INTERIOR DESIGN FF&E ENDORSEMENT

Project: [*Project Number, Name, Location*]

Ref: (a) FAR 8.404

(b) DFARS 208.4 and PGI Supplement 208.4

Encl: (1) Contractor’s Final FF&E Documents with pricing and best value recommendations

1. All procurement information contained in the Final Interior Design submittal, encl (1), [*Project Number, Name, Location*] is part of a Comprehensive Interior Design package developed by [*A-E /Interior Design Firm name, Contractor name*] and endorsed by Naval Facilities Engineering Systems Command (NAVFAC) [*FEC*].

2. The requirements list was developed in accordance with references (a) and (b) and UFC 3-120-10 Interior Design Requirements. Emphasis was placed on specifying items that produced a functional, aesthetically pleasing, and cost effective interior environment based upon customer requirements and budget constraints.

3. Via memorandum of October 19, 2021, the DON Senior Services Manager (SSM) canceled the DON mandatory use policy for the acquisition of cell phones, office supplies, furniture, and information technology support. The memorandum advises that Commands should instead consider an order of precedence in selecting contract vehicles that utilize category management principles. *Cancellation of Department of the Navy Mandatory Use Policies for Cell Phones, Office Supplies, Furniture and Information Technology Support.* [*Cancellation of DON Mandatory Use Policies\_19OCT2021*](https://flankspeed.sharepoint-mil.us/sites/NAVFAC-BPMS/Shared%20Documents/Forms/Uploaded%20By1.aspx?FilterField1=Author&FilterValue1=Noland%2C%20Margaret%20M%20%28Peggy%29%20CIV%20USN%20NAVFAC%20LANT%20NOR%20VA%20%28USA%29&FilterType1=User&FilterDisplay1=Noland%2C%20Margaret%20M%20%28Peggy%29%20CIV%20USN%20NAVFAC%20LANT%20NOR%20VA%20%28USA%29)*.*

4. Enclosure (1) provides documentation for all FF&E items and provides all documentation for sole source, where appropriate, and the best value source. The [A/E’s] [Contractor’s] Interior Designer performed the best value research and documentation for the Government’s review. Based upon the information provided by the [A/E’s] [Contractor’s] Interior Designer during the process and analysis in enclosure (1), it is determined that the FF&E package documentation provided by the [A/E’s] [Contractor’s] Interior Designer is sufficient to conclude that the **Total FF&E** amount for all FF&E Products, Services (to include all Design Management, Project Management, Installation, and State Sales Tax (if applicable) for this project, represents the best value (as defined in FAR 2.101) and results in the lowest overall cost alternative to meet the Government’s needs. In addition, the Contractor’s Handling and Administrative Rate (HAR) of [ ] % has been calculated on the **Total FF&E**. [Bonding (if required by NAVFAC) has been calculated on the **TOTAL All Vendors FF&E + HAR**.] Project Oversight/M3B rate of [(MILCON CONUS) 5.7] [(OCONUS) 6.2] [(M3B) 8] % **(rounded to nearest cent)** has been calculated on the **FF&E Option CLIN Award Amount** and is funded by [CNIC] [Supply Management/Material Division (SMD) USMC projects] [*Identify the Budget Submitting Office (BSO)/Command funding the FF&E*].

***(Editor’s Note: Sample provided below. Copy/paste table from Final FF&E Cost Summary (IGE). Totals below must EXACTLY match FF&E Cost Summary. If some fees are combined in same line item on the FF&E Cost Summary, show as combined below, i.e. Design /Project Mgmt Total.)***

TOTAL COST SUMMARY:

|  |  |  |
| --- | --- | --- |
| **FF&E All Vendors Product Total** |  |  |
|  |  |  |
| Shipping/Freight Total |  |  |
|  |  |  |
| Design Mgmt Total |  |  |
|  |  |  |
| Project Mgmt Total |  |  |
|  |  |  |
| Installation Total |  |  |
|  |  |  |
| State Sales Tax Total (If Applicable) |  |  |
|  |  |  |
| **FF&E Total** | |  |
|  |  |  |
| Handling and Administrative Rate (HAR) (NTE 5%) |  |  |
|  |  |  |
| **TOTAL All Vendors FF&E + HAR** |  |  |
|  |  |  |
| Bonding (if required by NAVFAC) |  |  |
|  |  |  |
| **FF&E Option Item Award Amount** |  |  |
|  |  |  |
| Project Oversight (Proj O/S)/M3B |  |  |
|  |  |  |
| **TOTAL with Project Oversight/M3B if applicable** |  |  |

5. The Customer has approved the FF&E requirements and the requirements list has been approved and funded by [CNIC] [Supply Management/Material Division (SMD) USMC projects] [*Identify the Budget Submitting Office (BSO)/Command funding the FF&E*] The FF&E must be bought as specified to maintain design integrity. No substitutions will be accepted. A FF&E Final Cost Summary and Procurement Data Sheets are included as part of enclosure (1). Should substitutions be required after award of the FF&E, careful consideration is required to ensure that equivalent quality, price and other aspects of the item is maintained, otherwise price adjustments must be negotiated. The Contracting Officer will obtain approval from the NAVFAC Interior Designer/Collateral Equipment Manager, in consultation with the Customer, for any changes to the FF&E.

6. The NAVFAC [FEC] Interior Design point of contact for technical information is

[NAVFAC Interior Designer’s Name, Phone #, and Email].

7. **Final Design and Best Value Recommendation for the FF&E**: After reviewing the Interior Design Documents, the Government project team represented by the signatures below, endorses the final FF&E Package as the basis of procurement for all furniture and furnishings included in the Final Submittal. All aspects of the project have been addressed regarding customer requirements including: interior space planning, programming, aesthetics, functional furnishing requirements, pricing and budgeting constraints, delivery and installation requirements, electrical, and ergonomic issues. All deliverables have been received as required.

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[Name]

Interior Designer Date

NAVFAC [FEC]

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[Name]

Customer Representative Date

[Command]