

**Solicitation Number: PA2-012 Research and Administrative Support**

The statement of work, order information, proposal submission requirements, and evaluation information are set forth below.

**I. Statement of Work:**

1. Background: The Ocean, Atmosphere and Space Department of the Office of Naval Research (ONR) supports oceanographic, space-based remote-sensing and environmentally-related science and technology (S&T) efforts within the Department of the Navy. The program area consists of two large divisions, Sensing and Systems Division and Processes and Prediction Division, of integrated, multi-disciplinary programs in naval environments, undersea warfare, and related subjects.

The University of Rhode Island’s Office of Marine Programs (URIOMP), through the sponsorship of ONR, has developed an educational Internet site, “Sound of the Sea”. The content of the site includes how marine animals use sound, how people use sound in the sea, and educational material on the foundation of physical science in underwater acoustics.

2. Statement of Work:

The objective for this effort is to provide a resource to increase the public’s understanding of science and technology, and the sensitive issues involved in the use of underwater sound through URI’s “Sound of the Sea” Website. Tasks will include but are not limited to the following:

- Shall liaison with URIOMP and ONR on “Sound of the Sea” content.
- Shall provide continuing research, content material, and review of website information and components.
- Shall develop content for an expanded section on the effects of sound on marine animals and the research strategies used to evaluate effects, and other additional advanced science content sections.
- Proposed Revisions for the website shall be submitted quarterly.
- Monthly Status Reports should be submitted documenting hours expended, costs incurred, and status of the effort.

**II. Order Details:**

1. Contract Type. The Navy anticipates awarding a cost reimbursable level of effort task order.
2. Period of Performance. The period of performance for this order is from date of award through 12 months.
3. Level of Effort. The award will provide for a one year effort. The estimated distribution of manpower per year is as follows:

Category	Total
Program Manager	56
Technical Support Specialist II	64

Technical Support Specialist I	240
Administrative Support	10
Total	370

4. Travel and Other Direct Costs. Document reproduction, workshop expenses, office supplies, computer CD-ROM and file archiving and printing costs are authorized in supporting this effort, but should not exceed \$1,000.00. Travel may be required to fully support this task requirement. For the purposes of estimating cost offerors should estimate travel at approximately \$2,000.00 In accordance with the contract requirements, direct costs associated with the Contractor's travel should not exceed the applicable rates found in the Joint Travel Regulations.
  
5. Government Furnished Resources (GFR). The Government will provide information, material and forms unique to the Government for supporting the task. The Government furnished resources identified below may be obtained from 0730-1730 hours Monday through Friday, excluding holidays and days on which the federal Government is closed.
  - a. Facilities, Supplies and Services – For the purpose of proposing, the contractor is expected to provide all necessary facilities, supplies, and services.
  
  - b. Information – All Government unique information related to this requirement, which is necessary for Contractor performance, will be made available to the Contractor. The program manager will be the point of contact for identification of any required information to be supplied by the Government.
  
  - c. Documentation – All existing documentation, relevant to this task 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.
  
6. Place of Performance. Work will be performed at the contractor's facility.

### **III. Proposal Requirements:**

1. Proposal Format: The Offeror's proposal should be divided into two sections: (1) Technical Proposal, and (2) Cost Proposal. The length of the technical proposal shall be no more than 5 pages, exclusive of resumes, references, and title page. There are no page limits on the number of resumes, references, or the pages for the cost proposal. The proposal should be written and organized so as to be compatible with the Statement of Work, company's organization and accounting structure, and proposed costs.

The technical proposal should include the following: the Offeror's understanding of and approach to the requirement, resumes of all proposed personnel, and the amount of proposed hours for all proposed personnel (including subcontracts). The Offeror should describe how the work activities required to complete the statement of work will be done. The Offeror should explain specifically: how technical objectives, tasks and deadlines will be determined; how staff

responsibilities will be assigned; the number of anticipated direct labor hours required by labor category to complete the task; whether consultants and/or subcontractors will be utilized; the nature of any other direct costs such as those required for computing and reproduction; how the quality and timeliness of work performance will be supervised and controlled; how the Offeror will coordinate with the program office; and how a surge capacity will be maintained to meet unanticipated requirements. 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 and classified storage and meeting facilities.

The Offeror should submit a cost proposal indicating the hourly labor rate for the quantities and types of labor proposed, any consultants/subcontracts, and identifying other direct costs proposed (to the extent known) and the amount (rate) of indirect costs, if any, to be applied to ODC's, for the purposes of estimating cost offeror's should estimate ODC's as \$1,000.00 and travel at \$2,000.00. The cost proposal should have a cover sheet indicating the performer, title, proposal date and number if applicable, citation of the solicitation number, technical point of contact (name, telephone, fax, and e-mail), business point of contact (name, telephone, fax, and e-mail), and a signature of an official authorized to contractually bind the offeror.

2. Proposal Submission: The due date for submission of proposals for this solicitation is 4:00 p.m. (Washington D.C. local time) on 10 Jun 2004 Proposals can be:

(1) faxed to Stephen Heath at (703) 696-4410 or

(2) sent electronically to the following E-mail address "heaths@onr.navy.mil" providing that the file contains an authorized signature of the offeror or

(3) mailed/hand delivered to the Office of Naval Research, Attn: Stephen Heath, ONR 0252, Ballston Tower One, 800 North Quincy Street, Arlington, VA 22217-5660.

3. Level of Effort: The following clause will be included in any resulting order:

"SSP 5252.216-9775 Increase in Level of Effort (Cost-Reimbursement) (Mar 1992)

(a) In addition to any other option rights that may be provided to the Government by this contract, the Government shall have the right, within any given contract period established in Section C of this contract, to increase the level of effort by up to thirty percent (30%) of the total level of effort for that period at the same labor mix as proposed in the contract for that period. The Contractor agrees to accept such increase in the level of effort at an increase in the estimated cost and an increase in the fixed fee which are calculated as follows:

$$IEC = (ILOE/LOE) \times EC$$

$$IFF = (ILOE/LOE) \times FF$$

- IEC = The increase in the estimated cost.
- ILOE = The increase in the level of effort.
- LOE = The level of effort contracted for the contract year in which the level of effort is increased.
- EC = The estimated cost contracted for in the contract year in which the level of effort is increased.
- IFF = The increase in the fixed fee.
- FF = The fixed fee contracted for in the contract year in which the level of effort is increased.

This option may be exercised at any time or times prior to the end of the affected period provided however, that the exercise of such option must give the Contractor sufficient time to provide all of the man-hours for that period, including the increase, by the end of the affected period.

- (b) Any exercise by the Government of its option rights under this clause shall be effected by written notice from the Contracting Officer.
- (c) The exercise of the option shall be formally reflected by a modification to this contract increasing the estimated cost and fixed fee and adjusting the Level of Effort provision for the affected contract period.”

4. Travel shall be estimated at \$2,000 per year and ODC shall be estimated at \$1,000 per year. These costs shall be included in the cost estimate for CLIN 0001.

5. Supplies or Services: The section for Supplies or Services and Prices/Costs should be prepared in accordance with the following:

Supplies or Services and Prices/Costs

Item No.	Supplies/Services	Estimated Cost	Fixed Fee	Total Estimated Cost and Fixed Fee
0001	The contractor shall furnish the necessary facilities and personnel to accomplish work as described in the Attachment No. 1, entitled “Statement of Work”.	To be completed by offeror	To be completed by offeror	To be completed by offeror
000101	Travel Not to Exceed \$2,000.00			NSP
000102	ODC Not to Exceed \$1,000.00			NSP
0002	Reports and Data			NSP
Total Order Consideration		To be completed by offeror	To be completed by offeror	To be completed by offeror

#### **IV. Evaluation Information:**

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:

- a. Proposed key personnel.
- b. Management Plan and Technical Approach
- c. Past performance on earlier tasks under this and similar contracts
- d. Facilities
- e. Cost control

Factors (a) through (d) are equally weighted. 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 evaluation past performance (Factor c.) 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 the contract. The contractor should demonstrate that it has recent experience in investigating the effects of underwater acoustic transmissions on marine life for the preparation of environmental analyses for planned Ocean Acoustics Program sea tests, as well as experience in the technical preparation and filing of environmental compliance documents for at-sea tests.

In the evaluation of facilities (Factor d.), the government will consider the quality of the offeror's software tools that model the effect of sound on the marine environment and the probability of the model's analytical results being accepted by the cognizant offices of the Chief of Naval Operations and the National Marine Fisheries Service. As a close working relationship with ONR program officers, ONR-sponsored performers, and acquisition commands is required, facilities in close proximity to ONR Headquarters are preferred.

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 17 Jun 2004.

#### **V. Submission of Questions:**

Any questions regarding this solicitation must be provided in writing to the Contracting Specialist listed below. Acceptable forms of written question submission include fax and e-mail

as well as postal or carrier delivery. 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. All potential offerors will be provided e-mail noting the posting of any Questions/Answers.

**VI. 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.

**VII. Contract Specialist:**

The Point of Contact for this solicitation is Stephen Heath (ONR 0252) at Telephone Number (703) 696-4410 and email [heaths@onr.navy.mil](mailto:heaths@onr.navy.mil).