



Research Announcement

INTRODUCTION:

This publication constitutes a Research Announcement (RA) as contemplated in the Department of Defense Grant and Agreement Regulations. 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. The ONR reserves the right to fund all, some or none of the proposals received under this RA. 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,
Ballston Centre, Tower One
800 N. Quincy Street
Arlington, VA 22217-5660

2. Research Opportunity Title – Hawaii Engineering Design Center at the University of Hawaii, Manoa

3. Program Name - Hawaii Engineering Design Center (HEDC)

4. Research Opportunity Number - RA 04-002

5. Response Date -

Proposals are due by 3:00 pm (local time) on 27 September 2004

6. Research Opportunity Description -

The objective of this effort is to create a center to establish the Hawaii Engineering and Design Center (HEDC) at the University of Hawaii, Manoa School of Engineering. HEDC objectives are to (a) support the University research initiatives for the development of technologies (applied research) that advance the national defense including: aircraft systems and related technologies, sensor and optics, environmental engineering and ordinance studies, communication and information systems and (b) assist the University of Hawaii outreach to the local technology community in becoming more competitive with mainland based businesses relative to the level of technology awareness and feasibility, identifying and supporting acquisition transition opportunities for return on investment, and growing and training technical talent workforce in the region.

The technical proposal should provide a statement of work and management plan to include the deliverables necessary to evaluate integrated technologies for leveraging research and development capabilities in Hawaii. The technical proposal shall address an operations and funding plan for sustainability. A cost proposal is required to support the development tasks necessary to execute the technical proposal.

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: Ted Sheppard

Point of Contact Occupation Title: Program Officer

Division Title: ONR Greater Mid-Pacific Branch Office

Division Code: GMP

Address: 250 Makalapa Drive, Pearl Harbor, Hawaii 96860

Telephone Number: (808) 474-1242

Facsimile Number: (808) 474-1236

Email Address: sheppat@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: Sharon Washington

Point of Contact Occupation Title: Contracting Officer/Specialist

Division Title: Contracts and Grants Division

Division Code: 0252

Address: Office of Naval Research, Ballston Tower One, 800 North Quincy Street, Arlington, VA 22217-5660

Telephone Number: (703) 696-5054

Facsimile Number: (703) 696-0066

Email Address: washins@onr.navy.mil.

8. Instrument Type(s) -

Award will be in the form of a grant or 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 grant or cooperative agreement with a period of performance of twelve (12) months from date of award. The estimated amount of funding available for this award is **\$452,000.00**.

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 Proposal submissions will be protected from unauthorized disclosure in accordance with FAR 15.207, applicable law, and DoD/DoN regulations. Offerors are expected to appropriately mark each page of their submission that contains proprietary information.

Full Proposal Content

Volume 1: Technical Proposal

- **Cover Page:** This should include the words “Technical Proposal” and the following:
 - 1) RA number: 04-002
 - 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:**
- **Statement of Work:** 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 contract or 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.
- **Assertion of Data Rights:** Include here a summary of any

proprietary rights to pre-existing results, prototypes, or systems supporting and/or necessary for the use of the research, results, and/or prototype. Any data rights asserted in other parts of the proposal that would impact the rights in this section must be cross-referenced. If there are proprietary rights, the Offeror must explain how these affect its ability to deliver research data, subsystems and toolkits for integration. Additionally, Offerors must explain how the program goals are achievable in light of these proprietary limitations. If there are no claims of proprietary rights in pre-existing data, this section shall consist of a statement to that effect.

- **Deliverables:** A detailed description of the results and products to be delivered.
- **Management Approach:** 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: 04-002
- 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 category or person, 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 requested from the subcontractor at a later date
- 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.

3. Significant Dates and Times -

Anticipated Schedule of Events *		
Event	Date (MM/DD/YEAR)	Time (Local Eastern Time)
Full Proposals Due Date	09/27/2004	3:00 p.m.
Notification of Selection for Award	10/15/2004	
Contract Awards	10/31/2004	

***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 unless it is received before award is made, the contracting officer determines that accepting the late proposal would not unduly delay the acquisition and

- (a) If it was transmitted through an electronic commerce method authorized by the announcement, it was received at the initial point of entry to the Government

infrastructure not later than 5:00 p.m. one working day prior to the date specified for receipt of proposals; or

- (b) There is acceptable evidence to establish that it was received at the Government installation designated for receipt of proposals and was under the Government's control prior to the time set for receipt of proposals; or
- (c) It was the only proposal received.

However, a late modification of an otherwise timely and successful proposal that makes its terms more favorable to the Government will be considered at any time it is received and may be accepted.

Acceptable evidence to establish the time or receipt at the Government installation includes the time/date stamp of that installation on the proposal wrapper, other documentary evidence of receipt maintained by the installation, or oral testimony or statements of Government personnel.

If an emergency or unanticipated event interrupts normal Government processes so that proposals cannot be received at the Government office designated for receipt of proposals by the exact time specified in the announcement, and urgent Government requirements preclude amendment of the announcement closing date, the time specified for receipt of proposals will be deemed to be extended to the same time of day specified in the announcement on the first work day on which normal Government processes resume.

The contracting officer must promptly notify any offeror if its proposal, modifications, or revision was received late and must inform the offeror whether its proposal will be considered.

5. Address for the Submission of Proposals –

Office of Naval Research
Ballston Center Tower One
Attn: Sharon L. Washington, ONR 0252
Room 720
800 North Quincy Street
Arlington, VA 22217-5660

Telephone Number: (703) 696-5054

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

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) General knowledge of Hawaii research activities and capabilities; (2) overall understanding of Federal and University processes for administrative management of research grants and contracts; (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 Principal Investigator, 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.

Note: A copy of the University of Hawaii's standard operating procedures shall be made available upon request. Request should be directed to:

Office of Naval Research
Ballston Center Tower One
Attn: Sharon L. Washington, ONR 0252
Room 720
800 North Quincy Street
Arlington, VA 22217-5660
Telephone Number: (703) 696-5054
Email: washins@onr.navy.mil

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

None

