

Amendment #3 for BAA 07-005
“Human Performance Training and Education Program”
21 February 2007

1. Paragraph 6, “Address for the Submission of Full Proposals” (p. 23) is revised to change the Point of Contact for submission.

“6. Address for the Submission of Full Proposals

Offerors shall make submissions to the Office of Naval Research at the address specified below. Also, if submitting hard copies instead of electronically through Grants.gov, send to the address below:

Office of Naval Research
875 North Randolph Street
Arlington, VA 22203-1995
Attn: Tia Belton, ONR Code 253, Rm. 1267F

NOTE: PROPOSALS SENT BY FAX OR E-MAIL WILL NOT BE CONSIDERED.”

2. Please clarify which forms are required to be processed on grants.gov for ONR BAA 07-005.

A: The only forms that are mandatory to be processed on grants.gov for BAA 07-005 are the Standard Form (SF) 424 R&R and the Attachment Form. All other forms are optional.

3. In Section IV, “Application and Submission Information”, paragraph 2, “Content and Format of Full Proposal” it states “Enclosures – Each copy and the original should be free of any notebook or other enclosing material.” Are we not allowed to put the proposals in binders? Please clarify.

A: Yes. Offerors are allowed to submit full proposals in binders; however, any “Enclosures” submitted with the proposal should not be in a separate notebook or other enclosing material.

4. In Section IV, “Application and Submission Information”, paragraph 4, “Submission of Late Proposals,” it states “Thus it is recommended that any hard-copy proposal be mailed several days before the deadline established in the solicitation so that it will not be received late and thus be ineligible for award consideration.” Is the proposal considered “delivered” once ONR signs for the Federal Express package?

A: Yes. The proposal is considered “delivered” on the day and time that it is received at ONR and the package has been signed for.

5. In Section VII, “Other Information”, paragraph 6, “Organizational Conflict of Interest” it states “...the Contractor may require access to certain proprietary and confidential information submitted to or produced by the Government.” “The Contractor shall take appropriate steps not only to safeguard such information, but also to prevent disclosure of such information to any party other than the Government.” How will the Contractor distinguish which data is considered proprietary or confidential? Will the information be marked?

A: In most cases, documents containing proprietary information will be marked. However, it is the Contractor's responsibility to verify whether or not any unmarked documents contain proprietary information.

6. In Section II, "Award Information", it states that "Multiple year proposals shall include a base period of twelve months with one or two 12-month options." In Section IV, "Application and Submission Information", "Volume 2: Cost Proposal Part I" states, "This part shall contain a detailed breakdown of all costs, by cost category, by calendar or fiscal year." If award selection is made by 16 March, then a realistic start date could be April or May. Is costing wanted by 12-month periods (e.g. 1 May 2007 – 30 April 2008), by calendar year or by government fiscal year?

A: As stated in the proposal, costing information may be given by calendar year or by fiscal year. The Government does not have a preference.

7. Is there an anticipated start date that we should use for proposal purposes?

A: Section IV, "Application and Submission Information", paragraph 3, "Significant Dates and Times," lists a chart containing an estimated date for contract awards of 16 May 2007. This date may be used for proposal purposes.

8. In Section IV, "Application and Submission Information", paragraph 5, "Submission of Grant Proposals to Grants.gov," lists directions for submitting Grant Proposals on Grants.gov. Since we are a non-profit large business would this electronic submission via this site be required? If we are to submit our proposal via the Grants.gov electronic site by the deadline, are the hard copies also due at that the same time or to follow in the mail?

A: Grant proposals, not Contracts, have the option to submit electronically. As stated in Section IV, paragraph 5, "Submission of Grant Proposals to Grants.gov," Grant proposals may be submitted either electronically through Grants.gov or by hard copy. It is not necessary to submit proposals both electronically and by hard copy.

9. According to the Grants.gov instructions for ONR, if our institution decides to submit a hard copy proposal in response to this BAA, we would still need to enter our information on the SF 424 R&R and print it out for submission. In addition we would also need to complete the R&R budget forms, print them out and include them as the cost proposal (along with the budget justification). Please verify.

A: Yes. If an Offeror is submitting a grant proposal via hard copy, the SF 424 R&R must still be submitted. The submission of any other Grants.gov form, via hard copy, is optional.

10. The BAA states on page 16 that there is \$600K to \$1.5M funding for FY07 and that there is up to \$750k per year available until FY11. It then states that ONR projects total funding for the program to be \$25M for FY07 – FY11. Are these figures accurate, since the funding per year doesn't add up to the total program value of \$25M?

A: As stated in Section II, "Award Information", the total funding for the Human Performance Training & Education Program (HPT&E) is anticipated to be \$25M during FY07 – FY11; however, this BAA (BAA 07-005) is only for a base period of twelve months and one or two 12-month options. Awards made under this BAA will most likely not extend beyond FY10. Also, 2-6 awards are anticipated under this BAA. The solicitation also states that ONR plans to issue biannual BAAs for this program; therefore, additional awards may be funded under the

HPT&E Program. Hence, the total funding anticipated for the HPT&E Program is different than the total amount for this BAA.

11. What type of contract award will be made under this BAA? Are Offerors open to submit either Time and Materials or Cost-Plus-Fixed-Fee proposals?

A: It is anticipated that contract awards made under this BAA will be cost-type contracts.

12. It is my understanding of Grants.gov that it does some initial error-checking on submitted grants and there is up to a 2-day lag for this process. Is the February 26th 2pm EST deadline for complete error free submissions? For example, if I submit a complete proposal by the deadline, but Grants.gov finds an error of some sort on February 27th, will that mean that my proposal will be excluded from consideration?

A: Error free proposals are due by February 26, 2007, 2:00 p.m. EST. Offerors must allow themselves enough time to submit their proposal and receive an acceptance without an error response from Grants.gov. It does not take several days to hear back from Grants.gov, but it could possibly take more than an hour so the more time allotted to submit the proposal the better. Also, if an offeror submits a proposal close to the cut off time and they do not receive a notice that there are errors in their proposal until after the cut off time, it is considered late.