



Hawaii Technology Development Venture (HTDV) Research Announcement

INTRODUCTION:

This publication constitutes a Research Announcement (RA) as contemplated in the Department of Defense Grants and Agreements Regulations (DoDGARS) 22.315(a). A formal Request for Proposals (RFP), solicitation, and/or additional information regarding this announcement will not be issued.

The Office of Naval Research (ONR) will not issue paper copies of this announcement. The ONR reserves the right to select for award all some or none of the proposals in response to this announcement. ONR provides no funding for direct reimbursement of proposal development costs. Technical and cost proposals (or any other material) submitted in response to this RA will not be returned. It is the policy of ONR to treat all proposals as sensitive competitive information and to disclose their contents only for the purposes of evaluation.

I. GENERAL INFORMATION

1. Agency Name -

Office of Naval Research
One Liberty Center
875 N. Randolph Street
Arlington, VA 22203-1995

2. Research Opportunity Title - Technology Development

3. Program Name - Hawaii Technology Development Venture (HTDV)

4. Research Opportunity Number - RA #07-027

5. Response Date -

Proposals are due by 3:00 pm (local time) on 16 May 2007

6. Research Opportunity Description -

The objective of this effort is to manage a center to exploit the capabilities of Hawaii-based small business firms in performing high technology efforts related to current and future U.S. Navy programs. The results of the effort will be a stronger technology base in Hawaii for meeting U.S. Navy technology requirements.

The center is responsible for identifying opportunities where Hawaii-based small businesses possess the technological expertise to perform research into technologies to meet existing and future naval requirements. These efforts will include the identification of opportunities to apply existing technologies developed by Hawaii-based small businesses to meet U.S. Navy needs (so called "spin-on" technologies). The center shall also provide information on existing U.S. Navy technologies to which Hawaii-based small businesses may gain access for purposes of commercialization (so called "spin-off" technologies).

A major effort of the center will be outreach activities to Hawaii-based small businesses and the U.S. Navy to ensure that appropriate opportunities for research participation and technology application are identified. Efforts to assist Hawaii-based small businesses in understanding the business, financial, and technical aspects of applying for and performing such efforts will also be within the center's responsibilities.

Proposals are sought from organizations with extensive knowledge of the capabilities of Hawaii-based small businesses and U.S. Navy technology requirements. Experience in the mentoring of small business high technology firms, especially in relation to the performance of Government-sponsored research and technology development efforts, is desired.

7. Point(s) of Contact -

Questions of a technical nature shall be directed to the cognizant Technical Point of Contact, as specified below:

Science and Technology Point of Contact:

Point of Contact Name: Clifton Ching

Point of Contact Occupation Title: Program Officer

Division Title: ONR MIDPAC

Division Code: MP

Address: 250 Makalapa Drive, Pearl Harbor, Hawaii 96860

Telephone Number: (808) 474-2324
Facsimile Number: (808) 474-1236
Email Address: chingcs@onr.navy.mil

Questions of a business nature shall be directed to the cognizant Contract Specialist, as specified below:

Business Point of Contact:

Point of Contact Name: Brian Kehoe
Point of Contact Occupation Title: Contracting Officer
Division Title: ONR Contracts and Grants Awards Division
Division Code: 0252
Address: Office of Naval Research, One Liberty Center, 875 N. Randolph Street,
Arlington, VA 22203-1995
Telephone Number: (703) 588-0610
Facsimile Number: (703) 696-0993
Email Address: kehoeb@onr.navy.mil.

8. Instrument Type(s) -

Award will be in the form of a cooperative agreement.

9. Catalog of Federal Domestic Assistance (CFDA) Numbers -

12.300

10. Catalog of Federal Domestic Assistance (CFDA) Titles -

DOD Basic and Applied Scientific Research

11. Other Information -

None

II. AWARD INFORMATION

The Government anticipates making a single award as a result of this announcement. The anticipated award will take the form of a cooperative agreement with a period of performance of eighteen months from date of award. The estimated amount of funding available for this award is \$4,000,000.00. The possible availability of future funding for continued support in 2008 and beyond is unknown. Although the effort under this agreement will only be for a period of 18 months, this technology transfer initiative with Hawaii-based small business firms may be extended for up to five years if determined to

be in the best interests of the Government. Any extension of the cooperative agreement will be contingent upon the availability of future fiscal year funding.

III. ELIGIBILITY INFORMATION

This solicitation is open to all for-profit, non-profit and academic organizations. Government activities (Federal, State, and Local) and Federally Funded Research and Development Centers are not eligible to receive an award under this solicitation.

IV. APPLICATION AND SUBMISSION INFORMATION

1. Application and Submission Process -

Proposals for evaluation must be submitted in accordance with the requirements specified in paragraphs 2 through 5 below. Failure to follow these requirements could result in the proposal not being considered for award.

2. Content and Format of Proposals -

The Proposals submitted under this RA are required to be unclassified. All proposal submissions will be protected from unauthorized disclosure. Upon receipt, all cooperative agreement proposals shall be safeguarded from unauthorized disclosure throughout the review and selection process. Proposers are expected to appropriately mark each page of their submission that contains proprietary information.

Full Proposal Format – Volume 1 - Technical and Volume 2 - Cost Proposal

- Paper Size – 8.5 x 11 inch paper
- Margins – 1” inch
- Spacing – single or double-spaced
- Font – Times New Roman, 12 point
- Number of Pages – Volume 1 and Volume 2 are both unlimited as to the number of pages. Limitations within sections of the proposal are indicated in the individual descriptions shown below.
- Copies – If hard copy proposals are submitted then one (1) original, five (5) copies and one electronic copy on a CD-ROM, (in Microsoft® Word or Excel 97 compatible or .PDF format) is required. Proposals also may be submitted electronically at <http://www.grants.gov/>.

Full Proposal Content

Volume 1: Technical Proposal

- **Cover Page:** This should include the words “Technical Proposal” and the following:
 - 1) RA number;
 - 2) Title of Proposal;
 - 3) Identity of prime Offeror and complete list of subcontractors, if applicable;
 - 4) Technical contact (name, address, phone/fax, electronic mail address)
 - 5) Administrative/business contact (name, address, phone/fax, electronic mail address) and;
 - 6) Duration of effort

- **Table of Contents:** This should address the contents of the proposal, generally by section.

- **Statement of Work:** (7 pages) A Statement of Work (SOW) clearly detailing the scope and objectives of the effort and the technical approach. It is anticipated that the proposed SOW will be incorporated as an attachment to the resultant award instrument. To this end, such proposals must include a severable self-standing SOW without any proprietary restrictions, which can be attached to the agreement award. Include a detailed listing of the technical tasks/subtasks organized by year.

- **Project Schedule and Milestones:** A summary of the schedule of events and milestones.

- **Management Approach:** (7 pages) A discussion of the overall approach to the management of this effort, including brief discussions of the total organization; use of personnel; project/function/subcontractor relationships; government research interfaces; and planning, scheduling and control practice. Identify which personnel and subcontractors (if any) will be involved. Include a description of the facilities that are required for the proposed effort with a description of any Government Furnished Equipment/Hardware/Software/Information required, by version and/or configuration.

VOLUME 2: Cost Proposal

The Cost Proposal shall consist of a cover page and two parts. Part 1 will provide a detailed cost breakdown of all costs by cost category by calendar or Gov't fiscal year. Part 2 will provide a cost breakdown by task/sub-task corresponding to the task numbers in the proposed Statement of Work.

Cover Page: The words “Cost Proposal” should appear on the cover page in addition to the following information:

- RA number
- Title of Proposal
- Identity of prime Offeror and complete list of subcontractors, if applicable
- Technical contact (name, address, phone/fax, electronic mail address)
- Administrative/business contact (name, address, phone/fax, electronic mail address) and
- Duration of effort

Part 1: Detailed breakdown of all costs by cost category by calendar or Gov't fiscal year:

- Direct Labor – Individual labor categories or persons, with associated labor hours and unburdened direct labor rates
- Indirect Costs – Fringe Benefits, Overhead, G&A, COM, etc. (Must show base amount and rate)
- Travel – Number of trips, destination, duration, etc.
- Subcontract – A cost proposal as detailed as the Offeror’s cost proposal will be required to be submitted by the subcontractor. The subcontractor’s cost proposal can be provided in a sealed envelope with the Offeror’s cost proposal or will be obtained from the subcontractor prior to award.
- Consultant – Provide consultant agreement or other document which verifies the proposed loaded daily/hourly rate
- Materials - Should be specifically itemized with costs or estimated costs. An explanation of any estimating factors, including their derivation and application, shall be provided. Include a brief description of the Offeror's procurement method to be used (competition, engineering estimate, market survey, etc.)
- Other Directs Costs - Particularly any proposed items of equipment or facilities. Equipment and facilities generally must be furnished by the contractor/recipient. (Justifications must be provided when Government funding for such items is sought). Include a brief description of the Offeror's procurement method to be used (competition, engineering estimate, market survey, etc.)
- No Fee/Profit will be allowed.

Part 2: Cost breakdown by task/sub-task using the same task numbers in the Statement of Work.

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

3. Significant Dates and Times -

Anticipated Schedule of Events *		
Event	Date (MM/DD/YEAR)	Time (Local Eastern Time)
Full Proposals Due Date	05/16/2007	3:00 p.m.
Notification of Selection for Award	05/30/2007*	
Anticipated Award Date	07/12/2007*	

*These dates are estimates as of the date of this announcement.

4. Submission of Late Proposals –

Any proposal, modification, or revision, that is received at the designated Government office after the exact time specified for receipt of proposals is “late” and will not be considered

Any proposal submitted through ‘Grants.gov’ where the time and date for submission is after the deadline for the proposal submission, will be late and will not be evaluated unless the ‘Grants.gov’ website was not operational on the due date and was unable to receive the proposal submission. If this occurs, the time specified for the receipt of the proposals through Grants.gov will be extended to the same time of day specified in this RA on the first workday on which the ‘Grants.gov’ website is operational.

5. Submission of Grant Proposals to Grants.gov

Grant proposals may be submitted through Grants.gov or by hard copy. Regardless of whether Grants.gov is used or “hardcopy” submission, the offeror must use the Grants.gov forms from the application package template associated with the BAA on the Grants.gov website. To be considered for award, applicants must include the ONR Department Code in Block 4 entitled ‘Federal Identifier’ of the Standard Form (SF) 424 R&R. **Please be sure to enter the Department Code that best relates to your proposal in Block 4 (Federal Identifier) of the SF 424 R&R to ensure that it is properly routed to the correct Program Office. Only one Department Code may be selected.** Please choose at the sub-Department level wherever possible (i.e., for parent ONR Code 30, you should select at the 301, 302 or 303 level if possible). A list of the Department Codes can be found at <http://www.onr.navy.mil/> on the right side of the screen. For those Applicants who fail to provide a Department Code identifier will receive notification that their proposal submission has been rejected. However, it should be noted that “white papers” should not be submitted through Grants.gov Apply process; the only acceptable media will be hard copy. White papers may be submitted in hard copy (either electronically or paper) directly to the cognizant ONR Science and Technology Department. White paper submissions may be either mailed, faxed, or emailed directly to the appropriate ONR Program Officer/Program Manager.

For electronic submission, there are several one-time actions that must be completed in order to submit an application through Grants.gov (e.g., obtain a Dun and Bradstreet Data

Universal Numbering System (DUNS) number, register with the Central Contract Registry (CCR), register with the credential provider, and register with Grants.gov). See www.grants.gov, specifically www.grants.gov/GetStarted.

Use the Grants.gov Organization Registration Checklist at <http://www.grants.gov/assets/OrganizationRegCheck..doc> http://www.grants.gov/applicants/register_your_organization.jsp which will provide guidance through the process. Designating an E-Business Point of Contact (EBiz POC) and obtaining a special password called 'MPIN' are important steps in the CCR registration process. Applicants who are not registered with CCR and Grants.gov, should allow at least 21 days to complete these requirements. It is suggested that the process be started as soon as possible. Additionally, in order to download the application package, applicants will need to install PureEdgeViewer. This small, free program will allow applicants to access, complete and submit applications electronically and securely. For a free version of the software, visit the following website: www.grants.gov/DownloadViewer. If any questions that may arise relating to the registration process, system requirements, how an application form works, or the submittal process must be directed to Grants.gov at 1-800-518-4726 or support@grants.gov.

Detailed instructions entitled, "Grants.Gov Electronic Application and Submission Information", on how to submit a Grant proposal through Grants.gov may be found at the ONR website listed under the 'Acquisition Department – Contracts & Grants Submitting a Proposal' link at: http://www.onr.navy.mil/02/how_to.asp

6. Address for the Submission of Proposals –

Mr. Brian Kehoe
ONR Contracts and Grants Awards Division
Code ONR 252
Office of Naval Research
One Liberty Center
875 North Randolph Street, Suite 1425*
Arlington, VA 22203-1995
Telephone Number: (703) 588-0610
Email: kehoeb@onr.navy.mil

*This is the address if using U.S. mail. If using overnight courier, please use Room 1271W instead of Suite 1425. If a telephone number is required, please use 703-588-0610.

V. EVALUATION INFORMATION

1. Evaluation Criteria –

Award decisions will be based on a scientific, technical and management review of the proposals received. Evaluations will be conducted using the following evaluation criteria: (1) knowledge of Hawaii based small business capabilities; (2) overall understanding of Navy technology needs and technology assets; (3) the offeror's capabilities, related

experience, facilities, techniques or unique combinations of these which are integral factors for achieving the proposal objectives; (4) the qualifications, capabilities and experience of the proposed Technology Manager, team leader and key personnel who are critical in achieving the proposal objectives; and (5) the realism of the proposed cost and availability of funds. Each of the above evaluation factors is weighted equally.

2. Evaluation Panel -

Proposals will be evaluated by Government personnel.

VI. AWARD ADMINISTRATION INFORMATION

1. Administrative Requirements –

- CCR - Successful Offerors not already registered in the Central Contractor Registry (CCR) will be required to register in CCR prior to award of any grant, contract, cooperative agreement, or other transaction agreement. Information on CCR registration is available at <http://www.onr.navy.mil/02/ccr.htm>.
- Certifications – Proposals should be accompanied by a completed certification package which can be accessed on the ONR Home Page at Contracts & Grants. For cooperative agreements the certification package is entitled, "Certifications for Grants and Agreements."

2. Reporting -

A final report containing an assessment of the effectiveness of the program in improving Hawaii- based small business participation in U.S. Navy relevant technology efforts will be required. Interim reports and briefings will be required on a periodic basis.

VII. OTHER INFORMATION

1. Protection of Proprietary and Source Selection Information

The parties acknowledge that, during performance of the cooperative agreement instrument resulting from this RA, the performer may require access to certain proprietary and confidential information (whether in its original or derived form) submitted to or produced by the Government. Such information includes, but is not limited to, business practices, proposals, designs, mission or operation concepts, sketches, management policies, cost and operating expense, technical data and trade secrets, proposed Navy budgetary information, and acquisition planning or acquisition actions, obtained either directly or indirectly as a result of the effort performed on behalf of ONR. The performer 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. The performer agrees to indoctrinate institutional/company personnel who will have

access to or custody of the information concerning the nature of the confidential terms under which the Government received such information and shall stress that the information shall not be disclosed to any other party or to personnel who do not need to know the contents thereof for the performance of the contract. Performer personnel shall also be informed that they shall not engage in any other action, venture, or employment wherein this information will be used for any purpose by any other party.