

Dynamic Tactical Communications Networks Enabling Capability Industry Day Wrap-Up and Contracting Review



Timeline

| Event | Date | Time |
|-----------------------|--------------|--------|
| Full Proposals Due | 2010-July-23 | 1400 |
| Notification | | e-mail |
| Oral Presentations | 2010-Aug-23* | |
| Notifications | 2010-Aug-30* | |
| Revised Proposals Due | 2010-Sep-7* | |

Evaluation Criteria

- Scientific & Technical Merits
- Naval Relevance, anticipated contributions, transition potential
- Offeror's Capabilities
- Management Approach
- Realism of Proposed Cost

Help Us Help You

- Technical Proposal
 - Cover Page with required information
 - Severable SOW
 - Deliverables clearly specified
 - Fully spelled-out acronyms
 - Clear data-rights assertions

**INDUSTRY DAY BRIEF
BROAD AGENCY ANNOUNCEMENT (BAA)
NUMBER 10-020**

Entitled “Dynamic Tactical Communications Networks (DTCN)”

CONTRACTING INFORMATION

ACQUISITION BRANCH HEAD, CODE BD 255

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Agenda

- Contract Type and Eligibility
- Cost Proposal Outline
- Other Important Issues
- Submission of Proposals
- Most Common Mistakes
 - Technical and Cost Proposal Submission
- Statement of Work
- Guidelines for Writing a Statement of Work
- Contracting Questions

Contract Type and Eligibility

- Awards will be issued as contracts
 - Average award may be in the range of \$2 - \$4 million
 - Anticipated Number of awards: up to Six (6)
 - Lower and higher proposals will be considered
- Period of Performance
 - One (1) to three (3) year period
 - Multi-year proposals should include a nine (9) to twelve (12) month base period; an up to twelve (12) month Option One; and an up to twelve (12) month Option Two
- “White Papers” are not desired for this solicitation.

Contract Type and Eligibility

- The submitters of proposals judged to be of "particular value" to the Navy will be identified in the initial response provided by ONR and encouraged to make oral presentations of their proposals on August 23, 2010
- The submitters of any proposals not judged by the ONR reviewers as being of "particular value" to the Navy are ineligible to make an oral presentation or submit a revised full proposal under this solicitation.

Contract Type and Eligibility

- Following the oral presentations, the submitters will again receive written notice from ONR on August 30, 2010 as to whether the proposed research is still judged to be of particular value to the Department of the Navy.
- The submitters of proposals and oral presentations still judged to be of “particular value” to the Navy will be asked to submit a revised full proposal by September 7, 2010.
- Any oral presenter’s proposal subsequently judged to not be of “particular value” to the Navy is ineligible to submit a revised full proposal under this solicitation.

Cost Proposal Outline

Doing Business with the Government

- Proposals
 - Technical and Cost
 - Cost proposals will be Volume Two
 - Cost proposal shall be in the format provided by the Excel spreadsheet attached to the BAA
 - Follow BAA instructions
 - Cost proposal instructions have been revised, FedBizOpps has just been updated, handouts available today
- Process will go quicker and smoother if you follow the guidelines outlined in the instructions and provided in today's briefing
- Stewards of taxpayer funds – requirement taken seriously, requires much detailed information

Cost Proposal Outline

Doing Business with the Government (continued)

- Have you done Business with the Government before?
- Has your Accounting System been reviewed by DCAA?
- If not.....
 - DCAA: “Information for Contractors” FAR Part 31.205
 - Be prepared for an Accounting System Review

Cost Proposal Outline

- **Direct Labor Rates (Unburdened)**
 - Labor Categories/By name
 - Hours required to accomplish effort
 - DCAA audited? If not, provide Paystubs
- **Indirect Rates**
 - Identify Fringe, Overhead, G&A, COM, etc. and their bases
 - DCAA audited? If not, may need to submit Pro Forma data
- **Travel**
 - Purpose, origin & destination, duration, number of travelers, estimated cost per trip
 - GSA Per Diem Rates: www.gsa.gov
 - Vendor quotes (Expedia, Alamo, Hilton, etc.)

Cost Proposal Outline

- **Materials**
 - Itemized List: Quantity, Unit Price, Vendor,
 - Basis for Cost of Materials (quotes, invoices, catalog prices, prior purchase orders)
 - All materials >\$10K, must have quotes: invoices, catalog prices, prior purchase orders are acceptable
 - If total material costs >\$100K, provide a sample of quotes, invoices, catalog prices, prior purchase orders for 15% of total
- **Equipment/Hardware/Facilities (Gov't doesn't pay to facilitate.)**
 - Provide Description & Justification for equipment
 - Is Equipment/Hardware part of deliverable?
 - Provide quotes, invoices, catalog prices, prior purchase orders)
 - If not part of deliverable, proposed items will be evaluated on a case by case basis
- **Other Direct Costs (ODCs)**
 - Detailed itemized list of all ODCs (include quotes, prior purchases, catalog price lists, invoices)

Cost Proposal Outline

- **Subcontractors (over \$25,000)**
 - Detailed Cost proposal (Direct & Indirect Rates, Materials, Travel, ODCs)
 - Over >\$650K, Certificate of Current Cost & Pricing
 - DCAA Audit of Accounting System
- **Consultants**
 - Consultant Agreement, justification for consultant
 - Detail of proposed labor hours and rates and other associated costs (travel, materials, etc)
 - If >\$200 p/hr, greater scrutiny of costs

Cost Proposal Outline

- **Subcontracting Plan**
 - Required for all actions over \$550K and Contractor is not small business
- **ONR Certs Section K**
- **CCR Registration** – Is it current?
- **ORCA Registration** – Is it current?
- **Excluded Parties List System (EPLS)**
- **Data Rights Assertion** – Are there any? Only assert legitimate rights, GC at ONR scrutinizes very carefully!
- **Certificate of Current Cost & Pricing** (if >\$650K)
- **Task-Oriented, Non-Proprietary, Unclassified Statement of Work**
- **Fee/Profit**
 - Not allowed on direct costs for facilities or in cost sharing contracts

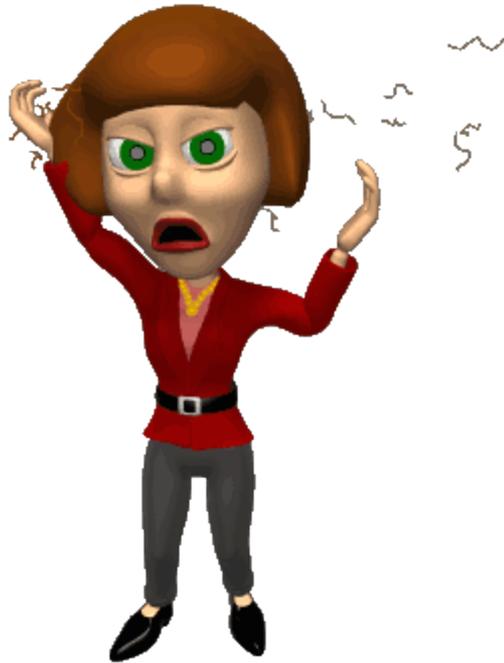
Other Important Issues

- Ensure that an Accounting System Review has occurred. Work with DCAA if not.
- Current direct labor and indirect rates are on file with your company's applicable Defense Contract Audit Agency (DCAA) Branch Office
- If current audit results are not available, contact applicable DCAA Branch Office immediately to schedule an audit

Submission of Proposals

- Hard copies of proposals shall be sent via the United States Post Office (USPS) with delivery confirmation, via a commercial carrier or hand delivered to either the Primary or Secondary Technical Point of Contact at the address stated in the solicitation
- Ensure commercial carrier or hand delivered proposals include the Primary or Secondary Technical Point of Contract information (name, complete address, and telephone number) on the outside envelope
- No fax or e-mail proposal submissions will be accepted
- Proposals submitted under this solicitation are expected to be unclassified

Most Common Mistakes



Most Common Mistakes

- **Technical Proposal**

- Does not contain a cover page with applicable information
- Does not contain a severable Statement of Work (SOW)
- Requirement and deliverable not clearly identified or clearly defined
- Does not provide the destination for the deliverable
- Requirement contains acronyms that are not spelled out

Most Common Mistakes (continued)

- **Technical Proposal** (continued)
 - Assertions of Data Rights are improperly asserted or written too broad
 - Does not identify whether or not a DD 254 is required
 - Contract Data Requirements List (CDRL) information not provided

Most Common Mistakes (continued)

- **Cost Proposal**

- Does not contain a cover page with the applicable information or signature
- Does not include a detailed (unburdened) proposal from prime and subcontractors
- Does not include the consultant agreements
- Does not contain quote information for items exceeding \$10,000
- Does not contain travel details (number of trips, number of people, destination, reason for trip, per diem, auto rental)

Most Common Mistakes: continued

- **Cost Proposal** (continued)
 - Does not include the ONR Representation and Certifications
 - Does not include a subcontracting plan
 - Large businesses are required to submit subcontracting plans for acquisitions over \$550,000.00 or a statement noting that there are no subcontracting opportunities (See FAR 19.702)

Statement of Work

- Should be submitted as a severable self-standing document without any company logo or proprietary restrictions that can be made as an attachment to the base contract and the options.
- No Headers or Footers
- Should include the proposed deliverables. Deliverables should answer what, when, where, and how many items will be delivered. Distinguish between data and hardware deliverables.

Guidelines for Writing a Statement of Work

- **Background**
 - Describe the overall program or the goal that is attempting to accomplish
 - Describe any previous research or accomplishments that form the basis of the research effort to be performed
- **Scope/Objective**
 - Describe the research effort that will be performed
- **Requirement**
 - Describe each task that will be performed (base and each option period)
 - Tasks should be stated so that both parties understand the proposed effort
- **Deliverables**
 - Examples include monthly/quarterly technical and financial progress report; final report; software; or hardware

Contracting Questions?



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