

I. General Information

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II. Contracting Office Address

Department of the Navy, Office of Naval Research, ONR-Code 252, 800 N. QUINCY ST. Room 720, Arlington, VA, 22217

III. Description

This is a combined synopsis/solicitation; no other request for offers (i.e. proposals) will be issued. The Office of Naval Research has a requirement for technical management support services for ONR Global's Science and Technology (S&T) Advisors and Associate Directors. N00014-04-R-0019 solicits offers for the following:

- (1) Plan, research, design, and prepare presentations based on the background and relevant knowledge gained, to build competency success models for the positions of Fleet S&T Advisors and Research Associate Directors.
- (2) Conduct learning agility/competency assessments and feedback for the candidates, and guide them in writing Individual Development Plans (IDPs) that will accelerate their personal growth and enhance job performance
- (3) Provide on-site training in leadership development concepts for approximately 15 candidates for the positions of Fleet S&T Advisors and Research Associate Directors. Utilization of the Lominger method is the desired method of training.
- (4) Conduct quarterly coaching of the trainees.
- (5) Design an annual competence performance evaluation to supplement the Navy's annual fitness report in order to provide fleet (customer) feedback to each person.
- (6) Prepare and submit a post training report about lesson learned and recommend actions that will enhance the development of those assigned to the position of Fleet S&T Advisors and Research Associate Directors.
- (7) Support the Office of Naval Research Global in shaping the Navy's S&T investment to ensure it meets future capability needs.

The applicable NAICS Code is 541990 with a size standard of \$6M. The resulting award will be done under Simplified Acquisition Procedures as a Firm-Fixed-Price award. This solicitation document and incorporated provisions and clauses are those in effect through Federal Acquisition Circulars 2001-23 & 24 and DFARS Change Notice 20040513.

IV. Order Details

1. Contract Type: The Navy anticipates awarding a purchase order under the simplified acquisition procedures (SAP) described in FAR Part 13.
2. Period of Performance: The period of performance for this order is from the date of award through 14 months.
3. Personnel Qualifications: The proposed personnel must :
 - ✓ Have R&D/S&T management experience and understand the culture and unusual challenges associated with S&T organizations;
 - ✓ Have demonstrated success in implementing leadership concepts in the S&T community; and
 - ✓ Have specialized experience in the Lominger System, which is the system ONR has chosen for its leadership seminars.
4. Travel: For the purposes of estimating the costs, the total travel should not exceed \$7,160.00 over the period of performance.
5. Other Direct Costs: For the purposes of estimating the costs, the total other direct costs should not exceed \$3,600.00 over the period of performance.
6. Government Furnished Resources (GFR): For the purposes of proposing the contractor is expected to provide all necessary facilities, supplies, and services. However in the performance of this effort the contractor may require information, materials and forms unique to the Government for supporting the task. Therefore the Government will provide the following:
 - (a) Information – All Government-unique information related to this requirement, which is necessary for 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.
 - (b) Documentation – All existing documentation relevant to this task 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.

The Government-furnished resources identified above may be obtained from 0730-1730 hours Monday through Friday, excluding holidays and days on which the federal Government is closed.

7. Place of Performance: Work will be performed at ONR in Arlington, Virginia and various Science Advisor/Associate Director (SA/AD) sites (Washington DC; Camp Smith HI; Norfolk, VA; Pearl Harbor, HI; London, England; Bahrain; San Diego, CA; Gaeta, Italy; Yokosuka, Japan; Camp Pendelton, CA; Camp Lejeune, NC; Key West, FL; Newport, RI; Mechanicsburg, PA; Santiago, Chile; Tokyo, Japan,; Singapore; and Canberra, Australia.)
8. Security Requirements: This requirement is unclassified.
9. Set-Aside: This award is 100% reserved/set-aside for small business.

V. 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 15 pages, exclusive of resumes, references, and title page. There are no 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, the 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; whether consultants and/or subcontractors will be utilized; the nature of any other direct costs such as those required for computing and reproduction; how the quality and timeliness of work performance will be supervised and controlled; how the Offeror will coordinate with the program office; and how a surge capacity will be maintained to meet unanticipated requirements. 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.

The Offeror should submit a cost proposal indicating the hourly labor rate for the quantities and types of labor proposed, listing any consultants/subcontracts, and identifying other direct costs proposed (to the extent known) and the amount (rate) of indirect costs, if any, to be applied to ODC's. The cost proposal should have a cover sheet indicating the performer, title, proposal date and number (if applicable), citation of the solicitation number, technical point of contact (name, telephone, fax, and e-mail), business point of contact (name, telephone, fax, and e-mail), and the signature of an official authorized to contractually bind the offeror.

2. Proposal Submission: The due date for submission of proposals for this solicitation is 4:00 p.m. (Washington D.C. local time) on 22 July 2004. Proposals can be:

(1) faxed to Evangelina Toledo at (703) 696-0993 or

(2) sent electronically to the following E-mail address "toledoe@onr.navy.mil" provided that the proposal contains an authorized signature of the offeror or

(3) mailed/hand delivered to the Office of Naval Research, Attn: Evangelina Toledo, ONR 0252, Ballston Tower One, 800 North Quincy Street, Arlington, VA 22217-5660.

Receipt of proposals will be handled in accordance with FAR 15.208.

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

Supplies or Services and Prices/Costs

Item No.	Supplies/Services	Quantity	Unit	Unit Price	Amount
0001	The contractor shall furnish the necessary facilities and personnel to accomplish work as described in the Attachment No. 1, entitled "Statement of Work". Travel Not To Exceed \$7,160.00 ODC Not To Exceed \$3,600.00	323	Direct Productive Person Hours (DPPH)*	Offeror Should Insert Composite Labor Rate	To be completed by offeror
0002	Reports and Data				NSP
Total Order Consideration					To be completed by offeror

*DPPH are defined as prime contractor, subcontractor, and consultant actual direct labor hours exclusive of vacation, holiday, sick leave, and other absences.

4. Calculation of Composite Labor Rate:

- a. In the performance of CLIN 0001 of this contract, the contractor shall provide the level of effort described in subparagraph b. below from date of contract award through 14 months thereafter.
- b. To calculate the Composite Labor Rate, the offeror should divide its proposed firm fixed price (includes any labor, subcontracts, consultant costs, other direct costs, burdens, profit, etc.) by the number of Direct Productive Person Hours.

<u>Direct Productive Person Hours Level of Effort</u>	<u>Composite Labor Rate Per Hour*</u>	<u>Total</u>
323	To be Completed by the Offeror	To be Completed by the Offeror

*Total Firm-Fixed-Price Proposed divided by Total Number of Hours Proposed

- c. In accordance with FAR 16.207-2, entitlement to full payment is based on the determination by the Government that the required level of effort and reports have been provided and are acceptable.

5. Clauses

The following Clauses/Provisions apply to this solicitation:

FAR 52.252-2 Clauses Incorporated by Reference (FEB 1998): This contract incorporates one or more clauses by reference, with the same force and effect as if they were given in full text. Upon request, the Contracting Officer will make their full text available. Also, the full text of a clause may be accessed electronically at this address: <http://www.arnet.gov/far/>

Federal Acquisition Regulation (FAR) (48 CFR Chapter 1) Clauses and Department of Defense FAR Supplement (DFARS) (48 CFR Chapter 2) (FEB 2004)

FAR 52.209-06	Protecting the Government's Interest when Subcontracting with Contractors Debarred, Suspended, or Proposed for Debarment (JUL 1995) (Applies to actions over \$25,000)
FAR 52.211-5	Material Requirements (AUG 2000)

FAR 52.211-15	Defense Priority and Allocation Requirements (SEP 1990)
FAR 52.211-17	Delivery of Excess Quantities (SEP 1989)
FAR 52.213-4	Terms and Conditions – Simplified Acquisitions (Other Than Commercial Items) (MAY 2004)
FAR 52.215-8	Order of Precedence – Uniform Contract Act (OCT 1997)
FAR 52.219-6	Notice of Total Small Business Set-Aside (JUN 2003), and Alternate I (OCT 1995)
FAR 52.222-3	Convict Labor (JUN 2003)
FAR 52.222-19	Child Labor –Cooperation with Authorities and Remedies (JAN 2004)
FAR 52.222-21	Prohibition of Segregated Facilities (FEB 1999)
FAR 52.222-26	Equal Opportunity (APR 2002)
FAR 52.222-35	Equal Opportunity for Special Disabled Veterans, Veterans of the Vietnam Era, and Other Eligible Veterans. (DEC 2001)
FAR 52.222-36	Affirmative Action for Workers with Disabilities (JUN 1998)
FAR 52.222-37	Employment Reports on Special Disabled Veterans, Veterans of the Vietnam Era, and Other Eligible Veterans (DEC 2001)
FAR 52.223-5	Pollution Prevention and Right-to-Know Information (AUG 2003) (Applicable if contract provides for performance, in whole or in part, on a Federal facility)
FAR 52.223-6	Drug-Free Workplace (MAY 2001) (Applies when contract action exceeds \$100,000 or at any value when the contract is awarded to an individual)
FAR 52.225-13	Restrictions on Certain Foreign Purchases (JAN 2004)
FAR 52.232-1	Payments (APR 1984)
FAR 52.232-8	Discounts for Prompt Payment (FEB 2002)
FAR 52.232-9	Limitation on Withholding of Payments (APR 1984)
FAR 52.232-11	Extras (APR 1984)
FAR 52.232-23	Assignment of Claims (JAN 1986) and Alternate I (APR 1984)
FAR 52.232-25	Prompt Payment (OCT 2003) and Alternate I (FEB 2002) (The words "the 30 th day" are inserted in lieu of "the 7 th day" at (a)(5)(i).
FAR 52.232-33	Payment by Electronic Funds Transfer – Central Contractor Registration (OCT 2003)
FAR 52.233-1	Disputes (JULY 2002)
FAR 52.233-3	Protest After Award (AUG 1996)
FAR 52.242-12	Report of Shipment (REPSHIP) (JUL 1995)
FAR 52.242-15	Stop Work Order (AUG 1989)
FAR 52.242-17	Government Delay of Work (APR 1984)
FAR 52.243-1	Changes – Fixed Price (AUG 1987) and Alternate I (APR 1984) if services are involved and use Alternate II (APR 84) if services and supplies are involved
FAR 52.245-2	Government Property (Fixed-Price Contracts) (JUN 2003) and Alternate I (APR 1984) (As modified by DoD Class Deviation 99-00008, 13 July 1999)

FAR 52.246-1	Contractor Inspection Requirements (APR 1984)
FAR 52.246-16	Responsibility for Supplies (APR 1984)
FAR 52.246-23	Limitation of Liability (FEB 1997)
FAR 52.246-25	Limitation of Liability – Services (FEB 1997)
FAR 52.247-34	F.o.b. Destination (NOV 1991)
FAR 52.249-1	Termination for Convenience of the Government (Fixed Price) (Short Form) (APR 1984)
FAR 52.253-1	Computer Generated Forms (JAN 1991)
DFARS 252.204-7003	Control of Government Personnel Work Product (APR 1992)
DFARS 252.204-7004	Alternate A (JAN 2004)
DFARS 252.204-7005	Oral Attestation of Security Responsibilities (NOV 2001) (Applicable if FAR 52.204-2, Security Requirements Applies)
DFARS 252.223-7004	Drug-Free Work Force (SEP 1988) (Applicable (a) if contract involves access to classified information: or (b) when the Contracting Officer determines that the clause is necessary for reasons of national security or for the purpose of protecting the health or safety of performance of the contract.
DFARS 252.223-7006	Prohibition on Storage and Disposal of Toxic and Hazardous Materials (APR 1993) (Applicable if work requires, may require, or permits contractor performance on a DoD installation)
DFARS 252.225-7031	Secondary Arab Boycott of Israel (APR 2003)
DFARS 252.227-7025	Limitation on the Use or Disclosure of Government-Furnished Information Marked with Restrictive Legends (JUN 1995)
DFARS 252.231-7000	Supplemental Cost Principles (DEC 1991)
DFARS 252.232-7003	Electronic Submission of Payment Requests (JAN 2004)
DFARS 252.242-7000	Postaward Conference (DEC 1991)
DFARS 252.243-7001	Pricing of Contract Modifications (DEC 1991)
DFARS 252.245-7001	Reports of Government Property (MAY 1994)
DFARS 252.246-7000	Material Inspection and Receiving Report (MAR 2003)

Offerors should submit with their proposal:

- 1) Completed Offeror Representations and Certifications -- Can be found at http://www.onr.navy.mil/02/rep_cert.asp Representations and Certifications for Contracts; and
- 2) An affirmation that the offeror has an active registration on the Central Contractor Registration (www.ccr.gov) and additionally the offeror's Tax Identification Number (TIN).

VI. Evaluation Criteria:

- a. Proposed key personnel
- b. Management Plan and Technical Approach
- c. Past performance on earlier tasks under similar contracts
- d. Facilities
- e. Price

The Government will award a firm-fixed-price purchase order(using Simplified Acquisition Procedures in accordance with FAR 13.3) resulting from this solicitation to the responsible offeror who provides the best value to the Government for Technical Support and Services to the Office of Naval Research. The successful offeror's proposal must meet the specifications provided above and in all other respects conform to this solicitation.

VII. Point of Contact

Any questions regarding this solicitation must be provided in writing to the Contract Specialist listed below. Acceptable forms of written question submission include fax and e-mail as well as postal or carrier delivery. Questions received 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. To be classified as a "potential offeror" send an E-mail to the Contract Specialist notifying her of your interest as a "potential offeror" in order to be provided with E-mails of any Questions/Answers.

Primary: Evangelina Toledo, ONR 0252, Contract Specialist, Phone 703-696-7831,
Email:toledoe@onr.navy.mil

Backup: Brian Glance, ONR 0252, Senior Contract Officer, Phone 703-696-2596, Email:
glanceb@onr.navy.mil