

**Solicitation Number:** PA1-018 Ship Tracking Program Support

The statement of work, order information, proposal submission requirements, and evaluation information are set forth below. Proposals are due by 4:00 p.m. (local time) on 07 SEP 2004.

**I) Statement of Work:**

**1. Technical Information**

**a) Abstract**

Ever since 11 September 2001, there has been greater awareness to Homeland Defense, especially in ship tracking and track fusion in and around United States seaports. There are a number of National level initiatives centered on increasing Maritime Homeland Security through greater knowledge of shipping activity in and approaching the water of the United States. ONR, in coordination with the United States Coast Guard (USCG), has been given the task of leveraging current and ongoing work in progress, while not duplicating efforts, that will provide an enduring contribution to the overall efforts toward obtaining Maritime Domain Awareness, through sensor and information fusion.

**b) Objective.**

- Further the ability of Port Captains to maintain awareness of vessel traffic in their specific areas of responsibility;
- Cooperate and expand current Houston, Texas Vessel Traffic Service into the Port Arthur TX zone
- Enhance communications and cooperation with the USCG to assist in obtaining Maritime Domain Awareness

**c) Requirements**

The contractor shall provide technical, management, engineering and program analysis to support the Navy's efforts for the Port Security in conjunction with the USCG.

**d) Statement of Work**

The contractor shall provide the following support:

- Provide independent technical assessment and analyses of known and potential deficiencies for current as well as planned improvement to the Houston Texas Vessel Traffic Service through expansion into the Port Arthur, TX shipping zones.
- Develop and manage specific plan to integrate and leverage sensor and information fusion into a compatible and complimentary capability, while seeking to leverage work already in progress that will further the ability of the Port Captain to maintain overall spatial awareness of vessel traffic in his specific area of responsibility.

- Provide recommendations/analyses on how the previously delineated programs and systems will impact the current and future operational effectiveness and how to effectively integrate required changes into existing plans and programs.
- Assess and provide recommendations as to technical and programmatic alterations necessary to successfully employ a Maritime Domain Awareness system.
- Participate in Maritime Domain Awareness technical level working groups and any other related efforts/initiative with the purpose of ensuring requirements for said systems are thoroughly addressed and that duplication of efforts/programs is avoided.
- Draft/review/revise Operational Requirements Documents (ORDs)/Capabilities Development Documents (CDDs), Test and Evaluation Master Plans (TEMPs) and related Analysis of Alternatives (AOAs) to delineate Information Exchange Requirements (IERs) associated with the relevant Operational and Systems interfaces.
- Provide technical liaison with contractors, field activities and any other competency aligned organizational matrix involved in the assessment.

**e) Personnel Requirements**

1. Senior Systems Analyst

To satisfactorily perform these tasks the Senior Systems Analyst(s) or equivalent categories must possess expertise in technical areas of Program Management, Aeronautical Engineering, Maritime Aviation Operations and Leadership Logistics management. Real time Coast Guard experience is highly desirable. Proposed personnel must hold a technical degree from an accredited college as well as have at least 5 years professional Coast Guard experience. SECRET Security Clearance is required.

**II) Order Details:**

1. Contract Type. The Navy anticipates awarding a cost-plus-fixed-fee, level of effort task order. The order will include a clause to allow the government the right to increase the level of effort by 30%.
2. Period of Performance. The period of performance for this order is one-year from date of execution.
3. Deliverables.
  - a. Monthly Reports – This report is due on a monthly basis and shall include a list of the level of effort performed and work accomplished during the reporting period.

- b. Presentation Material – Presentation material shall be a deliverable as required by the government.
    - c. Final Reports. All significant findings shall be documented in the form of a final report. Within this report, details of all studies, etc shall be included.
4. Other Direct Costs (ODCs) - ODCs (including travel, presentation materials, etc.) will be required for this task order. Purchases of items (other than consumable supplies) exceeding \$1,000 must be approved in advance by the Program Officer designated in the task order. No computers or computer related equipment may be purchased as a direct cost item under this order.
  - a) Travel and Per Diem – The work sites are the Naval Research Laboratory (the main work site), the Office of Naval Research, and Port Arthur, TX. An estimated 25 trips may be required to Port Arthur. Local travel in the Washington DC area will be required by the Contractor. In accordance with the contract requirements, direct costs associated with the Contractor’s travel and per diem should not exceed the applicable rates found in the Joint Travel Regulations (JTR). For the purposes of estimating cost, offerors should estimate travel and per diem at \$30,000.00.
  - b) Other Direct Costs (ODCs) other than Travel and Per Diem – ODCs may be required to fully support this task requirement. This may include presentation materials, office supplies, copying services, shipping, etc. For the purposes of estimating cost, offerors should estimate ODCs at \$2,000.00.
5. Level of Effort. The estimated level of effort for performance of the statement of work is estimated to be 4,000 hours or two person-years of a Senior Systems Analyst or equivalent category/categories over the one-year period of performance. This Government Estimate for the level of effort should be proposed for this effort. Slight variations to the Government Estimate for level of effort may be proposed to account for the various contractor accounting systems and employee benefit packages. The offeror may propose a different labor category if that category’s skills meet the requirements specified in Section I)1.e). Offerors may propose two or more personnel to satisfy this requirement.
6. Government Furnished Resources (GFR) - The Government will provide any information, material and forms that are unique to the Government for supporting the task. Specifically, the following information will be provided by the Government to support the needed assessments and engineering analyses.
  - Access to necessary technical data and programmatic information on all involved and impacted programs that relate to Maritime Domain Awareness systems and interfacing programs.
  - Classified and unclassified system characteristics and operational behaviors.
  - All data and results from tests and demonstrations of related systems.
  - All data previously acquired or developed under preceding contract Delivery Orders or works already in progress.

The contractor will be allowed access to all pertinent contractor facilities, Naval and Coast Guard centers of excellence, relevant scientific laboratories, various Fleet commands and other activities as determined by the government as needed to perform this tasking.

The government will provide all documents or correspondence determined necessary for the contractor to prepare for and perform required tasking. In addition, access to publications describing doctrine, tactics, training, procedures, system descriptions, acquisition instructions, and technology insertion candidates will be required. The majority of information is available on Internet or SIPRNET. Some will be obtained from customer offices. All GFI shall be returned to the government upon completion of this tasking.

7. Place of Performance. Work may be performed at the Contractor's facility, at the Office of Naval Research facility or at the Naval Research Laboratory as may be required by the task. Considerable work will be performed in Port Arthur, Texas. For estimating purposes, the Naval Research Laboratory shall be considered the home office. Up to 50% of the time will be considered travel at Port Arthur, TX and other necessary sites.
8. Security/Safeguarding Information. A Contract Security Classification Specification (DD Form 254) will be included with the task order. The DD Form 254 will specify the requirement for access up to the Secret level. Offerors are reminded of the security requirements specified in the National Agency Checks and Organizational Conflicts of Interest clauses in the basic contract.
  - (a) Clearance: All proposed personnel performing under this task will be required to hold a current Secret security clearance.
    - **Facility Requirements:** The contractor facility shall have the ability to store and process material up to the level of SECRET in hardcopy and electronic format. The contractor shall have access, storage and distribution authority for SECRET and For Official Use Only (FOUO) information and products related to this effort.
    - **Classified Data Networks:** Contractor must have a certified and accredited multi-level PL-3 security system. System must be fully compliant and in operation. Use of PL-3 contractor system is required in execution of this effort.
    - **Communications:** The contractor requires access to Secure Internet Protocol Router Network (SIPRNET) for email and data mining of the following sites: NSA/CSS, NAWC, NWDC, CINCPACFLT, JFCOM, TAT (specific site), NGA (formerly NIMA), NETWARCOM, DISA, PMA-201 and other NAVAIR sites. The Contractor is required to have a secure telephone.
  - (b) FOUO Information: The contractor has access and storage rights for "For Official Use Only" (FOUO) information and data. All FOUO will be handled in accordance with DoD 5400.7R. All FOUO information residing on a computer, network or worksite will be marked with the handling caveat "For Official Use Only" and will be

protected with login and password requirements. Login and password are to be protected at the network level through a Secure Socket Layer (SSL). The contractor has the authority to post FOUO to appropriately configured websites.

- (c) Privacy Act - All contractor personnel assigned to this task will have access to information that may be subject to the Privacy Act of 1974. The Contractor is required to ensure the proper safeguarding of such information to prevent unauthorized release.
- (d) Nondisclosure Agreement- In the course of its work the selected contractor will have access to sensitive data and records. As such, it will be necessary for proposed contractor personnel to execute Nondisclosure Agreements (NDAs). All contractor personnel working under this task order will be required to sign an NDA provided by ONR. The NDA must be signed by both the employee and its employer and must be received by the Contracting Officer before the employee begins working under this order. This requirement applies to prime contractor personnel, subcontractor personnel, and consultants working under the order. Enclosure Number 1 to this solicitation includes the current NDA that should be used unless otherwise instructed by the Government.

### **III) Proposal Requirements:**

1. Proposal Format: The Offeror's proposal must be divided into two sections: (1) Technical Proposal, and (2) Cost Proposal. The length of the technical proposal shall be no more than 7 pages, exclusive of resumes. There are no page limits on the number of resumes 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, resumes of all proposed personnel, and the amount of proposed hours for all proposed personnel (including subcontracts). The Offeror should describe how the work activities required to complete the statement of work will be done. The Offeror should explain specifically: how technical objectives, tasks and deadlines will be determined; how staff responsibilities will be assigned; the number of anticipated direct labor hours required by labor category to complete the task (if different than the Government estimate); whether consultants and/or subcontractors will be utilized; the nature of any other direct costs such as those required for computing, reproduction, or special testing; how the quality and timeliness of work performance will be supervised and controlled; how the Offeror will coordinate with the program office; how a surge capacity will be maintained to meet unanticipated requirements; and how administrative tasks such as travel and resource requests will be handled. The Offeror should include information relative to previous efforts for the same or similar services provided in the past to include contract numbers and Government points of contact where applicable. The Offeror should explain what corporate facilities are available and would be used in support of the work including computer resources and classified storage and meeting facilities where appropriate. The Offeror must also verify that its facilities, networks, communications, and personnel meet the requirements in Section II)8.(a) above.

The Offeror should submit a cost proposal that itemizes the following proposed costs (if applicable): direct labor (with each labor category and associated proposed hours and hourly rate), fringe benefits, labor overhead, consultants, subcontracts, subcontractor/consultant handling charges, G&A, cost of money, and fixed fee. The Offeror should also include the estimated Travel and ODC amounts set forth in Section II.4 above as part of its proposed costs. These estimated Travel and ODC amounts will be specified as informational “not-to-exceed” line items for each period in the task order. The base calculation and rates must be provided for all indirect cost items. Subcontract cost information in the same detail as prime must be provided either with proposal (can be in sealed envelope) or mailed separately within time period specified in paragraph 2 below.

2. Proposal Submission: The due date for receipt of proposals for this solicitation is 4:00 p.m. (local time) on 07 SEP 2004. Proposals can be submitted to ONR as specified below. All forms of proposal submission, including E-mailed proposals, must include a signed cover sheet.

- a. Faxed to Wade Wargo at (703) 696-0066;
- b. E-mailed to [wargow@onr.navy.mil](mailto:wargow@onr.navy.mil); or
- c. Mailed/hand delivered to:

Office of Naval Research  
Ballston Tower One  
800 N. Quincy Street, Rm. 720  
Arlington, VA 22217-5660

Ref: PA1-018 Ship Tracking Program Support  
Attn: Wade Wargo: Code 0251

#### **IV) Evaluation Information:**

1. Evaluation Criteria: A Task Order will be awarded to the responsible offeror whose offer meets the requirements of the solicitation and 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 and subfactors:

- (1) Proposed key personnel.
- (2) Management Plan and Technical Approach
- (3) Past performance on earlier tasks under this and similar contracts;
  - a. Quality of deliverables
  - b. Cost control
- (4) Corporate Facilities

Factors (1) through (3) are equally weighted. Factor (4) is of less value than all other factors. These four technical factors are substantially more important than cost. Although cost is substantially less important than all of the technical factors combined, it will not be ignored. The degree of its importance 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 the contract. For Factor (3), the subfactor (a), Quality of deliverables is more important than subfactor (b), "Cost control."

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 approximately 20 SEP 2004.

**V) Submission of Questions:**

Any questions regarding this solicitation must be provided in writing to the Contracting Officer listed below. Acceptable forms of written question submission include fax and e-mail as well as postal or carrier delivery. Questions submitted less than 72 hours prior to the closing date for proposals may not be answered, and the due date for submission of proposals may not be extended. All potential offerors will be provided an e-mail noting the posting of any Questions/Answers.

**VI) 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.

**VII) Contracting Officer:** The Contracting Officer and point of contact for this solicitation is Wade Wargo, ONR 0251, at telephone (703)696-2574, fax (703)696-0066, and Email: [wargow@onr.navy.mil](mailto:wargow@onr.navy.mil).

**Non-Disclosure Agreement Regarding Contractor Support  
for the Office of Naval Research**

The undersigned individual, \_\_\_\_\_, agrees,  
both in his personal capacity and as an employee of \_\_\_\_\_  
as follows:

**BACKGROUND**

1. The mission of the Office of Naval Research is to plan, foster, and encourage scientific research and technology development in recognition of their paramount importance in the maintenance of future naval power and the preservation of national security. ONR provides for the continuing technological superiority of U.S. naval forces, by providing the Department of the Navy (DoN) with mission-relevant, affordable new capabilities that create and exploit scientific breakthroughs, respond to fleet requirements, and support strategic U.S. industries. ONR requires contractor technical services and research support in order to meet these requirements. The services/support that may be provided to ONR by contractor personnel include but are not limited to the following:
  - (i) Assist ONR personnel in overall technical program management support on matters and issues consistent with ONR sponsored development projects, including assisting in the evaluation of white papers, proposals, program/project planning, investment reviews, technology assessments, data analyses, conference and seminar activities, and financial issues.
  - (ii) Provide support in the financial execution of ONR programs. Monitor availability and use of funds. Review financial documents and plans for impact on program objectives and requirements. Prepare internal financial notices, instructions, guidelines and reports. Conduct analyses and provide reports that identify, quantify and evaluate financial execution of accounts and accomplishment of program goals and milestones. Coordinate preparation and review of actual and projected funding estimates, justifications and strategies. Identify deficiencies, excesses, trends and imbalances to assure funds availability. Work with program personnel to expedite financial execution and ensure programmatic benchmarks are met.
  - (iii) Draft analyses, presentations, notes, assessments, testimonies, speeches, and other materials on various technical/management topics, as requested, for use by ONR personnel with other internal ONR departments and externally with the Navy staff, Department of Defense, other federal and state agencies and the U.S. Congress.

- (iv) Provide assistance in the areas of information technology to include database design and maintenance, software development, graphics and reproduction, and other allowable materials and services.
  - (v) Provide administrative and management support in the execution of ONR programs to include the preparation of official documents and files for execution by Government employees.
  - (vi) Provide support on technical, programmatic and operational matters pertaining to the diverse array of technologies investigated and supported by ONR.
2. The undersigned individual is serving as contractor support for ONR. As such, he has and will continue to come into contact with proprietary technical and commercial information. He likewise will have access to sensitive internal information developed by or on behalf of the Government in connection with the accomplishment of ONR's mission.

## AGREEMENT

1. The undersigned individual agrees that he will not disclose to any individual, company, or Government Representative<sup>1</sup> any information<sup>2</sup> relating to current or proposed Navy budgetary information, acquisition planning or acquisition actions, obtained either directly or indirectly as a result of the effort performed on behalf of ONR. The undersigned individual agrees that he will promptly notify the ONR Office of Counsel of any attempt by an individual (including any contractor personnel), company or Government Representative to gain unauthorized access to such information, and of any disclosure of such information to unauthorized parties. Such notification shall include the name and organization, if available, of the individual, company or Government Representative seeking access to such information.
2. The undersigned and his employer acknowledge that the owner of any proprietary information improperly disclosed stands as an intended third-party beneficiary of this non-disclosure agreement. In the event of an unauthorized disclosure of proprietary information, the owner of the information may seek legal recovery under this non-disclosure agreement, even though the information owner is not a formal party to the agreement.

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<sup>1</sup> Government Representative is defined as any Government employee, either military or civilian, not assigned to the activity or program office for which the effort is being performed.

<sup>2</sup> This information includes, but is not limited to, contractor proposals, proprietary data and commercial information, reports and other information in the Government's possession, including information contained in contracts/grants/agreements and associated records and files

FOR THESE REASONS the undersigned individual agrees on his own behalf, and his employer likewise concurs, to protect, respect and not disclose the proprietary information and Government mission- and procurement-sensitive information that may come to their attention as part of the contract assistance provided to ONR.

Employee Signature \_\_\_\_\_

Printed Name \_\_\_\_\_

Date \_\_\_\_\_

Concurrence by the employer:

Supervisor/Manager Signature \_\_\_\_\_

Printed Name \_\_\_\_\_

Date \_\_\_\_\_