

## **Solicitation Number N00014-04-R-0020: Advanced Airborne Test Facility Site Support**

The Statement of Work (SOW), order information, proposal submission requirements, and evaluation information are set forth below. This solicitation, N00014-04-R-0020, is issued as a Request for Proposals (RFP) and is restricted to contractors having GSA contracts under the Professional Engineering Services, Multiple Award Schedule 871. Responses are due no later than 2:00PM local D.C. time on 24 SEP 2004.

### **1.0 INTRODUCTION**

In support of next generation Intelligence, Surveillance and Reconnaissance (ISR) systems the Office of Naval Research (ONR) utilizes the Advanced Airborne Test Facility (AATF) as a ground based development, demonstration and integration site, maintained as an Open Architecture Test Bed for use by DOD Laboratories and contractors. ONR seeks a contractor to provide planning, maintenance, integration, inventory, test, documentation, security, and disposition support.

### **2.0 BACKGROUND**

The Office of Naval Research, Surface and Aerospace Surveillance Program, has a continuous requirement to improve the technical capabilities and mission-relevance of Navy ISR programs. Development, testing and integration of current and future classified and unclassified science and technology (S&T) programs having potential application to Navy ISR programs of record is essential to maintain technology push to the operational forces. Likewise, identification and analysis of the capability based spiral development requirements of current and future classified and unclassified ISR programs of record are essential to meeting technology pull from operational forces. The E-2C serves as an element of the Navy Integrated Fire Control Architecture (NIFCA) in conjunction with the AEGIS combat system. The Pacific Missile Range Facility (PMRF) is the Navy's premier missile test range making it an ideal location for testing systems of systems. The Advanced Airborne Test Facility (AATF) integrated with other Navy systems at PMRF is intended to be used for testing of advanced concepts.

### **3.0 TECHNICAL OBJECTIVES AND EXPECTED PAYOFF**

This program will develop, test and integrate classified and unclassified technology solutions that have potential to provide the Navy ISR programs with technically current and enhanced capabilities. It will generate technology development roadmaps for ISR programs of record that are useful in mapping an S&T investment strategy. This task will provide the requisite and skilled personnel for responsive engineering support and planning necessary for the transfer or transition of relevant classified/unclassified S&T programs into ongoing planned Navy acquisition programs. The anticipated payoff is to

provide cutting edge technology to the operating forces faster and at a reduced cost to the development programs. The acquisition community will also be provided ISR products at a higher maturity level, reducing integration risks

#### **4.0 REQUIREMENTS**

ONR seeks a contractor to provide maintenance, inventory, integration, test, documentation, security, and disposition support for this facility at an ongoing level of effort of approximately 8 person-years. Surge and/or Overtime operations, when testing or integration is active, may require up to double this level of effort for a period not-to-exceed 4 months per year. The offeror, and its subs, will be required to repair and maintain a changing variety of site equipment types including Radar, Electronic Surveillance Measures, Wireless and Wired communications, Identification Friend or Foe, digital processors, towers, cabling, cooling, etc. The selected offeror should have technically qualified personnel to suggest, design and implement hardware and software changes in a rapid fashion across a variety of ISR systems. A primary function of the selected offeror will be to work with multiple contractors, to aid installation, integration and testing of sub-systems for demonstrations purposes. The proposed contractor personnel (including subcontractors/consultants) will be required to execute non-disclosure agreements with the Government and may be required to sign non-disclosure agreements with development contractors. The contractor will operate the site in an open architecture non-proprietary fashion. The contract has a one-year base effort period of performance with four 1-year options related to tasks 4.1-4.12. Option V (Task 4.13) has a one-year period of performance from date of option exercise. If Option V is exercised, it will be exercised no later than 1 year from date of initial order award.

The contractor shall provide specific services described in the following tasks.

##### **4.1 General Administration**

- 4.1.1 Provide budgetary information to ONR on current, and out year, budget forecasts related to ongoing development projects and systems to include increases based on upcoming integration efforts or testing or other high cost requirements.
- 4.1.2 Coordinate with external agencies, vendors and contractors as directed by the ONR program sponsor to facilitate development and testing.
- 4.1.3 Maintain files for administrative documentation of purchase order transactions needed for site support and repair.
- 4.1.4 Maintain a safety program that addresses at minimum site safety issues of: Radiation protection, electrical safety, tripping hazards, noise hazards, first responder training, tower climbing certification, use of lock-out devices, driver safety and other policies as directed by PMRF, OSHA , NAVY, ONR, etc.
- 4.1.5 Provide safe and practical transportation for workers driving to and from Makaha Ridge in support of official business.

- 4.1.6 Coordinate with Contracting Officer's Representative (COR) and seek approval (via E-mail) for any Surge/Overtime efforts as well as the purchase of Other Direct Cost items (including, but not limited to, trips, materials, subcontracts, etc.) that are expected to cost \$1,000 or more.

#### **4.2 Government Liaison**

- 4.2.1 Coordinate all project activities through the authorized PMRF base operations manager.
- 4.2.2 Plan and Coordinate all RF emissions with authorized PMRF base operations manager.
- 4.2.3 Coordinate security for tests with PMRF base operations.
- 4.2.4 Provide Utilization Management Documentation to PMRF
- 4.2.5 Coordinate PMRF requested studies as requested such as Hazards of Electromagnetic Radiation to Personnel (HERP), Hazards of Electromagnetic Radiation to Ordnance (HERO), Environmental Impacts.
- 4.2.6 Coordinate activities with PMRF support contractors as needed.
- 4.2.7 Coordinate for PMRF or outside contractor heavy equipment and operator support
- 4.2.8 Coordinate for On-Site or main base storage or staging areas.
- 4.2.9 Coordinate communications, test targets and power requirements with PMRF including budgetary estimations to ONR on test support.
- 4.2.10 Coordinate the shipping and transportation of equipment. This can be via commercial or military transportation methods. Coordinate efforts to transport and handle cargo from origin to destination both into facility and out of facility.
- 4.2.11 Coordinate and process Frequency Allocation Requests.
- 4.2.12 Coordinate permission, employment and transportation for installation of equipment at Island of Niihau.

#### **4.3 Contractor Liaison**

- 4.3.1 Coordinate all project activities through the authorized PMRF base operations manager.
- 4.3.2 Plan and Coordinate all RF emissions with authorized PMRF base operations manager.
- 4.3.3 Coordinate security for tests with PMRF base operations.
- 4.3.4 Provide Utilization Management Documentation to PMRF
- 4.3.5 Coordinate PMRF requested studies as requested such as HERP, HERO, Environmental Impacts
- 4.3.6 Coordinate activities with PMRF support contractors as needed.
- 4.3.7 Coordinate for PMRF or outside contractor heavy equipment and operator support
- 4.3.8 Coordinate for On-Site or main base storage or staging areas.
- 4.3.9 Coordinate communications, test targets and power requirements with PMRF including budgetary estimations to ONR on test support.

- 4.3.10 Provide transportation to and from Makaha Ridge for transient personnel and equipment during test and test preparations.

#### **4.4 Test Readiness and Review**

- 4.4.1 Provide data acquisition of test events, to include quick look data analysis and large volume recoding
- 4.4.2 Courier bulk classified information to PMRF for retransmission to outside agencies
- 4.4.3 Assist in developing test-planning objectives.
- 4.4.4 Prepare and/or coordinate PMRF Unified Universal Documentation System (UDS) requirements to ensure seamless coordination with PMRF test operations.
- 4.4.5 Participate as needed with PMRF and other outside agency meetings as required
- 4.4.6 Work closely with the PMRF assigned Project Operations Manager and Test Director
- 4.4.7 Document and report test data as required
- 4.4.8 Provide for collection of base ground truth data and sources
- 4.4.9 Maintain documentation and data archive for contractor data and formats.
- 4.4.10 Prepare presentations for pre and post test reviews.

#### **4.5 Security**

- 4.5.1 Maintain an OPSEC security program as directed by National, DoD, Navy, ONR, and/or PMRF as per Project Officer or DD-254s.
- 4.5.2 Provide for handling, archival and storage of classified information and data up to the secret level.
- 4.5.3 Maintain security clearances for all assigned personnel.
- 4.5.4 Provide courier services.
- 4.5.5 Provide for installation and maintenance of intrusion detection system to meet OPSEC requirements at designate facilities.

#### **4.6 Travel**

- 4.6.1 The contractor will provide for its own transportation of employees from PMRF base of operations to the Makaha Ridge facility on a daily basis.
- 4.6.2 Local (intra-island), inter-island travel will, be required on an as needed basis.
- 4.6.3 Travel for surge personnel will be required.
- 4.6.4 Travel to the island of Niihau will be required.
- 4.6.5 Travel to the Office of Naval Research will be required approximately 4 times per year for two people.

#### **4.7 Operational Responsibilities**

- 4.7.1 Contractor is expected to maintain a core competency of personnel, 8 persons, on the Island of Kauai. Surge/Overtime operations, for

periods of increased operations, may be met with additional transient Staff.

- 4.7.2 The contractor shall coordinate with PMRF Operations Manager for logistics and transportation to and from Niihau in support of Jammer and Moving Target Simulator operations.
- 4.7.3 Operate and maintain the site on a normal 40 hour per week basis.
- 4.7.4 Provide overtime outside the normal hours when conducting data acquisition events that are scheduled outside normal duty hours.
- 4.7.5 Provide for field deployed target and jamming operations Personnel may be required to ride on Navy or contractor provided ship, aircraft or vehicles
- 4.7.6 Provide for and maintain site communications equipment to include land mobile communications for personnel and transportation at PMRF, Niihau and local vicinity with at least one base station on site.
- 4.7.7 Coordinate with PMRF for test communications requirements i.e. GPS, IRIG-B UHF/VHF radio communications

#### **4.8 Facility Configuration, Utilization and Documentation Control**

- 4.8.1 Control and assist all contractors in candidate sub-system integration.
- 4.8.2 Maintain a central site technical data library and knowledge base to include technical interfaces, manuals, drawings, and schematics.
- 4.8.3 Provide configuration management, scheduling and deconfliction between multiple users.

#### **4.9 Maintenance**

- 4.9.1 Provide & maintain a sufficient supply of consumable parts and critical spares to keep the core system operating during times of Surge operations.
- 4.9.2 Provide & maintain both hand and electrical tools to support maintenance and integration efforts on the core radar system.
- 4.9.3 Purchase and fabricate materials in support of equipment maintenance and installation.
- 4.9.4 The contractor shall develop a schedule Preventive Maintenance Inspection to address the following program elements:
  - 4.9.4.1 Training
  - 4.9.4.2 Equipment
  - 4.9.4.3 Safety
  - 4.9.4.4 First responder
  - 4.9.4.5 Tower climbing certification etc.
  - 4.9.4.6 Test Equipment
    - 4.9.4.6.1 Calibration support
    - 4.9.4.6.2 Repair
    - 4.9.4.6.3 Scheduling
    - 4.9.4.6.4 Field equipment

- 4.9.4.6.5 Tools
  - 4.9.4.6.5.1 Hand
  - 4.9.4.6.5.2 Power
- 4.9.4.6.6 Documentation
  - 4.9.4.6.6.1 Site daily log book
  - 4.9.4.6.6.2 System configuration changes (ECPs)
  - 4.9.4.6.6.3 Drawings & Schematics
  - 4.9.4.6.6.4 User Manuals
  - 4.9.4.6.6.5 Technical Data
  - 4.9.4.6.6.6 Web Access (URL)
- 4.9.4.6.7 Preventative Maintenance Instructions and Documentation
  - 4.9.4.6.7.1 Daily
  - 4.9.4.6.7.2 Weekly
    - 4.9.4.6.7.2.1 Inspection and Maintenance of chiller
    - 4.9.4.6.7.2.2 Inspection and Maintenance of lights, air conditioner and air compressors.
  - 4.9.4.6.7.3 Monthly
  - 4.9.4.6.7.4 Quarterly
  - 4.9.4.6.7.5 Semi-Annual
    - 4.9.4.6.7.5.1 Inspection of tower and topside equipment.
  - 4.9.4.6.7.6 Annual
  - 4.9.4.6.7.7 Parts Documentation to include:
    - 4.9.4.6.7.7.1 Spares, consumables, critical supply, warranty and guarantees, repair procedures, repair contracts, shipping and handling instructions
- 4.9.4.6.8 Storage Requirements
- 4.9.4.6.9 Access & Control

#### **4.10 Training**

4.10.1 Provide for vendor and contractor core system training and on-the-job training for site personnel. Plan budget to include travel, class cost and per diem to contractor's site when on site training is unavailable.

#### **4.11 Decommissioning**

4.11.1 Upon termination of program, or partial termination of program elements, the contractor will provide support to uninstall, ship or surplus program hardware and materials to return the facility to conditions prior to program initiation.

- 4.11.2 Contractor shall decommission in an environmentally sound manner.
- 4.11.3 Contractor shall report quarterly cost estimate and plan to decommission the facility in its entirety.

#### **4.12 Furnished Items**

- 4.12.1 The contractor will be provided both Government Furnished Equipment and Contractor Furnished Equipment for integration and installation at the facility. Including the following as examples: UESA Antenna, UESA Radar, multiple communications links, processor hardware, data collection systems, special purpose test hardware, documentation and drawings.
- 4.12.2 The contractor is expected to maintain offices on the Island of Kauai, and will be provided space at Makaha Ridge in the form of 2 equipment trailers, the ADSIL facility for installation, and 2 container trailers for storage.

#### **4.13 Major System Integration (OPTION V)**

- 4.13.1 The contractor will provide engineering and integration support for major Government Furnished Equipment and Contractor Furnished Equipment. These Integration tasks will include integration of radar, communications, electronic-surveillance and processing sub-systems including modems, exciters, digital receivers, control, timing, data collection and signal processing hardware from multiple vendors. The contractor will be called upon to aid and support the integration of hardware supplied from multiple government and contractor suppliers.
- 4.13.2 The contractor will provide engineering services, design through manufacturing, to implement changes, repairs and action to existing major sub-systems in order to meet mountain top test objectives.
- 4.13.3 The contractor shall develop special purpose software required to interface multiple vended components or for the purposes of conducting a specified test. Software may be required to be created or modified for radar, communications, data collection and special purpose systems.

### **5.0 DELIVERABLES**

The contractor shall provide the following deliverables to the COR: (1) Semi-Annual Site roadmap and utilization plan; (2) Monthly Status report, including Accomplishments, planning, personnel issues, concerns, and a financial summary that details expenditures to date and expenditure plan going forward.

## 6.0 LEVEL OF EFFORT

A summary of the labor categories, estimated required number of personnel, and the total anticipated annual hours for this effort is provided below.

LABOR CATEGORY (Base and Options I-IV)	APPROXIMATE NUMBER OF PERSONNEL	ANNUAL HOURS
<b><i>CORE LEVEL OF EFFORT (SEE NOTE 1)</i></b>		
Senior Program Manager	1	2,000
RF Sensor Engineer	1	2,000
Communications Engineer	1	2,000
Software Engineer	1	2,000
Mechanical Technician	1	2,000
Electronics Technician	2	4,000
Administrative Support	1	2,000
TOTAL CORE		16,000
<b><i>SURGE/OVERTIME LEVEL OF EFFORT</i></b>		
Senior Program Manager	1	700
RF Sensor Engineer	1	700
Communications Engineer	1	700
Software Engineer	1	700
Mechanical/Electronics Technicians	2	1,400
Administrative Support	1	700
TOTAL SURGE/OVERTIME		4,900

Major System Integration (OPTION V)	APPROXIMATE NUMBER OF PERSONNEL	HOURS
Senior Program Manager	1	1,000
RF Sensor Engineering	2	4,000
Software Engineer	2	4,000
Mechanical Technician	1	2,000
Electronics Technician	1	2,000
Administrative Support	1	1,000
TOTAL OPTION V		14,000

**NOTE 1:** 2,000 hours is equivalent to one (1) person-year (2,080 – 10 holidays X 8 hours = 2,000)

The level of effort identified above should be proposed for this effort. Slight variations of “person-year” described in Note 1 may be provided based on contractor’s systems and benefit packages. The offeror may propose a different labor category if that category’s skills meet the requirements specified in Section 8.0. If the contractor’s labor categories cross the functional areas described above, the contractor may provide for its own categories, but must show a mapping of their categories to those categories shown

above. This mapping should show how the contractor's proposed labor categories provide for an equivalent level of effort to the category skill sets identified above.

## 7.0 Other Direct Costs/Travel Costs

The contractor will be expected to provide/propose Other Direct Costs under this effort, as shown below, which may include "Open Market" and GSA Schedule Items. The following list provides for Government estimate on the types of items that may be necessary under this effort.

- Heaving Equipment Rental (Cranes, Forklift, Helicopters, etc)
- On-Island Shipping Costs (Use of 40ft cargo van on three separate occasions on island from port in Kauai to Makaha Ridge)(other local travel, including trips to Island of Niihau via boat or helicopter)
- Travel (Go to separate tab) (4 trips, 2 people, 3 days from Kauai to DC) & (Travel for Surge labor)
- Security Related Items (Safes and access control/ security system)
- Classified Computing (Computer, Servers, Routers, etc) as per DD 254 requirements
- Software
- Training (including Commercial Software training, Tower Climbing Cert, etc)
- Land Mobile Equipment (Handheld Radios, CB Radios, base station, etc)
- Misc (Copying, Printing, FedEx, presentation materials, URL address)
- Test Equipment
- Lease and associated costs for on-base vehicle or personnel vehicle mileage costs while transporting personnel between PMRF base station to Makaha Ridge.
- Tools (hand & electronic), Spares, Consumable Parts, Field Equipment
- Repair Contracts with Commercial Vendors and Development Contractors
- Office Space rental costs. These costs would be approved only for contractors not already renting space on island and only if space on main base can not be provided.

Under the technical proposal, the contractor should include a description of the types of items that it proposes to purchase under this effort and its methodology/ rationale for arriving at those items. The Cost proposal should provide fully detailed breakout of the types of items being proposed as well as the associated costs, including unit, unit costs, and item totals. The Cost Proposal should segregate those ODC items that are "Open Market" and those ODC items provided under its Professional Engineering Services GSA schedule.

## 8.0 PERSONNEL REQUIREMENTS

All personnel are required to have at least a Secret Security clearance and all management personnel should be familiar with Pacific Missile Range Facilities business

practices. At least one licensed Professional Engineer in either mechanical or electrical engineering is preferred. Other personnel requirements are detailed as follows:

- 8.1 Senior Program Manager or equivalent category: Should have at least 10 years experience in one, or more, of the following areas: software, networking, communications, digital systems, RF, mechanical or sensor engineering. Should have at least 5 years of experience in DOD contracting, financial management, field experiment operations, fiscal processes, presentation, security, training, and safety. Should possess a Bachelor of Science (BS) degree in an appropriate engineering or physical sciences field. Knowledge and experience in the areas of sensors, communications and digital systems is desired.
- 8.2 RF Sensor Engineer or equivalent category: Should have at least 10 years experience in one, or more, of the following areas: RF systems design, RF sensor engineering, signal processing, sensor integration and digital signal processing. Should possess at a minimum a Bachelor of Science (BS) degree in engineering or physical sciences. Knowledge and experience in the areas radar, electronic surveillance and communications systems is desired.
- 8.3 Communications Engineer or equivalent category : Should have at least 10 years experience in one, or more, of the following areas: Military RF communication systems (SATCOM, Link-16, CEC, Link-11, CDL, Etc.), commercial communications systems (Wi-Fi, Ethernet, Cellular, Etc), signal processing, data formatting, communication integration, physical standards and interfaces. Should possess a Bachelor of Science (BS) degree in engineering. Knowledge and experience in the areas military radars and communications systems is desired.
- 8.4 Software Engineer or equivalent category : Should have at least 10 years experience in one, or more, of the following systems/ areas/ languages: C/C++, Java, Basic, Linux, Assembly, Ethernet network integration, military and commercial displays, digital signal processing, high speed processing, data archiving, modeling, and analysis. This individual will be called upon to suggest and make a variety of code changes in rapid response to ongoing field tests. The individual should possess, at a minimum, a Bachelor of Science (BS) degree in engineering.
- 8.5 Mechanical Technician or equivalent category: Technicians should have at least 5 years experience in the manufacturing, operation and maintenance of one, or more, in the following areas: High power RF, cooling systems, Air Conditioning, chillers, tower maintenance, welding, mechanical construction, general mechanical maintenance, mechanical schematic interpretation, field operations and Navy sensor and tactical communications equipment.

- 8.6 Electronics Technician(s) or equivalent category: Technicians should have at least 5 years experience in the manufacturing, operation and maintenance in one, or more, of the following areas: High power RF, low power RF, communications equipment, electronic equipment diagnostics, digital integration, repair of military equipment, digital hardware, soldering, operation of test equipment, cabling and electrical, cooling systems, general electrical maintenance, schematic interpretation, field operations and Navy sensor and tactical communications equipment. Knowledge and experience in the areas military radars and communications systems is desired.
- 8.7 Administrative Support or equivalent category: Proposed support personnel should have 5 years of experience in one, or more, of the following areas: Security administration, procurement, billing, travel administration, office support, familiarity with government processes, generation of presentation materials and reports, data storage, document archiving and document preparation.

## 9.0 SPECIAL REQUIREMENTS

The contractor shall ensure that all proposed personnel for this effort possess at least active SECRET security clearances at the time of award. Top Secret (TS) clearances are desired. A Department of Defense Security Classification Specification (DD 254) will be attached to the Order. The contractor must store classified material under this contract. The storage of classified materials will be on Government Facilities. No costs under Order Other Direct Costs will be required for facilities/bldg modifications. However costs are anticipated under an ODC CLIN of this order for safes and access control/security system. A DD254 will be provided on ONR's website for this effort.

## 10.0 PERIOD OF PERFORMANCE

This GSA Schedule order will contain a 1-year base effort and four 1-year option periods related to tasks 4.1-4.12. The period of performance for the Base effort is from the effective date of order through twelve (12) months thereafter. The period of performance for the options are from the effective date of option exercise through twelve (12) months thereafter. Option V (Task 4.13) has a one-year period of performance from date of option exercise. If Option V is exercised, it will be exercised no later than 1 year from date of initial order award. It is estimated that the award of this order will be made on or about 21 OCT 2004.

## 11.0 PLACE OF PERFORMANCE

Work will be primarily performed at the Government's facility at PMRF on Island of Kauai. The contractor will be provided space at Makaha Ridge and may propose additional work space off-base adjacent to PMRF, if contractor does not currently have

office space on the island. It is expected that the contractor will visit ONR as specified in the Section 7.0, Travel.

## **12.0 ORDER TYPE**

Offerors shall propose a Time & Material (T&M) order under this GSA solicitation. All Labor will be on a fixed rate basis with Materials being on a reimbursement basis (approved costs plus appropriate indirect costs, no profit).

## **13.0 NON-DISCLOSURE AGREEMENT REGARDING CONTRACTOR SUPPORT**

The proposed contractor personnel will be required to sign a Non-Disclosure Agreement before beginning work under any ensuing award due to contractor personnel's contact with proprietary technical and commercial information, as well as, sensitive internal information.

## **14.0 Site Visit**

A site visit for potential offerors will be held from 10:00 a.m. to noon on Friday, September 10<sup>th</sup>, 2004 at PMRF on the Island of Kauai. Attendees must have a Secret Security Clearance. To request attendance, email Ted Gronda at [theodore.gronda@navy.mil](mailto:theodore.gronda@navy.mil) and Wade Wargo at [wargow@onr.navy.mil](mailto:wargow@onr.navy.mil). This email should include Names of Attendees; Attendee Position/Job Title; Company and Division Name, Address, and Cage Code; and Point of contact phone number, email, and fax. In addition, visit requests should be faxed to PMRF Security, Attn: Mark Edgar, fax number (808)335-4844, and phone number (808)335-4842. The Visit Requests and emails must be received no later than COB, September 3<sup>rd</sup>, 2004. Confirmation of Visit Request/attendance and POCs for the day of the Site Visit should be directed to Ted Gronda at (808)335-4856 or Averiet Soto at (808)335-4775. The intent of this Site Visit is to allow potential Offerors the ability to see current PMRF main base and Makaha Ridge Facilities and Equipment to allow better understanding of requirements.

## **15.0 PROPOSAL REQUIREMENTS**

The offeror's proposal should be divided into two sections: (1) technical and (2) cost. The length of the technical section shall be no more than 20 pages, exclusive of resumes and Small Business Subcontracting Plan. There is no page limitation on attached resumes or the cost section. The cover page and table of contents for the technical proposal are not included in the page count.

The proposal should be written and organized so as to be compatible with the requirements, company's organization and accounting structure, and proposed costs. The proposal should contain information sufficient to evaluate in accordance with the evaluation factors stated in Section 16.0 below.

The technical proposal should include the following Subsections:

(1) Offeror's Understanding of the Requirement/Executive Summary.

(2) A Management Plan that provides a description of the following:

(a) how the work activities required to complete the statement of work will be done; including but not limited to:

- A technical plan for the maintenance, operation, and support to all aspects of the test facility and its equipment.
- Description of test planning, documentation and execution in conjunction with normal business practices for the Pacific Missile Range Facility.
- Description of accounting, scheduling and inventory approach procedures for Other Direct Costs.
- Offeror's ability and method to handle of proprietary and non-proprietary materials.
- Offeror's plan for employee training, safety, tower certification, and operational security will be evaluated
- Offeror's Plan for decommissioning of the site.
- Offeror's plan for outsourcing the repair of transmitter, exciter, receiver, data processing, and other specialized test bed hardware

(b) how staff responsibilities will be assigned and number of hours proposed for each personnel/category during normal and surge working conditions (including subcontracts);

(c) how the quality and timeliness of work performance will be supervised and controlled

(d) how technical objectives, tasks, and deadlines will be determined;

(e) the types, utilization, and rationale of Other Direct Cost items; and

(f) and how Offeror will coordination effort with COR, other agencies, and development contractors.

(3) Corporate Past Performance. 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.

(4) Corporate Facilities. The offeror should explain what corporate facilities are available and would be used in support of the work including but not limited to: computer resources, classified storage, classified or unclassified meeting facilities, machine shop, access to heavy equipment, software development, etc.

(5) Resumes of all proposed personnel. Submit only resumes of proposed personnel for the above labor categories or equivalent categories that will be

committed to this effort if offeror is selected for the award. Alternate resumes for each category should not be provided with the proposal.

The cost section must provide for a Time and Materials (T&M) proposal, which segregates costs for the base year and the five option efforts. Each section should provide details on the following costs proposed (if applicable):

- Direct Labor Costs for each proposed person or labor category, including associated hours proposed and fully loaded hourly rate,
- Other Direct Costs as described in Section 7.0 along with approved indirect rate.
- Total Amount for each period including Labor costs and ODCs

As specified in section 7.0, the Cost Proposal should segregate those ODC items that are “Open Market” and those ODC items provided under its Professional Engineering Services GSA schedule. A copy of the price list from the offeror’s GSA schedule must be included with the cost proposal. This documentation should clearly show the Offerors Professional Engineering Services GSA Schedule Contract Number.

**Oral Presentations/Discussions**, including question and answer session with key personnel, may be required from those Offeror’s who have determined to be within the competitive range. Only those Offeror’s in the Competitive Range will be invited to provide Oral Presentation. At the Oral Presentations, offerors will provide a brief presentation of its technical proposal as well as Q&A session with at least 4 proposed personnel, including at least two from the labor categories/skill sets described in Section 8.1-8.4. These presentations/discussions are intended to be held at PMRF or Washington, DC between the dates October 4<sup>th</sup> – 7<sup>th</sup>.

## 16.0 EVALUATION FACTORS

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, the following technical factors and subfactors will be evaluated:

- (1) Extent Proposed key personnel meet or exceed requirements in Section 8.0
- (2) Understanding of Requirement/Management Plan. The extent the Offeror demonstrates an understanding of the requirement both through the goals and objectives of this effort and also through the proposed execution of the effort through the details in the management plan. The contractor is expected to be a facilitator for the Advanced Airborne Test Facility Site and will be evaluated on his ability to maintain complex GFE radar hardware, manage database for information pertaining to mechanical, electrical and software baselines and modifications, and provide technical support to a variety of test

bed users. An electronic system for document handling is preferred, which would allow easy location, access and distribution of interface documents. Conversion of existing documents to electronic format is desired. Extent/ability of offeror to handle of proprietary and non-proprietary materials.

The contractor's plan for employee training, safety, tower certification, and operational security will be evaluated. The plan will be evaluated for responsiveness to government change requests, communications responsiveness and ability to make and execute rapid program changes. The soundness of the contractor's plan for decommissioning of the site will be evaluated. The contractor's plan for outsourcing the repair of transmitter, exciter, receiver, data processing, and other specialized test bed hardware will be evaluated.

- (3) Corporate Past performance on earlier orders and similar contracts will be evaluated based on the following:
  - a. Timeliness of Performance,
  - b. Cost control,
  - c. Quality of Product and Services,
  - d. Business Relations, and
  - e. Customer Satisfaction.
  
- (4) Corporate Facilities. Proposed corporate capabilities specifically located on the Island of Kauai will receive a higher rating under this factor. Extent Offeror provides for any of the following capabilities: machine shop, access to heavy equipment, data storage, classified data storage, classified data processing, document storage, software development, light manufacturing, electronics repair, electronics testing and calibration facilities are desired. The extent of the contractor's capability to ship, handle, receive and store of large bulk equipments between ports of entry and Makaha Ridge test site will be evaluated.

Factors 1 through 3 are equally weighed, but of greater importance than Factor 4. The 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 similar contracts. All subfactors under Factor 3 are of equal importance.

(2) Competitive Range. In accordance with FAR 52.215-1 (f)(4) (Alt I):

“The Government intends to evaluate proposals and award a contract after conducting discussions with offerors whose proposals have been determined to be within the competitive range. If the Contracting Officer determines that the number of proposals that would otherwise be in the competitive range exceeds the number at which an efficient competition can be conducted, the Contracting Officer may limit the number of proposals in the competitive range to the greatest number that will permit an efficient competition among the most highly rated proposals. Therefore, the offeror’s initial proposal should contain the offeror’s best terms from a price and technical standpoint.”

(3) Award: The Government will award a task order to the responsible offeror whose offer confirming 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 before 30 SEP 2004.

## 17.0 PROPOSAL SUBMISSION

The due date for receipt of proposals for this effort is no later than 2:00PM local D.C. time on 24 SEP 2004. Proposals shall be submitted to the Contracting Officer by one of the following methods:

- 1) Faxed to Wade Wargo at (703) 696-0066;
- 2) E-Mailed to [wargow@onr.navy.mil](mailto:wargow@onr.navy.mil); or
- 3) Mailed to or hand deliver three copies to:

Office of Naval Research  
Attn: Wade Wargo, ONR 251  
Ballston Centre Tower One, Rm. 720  
800 North Quincy Street  
Arlington, VA 22217-5660

Ref: N00014-04-R-0020

## 18.0 SUBMISSION OF QUESTIONS

Any questions regarding this solicitation must be provided in writing to Wade Wargo, ONR 251 via E-mail at [wargow@onr.navy.mil](mailto:wargow@onr.navy.mil) or fax at (703) 696-0066. Questions submitted less than 3 business days prior to the due date for receipt of proposals may not be answered and the due date for receipt of proposals may not be extended.

**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 \_\_\_\_\_