

REQUEST FOR INFORMATION (RFI)

ONR RFI Announcement # 12RFI-0008

Title: Training and Related Advisory and Assistance Services

I. DISCLAIMER:

This announcement constitutes a Request for Information (RFI) for the purpose of determining market capability of sources or obtaining information. It does not constitute a Request for Proposals (RFP), a Request for Quote (RFQ) or an indication that the Government will contract for any of the items and/or services discussed in this notice. Any formal solicitation that may subsequently be issued will be announced separately through Federal Business Opportunities (FedBizOpps). Information on the specific topics of interest is provided in the following sections of this announcement. Neither ONR nor any other part of the federal government will be responsible for any cost incurred by responders in furnishing this information.

II. BACKGROUND:

The Department of Navy (DoN) Small Business Innovative Research (SBIR)/Small Business Technology Transfer (STTR) is seeking contractor originated delivery methods for training and related advisory and assistance services which will be provided directly to small businesses participating in Phase I and II of its SBIR and STTR programs. The scope of the training and services to be provided ranges across all areas of small business operations and may include technology related expertise. The objective will be to provide assistance to approximately 500 small businesses participating in the SBIR/STTR programs who may need help in working with the Navy or evolving their business operations as their research efforts mature towards production.

The purposes of this Request for Information are (1) to identify areas of training and services to be included in a future solicitation; (2) identify potential sources for the training and services provided; and (3) to obtain feedback on the intended line item pricing structure.

III. SPECIFIC INFORMATION OF INTEREST:

Training Areas and Services:

The following areas are listed as potential areas for consideration for the provision of training and services. This list is not exclusive; additional areas may be identified as part of this RFI. Respondents, whether or not choosing an item from this list, should explain how the area(s) for training and services provide needed information to SBIR/STTR participants and their level of expertise in providing such information to similar audiences in the past.

Potential Training and Service Areas:

- Business Planning including strategic planning
- DCAA Certified Cost Accounting System requirements and audits

- Market Research – Defense/Government and Commercial applications to include technology specific information and sponsors for Defense programs
- Human Resources Management including work force expansion and training
- Project Management/Reporting including compliance with CDRLs and specifications
- Intellectual Property including data rights, patent applications, and IP protection
- Cost Estimating/Cost Control including development of and managing to budgets
- Contract Administration to include management of Government Property, use of subcontracts and consultants, billing, and contract close-out
- Financial Management including cash-flow, capitalization, and scale-up funds
- Working with Investors including Venture Capitalists, Hedge Funds, and Private Equity Firms
- Manufacturing and Production including planning, scale-up, and outsourcing
- Systems Integration including Open Architecture and systems-of-systems
- Working with Prime Contractors including determining interest, finding the right partner, and managing expectations
- Quality Assurance including plans and supply chain management
- Test and Evaluations including plans, operational and development testing
- Configuration Management including inventory control, marking, and database use
- Defense Acquisition Process including the JCIDS process, the POM process, and TRLs
- Transition Strategy Development including planning, timing, requirements definition, and working with the customer
- ITAR and Export Controls including the MCTL and licensing requirements
- DoD/DoN Software Development and Insertion Requirements

Pricing Structure:

The Government also seeks input regarding structuring each area as a separately priced sub-item with each Contract Line Item Number (CLIN) being represented by a one year period of performance. (There would be a base year and 4 one year options included in each awarded contract. The number of sub-items under each CLIN would depend on the number of areas proposed and awarded to each firm.)

The basic pricing for a particular area would include the delivery of a specified level of training in the particular subject covering some defined content, via specified delivery methods (webinar, VTC, on-line, etc.), at specified times or intervals, to a defined audience (registered SBIR/STTR Phase I and/or II firms). In addition, those firms who attended the training could be entitled to a specified number (1-5 depending on the topic) of hours of direct one-on-one consulting (delivery method/timing to be specified by proposer) related to the subject matter. Price would be for a specified range of participating firms on a per firm basis.

For example, a firm might propose a 12 hour webinar to cover Accounting. The content might be specified to include information on the Defense Contract Audit Agencies requirements for an approved cost accounting system for cost-reimbursement contracts, setting up your accounting system to meet these requirements, policies and procedures required for compliance, and various reporting requirements for contract and audit completion. The proposal might specify that each

webinar is limited to 20 participants and is available bi-monthly. The follow-up consulting may be for an amount not to exceed 5 hours per firm and must be scheduled at least 72 hours in advance on a first-come basis within 2 months of attending the webinar. This effort would have a fixed price per firm for the associated webinar and consulting services.

IV. SUBMISSION INSTRUCTIONS and FORMATTING REQUIREMENTS

Responses to this requirement should include the following:

Provide a coversheet to include company name, DUNS number, CAGE code, point of contact, socio-economic status, North American Industry Classification System (NAICS) code, business size and address. In addition, interested offerors shall provide a brief Statement of Capabilities (SOCs) and shall demonstrate experience in providing similar services. (3 page limit)

Part 1 – Training Area Response. (5 page limit)

1. List of suggested additional training areas including title and brief description.
2. Comments on planned training areas including any areas that may require additional definition.

Part 2 – Training Area Qualifications. (10 page limit)

1. Provide a brief Statement of Capabilities (SOCs) and demonstrate your organization's ability and experience in providing the services in the training areas noted above.
2. Provide a discussion of the firm's experience in delivering the training and services requested. This should include a discussion of work with small businesses in general and SBIR/STTR firms if applicable.
3. A list of planned (and new if proposed) training areas that your company would likely respond to in a solicitation.

Part 3 – Line Item Pricing Structure. (4 page limit)

1. Provide comments concerning the intended line item pricing structure.
2. If the intended line item pricing structure is considered unworkable, propose an alternative structure for the fixed price delivery of training and services to the SBIR/STTR Phase I and Phase II firms. The alternative should take into account the varying needs of Phase I and Phase II firms as well as the requirement for a uniform price for firms in a specific training and service area and (if necessary) phase.

Part 4 – Response Information

- a. Responses are requested by **September 28, 2012**. Any response received after this date will also be considered but may not be included in initial reporting or assessments.

- b. All responses should be in PDF format and emailed to the technical point of contact: **leeann.boyer@navy.mil**. The subject line of the email should read as follows “RFI: **Training and Related Advisory and Assistance Services**”

Unclassified RFI Responses:

All responses must be unclassified. No classified response will be accepted. All information received in response to this RFI that is marked proprietary will be handled accordingly. Responses to this notice will not be returned.

- c. Responses should not exceed **20 pages (including cover sheet)** and should be typed in 12-point Times New Roman font, single spaced, with 1-inch margins.

- d. A suggested submission organization:

1. Cover Sheet – RFI number and name, address, company, technical point of contact, with printed name, title, email address and date. (1 Page)
2. Training Area Response (5 Pages)
3. Training Area Qualifications (10 Pages)
4. Line Item Pricing Structure (4 Pages)

No cost or pricing information should be provided. Any received will be deleted and destroyed.

V. QUESTIONS AND POINT OF CONTACT

Questions of a technical nature regarding this RFI may be sent to the following Technical Point of Contact:

Name: Ms. Lee Ann Boyer

Email Address: leeann.boyer@navy.mil