



Guidance to Vendors: Meeting with the Air Force Network Integration Center (AFNIC)



Purpose

AFNIC receives numerous requests to meet with industry partners, i.e., vendors. We are aware of the opportunities in meeting with you, but must balance resource commitments associated with these visits. Our bottom-line goal is to ensure visits (in person or via teleconference) are worthwhile and productive for both you and AFNIC. We have developed this guide to help you better understand how we manage our vendor visit process.

About AFNIC

The Air Force Network Integration Center, located at Scott Air Force Base, Ill., is the Air Force's premier organization for Air Force Network integration, cyber simulation, and network standards, architecture and engineering services. Through these specialized technical services, AFNIC supports the nation's warfighters with decisive cyber capabilities for mission success.

The center, a direct reporting unit to Air Force Space Command, is the focal point for integrating mission systems, business systems, commercial information technology products and other networks into the Air Force Network (AFNet). AFNIC's strategic-level network integration, architecture/standards, engineering and simulation services enable major commands, functional communities, and program offices to successfully and efficiently design, develop and deploy network capabilities for the Air Force.

As part of its integration mission, AFNIC also leads the Air Force's #1 cyber priority, Air Force Network Migration. This project consolidates the service's previous collection of standalone, unit-specific architectures into a single, centrally managed enterprise network that enhances security, reduces costs, and improves standardization.

Mission

AFNIC empowers Airmen with decisive and assured cyberspace capabilities by providing highly innovative network architecture, engineering, integration and simulation services with unrivaled expertise, experience and commitment.

AFNIC's Role in Acquisition and Procurement

AFNIC does not directly acquire, procure, or operate network infrastructure, systems, or products. Through several Lead Command activities, we define and advocate requirements for

Information Technology (IT) capabilities to IT acquisition programs which are managed by the Air Force Material Command (AFMC) under the Electronics Systems Center. AFNIC essentially describes the network and its needed capabilities, and AFMC buys the network and its components.

AFNIC Vendor Visit Process

Policy

AFNIC's policy is that all vendor visit requests go through the AFNIC Commander's Technical Director or alternatively the Integration Engineering Directorate in consult with appropriate subject matter experts. We realize that other organizations may refer you to specific individuals or offices in AFNIC, but experience has shown that we need to meet you at the "front door". Because of the numerous diverse, yet interrelated, activities on-going throughout AFNIC, this policy helps us to plan and better prepare for these visits; it enables more effective information exchange - often more than what you originally anticipate.

Our mission requires us to stay abreast of innovative information technology with a role to advocate compelling capabilities vs. recommend specific vendor products.

AFNIC will treat all vendors fairly and evaluate requests for telecons, visits, and demonstrations for potential application to Air Force mission requirements; present and future. Given the limitations of time and personnel, vendor visits will be constrained to those whose products and processes have the most immediate impact on the mission.

Our policy prohibits information exchanges that are proprietary, pre-decisional, or involve any other matters that can not be disclosed to third parties by either Center personnel or vendor representatives. If we find that your offering or topic for a presentation is related to a current acquisition and is in post-RFP stages including source selection, we will decline requests for visits.

Visit Format

Visits typically consist of a round-table style meeting, chaired either by AFNIC's Technical Director or his representative and includes other members from various elements of our Center. We limit visits to 1 hour.

Visit Conditions and Formalities

Visits and any product demonstrations are for information purposes only and do not, in any way, indicate an expressed or implied product endorsement, solicitation, or contract. In addition, information provided may be used by government personnel; therefore, we request that you do not disclose any proprietary information that you do not wish to share in the normal course of our business.

AFNIC personnel attending your visit may ask specific technical questions; however, they are not permitted to provide information about plans to purchase similar or related products or services. Also, they are not permitted to present information about their views concerning the quality or specific suitability of your products, competitive products, or services.

Lastly, the Air Force cannot accept liability for damage to equipment, property, or injury to personnel resulting from this demonstration. It is therefore understood that, in the course of this presentation, the Air Force will be held harmless for any liability for damage to property or injury to personnel resulting from this demonstration or the use of our facility.

Requesting a Visit

1. Prepare a vendor visit request using the AFNIC Vendor Visit Template and Guidance (provided separately). We will use the request to decide if we will support a visit or not. If so we will use this information to best target who in AFNIC should attend the visit. Consider the following when you prepare your request:

- What is your marketplace?
- How does your solution apply to the mission of the Air Force?
- How does your solution match up to your competition?
- What is your desired outcome of a visit?

2. Send the visit request document and any supplemental documentation such as presentation slides and white papers to afnic.xp.customersupport@us.af.mil.

3. If AFNIC decides to accept your request, we will contact you to set up a date and time for your visit within 15 business days. We will also send you an email outlining all the particulars including directions to the base, Scott AFB visitor instructions, and information on the local area. Feel free to contact 618.229.5846 if you need further assistance.