

Solicitation Number: 05-0001-05
Senior Staff Advisor to the Oceanographer of the Navy (N61)

The statement of work, order information, proposal submission requirements, and evaluation information are set forth below. Proposals from holders of ONR Multiple Award Contracts (MATOC) for support services under CLIN (CLIN 0001 – Technical, Programmatic and Engineering Services) are due by 4:00 PM (Washington D.C. local), 05 November 2004.

1.0 Background

The Office of Naval Research (ONR) coordinates, executes, and promotes the science and technology programs of the United States Navy and Marine Corps through schools, universities, government laboratories, and nonprofit and for-profit organizations. Within ONR, the Ocean, Atmosphere and Space (OAS) Department supports oceanographic, space-based remote-sensing, and environmentally-related science and technology (S&T) efforts within the Department of the Navy. The OAS Department manages a number of Navy research vessels and is the Navy's primary interface with the oceanographic research community including the University-National Oceanographic Laboratory System (UNOLS) and National Oceanographic Partnership Program (NOPP) and works very closely with the Office of the Oceanographer of the Navy (N61).

2.0 Statement of Work

2.1 Scope

There is a need within the OAS Department for a Senior Staff Advisor to the Oceanographer of the Navy (N61) to address future Navy plans for both an Information Technology and a Battle Space Sensing Architecture plan for the Navy's Meteorology and Oceanography community. Additionally, assistance is required for developing a Coordinated National Research Fleet Renewal Plan and to liason between various members of the Meteorology and Oceanography community.

2.2 Technical Tasks/Requirements

The purpose of the Senior Staff Advisor is to:

- support the Office of Naval Research and the Oceanographer of the Navy's (N61) development of both an Information Technology and a Battle Space Sensing Architecture plan for the Navy's Meteorology and Oceanography community.
- shall advise and assist the Navy in developing a Coordinated National Research Fleet Renewal Plan under the auspices of the Federal Ocean Facilities Committee.
- act as a liason between ONR, the Oceanographer of the Navy, and multiple federal, academic, and commercial organizations on US Navy operational Meteorology and Oceanography (METOC) issues concerning the development and maintenance of the National Oceanographic Partnership Program (NOPP) sponsored Integrated Ocean Observing System (IOOS).

- participate in Integrated Process Team designating specific charters, schedules and overall framework for the Information Technology and Battle Space Sensing Architecture

3.0 Personnel Requirements

3.1 Personnel Qualifications

The Contractor shall provide qualified personnel to manage and execute all aspects of the statement of work.

The following is a description of the Sr. Staff Advisor:

Senior Staff Advisor: The proposed personnel must possess and be able to maintain a security clearance at the SECRET level. The ideal candidate should possess a college degree in a related scientific discipline and a higher related degree is preferred. The proposed personnel's past experience must demonstrate the breadth of experience necessary to direct, participate in, and perform the technical and administrative duties described above as well as the ability to interface with flag level Naval personnel. Personnel with strong past experience related to the National Oceanographic Partnership Program (NOPP), the National Research Fleet Renewal Plan under the auspices of the Federal Ocean Facilities Committee, and the mission of ONR's OAS department is highly desired.

3.2 Level of Effort

3.2.1 The level of effort has been estimated at 400 hours for the proposed order.

3.2.2 Period of Performance: The base period of performance will be from date of award through ten weeks.

3.2.3 The above labor category 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 than the Government's estimate, the offeror's technical proposal should clearly specify the hours and labor categories proposed for each task in the statement of work.

4.0 Order Details

4.1 **Contract Type:** The Navy anticipates awarding a cost plus fixed fee level of effort task order.

4.2 **Period of Performance:** The period of performance for this order is from the date of award through 10 weeks.

4.3 Other Direct Costs (ODCs) and Travel

ODCs will be reimbursed at cost plus G&A without profit or fee.

4.3.1 Travel and Per Diem - Travel will be required to support this Statement of Work. All non-local travel must be approved in advance by the Contracting Officer's Representative (COR). In accordance with the contract requirements, direct costs associated with the Contractor's travel shall not exceed the applicable rates found in the Joint Travel Regulations (JTR). The total travel amount (inclusive of G&A) is not to exceed \$2,000.00.

4.3.2 Other Direct Costs (Other than Travel and Per Diem) - ODCs may be required to fully support this task requirement. At this time, the specific items cannot be identified. The total ODC amount (inclusive of G&A) is not to exceed \$1,000.00.

4.4 Government Furnished Resources (GFR): The Government will provide information, material and forms unique to the Government for supporting the task. The Government furnished resources necessary to perform the statement of work should be identified and requested through the designated Contracting Officer's Representative (COR).

4.4.1 Facilities, Supplies and Services: It is anticipated that a substantial amount of the work will be performed at a Government facility (Director Space, Information Warfare, Command and Control/ Oceanographer of the Navy, Suite 5000 Presidential Tower One, 2511 Jefferson Davis Highway, Arlington, VA 22202). Parking facilities are not provided; however, several private (pay) parking facilities are located in the area. Basic office facilities such as a telephone, desk, utilities, consumable and general purpose office supplies, and a computer will be provided while working at the aforementioned facility.

4.4.2 Information: All Government unique information related to this requirement necessary for Contractor performance will be made available to the Contractor. The Contracting Officer's Representative (COR) will be the point of contact for identification of any required information to be supplied by the Government.

4.4.3 Documentation: All existing documentation relevant to this task's accomplishment will be made available to the contractor at the beginning of the task. The Contractor will be required to prepare documentation in accordance with defined guidelines provided by the Government.

4.4.4 Equipment: Unless otherwise noted in this solicitation, in accordance with the general guidance in FAR Part 45.102, Contractors are required to furnish all property necessary to perform on Government contracts or orders.

4.5 Place of Performance: The place of performance will be Director Space, Information Warfare, Command and Control/ Oceanographer of the Navy, Suite 5000 Presidential Tower One, 2511 Jefferson Davis Highway, Arlington, VA 22202.

4.6 Security Requirements: During the performance of the effort, the Contractor may be required to have access to, and may be required to receive, generate, and store information classified to the level of SECRET. For personnel, a minimum of a SECRET clearance is required. A DD Form 254 will be required prior to access or production of any classified information. Additionally, the Contractor is required to safeguard the information labeled as proprietary.

5.0 Proposal Requirements

1. Proposal Format: The Offeror’s proposal should be divided into two sections: (1) Technical Proposal, and (2) Cost Proposal. The length of the technical proposal shall be no more than 5 pages, exclusive of resumes, references, and title page. There are no page limits on the number of resumes, references, or the pages for the cost proposal. The proposal should be written and organized so as to be compatible with the Statement of Work, company’s organization and accounting structure, and proposed costs.

The technical proposal should include the following: the Offeror’s understanding of and approach to the requirement; and proposed number of hours and resume for the proposed personnel. The offerors should describe how the work activities required to complete the statement of work will be done.

The offeror should submit a cost proposal indicating the unburdened hourly labor rate for the type of labor proposed, and identifying other direct costs proposed and any indirect cost rates/burdens, if any, to be applied to the direct and other direct costs. The cost proposal’s cover sheet should include information such as proposal title, number and date, referenced solicitation number, offeror, technical point of contact (name, phone, fax and email), business point of contact (name, phone, fax and email), and a signature of an offeror’s official authorized to contractually bind the offeror.

2. Travel shall be estimated at \$2,000 (inclusive of G&A) and ODC shall be estimated at \$1,000 (inclusive of G&A). These costs shall not be included in the cost estimates for CLIN 0001.

3. Supplies or Services: The section for Supplies or Services and Prices/Costs should be prepared in accordance with the following:

Supplies or Services and Prices/Costs

Item No.	Supplies/Services	Estimated Cost	Fixed Fee	Total Estimated Cost and Fixed Fee
0001	The contractor shall furnish the necessary facilities and personnel to accomplish work as described in the Attachment No. 1, entitled “Statement of Work”.	To be completed by offeror	To be completed by offeror	To be completed by offeror

0002	Travel (including G&A) Not to Exceed \$2,000.00	\$2,000.00	\$0.00	\$2,000.00
0003	ODCs (including G&A) Not to Exceed \$1,000.00	\$1,000.00	\$0.00	\$1,000.00
Total Order Consideration		To be completed by offeror	To be completed by offeror	To be completed by offeror

5.2 Other Required Documents: Offerors should be aware that, upon receiving an award, the following additional documentation will be required:

5.2.1 Non-Disclosure Agreement: Each employee who is assigned to provide technical support to ONR will be required to sign the attached Non-Disclosure Agreement (NDA) prior to commencing work. A company manager must likewise co-sign the NDA on behalf of the contractor.

5.3 Proposal Submission: The due date for receipt of proposals under this solicitation is 4:00 PM (local time) on 05 November 2004. Proposals can be:

- (a) Emailed to Brian Kehoe at kehoeb@onr.navy.mil
- (b) sent by regular mail or hand delivered. The original and two copies must arrive by the above deadline at the following address:

Office of Naval Research
Attention: Brian Kehoe
800 North Quincy Street, Code 0252
Arlington, VA 22217-5660
Ref: 05-0001-05

6.0 Evaluation Information

6.1 Evaluation Criteria: A Task Order will be awarded to the responsible offeror whose offer represents the best value to the Government. In order to determine which offeror represents the best overall value, offers for individual task orders will be evaluated on the following:

Technical Factors

- (1) Key personnel
- (2) Management Plan and Technical Approach
- (3) Past performance on earlier tasks under this and similar contracts:

Cost Factors

- (1) Cost realism
- (2) Overall Cost

Under Technical Factors, factor 1 is of the greatest weight; factors 2 and 3 are equally weighted. The Cost Factors are equally weighted but are of less value than the technical factors. The three technical factors are significantly more important than cost. Although cost is significantly less important than all of the technical factors combined, it will not be ignored. The Government must demonstrate that any perceived additional technical merit in a given offer is worth any additional premium in price. The degree of the importance of cost will increase with the degree of equality of the task order proposals in relation to the other factors on which selection is to be based, or when the cost is so significantly high as to diminish the value of the technical superiority to the Government.

In evaluating past performance on individual orders, the procedural requirements in FAR 42.15 are not mandatory. Past performance will be based on the Government's subjective evaluation of the Contractor's performance with previous orders, if any, under this contract and similar contracts.

6.2. Award: The Government will award a task order to the responsible Offeror whose offer conforming to the solicitation will be most advantageous to the Government, cost and other factors considered. The anticipated award date of this order is on or after 15 November 2004.

7.0 Submission of Questions: Any questions regarding this solicitation must be provided in writing to the Point of Contact listed below. Acceptable modes for written question submission include fax and e-mail. Questions submitted less than 48 hours prior to the closing date for receipt of proposals may not be answered, and the due date for submission of proposals may not be extended. All potential offers will be provided an email noting the posting of any Questions/Answers to the ONR Multiple Award Task Order (MATOC) Program website http://www.onr.navy.mil/02matoc/05_09/solicitations/open.asp.

8.0 Solicitation Amendments: Any amendments to this solicitation will be posted along with the solicitation on the ONR website. An e-mail notice will be sent to all potential Offerors at the time the amendment is posted. It is the Offeror's responsibility to regularly check for e-mail notices and the posting of solicitations/amendments.

9.0 Increase in Level of Effort

The resulting task order will incorporate the following provision:

“SSP 5252.216-9775 Increase in Level of Effort (Cost-Reimbursement)(Mar 1992)

(a) In addition to any other option rights that may be provided to the Government by this contract, the Government shall have the right, within any given contract period established in Section C of this contract, to increase the level of effort by up to thirty percent (30%) of the total level of effort for that period at the same labor mix as proposed in the contract for that period. The Contractor agrees to accept such increase in the level of effort at an increase in the estimated cost and an increase in the fixed fee which are calculated as follows:

$$\text{IEC} = (\text{ILOE}/\text{LOE}) \times \text{EC}$$

$$\text{IFF} = (\text{ILOE}/\text{LOE}) \times \text{FF}$$

- IEC = The increase in the estimated cost.
ILOE = The increase in the level of effort.
LOE = The level of effort contracted for the contract year in which the level of effort is increased.
EC = The estimated cost contracted for in the contract year in which the level of effort is increased.
IFF = The increase in the fixed fee.
FF = The fixed fee contracted for in the contract year in which the level of effort is increased.

This option may be exercised at any time or times prior to the end of the affected period provided however, that the exercise of such option must give the Contractor sufficient time to provide all of the man-hours for that period, including the increase, by the end of the affected period.

(b) Any exercise by the Government of its option rights under this clause shall be effected by written notice from the Contracting Officer.

- (a) (c) The exercise of the option shall be formally reflected by a modification to this contract increasing the estimated cost and fixed fee and adjusting the Level of Effort provision for the affected contract period.”

10.0 Point of Contact: The Point of Contact for this solicitation is Brian Kehoe, 0252, phone – (703) 696-2605, fax – (703) 696-0993 or E-mail – kehoeb@onr.navy.mil.