INDUSTRY DAY BRIEF
BROAD AGENCY ANNOUNCEMENT (BAA) NUMBER 10-018
ENTITLED “Dynamic Command and Control (C2) for Tactical Forces and Maritime Operations Center (MOC) FORCEnet Enabling Capability”

CONTRACTING INFORMATION
ACQUISITION BRANCH HEAD
VERA M. CARROLL- CODE BD 251
(703) 696-2610
VERA.CARROLL@NAVY.MIL

CONTRACT SPECIALIST
SILVIA MOLINILLO – CODE BD 251
(703) 696-2972
SILVIA.MOLINILLO@NAVY.MIL
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 will typically be in the range of $1,000,000.00 and $1,500,000.00
  – Lower and higher proposals will be considered
  – Awards are subject to the availability of FY 2011 funds
• Period of performance
  – One (1) to three (3) year period
  – Multi-year proposals should include a twelve (12) month base period and one (1) or two (2) twelve (12) month options
• Offerors whose technology is considered as having “particular value” to the Navy will be encouraged to submit detailed technical and cost proposals.
Contract Type and Eligibility

- Offerors who receive notification that its technology was not considered as having “particular value” to the Navy, it cannot submit a full proposal.
- Full proposals will not be considered under this BAA unless both a white paper was received by the due date specified above and a presentation was made during the Oral Presentation and both are rated as being of “particular value” to the Navy.
Cost Proposal Outline

• Cost proposals will be Volume Two
• Cost proposal highlights
  – Travel costs breakouts must include purpose, number of trips, origin/destination, airfare, hotel, per diem, other transportation costs, numbers of days, and travelers
  – Cost proposal shall be in the format provided by the spreadsheet attached to the BAA
  – Subcontractor proposals
    • same level of detail as prime and submitted no later than solicitation closing date/time
  – Signed consultant agreements showing hours, rates, statement of work and submitted no later than solicitation closing date/time
  – Supporting details for any proposed materials
Other Important Issues

- Ensure that current direct labor and indirect rates are on file with the applicable Defense Contract Audit Agency (DCAA) Branch Office
- DCAA audits of the accounting, purchasing, and estimating systems must be current (within one (1) year of date of proposal submission)
- 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

TECHNICAL AND COST PROPOSAL SUBMISSION
**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 contain 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 (must be signed)
  – 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)
• **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.

• 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