

SBIR/STTR Support Performance Work Statement

C-1 Description

Support Services for Small Business Innovation Research/Small Business Technology Transfer (SBIR/STTR) Programs.

C-2 General

C-2.1 Introduction

This PWS is for a non-personal services contract to provide technical, engineering and program management support services for SBIR/STTR programs.

C-2.2 Objective

The objective of this effort is to support the Department of Navy (DoN) in executing the SBIR/STTR program. This includes assistance with the overall responsibilities of the DoN's SBIR/STTR Program Management Office (PMO) in maximizing the effectiveness of the program in achieving commercialization success and transitioning technologies to the warfighter. A further objective of this effort is to support the Office of Naval Research (ONR) in performing its mission of executing its own internal SBIR/STTR program and maximizing its mission effectiveness and efficiency.

C-2.3 Scope

The scope of this effort includes all the activities associated with the DoN and ONR SBIR/STTR program management and execution to meet requirements gaps and program needs through financial planning, tracking and analysis. In addition, this effort includes tasks to improve the quality, efficiency, and effectiveness of the program, its processes, policies, and procedures.

C-2.4 Quality Assurance

The Government shall evaluate the contractor's performance under this contract in accordance with the contractor's Quality Control Plan and the Government's Quality Assurance Surveillance Plan (QASP). The QASP is a Government developed and applied document used to make sure systematic quality assurance methods are used in the administration of the Performance Based Service Contract (PBSC) standards included in this PWS. The intent is to ensure that the contractor performs in accordance with the performance metrics and the Government received services of the quality called for in the solicitation. The QASP details how the performance standards identified in the SOW are measured, who will perform the measurement, the frequency of surveillance, and the acceptable defect rate(s). The QASP may be updated from time to time by the Government.

C-3 SBIR/STTR Tasks

C-3.1 DoN SBIR/STTR Tasks

SBIR/STTR Support Performance Work Statement

The tasks to be performed in each period in support of the DoN SBIR/STTR program management effort include, but are not limited to:

1. Transition and Commercialization

- a. Improve the efficiency and effectiveness of activities that support the transition of DoN SBIR/STTR technologies.
- b. Develop new initiatives to improve the transition of technologies and commercialization success. Identify and design new strategies and techniques for the tracking of the transition and commercialization of technologies.
- c. Analyze and explore the methods, processes, and tools that lead to success in the transition and commercialization of SBIR/STTR developed technologies in various technology areas and insertion scenarios.
- d. Host, maintain and continue to upgrade the search capability provided at www.NavySBIRSearch.com. This search engine is provided to data mine the Navy's SBIR/STTR database to enable searchers to identify potential technologies and companies of interest. The system is currently run using a license of HP IDOL© software. The payment of the licensing fee is the responsibility of the Contractor and is an allowable expense under an other direct cost (ODC) line. The goal of this effort is to enable prime contractors and System Command (SYSCOM) program managers to identify SBIR/STTR technologies that can be of use to their programs for either government or commercial applications.
- e. Assist in the collection of all DoN Commercialization Readiness Program (CRP) data as well as the preparation and submission of the CRP report to the DoD.
- f. Participate in and coordinate various meetings, conferences and other events designed to foster interchange and networking between participating SBIR/STTR program participants small business concerns (SBCs), government acquisition program personnel, commercial contractors who supply DoN/DoD systems (Prime Contractors) and other stakeholders.
- g. Assist in the development and review of processes and procedures for the implementation of Acquisition Strategy and Acquisition Plan reviews and approvals for SBIR technology insertion goal for ACAT programs and other designated programs. This would include the development of training and implementation guides for Program Executive Office (PEO), Program Managers (PM) and others involved in the development of the strategies and plans as well as those reviewing and approving them on the statutes, regulations, policies, processes, and procedures governing the SBIR goal requirements.

2. Outreach

SBIR/STTR Support Performance Work Statement

- a. Identify potential participants and interested parties in the DoN SBIR/STTR programs (including, for example, small businesses, participating research institutions, other research partners (e.g. laboratories or testing facilities), transition agents, and funding sponsors).
 - b. Provide relevant SBIR/STTR training to those parties on subjects related to DoN SBIR/STTR (e.g. program overviews and requirements).
 - c. Assist interested parties in making “connections” to further program interests (e.g. identifying matches between SBIR/STTR technology and Program Executive Office (PEO) requirements and prime contractor needs so that meetings between parties can be arranged).
 - d. Staff DoN SBIR/STTR exhibits and booths at designated conferences; prepare informational materials to highlight program requirements, opportunities, and successes.
 - e. Participate in panels and presentations to provide DoN SBIR/STTR program information as required.
 - f. Maintain the existing public website (navysbir.com) to provide outreach to potential program participants as well as for the dissemination of information and policies regarding program operation and successes.
 - g. Attend, as needed, National and Regional SBIR Conferences and other relevant outreach events sponsored by the DoD, SBA, or other sponsoring organizations.
3. Policy and Strategy
- a. Develop for Government approval, disseminate and track policies, procedures, and strategies necessary for the successful and efficient management and operation of the DoN SBIR/STTR programs including: identification and tracking of external statutes, regulations, and policies that impact the program.
 - b. Analyze both external and internal SBIR/STTR statutes, regulations, and policies to identify (1) impediments to processes for efficient and effective execution, (2) requirements for changes to existing DoN policies, processes, and procedures, and (3) opportunities for improvements in efficiency and effectiveness in current DoN policies, processes, and procedures.
 - c. Maintain a repository of current DoN SBIR/STTR program policies, processes, and procedures easily accessible for use by all DoN Personnel; assist DoN Program Office personnel in the development of strategies and techniques for streamlining existing processes as they relate to interactions with the small business community (e.g. standard proposal, reporting, and contract formats).

SBIR/STTR Support Performance Work Statement

- d. Develop and implement methods and procedures for capturing guidance provided informally (e.g. via e-mail) in response to questions so that consistent approaches and responses may be maintained DoN-wide.
 - e. Develop specific documentation on other program related activities or processes. Examples include development of instructions on inputting data into the SBIR/STTR program manager's database, providing meeting minutes to participants, developing training on the process for using the data mining tool. This documentation will not require the provision of printing or specialized publication services.
 - f. Assist in the preparation of presentations on the DoN SBIR/STTR program. This assistance may require the use of complex analytical tools, extensive research into legislative or policy requirements and the contacting of senior government and industry representatives. The Contractor may be required to work with various activities to obtain necessary reviews for security clearance checks and public release of information approvals.
4. SBIR/STTR Research Topics
- a. Perform both technical and administrative review of all DoN SBIR/STTR solicitation topics as part of the DoN PM topic review certification process including:
 - i. Ensure that SBIR/STTR topics clearly meet ASD(R&E) topic criteria.
 - ii. Verify SBIR/STTR topics are written so that small businesses with little DoD/DoN experience can understand the requirement.
 - iii. Validate SBIR/STTR topics are not duplicative of other submitted research topics for on-going research.
 - iv. Confirm all SBIR/STTR topics properly address the requirements included in the DoN SBIR/STTR topic submission database.
 - b. Assist in the analysis of SBIR/STTR topic writing issues.
 - c. Develop SBIR/STTR topic writing guides and training materials.
 - d. Conduct SBIR/STTR training and assistance for topic authors and reviewers.
5. DoN Program Implementation and Execution
- a. Provide assistance and analysis to determine program effectiveness. The Contractor will be an integral part of the team assigned to provide suggestions and implement program improvement efforts.

SBIR/STTR Support Performance Work Statement

- b. Prepare, with the Navy's oversight, SBIR and STTR proposal solicitation instructions detailing program-specific guidelines for Phase I, II, and III awards and forward them to the DoD for inclusion in joint solicitations.
- c. Assist in the administrative management and oversight of statutes, regulations, and policies related to the DoN SBIR/STTR programs as they relate to reporting of budget calculation, allocation, management, and execution including:
 - i. Review and maintain a file of both external and internal SBIR/STTR statutes, regulations, and policies to determine if actions are required to update the DoN SBIR/STTR budget calculation SOP.
 - ii. Assist in verifying the report of the budget calculation to the DoD and ensure that it has been received, prepared, reviewed and submitted to the DoD according to DoD's established deadline.
 - iii. Assist in the review of budget allocations, received from DoN to the System Commands (SYSCOMs), verifying budget allocations are calculated correctly and necessary adjustments have been submitted and executed according to the timelines established by the DoN Program Management Office.
 - iv. Assist in conducting monthly reviews of budget execution (obligation rates). Monthly reviews are conducted in order to monitor the timely execution of budget authority.
 - v. Assist in handling the receipt and tracking of administrative funds plans, executions, and accomplishments to verify reporting is completed for all DoN activities.
- d. Serve as liaison for the various SYSCOM programs to provide immediate assistance in answering questions regarding established rules, policies, and regulations; coordinate the response to DoN Data requests; and monitor SYSCOM program activities for urgent information requests.
- e. Maintain a detailed statistical analysis of the effectiveness and efficiency of the DoN SBIR/STTR program known as the health monitoring report. The Contractor shall collect data and update the health monitoring report quarterly with current DoN and SYSCOM budgets and DoD commercialization data. The Contractor shall modify calculations within the report as required and update the data glossary. The report data and format is found within the program manager's database. (See Exhibit A, CDRL Data Item A003)
- f. Provide overall program management support and project planning for SBIR/STTR Program reviews, Program Managers meetings, industry showcase

SBIR/STTR Support Performance Work Statement

events, and SBIR/STTR training workshops. This includes the provision of technical, managerial and administrative services to execute technical analysis, develop reports, provide documentation and create graphics in support of program activities.

- g. Arrange, attend, and support DoN-wide SBIR/STTR program managers meetings monthly. The Contractor will also attend annual DoD and DoN-wide SBIR/STTR conferences and provide logistical support as needed. The contractor shall attend weekly staff meetings held by the Director of Navy SBIR/STTR programs and provide updates to the director in those meetings of on-going initiatives. Additional meeting and conference support may be required on an ad hoc basis.

6. Data Collection, Dissemination, and Reporting

- a. There are three distinct SBIR/STTR data collection and reporting functions that must be developed and included as part of this effort (1) Topic Submission and Review, (2) Proposal Receipt and Evaluation, and (3) Program Management. All data systems must be available 99% of the time during the hours of 0600-1800 across the continental US. All data systems must be maintained in a cloud environment that is approved to meet DoD Information Assurance standards (FEDRAMP Level 2). The system shall be maintained via three (3) separate systems: one (1) for operation, one (1) as a redundant back-up that mirrors the operational system and shall have data no more than 24 hours older than the operational system, and one (1) for a testing environment which shall contain all operational systems and shall contain archived data files older than 24 hours. SYSCOM data managers are responsible for upload of actual data with the exception of data required to be downloaded from DoD (e.g. published topics, proposals). [See Attachment No. 4, Database System Configuration for additional information]
 - i. In order to facilitate topic submission to the Department of Defense (DoD) for inclusion in the joint DoD SBIR/STTR solicitation; maintain the ability to quickly check for duplicative research and potential fraud, waste, or abuse; and enable interested parties to determine the availability of prior research efforts, the Contractor shall maintain the existing DoN Topic Database function including a database of all written research topics. The database must allow for input and tracking of all topics from initial drafting by the author through approval by the DoN Program Manager (PM) and acceptance by DoD for inclusion into the joint solicitation.
 - ii. The Proposal Receipt and Evaluation data function accepts proposals associated with published topics from numbered solicitations and provides tools for evaluators to view the proposals, see populated evaluation criteria, enter evaluation comments for each proposal, enter evaluation ratings for each criterion for each proposal, and recommend overall evaluation ratings based on weighted formula assigned to the evaluation

SBIR/STTR Support Performance Work Statement

criteria. The system provides all evaluator rankings for a single proposal and for all proposals in a particular topic to a chairman who may request that evaluators resolve differences or add comments to justify ratings, or the chairman may forward a recommendation for non-award/award(s) to the PM. The PM may accept or reject the ranking and award recommendations. If rejected, the topic chairman must take action to correct the issues raised by the PM with the evaluations and resubmit the non- award/award recommendations for PM approval. Once the award selections are approved by the PM, the evaluation system transmits an e-mail notice (using the contact information provided in the proposal and registered in the data base) to the firms notifying them of the DoN's intent to make an award or no award under the specific topic. This selection notice feature can be "turned off" within the system so that manual notices are required (outside the system) and the e-mail can only be generated by specified individuals allowing for further review.

- iii. The Program Management data function is designed as an overarching repository of data associated with the SBIR/STTR programs. This database contains information on all awards and funding provided to small businesses, copies of all award (contracts and modifications) and funding documents, and other award related data (e.g. progress reports, technical reviews, final reports, TPOC notes, transition planning documents).
- iv. All deployed software will have the latest available updates deployed within 10 calendar days of their release except for emergency security updates which must be deployed within 72 hours of their release.
- v. Multi-level security access must be maintained at all times. The existing database maintains SSL and VPN control and requires a DoD issued Common Access Card (CAC). This must continue to be employed for all user accounts. Requests for new accounts must be approved by the Navy SYSCOM data manager to determine the role (access level) to be granted within the system. It is the Navy SYSCOM data manger's responsibility to notify the Contractor when an account should be de-activated.
- vi. The Contractor must ensure that all systems are Federal Information Security Management Act (FISMA) and Federal Risk and Authorization Management Program (FedRAMP) Level 2 compliant.
- vii. The current database has several standard reports and an ad hoc reporting feature for user defined queries. These elements must be maintained and the user community monitored for the need for additional reporting requirements. Efficient and accurate reporting is critical to user satisfaction with the database, and a driver in maintaining data inputs.
- viii. The Contractor is expected to continuously monitor the database and offer

SBIR/STTR Support Performance Work Statement

suggestions for improving the overall effectiveness of the system. This includes, but is not limited to, the timing of equipment refresh, the need for software upgrades, system configuration modifications, and database design changes to improve data collection, usefulness and reporting.

- ix. The Contractor shall prepare quarterly data collection reports to the DoD SBIR/STTR program utilizing data collected in the Navy SBIR/STTR database. (See Exhibit A, CDRL Data Item A003)
- x. The Contractor shall prepare annual reports as required by 15 U.S.C. §638, the Small Business Administration SBIR/STTR Policy Guide, the DoD SBIR/STTR Directive, Navy SBIR/STTR Instructions, and other statutory, regulatory or policy documents. (See Exhibit A, CDRL Data Item A004)
- xi. The Contractor is responsible for performing research and analysis to resolve differences in data as collected and reported in the Navy SBIR/STTR database, the DoD SBIR/STTR database, database records maintained by the Small Business Administration regarding SBIR/STTR activity, and the Federal Procurement Data System.
- xii. The Contractor shall update the Navy's program manager's database with all proposal data received from the DoD within 3 business days of the Phase I solicitation closing date, and within 7 business days of a Phase II proposal submission to the DoD.
- xiii. The Contractor shall host, support, maintain and further develop as required the existing evaluation systems. Support includes maintaining control of user access, monitoring process flow, calendar updates, and help desk support.
- xiv. Ensure that SBIR/STTR selection notifications are processed in accordance with FAR 15.5 (PREAWARD, AWARD, AND POSTAWARD NOTIFICATIONS, PROTEST, AND MISTAKES) utilizing the Navy's evaluation systems, and for coordinating posting of contract award notices on the Navy SBIR/STTR public website.
- xv. Host, maintain, and continue to upgrade the Navy SBIR/STTR database capability to collect and SBIR/STTR progress reports, final reports and success stories.
- xvi. Host, maintain, and continue to upgrade the Navy SBIR/STTR database capability to plan, track and report on budgetary obligations by fiscal year, program, activity, Systems Command, and project.
- xvii. Support ad hoc reporting requests for system maintained data that is not available using the existing program manager's database.

SBIR/STTR Support Performance Work Statement

C-3.2 ONR SBIR/STTR Tasks

The tasks to be performed in support of the ONR program management effort include, but are not limited to:

1. ONR Technology Transition and Commercialization

- a. Support the development and review of technology transition plans (TTPs) and technology transition agreements (TTAs).
- b. Assist in the gathering of all ONR Commercialization Readiness Program (CRP) Data.
- c. Aid in the identification of ONR SBIR/STTR developed technologies with the potential to solve mission challenges and meet market demands.
- d. Provide support in the tracking and management of all data associated with the financial and acquisition aspects of the SBIR/STTR program to include the preparation of purchase requests for government review and approval, assembly and consolidation of procurement package data from various government sources as required, monitoring of procurement request execution throughout the procurement process to enable accurate financial status reporting, and alerting of PM and other government personnel when schedule requirements are not being met.
- e. Support the reconciliation of executed funds against award records.

2. ONR SBIR/STTR Research Topics

- a. Perform both technical and administrative review of all ONR SBIR/STTR solicitation topics as part of the ONR PM topic review certification process including:
 - i. Ensure that ONR SBIR/STTR topics clearly meet ASD(R&E) topic criteria.
 - ii. Verify SBIR/STTR topics are written so that small businesses with little DoN experience can understand the requirement.
 - iii. Validate that SBIR/STTR topics are not duplicative of other submitted research topics.
 - iv. Confirm all SBIR/STTR topics properly address the requirements included in the DoN topic submission database.

SBIR/STTR Support Performance Work Statement

- b. Assist in the analysis of SBIR/STTR topic writing issues.
 - c. Develop SBIR/STTR topic writing guides and training materials.
 - d. Conduct SBIR/STTR topic author training for ONR program officers as required.
3. ONR Program Implementation and Execution
- a. Provide assistance and analysis to determine program effectiveness. The Contractor will be an integral part of the team assigned to provide suggestions and implement program improvement efforts.
 - b. Work with the ONR SBIR/STTR program managers to plan and track all ongoing and future projects. This includes, but is not limited to, assisting in topic generation, solicitation and evaluation stages of the proposal, assisting in the creation and tracking of financial actions, working with the acquisition office to provide missing documentation, and verifying that awards and modifications are properly uploaded to the Navy SBIR/STTR database.
 - c. Perform SYSCOM related data entry tasks including input of all award and funding related data into the program management database, uploading documents received outside the system (e.g. transition plans, correspondence, and technical reviews), and perform quality checks to ensure the proper upload of all documents required to be input to the database.
 - d. Serve as the SYSCOM point of contact for all government and small business personnel with questions regarding access and use of the SBIR/STTR topic, evaluation, and program management databases.
 - e. Enter all evaluation team members and chairpersons into the proposal evaluation site prior to proposal receipt and monitor the status of evaluations in accordance with schedules and team memberships approved by the ONR SBIR/STTR PMs.
 - f. Prepare all Phase I and Phase II non-award selection notices and debriefs for government review and release.
 - g. Provide training and preparation of presentations on program requirements, policies, processes, and sources of assistance.

C-4 Breakdown of the Total Level of Effort

The periods of performance shall be as follows: A twelve (12) month base period and four (4) twelve (12) month option periods.

Base Period: The level of effort anticipated for this period is approximately 14 man-years at an average rate of approximately 2,000 hours per month.

**SBIR/STTR Support
Performance Work Statement**

Option Periods for contract years 2, 3, 4, and 5: The level of effort for each of these four (4) option periods is approximately 14 man-years at an average rate of approximately 2,000 hours per year.

A summary of the labor categories and total anticipated annual hours for this effort is provided below:

Labor Categories	FTEs Base Year	FTEs Option Period 1	FTEs Option Period 2	FTEs Option Period 3	FTEs Option Period 4
Program Manager (1)	2,000	2,000	2,000	2,000	2,000
Senior Analyst (2.5)	5,000	5,000	5,000	5,000	5,000
Analyst (2)	4,000	4,000	4,000	4,000	4,000
Subject Matter Expert (1)	2,000	2,000	2,000	2,000	2,000
Technical Reviewer (1)	2,000	2,000	2,000	2,000	2,000
Technical Writer (1.5)	3,000	3,000	3,000	3,000	3,000
Senior Programmer (1)	2,000	2,000	2,000	2,000	2,000
Programmer (1)	2,000	2,000	2,000	2,000	2,000
Senior Network Systems Engineer (1)	2,000	2,000	2,000	2,000	2,000
Website Designer/Manager (.5)	1,000	1,000	1,000	1,000	1,000
Business Data & Financial Manager (1.5)	3,000	3,000	3,000	3,000	3,000
Total FTEs	14	14	14	14	14
Total Man Hours	28,000	28,000	28,000	28,000	28,000

It is envisioned that one (1) FTE is equivalent to 2,000 hours, which is based on a 2,080 man-years taking into consideration ten (10) federal holidays. *Offerors shall bid hourly labor rates based on a 2,080 man-year (Italicized text to be removed at time of award).* The following labor categories and FTEs will be offsite at contractor’s location: Senior Analyst 1.5 FTEs, Analyst 1 FTE, Technical Reviewer 1 FTE, Technical Writer 1.5 FTEs, Senior Programmer 1 FTE, Programmer 1 FTE, Senior Network Systems Engineer 1 FTE, Website Designer/Manager .5 FTE, Business Data & Financial Manager .5 FTE.

The above labor categories and hours are provided as the Government's best estimate of the work to be performed. The Offeror may propose the same level of effort (hours and labor categories) or a different level of effort based on its own labor classification system and unique approach to satisfy the Government's requirement. While the Government will consider an alternate level of effort, it is the Government's preference to maximize the estimated labor hours devoted to the direct performance of the technical tasks. To the extent that the level of effort proposed is different from the Government's estimate, the Offeror's technical proposal should clearly specify the hours and labor categories proposed for each task in the PWS.(Italicized text to be removed at time of award).

**SBIR/STTR Support
Performance Work Statement**

C-5 Option for Data System Transition (To be exercised if required at Contract Award)

In the event the new contract awarded does not include the retention of the incumbent contractor providing support for the SBIR/STTR Programs or if the government determines it is in its best interest, the option for data system transition shall be exercised at contract award in order to transition all DoN maintained data systems identified in Section C 3.1, Paragraph 6 above, in accordance with the awarded Contractor’s submitted and approved Data Systems Transition Plan (Exhibit A, Data Item A011). Attachment No. 5, Database Transition Requirements provides general steps regarding the transition of the database.

C-6 Breakdown of Total Level of Effort (Option for Data System Transition)

The period of performance shall be as follows: A thirty (30) day transition option period has been estimated for the proposed contract and will run concurrently with base year.

A summary of the labor categories and anticipated transition hours for this option effort is provided below:

Labor Categories	FTEs Transition Option
Program Manager	200
Senior Programmer	700
Programmer	700
Senior Network Systems Engineer	700
Website Designer/Manager	200
Total FTEs	1.25
Total Man Hours	2,500

It is envisioned that one (1) FTE is equivalent to 2,000 hours, which is based on a 2,080 man-years taking into consideration ten (10) federal holidays. *Offerors shall bid hourly labor rates based on a 2,080 man-year (Italicized text to be removed at time of award).* The following labor categories will be offsite at contractor’s location: Senior Programmer, Programmer, Senior Network Systems Engineer, and Website Designer/Manager.

C-7 Personnel Requirements and Qualifications

C-7.1 General Personnel Requirements

The Contractor shall provide qualified personnel to manage and execute all aspects of the PWS. ONR requires contractors with a diverse set of management and technical abilities to assist in technical formulation and execution of SBIR/STTR programs; to assist in improving the quality, efficiency and effectiveness of the SBIR/STTR programs; its processes, policies and procedures. The following skill sets are anticipated to support the tasks.

All contractor employees provided are required to have the following skill sets:

SBIR/STTR Support Performance Work Statement

- Be a US Citizen.
- Be Proficient in the use of Microsoft Office to include Word, Power Point, Outlook, and Excel as well as SharePoint.
- Able to communicate clearly, effectively, and articulate complex issues verbally and in writing.
- Meet the specific “required” skills and qualifications outlined in section C-7.2.

C-7.2 Specific Personnel Requirements & Qualifications

C-7.2.1 Program Manager (Key Personnel)

The individual is required to:

- Possess a bachelor’s degree and ten (10) years of experience managing processes and workflow related projects, technical policy efforts related to research and development, and business administration projects with a complex set of interlocking goals and objective for multiple stakeholders.
- Possess recent (within the past 5 years) working level knowledge and experience of DoD and DoN management policies and practices.
- Possess recent (within the past 5 years) working level knowledge and experience of SBIR/STTR policies, procedures and processes.
- Possess five (5) years of experience managing multiple team members in support of Government customer to include technical and administrative personnel.

Additional Considerations:

- Possess significant (2 years or more) recent (within the past 5 years) working level knowledge and experience managing efforts in the support of SBIR/STTR programs as operated and managed in DoD and DoN program management offices.
- Possess significant (2 years or more) recent (within the past 5 years) experience reviewing and incorporating Small Business Administration (SBA) SBIR/STTR policy directives and SBIR/STTR public law into operational processes, policies, guidance and program metrics.
- Possess significant (2 years or more) recent (within the past 5 years) experience working with organizations such as DoD SBIR (to include component SBIR Offices such as: Defense Advanced Research Projects Agency, Missile Defense Agency, DoN, Army, and Air Force) and the SBA.

C-7.2.2 Senior Analyst (Key Personnel)

SBIR/STTR Support Performance Work Statement

The individual is required to:

- Possess a bachelor's degree and ten (10) years of experience analyzing policies, procedures, facts, and data or possess sixteen (16) years of experience analyzing policies, procedures, facts, and data in lieu of a bachelor's degree.
- Have demonstrated experience developing quantitative metrics to address both performance and policy metrics.
- Have demonstrated experience producing high-quality written deliverables communicating complex program data against policy requirements.

Additional Considerations:

- Possess recent (within the past 5 years) significant (minimum of 2 years) working level knowledge of and experience with DoD or other federal SBIR/STTR program policies, procedures, facts, data, and operations.
- Possess recent (within the past 5 years) significant (minimum 2 years) working level knowledge of and experience with DoN SBIR/STTR program policies, procedures, facts, data, and operations.

C-7.2.3 Analyst

The individual is required to:

- Possess a bachelor's degree and five (5) years of experience analyzing policies, procedures, facts, data and operations or possess eleven (11) years of experience analyzing policies, procedures, facts, data, and operations in lieu of a bachelor's degree.

Additional Considerations:

- Possess three (3) years of recent (within the past 5 years) working level knowledge and experience with SBIR/STTR program policies, procedures, facts, data, and operations.

C-7.2.4 Subject Matter Expert (Key Personnel)

The individual is required to:

- Possess a master's degree and fifteen (15) years of experience reviewing and incorporating policy and law into program objectives (e.g. policy, statutory or regulatory framework) or possess a bachelor's degree and eighteen (18) years of experience reviewing and incorporating policy and law into program objectives (e.g. policy, statutory or regulatory framework).

Additional Considerations:

SBIR/STTR Support Performance Work Statement

- Possess a minimum of (10) years of experience in DoN and DoD SBIR/STTR program policies, procedures, facts, data, and operations.

- Possess a minimum of ten (10) years of demonstrated experience developing and interpreting SBIR policies within the statutory and regulatory framework.

C-7.2.5 Technical Reviewer

The individual is required to:

- Possess a bachelor's degree in a science, engineering or mathematical field and seven (7) years of demonstrated experience in performing duties that exposes the individual to a variety of technical fields in science, engineering, or math.

- Possess a demonstrated ability to analyze and assess technical qualifications and issues in a variety of current leading edge technological disciplines of interest to the DoD/DoN.

Additional Considerations:

- Possess at least one (1) year of experience within the last five (5) years demonstrating knowledge of technical subject matter as it relates to the SBIR/STTR programs' policies, procedures, facts, data, and operations within the DoN.

C-7.2.6 Technical Writer

The individual is required to:

- Possess a bachelor's degree and seven (7) years of experience in preparing and proofing highly technical documents across multiple technical fields or possess ten (10) years of experience in preparing and proofing highly technical documents across multiple technical fields in lieu of the bachelor's degree.

- Possess the ability to recognize and discriminate between misspellings, technical terms and formulae; prepare, read, and correct documents for grammar and punctuation; and summarize and edit documents and reports for other uses.

Additional Considerations:

- Possess at least one (1) year of experience within the last five (5) years demonstrating knowledge of technical writing as it relates to the SBIR/STTR programs' policies, procedures.

SBIR/STTR Support Performance Work Statement

C-7.2.7 Senior Programmer (Key Personnel)

The individual is required to:

- Possess a master's degree in Computer Science, Business Information Systems, or Information System Architecture and five (5) years of experience in the coding of programs for the collection, maintenance, searching, and reporting of data or possess a bachelor's degree in Computer Science, Business Information Systems, or Information System Architecture and ten (10) years of experience in the coding of programs for the collection, maintenance, searching, and reporting of data.
- Possess training in the use of and experience using the following programs, platforms, and services: ASP.Net/C#; web development including HTML, CSS, JavaScript; SQL Server; IIS; Java/JSP; HP IDOL management; Amazon Web Services (AWS) configuration and management; and source control management.

Additional Considerations:

- Possess experience architecting applications that make use of Common Access Card (CAC) enabled access security.
- Possess two (2) years of experience working in the FEDRAMP cloud environment, preferably AWS.
- Possess at least two (2) years of experience within the last five (5) years working with SBIR/STTR programs' data and reporting requirements.

C-7.2.8 Programmer

The individual is required to:

- Possess a bachelor's degree in Computer Science, Business Information Systems, or Information Systems Architecture and five (5) years of experience in the coding of programs for the collection, maintenance, searching, and reporting of data.
- Possess training in the use of and experience using the following programs, platforms, and services: ASP.Net/C#; web development including HTML, CSS, JavaScript; SQL Server; IIS; HP IDOL API; and Access database programming.

Additional Considerations:

- Possess experience architecting applications that make use of Common Access Card (CAC) enabled access security.
- Possess experience working in the FEDRAMP Amazon Web Services environment.

SBIR/STTR Support Performance Work Statement

- Possess at least two (2) years of experience within the last five (5) years working with SBIR/STTR programs' data and reporting requirements.

C-7.2.9 Senior Network Systems Engineer (Key Personnel)

The individual is required to:

Possess a bachelor's degree and four (4) years of experience in configuring, managing, and securing a network environment to include: the design and build of network infrastructures, implementation of server virtualization techniques, implementation of data security and compliance measures, optimizing servers to meet computing demands, implementing cloud computing configurations, monitoring and managing cloud operations, and supervising the cloud environment and network operations. Alternatively, in lieu of the bachelor's degree, possess 8 (eight) years of experience in configuring, managing, and securing a network environment to include: the design and build of network infrastructures, implementation of server virtualization techniques, implementation of data security and compliance measures, optimizing servers to meet computing demands, and network operations and professional certifications and training in systems related to all of these areas.

Additional Considerations:

- Possess experience configuring network access controls that employ Common Access Card (CAC) security protocols.
- Possess experience in the FEDRAMP cloud environment implementing production web, database, and email systems.
- Possess at least two (2) years of experience within the last five (5) years working with SBIR/STTR programs' data management requirements.

C-7.2.10 Website Designer/Manager

The individual is required to:

- Possess fifteen (15) years of experience designing and managing websites to include: website design to enhance customer engagement and information dissemination; data management to include the need for addition, removal and update of site information; security and access provisions to include efforts to prevent data corruption, the addition of unauthorized data and security threats (e.g. viruses or malware), and the removal of data by unauthorized personnel; and experience maintaining website availability at a rate of 95% of the time over a 24 hour per day/7 days per week time frame as computed on a monthly basis.
- Possess at least two (2) years of experience within the last five (5) years working with SBIR/STTR websites.

SBIR/STTR Support Performance Work Statement

C-7.2.11 Business Data and Financial Manager

The individual is required to:

- Possess three (3) years of experience performing budget tracking and financial analysis in a DoD environment, two (2) years of which must be working within the DoN Enterprise Resource Planning (ERP) system.
- Possess knowledge of and experience with the DoN ERP system for generating Procurement Requests (PRs) for the award of new contracts, incremental funding, and exercising contract options as it relates to Research and Development efforts.
- Possess knowledge of and experience with performing data entry services into databases.
- Possess the ability to provide administrative support to include scanning of documents, preparation of documents and document packages, tracking of items and coordinating schedules, creating documents and entries in management information systems, preparing briefings, generating database reports, and coordinating and attending meetings.
- Possess knowledge and experience in the use of relational databases and Microsoft Office products (i.e. Word, Excel, PowerPoint, and Access).

Additional Considerations:

- Possess at least two (2) years of experience within the last five (5) years working with SBIR/STTR financial analysis, tracking, and preparation of SBIR/STTR procurement requests
- Possess knowledge of and experience with ERP implementation at ONR.

C-8 Reports, Data and Other Deliverables

The following deliverables are required to support this contract. Electronic submission (via email) is required for all reports, unless otherwise directed by the COR and shall be provided to the COR identified in Section G, paragraph 6.1 and the Contracting Officer and/or Contract Specialist if required.

C-8.1 Monthly Progress, Status, and Financial Reports

The contractor shall provide Monthly Status and Progress Reports to the COR and the Contracting Officer and/or Contract Specialist. This monthly report is due no later than the ten (10) business days after the end of each month (Exhibit A, CDRL Data Item No. A001). For this report, monthly technical progress can be provided in contractor format (subject to COR approval). These monthly programmatic reports will include the following elements:

- a. Contractor's name and address;
- b. Contract and subcontract number (if applicable);

SBIR/STTR Support Performance Work Statement

- c. Date of report;
- d. Period covered by report;
- e. Executive Summary
- f. Performance related work issues
- g. Work accomplished per labor category
- h. Hours charged against the contract per labor category
- i. Problems and issues during report period and planned action for period following the period in which the report was submitted.

The contractor shall also provide a Monthly Financial Status Report as part of the Monthly Status and Progress Report. The financial status portion of the monthly report shall be provided in the format and with the required information found on the Contractor Monthly Financial Status Report Template found at the following site: <http://www.onr.navy.mil/Contracts-Grants/managecontract.aspx>. The format for the financial status reports may be updated during the life of the website (or any successor website identified via administrative modification to the contract) and the contractor will be notified that an updated version shall be used for future submissions. The monthly financial status report requires the information to be provided as indicated in the Contractor Monthly Financial Status Report Template. This monthly report is due no later than the ten (10) business days after the end of each month (Exhibit A, CDRL Data Item No. A002).

C-8.2 Quarterly DoN SBIR & STTR Data Report

The contractor shall provide Quarterly DoN SBIR & STTR Data Reports in accordance with Exhibit A, CDRL Data Item No. A003.

C-8.3 Annual DoN SBIR & STTR Data Reports

The contractor shall provide Annual DoN SBIR & STTR Data Reports in accordance with Exhibit A, CDRL Data Item No. A004.

C-8.4 DoN SBIR & STTR Ad Hoc Report

The contractor shall provide *Ad Hoc* DoN SBIR & STTR Data Reports in accordance with Exhibit A, CDRL Data Item No. A005.

C-8.5 Materials in Support of Navy SBIR/STTR Program Management Execution

The contractor shall provide Materials in Support of Navy SBIR/STTR Program Management

SBIR/STTR Support Performance Work Statement

Execution in accordance with Exhibit A, CDRL Data Item No. A006.

C-8.6 Quality Control Plan

The contractor shall develop and maintain an effective quality control program to ensure services are performed in accordance with the PWS. The contractor shall develop and implement procedures to identify, prevent, and ensure non-recurrence of defective services. The contractor's quality control program is a means by which the contractor assures that work complies with the requirements of the contract.

The QCP shall detail the plan the contractor will employ during contract performance. The Government will monitor the QCP during contract performance to ensure that the contractor is performing in accordance with the QCP. The contractor shall provide a final QCP within ten (10) business days of contract award in accordance with Exhibit A, CDRL Data Item No. A007. After acceptance of the QCP, the contractor shall receive the Contracting Officer's acceptance in writing of any proposed change to the QCP. When changes are made to the QCP, the contractor shall submit the revised QCP to the Contracting Officer and COR within five (5) business days in accordance with Exhibit A, CDRL Data Item No. A007.

C-8.7 Enterprise Wide Contractor Manpower Reporting Application (ECMRA) Reports

The contractor shall report ALL contractor labor hours (including subcontractor labor hours) required for the performance of services provided under this contract via a secure data collection site. The contractor is required to completely fill in all required data fields using the following web address <https://doncmra.nmci.navy.mil>.

Reporting inputs will be for the labor executed during the period of performance during each Government fiscal year (FY), which runs October 1st through September 30th. While inputs may be reported any time during the FY, all data shall be reported no later than October 31st of each calendar year in accordance with Exhibit A, CDRL Data Item No. A008. . Contractors may direct questions to the help desk, linked at <https://doncmra.nmci.navy.mil>.

C-8.8 Transition/Commercialization (CRP), Energy Efficiency & Manufacturing Data Reports

The contractor shall provide Transition/Commercialization (CRP), Energy Efficiency & Manufacturing Data Reports in accordance with Exhibit A, CDRL Data Item No. A009.

C-8.9 Database Systems Software, Data, and all Associated Documentation

The contractor shall provide Database Systems Software, Data, and all Associated Documentation in accordance with Exhibit A, CDRL Data Item No. A010.

C-8.10 Data Systems Transition Plan

The contractor shall provide a Data Systems Transition Plan in accordance with Exhibit A, CDRL Data Item No. A011.

SBIR/STTR Support Performance Work Statement

C-8.11 Individual Travel Worksheets and Reports

The contractor shall provide Individual Travel Worksheets and Reports in accordance with Exhibit A, CDRL Data Item No. A012 prior to any travel from ONR Headquarters in Arlington, VA, or worksite location, a work sheet detailing the costs of that travel, to the COR for written approval prior to any travel. Travel must meet the requirements of the Joint Travel Regulations. In addition, travel reports are required no later than 30 days after the conclusion of the travel. The report shall contain dates; locations of travel; purpose; total cost breakdown of travel to include: per diems, hotel costs, car rental costs; other ONR personnel traveling with contractor support personnel; unusual cost items (including registration fees) incurred; tasks performed; and accomplishments. If publications or proceedings documentation were distributed a copy may be included with the report. Contractor format is acceptable, with approval of the format by the COR.

C-8.12 Master Travel Log Report

The contractor shall maintain a master log of completed travel for all contractor employees traveling under this contract. The log shall include travel dates, destination, purpose, and cost breakdown to include airfare, mileage, lodging, per diem, rental car, taxi, and other miscellaneous costs. The contractor shall provide a copy of this report quarterly to the COR in accordance with Exhibit A, CDRL Data Item No. A013.

Contractor format is acceptable, with approval of the format by the COR. Electronic submission is encouraged for the reports, presentations and support documents listed above, unless otherwise directed by the COR.

C-9 Post Award Kick-off Meeting

The appropriate representatives of the contractor shall be prepared to attend a post award orientation kick-off meeting at the Office of Naval Research within five (5) business days of award notification. The post award kick-off meeting will be attended by the Contracting Officer, Contracting Officer's Representative and any other required members of the program office.

C-10 Common Access Card (CAC) for Contractor Employees

All new contractor employees shall be "CAC Card Ready" (if applicable) before any direct labor charges may be accumulated under this contract. "CAC Card Ready" means:

Subject's fingerprints have been submitted to the Office of Personnel Management (OPM) and determined favorable.

Subject has an initiated or completed NACI or equivalent investigation type.

A visit request has been submitted to ONR Security and approved by the appropriate ONR Code Administrative Officer (AO).

SBIR/STTR Support Performance Work Statement

C-11 Contractor Personnel Check-In/Check-Out Procedures

It shall be the contractor's responsibility to ensure that all contractor personnel (Prime and Sub-Labor) comply with ONR's internal check-in for onboarding contractor personnel in accordance with Attachment Number 6 entitled "Check-In – Contractors (CTR)".

It shall be the contractor's responsibility to ensure that all contractor personnel (Prime and Sub-Labor) comply with ONR's internal check-out Procedures for contractor personnel in accordance with Attachment Number 7 entitled "Check-Out – Contractors (CTR)".

All Contractor Personnel shall also comply with the following additional check out procedure(s):

Turn in classified records (if applicable).

C-12 Contractor Personnel Termination Policy

It shall be the contractor's responsibility to ensure that terminations of all contractor personnel (Prime and Sub- Labor) are handled off-site at the Prime Contractor's facility in order to avoid disruption to ongoing work functions at ONR Headquarters. Terminated contractor personnel who possess ONR or other government assets shall return all assets to the contractor's Program Manager on their last day working on-site at ONR. The contractor's Program Manager shall deliver all ONR and other government assets to the ONR Contracting Officer Representative (COR) or Alternate COR no later than three (3) business days after the termination of the contractor's employee.

C-13 Initial Orientation(s)

All contractor personnel shall receive an initial familiarization and orientation provided by SBIR/STTR Program Office at ONR Headquarters, during their Check-In process.

C-14 Counter Intelligence Awareness and Reporting (CIAR) Training

All Contractor support personnel shall attend Counterintelligence Awareness and Reporting (CIAR) Training in accordance with DoD Directive 5240.06 within 30 days of their first day of work supporting ONR and annually thereafter.

C-15 Other Training

All Contractor support personnel shall complete annual organization specific mandatory training as required in accordance with DoD, Navy, and ONR policy. Training can include but is not limited to: DoD Cyber Awareness, Privacy and Personally Identifiable Information (PII) Awareness, Combating Trafficking in Persons (CTIP), Ethics, No Fear Act, Prevention of Sexual Harassment (POSH) and Equal Employment Opportunity. All Contractor support personnel shall also attend organization specific mandatory Counter Intelligence Training annually.