

**Solicitation Number: 05-0001-02**  
**Support Service for the Office of Naval Research for the Operations**  
**Analysis Program (ONR 010A)**

The statement of work, order information, proposal submission requirements, and evaluation information are set forth below. Proposals from holders of ONR Multiple Award Contracts (MATOC) for support services under CLIN 0001 – Technical, Programmatic, and Engineering Support Services are due by 2:00 PM (local time), Thursday, 04 November 2004.

**1.0 Background**

The Office of Naval Research (ONR) Operations Analysis Program (ONR 010A) in support of Commander, US Pacific Fleet (COMPACFLT) has an urgent requirement for Carrier Strike Group (CSG) and Expeditionary Strike Group (ESG) operational readiness data and for assistance in developing analytic approaches to relating operational performance data to readiness levels. The same data will be of significant benefit to the Chief of Naval Research (CNR) and Science and Technology (S&T) managers in technology development. The concept for developing a system for collecting such data depends on exploring unit readiness levels to create a methodology for aggregating that data and devising relevant processes and metrics to interpret that data at above-unit levels.

The Chief of Naval Research manages and directs science and technology programs critical to the current and future operational effectiveness of the Navy and Marine Corps. The Office of Naval Research investment portfolio is comprised of the Discovery and Invention (D&I) program and the Future Naval Capabilities (FNC) process. The D&I program focuses on potential far-term Naval capabilities and the FNC process focuses on near term capabilities. The CNR is required to base understanding of S&T needs on an evaluation of the Fleet's operational readiness and operational performance, specifically on a careful and quantified identification of the shortfalls in both – readiness and performance. Operational readiness and performance analyses can provide fleet commanders, CNR and S&T program managers with critical insight for rationally identifying, developing, transitioning, integrating and exploiting advanced technologies to significantly enhance fleet readiness and performance.

This effort is follow-on to development of a data collection and readiness assessment methodology using an operational sequence model approach executed by L-3 Communications Analytics Corporation. This model will be made available to the successful offeror to continue the development of the data collection and readiness assessment.

**2.0 Statement of Work**

**2.1 Objective**

In the course of daily operations and in support of basic, intermediate, and advanced training evolutions, Naval units and groups generate opportunities for capturing operationally relevant data upon which readiness assessments can be made. The objective of this solicitation is the development of Carrier Strike Group (CSG) and Expeditionary Strike Group (ESG) operational readiness data and development of analytic approaches for relating operational performance data to readiness levels for COMPACFLT.

**2.2 Scope**

This effort entails continued use of the operational sequence model approach to decompose mission readiness indices in the context of CSG and ESG operations for various warfare missions identified in the statement of work and to implement a fleet readiness assessment process based on the developed methodology.

## **2.3 Technical Tasks/Requirements**

### **2.3.1 Expeditionary Warfare (EXW) Development**

The Contractor shall complete the development of the Operational Sequence Model (OSM) for EXW including key operational drivers (KODs) for both Navy (USN) and Marine Corps (USMC) operations to accomplish the performance data collection and assessment for an ESG. The Contractor will be required to:

- Update the EXW OSM with USMC operations and validate a combined USN/USMC EXW OSM
- Develop key operational driver (KOD) and Navy Mission Essential Task (NMET) development
- Perform operational Event/Data Collection Opportunity identification and verification
- Identify and develop data collection capability
- Develop and validate indices for unit-level operations
- Develop and validate indices for above-unit-level operations
- Develop data collection template

### **2.3.2 Strike Warfare (STW)/Anti-Submarine Warfare (ASW) Assessment for Carrier Strike Groups (CSG)**

#### **2.3.2.1 STW/ASW Assessment for Initial CSG**

The Contractor shall complete the current index development in STW and ASW, and provide the initial pilot deployment for maximum exposure during one CSG Fleet Readiness Training Plan (FRTP) cycle. The notional number of operational events supported is eight when the Joint Task Force Exercise (JTFEX) is included – Ship-Launched Attack Missile Exercise (SLAMEX), Strike Fighter Advanced Readiness Program (SFARP), Composite Unit Training Exercise (COMPTUEX), Texas Thunder, ASW Exercise (ASWEX), Joint Task Force Exercise (JTFEX), Fallon Detachment, and an ASW event during intermediate-level workups. (The exact number in each case will depend on the individual CSG / unit schedules.)

#### **2.3.2.2 STW/ASW Assessment for One CSG**

The Contractor shall conduct CSG assessment support for one CSG during exercise opportunities over the next twelve months for approximately eight operational events.

#### **2.3.3 STW/ASW Assessment for One CSG**

The Contractor shall conduct CSG assessment support for one additional CSG, the third CSG assessment overall, during approximately eight operational events.

## **2.4 Strike Warfare (STW)/Anti-Submarine Warfare (ASW) Assessment for Expeditionary Strike Groups (ESG)**

### **2.4.1 STW/ASW Assessment for Initial ESG**

The Contractor shall modify the STW and ASW indices and data collection plans/templates developed for a CSG to allow ESG assessment, then provide maximum support for one ESG, the initial ESG assessment, during approximately seven operational events.

#### **2.4.2 STW/ASW Assessment for additional ESG**

The Contractor shall provide maximum support for one ESG and the second ESG assessment overall during approximately seven operational events.

### **2.5 EXW Assessment for Expeditionary Strike Groups (ESG)**

#### **2.5.1 EXW Assessment for Initial ESG**

The depth of observation for an ESG needs to be comparable to a CSG and include EXW. The Contractor shall perform validation in actual operations of the readiness assessment methodology developed in Task 2.3.1, and provide support for one ESG and the initial ESG EXW assessment, during approximately six operational events.

#### **2.5.2 EXW Assessment for additional ESG**

The Contractor shall provide support for one ESG and the second ESG EXW assessment overall, during approximately six operational events.

### **2.6 Reports Data and Other Deliverables**

The Contractor shall provide the following deliverables associated with each task.

**Task 2.3.1** The EXW Index and Data Collection Template for use during subsequent ESG assessment support in EXW.

**Task 2.3.2.1** An assessment of the index/methodology's value and utility to Navy Commanders. A report providing inputs on measured and observed STK/ASW readiness for evaluation by Commander Carrier Group ONE (COMCARGRU ONE), or another designated Navy authority, based on application of the accepted methodology.

**Task 2.3.2.2** An assessment of measured and observed STK/ASW readiness, provided as input for evaluation by COMCARGRU ONE, or another designated Navy authority, based on application of the methodology.

**Task 2.3.2.3** An assessment of measured and observed STK/ASW readiness, provided as input for evaluation by COMCARGRU ONE, or another designated Navy authority, based on application of the methodology.

**Task 2.4.1** An assessment of measured and observed STK/ASW readiness, provided as input for evaluation by COMCARGRU ONE, or another designated Navy authority, based on application of the methodology.

**Task 2.4.2** An assessment of measured and observed STK/ASW readiness, provided as input for evaluation by COMCARGRU ONE, or another designated Navy authority, based on application of the methodology.

**Task 2.5.1** An assessment of measured and observed EXW readiness, provided as input for evaluation by COMCARGRU ONE, or another designated Navy authority, based on application of the methodology.

**Task 2.5.2** An assessment of measured and observed EXW readiness, provided as input for evaluation by COMCARGRU ONE, or another designated Navy authority, based on application of the methodology.

### **3.0 Personnel Requirements**

#### **3.1 Personnel Qualifications**

The Contractor shall provide qualified personnel to manage and execute all aspects of the statement of work. The following skill sets are anticipated to support the tasks.

**3.1.1** To perform the above tasks, the Contractor personnel shall demonstrate competencies and expertise in the following areas:

- In-depth experience, expertise and knowledge of performance oriented readiness assessments of U.S. Pacific and Atlantic Fleets and their units.
- In-depth experience, expertise and understanding of operational sequence modeling.
- In-depth experience, expertise and knowledge of utilizing operational sequence modeling in Navy fleet-level performance oriented readiness assessments.
- Detailed experience-based knowledge of key Navy mission areas, especially amphibious warfare (AMW), anti-submarine warfare (ASW) and strike warfare (STK).
- In-depth experience, expertise and knowledge in capturing function-level data identified through operational sequence modeling and integrating these data into mission performance estimates and determining relevant warfare functional subtasks/events to capture unit-level data at all available/appropriate opportunities.
- Mathematical and statistical skills necessary to perform original research on the problems posed by the fragmented and incomplete data samples to be expected to result from fleet data collection.

All personnel must be thoroughly familiar and proficient in the use of commercial software packages such as Microsoft Word, Project, Excel and PowerPoint.

**3.1.2 Senior Operations Analyst or Equivalent:** At least a Bachelor's degree from an accredited college or university and fifteen (15) years of experience in Navy and Marine Corps fleet operations. Candidate should have demonstrated competence in operations research and analysis.

**3.1.3 Operations Analyst.** At least a Bachelor's degree from an accredited college or university and eight (8) years of experience in Navy and Marine Corps fleet operations. Candidate should demonstrate competence in operations research and analysis.

#### **3.2 LEVEL OF EFFORT**

**3.2.1** The level of effort has been estimated for the proposed contract. This effort will only contain a base effort of twelve (12) months.

**3.2.2** The period of performance for this effort will be from the effective date of Order through twelve (12) months thereafter. The level of effort anticipated for this period is approximately four (4) man-years at an average rate of approximately 600 hours per

month. A summary of the labor categories and the total anticipated annual hours for this effort is provided below.

<b>Labor Category</b>	<b>Hours Per Year</b>
2 Senior Operations Analysts	4,000
2 Operations Analysts	4,000
Total Hours	8,000

NOTE: 2,000 hours is equivalent to one (1) man-year.

**3.2.3** The above labor categories and hours are provided as the Government's best estimate of the work to be performed. The offeror may propose the same level of effort (hours and labor categories) or a different level of effort based on its own labor classification system and unique approach to satisfy the Government's requirement. While the Government will consider an alternate level of effort, it is the Government's preference to maximize the estimated labor hours devoted to the direct performance of the technical tasks. To the extent that the level of effort proposed is different than the Government's estimate, the offeror's technical proposal should clearly specify the hours and labor categories proposed for each task in the statement of work.

#### **4.0 Order Details**

**4.1 Contract Type.** The Navy anticipates awarding a cost plus fixed fee level of effort task order.

**4.2 Period of Performance.** The period of performance will be from the effective date of the Order through twelve (12) months thereafter.

**4.3 Other Direct Costs (ODCs).** ODCs (including travel, supplies, etc.) will be reimbursed at cost plus G&A without profit or fee. Purchases of items (other than consumable materials or supplies) exceeding \$2,500 and all travel must be approved in advance by the Contracting Officer's Representative (COR). The total Travel/ODC amount is not to exceed \$70,000.00 per year.

**4.3.1 Travel and Per Diem.** Travel will be required to support this Statement of Work. In accordance with the contract requirements, direct costs associated with the Contractor's travel shall not exceed the applicable rates found in the Joint Travel Regulations (JTR).

**4.3.2 Other Direct Costs (Other than Travel and Per Diem).** ODCs may be required to fully support this task requirement. At this time, the specific items cannot be identified. Contractor should propose and estimate the cost of all ODCs required to accomplish the required tasks.

**4.4 Government Furnished Resources (GFR).** The Government will provide information, material and forms unique to the Government for supporting the task. The Government furnished resources necessary to perform the statement of work should be identified and requested through the designated Contracting Officer's Representative (COR).

**4.4.1 Facilities, Supplies and Services.** The facilities required to perform the tasks outlined in the Statement of Work will be at the contractor's place of business. To the extent that a small fraction of the work will have to be performed aboard ship or at other Navy installations, basic facilities such as work space and its associated operating requirements (i.e., phones, desks, and utilities) will be provided by the host command. The

availability of any required computer resources while working in Government facilities should be verified in advance with the designated Contracting Officer's Representative (COR).

**4.4.2 Information.** All Government unique information related to this requirement necessary for Contractor performance will be made available to the Contractor. The Contracting Officer's Representative (COR) will be the point of contact for identification of any required information to be supplied by the Government.

**4.4.3 Documentation.** All existing documentation relevant to this task's accomplishment will be made available to the contractor at the beginning of the task. The Contractor will be required to prepare documentation in accordance with defined guidelines provided by the Government.

**4.4.4 Equipment.** In accordance with the general guidance in FAR Part 45.102, Contractors are required to furnish all property necessary to perform on Government contracts or orders. Contractors must provide PCs compatible with ONR's LAN and provide funding for NMCI seats for all proposed personnel working in Government spaces. Furthermore, PCs should not be proposed as a direct charge under this order. For security purposes, computers must be authorized and approved for use by ONR 06.

**4.5 Place of Performance.** Work will normally be performed at the Contractor's facilities, with a small fraction of the effort to be performed aboard ship or at other Navy installations.

**4.6 Security Requirements.** During the performance of this effort, the Contractor may be required to have access to, and may be required to receive, generate, and store information classified to the level of SECRET. For personnel, a minimum of a SECRET clearance is required. The Contractor's facilities used in support of this contract must be granted SECRET facility clearances and have the capability to store material classified up to and including SECRET. A Contract Security Classification Specification (DD Form 254) will be required prior to access or production of any classified information. Additionally, the Contractor is required to safeguard the information labeled as proprietary.

**4.7 Subcontracts/Consultants.** Contractor may request, on a case-by-case basis, subcontract/consultant support for specific technical tasks.

**4.8 Subcontracting Plan.** Proposal submissions, by all but small business concerns, that exceed \$500,000.00, will be required to submit a Small Business Subcontracting Plan in accordance with FAR 52.219-9. Subcontracting plans should be part of the offerors proposal.

## **5.0 Proposal Requirements**

**5.1 Proposal Format.** The Offeror's proposal must be divided into two sections: (1) Technical Proposal, and (2) Cost Proposal. The length of the technical proposal shall not exceed ten (10) pages, exclusive of resumes. There are no page limits on the number of resumes or the pages of the cost proposal. The proposal should be written and organized to be compatible with the Statement of Work, company's organization and accounting structure, and proposed cost.

(a) Technical Proposal: The technical proposal should include the following: The Offeror's understanding of and approach to the requirement, resumes of proposed personnel, and the

amount of proposed hours for personnel. The Offeror should describe specifically how the work activities required to complete the tasks in the statement of work will be done. The Offeror should explain how technical objectives, tasks and deadlines will be determined; how staff responsibilities will be assigned; whether and to what degree consultants and/or subcontractors will be utilized; how the quality and timeliness of work performance will be supervised and controlled; how the Offeror will coordinate with the program office; how a surge capacity will be maintained to meet unanticipated requirements; and how administrative tasks such as travel, security and resource requests will be handled.

The Offeror should include information relative to previous efforts for the same or similar services provided in the past to include contract numbers and Government points of contact where applicable.

The Offeror should explain what corporate facilities are available and would be used in support of the work including computer resources, publication/media materials and equipment where appropriate. The proposal should acknowledge that the contractor will provide the appropriate IT/telecommunications equipment for the proposed personnel for this task order.

(b) Cost Proposal: The contractor should submit a cost proposal indicating the price per labor hour (to include cost and profit) for the quantities and types of labor proposed, indirect rates, any consultants/subcontracts, and the indirect rate, if any to be applied to Travel/ODCs.

**5.2 Other Required Documents.** In addition to the Technical and Cost Proposals, a Contractor shall also complete the following.

**5.2.1 Non-Disclosure Agreement.** Each employee of the successful offeror will be required to sign a Non-Disclosure Agreement (NDA) prior to commencing work under this Order. The supervisor/manager of the proposed personnel will also be required to sign the NDA on behalf of the contractor as well. Attachment A to this solicitation includes the current NDA that will be used, unless otherwise instructed by the Government.

**5.3 Proposal Submission.** The due date for receipt of proposals under this solicitation is 2:00 PM (local time) on Thursday, 04 November 2004. Proposals can be:

- (a) E-mailed to Ms. Gail Cunningham, at [cunning@onr.navy.mil](mailto:cunning@onr.navy.mil) or
- (b) Sent by regular mail or hand delivered. Provide for the original and two copies to arrive by the above deadline at the following address:

Office of Naval Research  
Attention: Ms. Gail Cunningham  
800 North Quincy Street, Code 0251  
Arlington, VA 22217-5660  
Ref: Solicitation Number 05-0001-02

## **6.0 Evaluation Information**

**6.1 Evaluation Criteria.** A Task Order will be awarded to the responsible offeror whose offer represents the best value to the Government. In order to determine which offeror represents the best overall value, offers for individual task orders will be evaluated on the following technical factors and subfactors:

- (1) Proposed personnel
- (2) Management Plan and Technical Approach
- (3) Past performance on earlier tasks under this and similar contracts:
  - (a) Quality of deliverables
  - (b) Cost control
- (4) Corporate Facilities
- (5) Cost Realism

The Government will make the determination of the overall value of each proposal in terms of its potential to best satisfy the needs of the Government, considering both technical and cost factors. The offeror's technical capability (as measured by the technical factors) is significantly more important than the cost factor.

In regards to the stated technical factors, factors 1 and 2 are of the greatest weight and are equally weighted; factor 3 is weighted less than the first two factors. Factor 4 is of less value than all other factors. These four technical factors are substantially more important than cost.

Although cost is substantially less important than all of the technical factors combined, it will not be ignored. The degree of its importance will increase with the degree of equality of the task order proposals in relation to the other factors on which selection is to be based, or when the cost is so significantly high as to diminish the value of the technical superiority to the Government.

In evaluating past performance on individual orders, the procedural requirements in FAR 42.15 are not mandatory. Past performance will be based on the Government's subjective evaluation of the Contractor's performance with previous orders, if any, under this contract and similar contracts. For Factor 3, the subfactor (a) Quality of Deliverables, is more important than subfactor (b) Cost Control.

**6.2 Award.** The Government will award a task order to the responsible Offeror whose offer conforming to the solicitation will be most advantageous to the Government, cost and other factors considered. The anticipated award date of this order is on or before 12 November 2004. The anticipated start date for this order will be on or about 12 November 2004.

**7.0 Submission of Questions.** Any questions regarding this solicitation must be provided in writing to the Contracts Point of Contact listed below. Acceptable modes for written question submission include fax and e-mail. Questions submitted less than 72 hours prior to the closing date for proposals may not be answered, and the due date for submission of proposals may not be extended.

**8.0 Solicitation Amendments.** Any amendments to this solicitation will be posted along with the solicitation on the ONR website. An e-mail notice will be sent to all potential Offerors at the time the amendment is posted. It is the Offeror's responsibility to regularly check for e-mail notices and the posting of solicitations/amendments.

**9.0 Contracts Point of Contact:** The Contracts Point of Contact for this solicitation is Ms. Gail Cunningham, and she can be reached on (703) 696-0814. Her mailing address can be found in paragraph 5.3 above.

**10.0 Contracting Officer.** The Contracting Officer for this solicitation is Mrs. Vera M. Carroll, and she can be reached by e-mail at [carrolv@onr.navy.mil](mailto:carrolv@onr.navy.mil) or telephone at (703) 696-2610.

## **Non-Disclosure Agreement Regarding Contractor Support for the Office of Naval Research**

The undersigned individual, \_\_\_\_\_, agrees,  
both in his personal capacity and as an employee of  
\_\_\_\_\_

as follows:

### **BACKGROUND**

1. The mission of the Office of Naval Research is to plan, foster, and encourage scientific research and technology development in recognition of their paramount importance in the maintenance of future naval power and the preservation of national security. ONR provides for the continuing technological superiority of U.S. naval forces, by providing the Department of the Navy (DoN) with mission-relevant, affordable new capabilities that create and exploit scientific breakthroughs, respond to fleet requirements, and support strategic U.S. industries. ONR requires contractor technical services and research support in order to meet these requirements. The services/support that may be provided to ONR by contractor personnel include but are not limited to the following:

- i. Assist ONR personnel in overall technical program management support on matters and issues consistent with ONR sponsored development projects, including assisting in the evaluation of white papers, proposals, program/project planning, investment reviews, technology assessments, data analyses, conference and seminar activities, and financial issues.
- ii. Provide support in the financial execution of ONR programs. Monitor availability and use of funds. Review financial documents and plans for impact on program objectives and requirements. Prepare internal financial notices, instructions, guidelines and reports. Conduct analyses and provide reports that identify, quantify and evaluate financial execution of accounts and accomplishment of program goals and milestones. Coordinate preparation and review of actual and projected funding estimates, justifications and strategies. Identify deficiencies, excesses, trends and imbalances to assure funds availability. Work with program personnel to expedite financial execution and ensure programmatic benchmarks are met.
- iii. Draft analyses, presentations, notes, assessments, testimonies, speeches, and other materials on various technical/management topics, as requested, for use by ONR personnel with other internal ONR departments and externally with the Navy staff, Department of Defense, other federal and state agencies and the U.S. Congress.
- iv. Provide assistance in the areas of information technology to include database design and maintenance, software development, graphics and reproduction, and other allowable materials and services.

- v. Provide administrative and management support in the execution of ONR programs to include the preparation of official documents and files for execution by Government employees.
  - vi. Provide support on technical, programmatic and operational matters pertaining to the diverse array of technologies investigated and supported by ONR.
2. The undersigned individual is serving as contractor support for ONR. As such, he has and will continue to come into contact with proprietary technical and commercial information. He likewise will have access to sensitive internal information developed by or on behalf of the Government in connection with the accomplishment of ONR's mission.

**AGREEMENT**

- 1. The undersigned individual agrees that he will not disclose to any individual, company, or Government Representative<sup>1</sup> any information<sup>2</sup> relating to current or proposed Navy budgetary information, acquisition planning or acquisition actions, obtained either directly or indirectly as a result of the effort performed on behalf of ONR. The undersigned individual agrees that he will promptly notify the ONR Office of Counsel of any attempt by an individual (including any contractor personnel), company or Government Representative to gain unauthorized access to such information, and of any disclosure of such information to unauthorized parties. Such notification shall include the name and organization, if available, of the individual, company or Government Representative seeking access to such information.
- 2. The undersigned and his employer acknowledge that the owner of any proprietary information improperly disclosed stands as an intended third-party beneficiary of this non-disclosure agreement. In the event of an unauthorized disclosure of proprietary information, the owner of the information may seek legal recovery under this non-disclosure agreement, even though the information owner is not a formal party to the agreement.

FOR THESE REASONS the undersigned individual agrees on his own behalf, and his employer likewise concurs, to protect, respect and not disclose the proprietary information and Government mission- and procurement-sensitive information that may come to their attention as part of the contract assistance provided to ONR.

Employee Signature \_\_\_\_\_

Printed Name \_\_\_\_\_

<sup>1</sup> Government Representative is defined as any Government employee, either military or civilian, not assigned to the activity or program office for which the effort is being performed.

<sup>2</sup> This information includes, but is not limited to, contractor proposals, proprietary data and commercial information, reports and other information in the Government's possession, including information contained in contracts/grants/agreements and associated records and files

Date \_\_\_\_\_

Concurrence by the employer:

Supervisor/Manager Signature \_\_\_\_\_

Printed Name \_\_\_\_\_

Date \_\_\_\_\_