

**Solicitation Number: PA5-029**  
**Corporate Programs Support for**  
**Science and Engineering Apprentice Program (SEAP)**

The Statement of Work (SOW), order information, proposal submission requirements, and evaluation information are set forth below. Proposals are due by 2:00 PM Eastern Daylight Time (EDT) on Tuesday, 15 June 2004.

**1.0 Background**

The Corporate Programs Division of the Office of Naval Research (ONR) is responsible for cross-disciplinary research programs and education/career development programs that increase the supply and capabilities of scientists and engineers engaged in activities that improve Navy and Marine Corps capabilities. As a part of these activities, Science and Engineering Apprentice Program (SEAP) provides competitive research internships to approximately 200 high school students each year. To participate, students must be U.S. Citizens or Permanent Resident Aliens. Students spend eight (8) weeks during the summer doing research at approximately twenty (20) Department of Navy (DoN) laboratories. SEAP participants are selected by the participating DoN laboratories and are awarded a stipend for their summer research experience.

**2.0 Requirements**

The contractor shall provide technical support services to the Science and Engineering Apprentice Program (SEAP) in accordance with the following tasks.

**2.1** The contractor shall develop and maintain a website that will describe the program and list the technical areas of interest of approximately twenty (20) participating DoN laboratories. The website shall be accessible by potential applicants by 15 October of each year. The contractor shall also develop a suitable application form that is to be posted on the website. The website shall provide a toll free telephone number and an email address for questions to be answered by the contractor. Website content shall be submitted to the ONR Program Manager for approval before release.

**2.2** The contractor shall distribute program information electronically or by paper copy to high schools located near to the participating labs and to other appropriate websites and distribution lists. The SEAP coordinator at each participating lab will provide a list of high schools that should receive program information. Total number of high schools to get such information will be about 400.

**2.3** The contractor shall establish a working relationship with ONR designated DoN laboratory coordinators to ensure an efficient and collaborative system of information exchange and financial accounting.

**2.4** The contractor shall answer questions from potential applicants and DoN laboratory personnel participating in the program in a timely manner. Customer service is of the utmost importance in this contract. Customers are defined as: applicants, participants, laboratory coordinators, and laboratory mentors.

**2.5** The contractor shall screen applications for eligibility and electronically forward eligible applications to the labs (to points of contact provided by the ONR Program Manager) indicated therein. The contractor shall then provide a summary of all applications submitted to each lab to the ONR Program Manager. Applicants must electronically submit, by a deadline of on or about 15 January, their completed application to the contractor. Applicants are to identify a participating lab as their requested location. About 1,800 applications are anticipated.

**2.6** The contractor shall notify all applicants by email or regular mail of the outcome of the review of their application. DoN laboratories will send their recommendations for appointments to the ONR Program Manager, who will provide a consolidated list of recommended applicants to the contractor. It is anticipated that approximately 200 applicants will accept an appointment. The contractor shall:

- (1) notify the selected applicants of the offer of appointment electronically, with an attached acceptance form that can be downloaded, or by letter. The letter or email offering the appointment should delineate the amounts to be paid and the payment schedule and the start and end date of the SEAP appointment. All SEAP students shall be at the lab during the same eight week period, to be determined by ONR. The provided acceptance form must be signed and returned by the student;
- (2) collect responses from selected applicants;
- (3) notify the appropriate lab coordinator at the host laboratory of acceptances and declines/refusals; and
- (4) notify all non-selected applicants by U.S. mail or email of their status.

**2.7** The contractor shall provide SEAP students with accident insurance. Cost of the accident insurance shall be included in the budget for the contract.

**2.8** The contractor shall prepare checks or electronic payments and relevant documents to pay applicable stipends. Funds for payments to participants will be provided under a separate grant to be issued by ONR. This grant will provide only for reimbursement of the stipend; no indirect expenses or fee will be included. Stipend payments shall be made in two equal amounts every four (4) weeks during the student's eight (8) week appointment. If paid by check, the SEAP participant will receive her/his stipend payments via the lab coordinator or her/his designee at the facility where the internship is to be performed. Stipends for the eight weeks will be \$1,500.00. Interns are responsible for travel costs to and from the lab and for their housing costs during the internship.

**2.9** The contractor shall maintain financial records and prepare financial reports that detail disposition of stipends and any other payments.

**2.10** An annual one-day planning meeting may be held at the ONR headquarters with the program manager and SEAP laboratory coordinators. The contractor may be requested to participate in this meeting.

### **3.0 Deliverables**

The contractor shall prepare and provide the deliverables described below and in paragraphs 2.1, 2.2, 2.5, 2.6, 2.8, 2.9 and 2.10 of this solicitation.

**Final Report.** The contractor shall provide a final report at the completion of the order. The report shall include demographic information on applicants and participants, including, but not limited to, a summary of how an applicant heard about the program, a summary of gender and ethnicity of applicants and of participants, and a summary of applications and participants by laboratory. The final report shall also explain the disposition of funds provided under the associated grant. Contractor format is acceptable.

**3.1 Other Interim Reports.** The contractor shall provide other reports as required by the ONR Program Manager. The other reports are of a more immediate nature between annual reports, including data similar to that in the annual report. Contractor format is acceptable.

#### **4.0 Order Details**

**4.1 Anticipated Award Type.** The Navy anticipates awarding a fixed price order.

**4.2 Period of Performance.** The period of performance for this effort is from 16 August 2004 through 30 September 2005.

**4.3 Other Direct Costs.** Other direct costs will be reimbursed at cost plus G&A. Fee is not applicable.

**4.4 Government Furnished Resources (GFR).** The Government will provide information, documentation, and forms unique to ONR and other government organizations. The Government furnished resources may be obtained from 0730 to 1730, Monday through Friday, excluding holidays and days on which the Federal Government is closed.

**4.5 Information.** All government-unique information related to this requirement, which is necessary for the contractor performance, will be made available to the contractor. The Program Manager will be the point of contact for identification of any required information to be supplied by the Government.

**4.6 Documentation.** All existing documentation relevant to accomplishment of this task 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.

**5.0 Proposal Requirements.** Interested offerors should provide a detailed and concise description of their capabilities for performing the technical support services described in paragraph 2.0 (Requirements) above.

**6.1 Proposal Format.** The offeror's proposal should be divided into two sections: (1) technical proposal and a separate cost proposal. The length of the technical proposal shall be no more than ten (10) pages, exclusive of resumes. There is no page limitation 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 paragraph 2.0 (Requirements), offeror's organization and accounting structure, and proposed costs.

**Technical Proposal.** The technical proposal shall include the following:

- (a) A summary of the proposed effort.
- (b) Technical Approach. This section should include detailed information about the offeror's familiarity with and connections to the DoN laboratories that would facilitate the effectiveness of these proposed efforts.
- (c) Management Plan. This section should include a discussion of how the offeror intends to achieve the requirements of the solicitation, use of personnel, and subcontractor relationship(s).
- (d) Past Performance. This section should include information about the offeror's past experience with project(s) of similar nature and scope. Offerors should include organization being supported, contract numbers, description of work, and name and telephone number of the Government point of contact where applicable.
- (e) Resumes of key personnel (Qualification and relevant experience). Resumes should be submitted for key personnel.

**6.1.2 Cost Proposal.** The cost proposal, as a minimum, should give a breakdown on the following proposed costs (if applicable):

Direct labor (with labor category, hourly rate, and hours proposed);  
Fringe benefits,  
Labor overhead;  
Other direct costs;  
Travel;  
Consultants and subcontracts;  
General and Administrative (G&A);  
Any other applicable indirect rate(s) such as cost of money (FCCM); and  
Fee.

**6.1.1 Proposal Submission.** The due date for submission of proposals for this solicitation is 2:00 PM Eastern Daylight Time (EDT) on Tuesday, 15 June 2004. Proposals shall be submitted to the Contract Specialist by one of the following methods:

- (a) Fax to (703) 696-0066
- (b) E-mail to Gail Cunningham at [cunning@onr.navy.mil](mailto:cunning@onr.navy.mil)
- (c) Regular mail or hand delivery of the original and three (3) copies to arrive by 2:00 PM Eastern Daylight Time (EDT) on Tuesday, 15 June 2004 at the following address:

Office of Naval Research  
Attention: Ms. Gail Cunningham, Code 0251, Room 720  
800 North Quincy Street  
Ballston Tower Centre One  
Arlington, VA 22217-5660  
Ref: PA5-029: Corporate Programs Support for Science and  
Engineering Apprentice Program (SEAP)

**NOTE: ALL FAXED AND E-MAILED SUBMISSIONS MUST BE FOLLOWED UP WITH THE ORIGINAL AND THREE (3) COPIES WITHIN THREE (3) DAYS OF THE CLOSING DATE.**

## **7.0 Evaluation Information**

**7.1 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 this task order will be evaluated on the following technical factors and subfactors. The evaluation factors are listed in descending order of importance.

1. Technical Approach
2. Management Plan
3. Past Performance on previous project(s) of similar nature and scope
  - a. Quality of Deliverables
  - b. Cost Control
4. Proposed Key Personnel
5. Corporate Facilities

Factors 1, 2, and 3 are equally weighted. Factors 4 and 5 are of equal value to each other but of less value than factors 1, 2, and 3. Factors 1 through 5 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, the procedural requirements in FAR 42.15 are not mandatory. However, past performance will be based on the Government's subjective evaluation of the Contractor's performance information relative to previous efforts for the same or similar services, if any, provided in the past. Offerors should include contract numbers, description of work, and name and telephone number of the Government point of contact where applicable.

A cost realism analysis will be performed (1) to determine if the proposed cost are realistic and reasonable, and (2) to determine if the offeror understands the nature and scope of the work to be performed.

**7.2 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 start date for this order is Monday, 16 August 2004.

**7.3 Submission of Questions.** Any questions regarding this solicitation must be provided in writing to Ms. Gail Cunningham no less than 72 hours prior to the closing date. Acceptable forms of written question submission include fax and e-mail, as well as postal or carrier delivery. All potential offerors will be provided an e-mail noting the posting of any questions/answers.

**7.4 Solicitation Amendments.** Any amendments of this solicitation will be posted along with the solicitation on the ONR website ([www.onr.navy.mil](http://www.onr.navy.mil)). It is the offeror's responsibility to regularly check for e-mail notices and the posting of amendments to this solicitation.

**7.5 Point of Contact.** The point of contact for this solicitation is Ms. Gail Cunningham, Contract Specialist, telephone number (703) 696-0814, e-mail address [cunning@onr.navy.mil](mailto:cunning@onr.navy.mil).

**7.6 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.

**7.7 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 a 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 (1) to this solicitation includes the current NDA that should be used unless otherwise instructed by the Government.

## 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 \_\_\_\_\_

Enclosure (1)