form a complete quote.
- Best value analysis is conducted by considering best value criteria



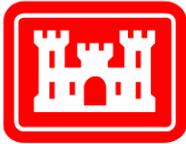
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What do I have to do post award?



- Coordinate final delivery plans with the Installation POC in the contract.
- Submit a safety plan to Huntsville not later than 3 weeks before delivery
- Submit warranty, instruction info directly to the Garrison POC at time of delivery
- Submit invoices to Huntsville
- Do NOT discuss changes to delivery, quality, quantity, substitutions or ANY element that would change the scope of work. Performance will reflect compliance with WRITTEN contract.



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Vendor Marketing Visits to Huntsville



- Vendor visits are limited to Tuesdays and Thursdays in the afternoons at 1:30
- Manufacturers are limited to two marketing visits per calendar year
- Dealers / reps are not generally accommodated unless mfr agrees to give up one of the bi-annual visits. At times, exceptions are granted, but not typically. Small Business firms and consolidators are permitted as schedules allow, given to the mfr condition above.
- Five to ten percent of our work week is allocated to vendor visits
- POC To Schedule Visits: Laura Fursdon 256-895-1462
laura.a.fursdon@usace.army.mil



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Army Furnishings – Central Mgt Who do I talk to?



Huntsville PM's

Program Manager – Alicia Allen 256-895-1552
alicia.f.allen@usace.army.mil

Project Manager - Admin New Construction – Trish Jeffery 256-895-1561
patricia.c.jeffery@usace.army.mil

Project Manager - BRAC New Construction – Barbara Gray 256-895-1268
barbara.s.gray@usace.army.mil

Project Manager - UPH (barracks), all projects – Gail Emanuel 256-895-1812
gail.y.emmanuel@usace.army.mil

Project Manager - Renovations & Replacement projects – Carol Elder
256-895-1239 carol.d.elder@usace.army.mil



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Army Furnishings – Central Mgt Who do I talk to?



Huntsville Contracting / Technical

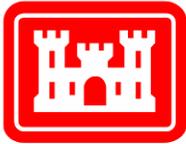
Contracting Officer – Gail Hodge 256-895-1156
gail.m.hodge@usace.army.mil

Contracting Officer – Kimberly Pugh 256-895-1326
kimberly.pugh@usace.army.mil

Contract Specialists – refer to your RFQ

Lead Admin Technical – Interior Designer, Irene Freedland 256-895-1632
irene.freedland@usace.army.mil

Lead UPH Technical – Larry McIntosh 256-895-1679
larry.mcintosh@usace.army.mil



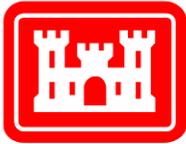
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Furnishings Program



What HNC Needs From You . . .

- Targeted literature on quick ship options to include typical, as well as maximum, delivery capabilities.
- Each vendor to develop a short (less than one page) capabilities statement that addresses special features (for example, sustainable practices / products offered), highlight of increased warranty offerings, etc. Each procurement stands alone. **IF YOU DON'T QUOTE IT, WE CAN'T COUNT IT.**



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Questions?