

CLIN 0002

Business and Finance Support Services

The Office of Naval Research requires Business and Finance services to support the various ONR S&T, BIZOPS and Organization mission and objectives. The purpose of these services, unlike the tasks described in CLIN 0001, are not intended to the direct support of a single S&T Program. Tasks under these services provide for business, financial, general management and professional support services.

The services/support that may be provided to ONR by contractor personnel are as follows:

- 1) Review, analyze and prepare draft business, planning or strategic documentation (Examples include: Impact Statements; Briefing materials/issue papers/point papers/adhoc reports; Future year financial program plans; Navy budgetary programming processes; POA&Ms; Command/Programmatic budget justifications and Reprogramming requests and modifications).
- 2) Provide analytical assessments, studies and evaluations to improve financial and business policy development and decision making. (Example: Conduct financial and management risk analyses and evaluation, and recommend techniques to mitigate risk exposure or impact.)
- 3) Develop and prepare draft responses to Congressional inquiries, Navy, DoD and other government agency questions, audits, or requests for financial/organizational information. (Example: Budget formulation documentation and recommendations in support of the Navy, OSD and Congressional Program and Budget processes)
- 4) Provide and conduct financial accounting and management support services. Requirement includes tasks in the preparation of ledger reports, ledger tracking, as well as the monitoring, maintenance and operation of specified financial management information systems or websites (example: Standard Accounting Reporting System (STARS)). Accounting support requirements also include, but are not limited to, tasks to manage disbursements and expenditures, prepare and amend spending plans and funding documents, manage, support and execute commitment/obligation/expenditure actions, prioritize unfunded requirements, support and execute account closure activities, provide maintenance support for unique obligation validation websites, support efforts to become and to maintain CFO compliance as directed by ASN(FM&C), and track and provide recommendations for execution of the financial systems (Example: Navy Industrial Accounting and budgeting systems)
- 5) Provide analyses and direct support for contract and programmatic financial execution. Includes addressing commitment, obligation, expenditure, invoicing and payment items and issues tied to the financial administration of DoD, ONR and other

agency awards (either directly through an ONR award vehicle or other agency award vehicle).

6) Provide pre award contract and grant support services in accordance with applicable acquisition law, guidance or policies. Includes tasks to conduct market research, to prepare draft solicitations and synopses, to advise and assist in proposal management and source selection actions, to prepare pre and post-negotiation memorandums for negotiation, prepare drafts of various contract type and Contract Data Requirements List (CDRL) documents, and to provide and monitor data entry into specific acquisition information systems. Perform research and conduct investigations in the areas of Acquisition policy and guidance, and document findings and recommendations. Provide support, coordinate activities and perform duties in accordance with Small Business Agency rules and guidance (Includes support awards under SBIR and STTR Program, etc).

7) Provide post award contract and grant support services in accordance with the award terms and conditions, Acquisition law, guidance and/or policies. Includes tasks to administer and closeout awards, provide and monitor data entry into acquisition specific information systems, to monitor financial obligations and expenditures, to communicate and act as post-award business point of contact to awardees and other Government entities, and to negotiate and prepare modifications to existing awards.

8) Facilitate and participate in business and financially related IPTs, special advisory boards, off-sites, working groups, audit teams, etc.

9) Provide contract-invention surveillance support services for the ONR legal department. This includes requirements to review documents, conduct interviews, conduct targeted research, and advise on matters tied to contracts, patents, intellectual property, and the FAR and DFARS.

10) Provide support for the planning and the implementation of initiatives for Command Improvements to reduce overall costs, including, but not limited to, business case analysis, cost benefit analysis, e-business solutions.

11) Provide business consultant services in the areas of planning, management, integration, and/or general business practices. These services could be provided to any level of ONR management, including the executive level. Services may include providing expert advice, assistance, guidance or counseling in support of agencies' management, organizational, and business improvement efforts.

12) Design, develop, maintain and support various software and web-based (intranet/internet) applications and databases in support of ONR business and financial management initiatives and objectives. Provide electronic data interchange support services between ONR management information systems and various Navy/DoD budget, accounting, and allocation systems.

- 13) Develop and support conduction of ONR directed reviews/inquires/inspections. Analyze data and prepare preliminary reports on ONR directed reviews/inquiries/inspections.
- 14) Provide support in business transformation effort, including business/financial management modernization and work to integrate the products of business transformation into the acquisition process.
- 15) Provide public information support to portray and communicate ONR's S&T programs. Requirement entails providing constituent services, performing technical writing (science and technology related), as well as editorial, publications management, meeting, and desktop publishing support.
- 16) Provide commercialization/transition assistance to ONR and other organizations (such as Navy SBIR/STTR Phase II companies). Includes performing support tasks in market research, marketing, strategic business planning, business forum planning and execution, and general commercialization/transition consultation and support.