

I. General Information

Proposed Total Amount/Period of Performance (POP) Applicable SOW Tasks

Base	\$		POP		Months	SOW Tasks	#		(e.g. 1.3, 1.4 etc.)
Option 1	\$		POP		Months	SOW Tasks	#		
Option 2	\$		POP		Months	SOW Tasks	#		
Option 3	\$		POP		Months	SOW Tasks	#		
Option 4	\$		POP		Months	SOW Tasks	#		
Option 5	\$		POP		Months	SOW Tasks	#		
Option 6	\$		POP		Months	SOW Tasks	#		
Option 7	\$		POP		Months	SOW Tasks	#		
TOTAL	\$		POP		Months	SOW Tasks	#		

Will the period of performance of any period (base or option) run currently? Yes No

If yes, please advise which periods will run concurrently.

Requested Start Date (Assume at least 6 months from submission of accepted proposals award date identified in the BAA).

Who should receive notifications from the Electronic Document Access System (EDA) for award/modification documents? Name:

Email:

Name:

Email:

Name:

Email:

At a minimum, proposals should be valid for 180 days from date of submission, unless otherwise stated in the specific solicitation.

Company Name:	
Authorized Person Name:	
Authorized Person Title:	
E-Mail:	
Phone Number:	

Signature of Authorized Representative:

Date:

II. Special Requirements

Any required documentation in this section must be submitted as an attachment.

<p>1. Aerial Vehicles – Does the proposed statement of work require the procurement or operation of an aerial vehicle (manned or unmanned)?</p> <p>If yes, indicate what will be procured and who will operate the aerial vehicle (name of the prime, subcontractor, and/or Government facility).</p> <p>If the prime or subcontractor(s) will perform the operation, the Offeror must provide a copy of the required liability insurance in accordance with FAR 28.307-2(d) https://acquisition.gov/ upon proposal submission.</p>	<p>Yes No</p> <p>Comments:</p> <p>Included? Yes</p>
<p>2. Test Driving Vehicles – Does the proposed statement of work require test-driving of vehicles?</p> <p>If yes, indicate who will perform the vehicle-testing (name of the prime, subcontractor, and/or Government facility).</p> <p>If the prime or subcontractor(s) will perform the testing, the Offeror must provide a copy of the required liability insurance in accordance with FAR 28.307-2(c) https://acquisition.gov/ upon proposal submission.</p>	<p>Yes No</p> <p>Comments:</p> <p>Included? Yes</p>
<p>3. Use of Ammunition or Explosives – Does the proposed statement of work require the use of ammunition or explosives?</p> <p>If the prime or subcontractor will conduct the testing, has Defense Contract Management Agency (DCMA) conducted a Preaward Safety survey and the Defense Security Service (DSS) conducted a security survey?</p> <p>If yes, the Offeror must provide a copy of the preaward safety survey and security survey upon proposal submission.</p>	<p>Yes No</p> <p>Yes No</p> <p>Included? Yes</p>
<p>4. Active Acoustics – Does the proposed statement of work involve the use of active sonar or other acoustic transmissions?</p> <p>If yes, indicate who will use active sonar or other acoustic transmissions (name of the prime, subcontractor, and/or Government facility).</p> <p>For additional information (no implications of approval) regarding active acoustics, please contact Ray Soukup at Raymond.j.soukup.ctr@us.navy.mil and copy Robert Headrick at robert.h.headrick.civ@us.navy.mil.</p>	<p>Yes No</p> <p>Comments:</p>

II. Special Requirements (continued)

<p>5. Animal Use – Does the proposed statement of work require research on animals or the use of animals?</p> <p>If yes, indicate who will conduct the research on animals (name of the prime, subcontractor, and/or Government facility).</p> <p>If the prime or subcontractor are conducting animal research, the following documentation must be submitted by the Offeror prior to award:</p> <ul style="list-style-type: none"> • Full or Abbreviated Appendix • Institutional Animal Care and Use Committee (IACUC) Approval Letter • Approval Protocol • Most recent USDA Inspection Report <p>Instructions and format found at https://www.nre.navy.mil/work-with-us/how-to-apply/compliance-and-protections/research-protections/animal-use</p> <p>For additional information regarding animal use, please contact Ms. Suzanne May at suzanne.b.may.civ@us.navy.mil</p>	<p>Yes No</p> <p>Comments:</p> <p>Included? Yes</p>
<p>6. Biosafety and Biosecurity – Does the proposed statement of work include the creation of or use of biological, DNA, or synthetic biologic material?</p> <p>If yes, the proposal shall discuss biosafety or biosecurity issues, and include strategies to address biocontainment, minimizing risks of potential release of engineered organisms into the environment or other unintended outcomes. Include prime or subcontractor policies for complying with Centers for Disease Control and Prevention, “Biosafety in Microbiological and Biomedical Laboratories (BMBL)” and National Institutes of Health “NIH Guidelines for Research Involving Recombinant DNA Molecules”.</p>	<p>Yes No</p> <p>Included? Yes No</p>
<p>7. Human Subject Use – Does the proposed statement of work include effort that may include research involving human subjects (HSR) as defined by 32 CFR 219 or the latest versions of DODI 3216.02 or SECNAVINST 3900.39?</p> <p>If yes, indicate who will conduct the human subject research (name of the prime, subcontractor, and/or Government facility).</p> <p>If no, and the project involves interactions with people or use of identifiable information relating to people, you must submit documentation that supports your conclusion for review by the ONR Human Research Protection Official (HRPO).</p> <p>If the prime or subcontract are conducting human subject research, the following documentation must be submitted by the Offeror prior to award:</p> <ul style="list-style-type: none"> • Institutional Review Board (IRB) Approval or Exemption Letter • IRB Approved or Exempt Research Protocol • IRB Approved Consent Forms (if required) • The Federal Wide Assurance (FWAs) documentation which must include Assurance Number and expiration date. FWAs can be found at https://ohrp.cit.nih.gov/search/fwasearch.aspx?styp=bsc • Proof of completed research ethics and human Subject Protection Training (e.g., a training certificate, institutional verification of training, etc). <p>Instructions and format found at: https://www.nre.navy.mil/work-with-us/how-to-apply/compliance-and-protections/research-protections/human-subject-research</p> <p>For additional information regarding human use, please contact Ms. Suzanne May at suzanne.b.may.civ@us.navy.mil</p>	<p>Yes No</p> <p>Comments:</p> <p>Included? Yes No</p> <p>Included? Yes No</p>

II. Special Requirements (continued)

8. Recombinant DNA or Synthetic Nucleic Acid Molecules – Does the proposed statement of work involve recombinant or Synthetic Nucleic Acid DNA molecules?			Yes No
If yes, indicate who will conduct the research with the recombinant DNA or Synthetic Nucleic Acid molecules (name of the prime, subcontractor, and/or Government facility).			Comments:
If the prime or subcontractor are conducting recombinant DNA or Synthetic Nucleic Acid molecules research, the following documentation must be submitted by the Offeror prior to award: <ul style="list-style-type: none"> • Institution Biosafety Committee (IBC) Approval Letter • Statement of Compliance and NIH Guidelines for Research involving recombinant DNA • Copy of DHHS Approval of IBC Letter 			Included? Yes No
Instructions and format found at https://www.nre.navy.mil/work-with-us/how-to-apply/compliance-and-protections/research-protections/recombinant-or-synthetic-nucleic-acid-molecules			
For additional information regarding human use, please contact Ms. Suzanne May at suzanne.b.may.civ@us.navy.mil			
9a. Use of Government Facilities/Test Sites – Does the proposed statement of work require the use of Government Facilities/Test Sites by the prime or its subcontractors?			Yes No
If yes, list the Government Facilities/Test Sites (if more space is required , include in an attachment):			
Prime: Description of Facilities to be used: Facility POC: Facility POC email: Facility POC phone number:			
Subcontractor: Description of Facilities to be used: Facility POC: Facility POC email: Facility POC phone number:			
9b. Government Furnished Items – i.e., Government Furnished Equipment, Government Government Furnished Materials, and Government Furnished Information.			
Will the offeror or any subcontractors require the use of Government Furnished Items?			Yes No
If yes, please provide the following information below for each piece of Government Furnished Item (if more space is required, include in an attachment).			
Item	When Needed	Gov't POC (name/phone/email)	Award Number

If there are additional items, please provide details on a separate sheet, following the above format.

II. Special Requirements (continued)

<p>9c. Rent Free Use of GFP – The contractor shall provide a list or description of all Government property that the offeror or its subcontractor(s) propose to use on a rent-free basis. The list shall: (i) identify the accountable contract under which the property is held and the authorization for its use from the contracting officer having cognizance of the property - written advance authorizations shall accompany this submittal; (ii) the dates during which the property will be available for use, including the first, last, and all intervening months, and for any property that will be used concurrently in performing two or more contracts, the amounts of the respective uses in sufficient detail to support prorating the rent, and; (iii) the amount of rent that would otherwise be charged in accordance with FAR 52.245-9, Use and Charges (written rental equivalent appraisals shall accompany this submittal).</p> <p>Will the offeror or any subcontractor(s) require rent-free use of GFP?</p> <p>If yes, please provide the information shown above in (i) through (iii) on an attachment to this checklist.</p>	<table border="1"> <tr> <td></td><td>Yes</td><td>No</td></tr> <tr> <td>Included?</td><td>Yes</td><td>No</td></tr> </table>		Yes	No	Included?	Yes	No																
	Yes	No																					
Included?	Yes	No																					
<p>10. Assertion of Data Rights – Does the proposed statement of work require assertions to restrict use, release or disclosure of data and/or computer software that will be delivered to the Government during contract performance?</p> <p>If yes, the offeror must provide the Assertion of Data Rights in accordance with the format at DFARS 252.227-7013, -7014, or -7018 upon proposal submission.</p> <p>The rules governing these assertions are prescribed in Defense Federal Acquisition Regulation Supplement (DFARS) clauses 252.227-7013, -7014, and -7018. These clauses may be accessed at the following web address: https://www.acquisition.gov/dfars</p> <p>The Government may challenge assertions that are provided in improper format or that do not properly acknowledge earlier federal funding of related research by the Offeror.</p>	<table border="1"> <tr> <td></td><td>Yes</td><td>No</td></tr> <tr> <td>Included?</td><td>Yes</td><td>No</td></tr> </table>		Yes	No	Included?	Yes	No																
	Yes	No																					
Included?	Yes	No																					
<p>11.DD 254 – Security Classification Specification – Will access to classified information or facilities be required in order to perform the effort under the proposed statement of work?</p> <p>If yes, provide the following information (if more space is required, include in an attachment):</p> <table border="1"> <tr><td>Prime Contractor Name</td><td></td></tr> <tr><td>Cage Code</td><td></td></tr> <tr><td>Security Code</td><td></td></tr> <tr><td>Security Office Address</td><td></td></tr> </table> <p><i>**Only complete if a subcontractor will require access to classified information or facilities in order to perform the effort under the statement of work**</i></p> <table border="1"> <tr><td>Subcontractor Name</td><td></td></tr> <tr><td>Cage Code</td><td></td></tr> <tr><td>Security Code</td><td></td></tr> <tr><td>Security Office Address</td><td></td></tr> </table> <p>Do you currently have a Defense Security Service Facility Clearance?</p> <p>If yes, what type of clearance, e.g., secret, top secret?</p>	Prime Contractor Name		Cage Code		Security Code		Security Office Address		Subcontractor Name		Cage Code		Security Code		Security Office Address		<table border="1"> <tr> <td></td><td>Yes</td><td>No</td></tr> <tr> <td></td><td>Yes</td><td>No</td></tr> </table>		Yes	No		Yes	No
Prime Contractor Name																							
Cage Code																							
Security Code																							
Security Office Address																							
Subcontractor Name																							
Cage Code																							
Security Code																							
Security Office Address																							
	Yes	No																					
	Yes	No																					

II. Special Requirements (continued)

12. Reports (data) Deliverables (hardware/prototype/software) – Provide a detailed list of reports and any proposed hardware, software or prototypes, inclusive of date of delivery, place of delivery and who will receive the items (if known) and the associated task in the base or option period. The table below includes the required standard data deliverables; tailor to include any additional reports or deliverables.

Reports (data)	Date of Delivery	Place of Delivery	Who Receives Deliverable	Task
Technical and Financial Progress Reports	Monthly			
Final Report				
Hardware/Prototype/Software**	Date of Delivery	Place of Delivery	Who Receives Deliverable	Task

***For Software Deliverables, indicated whether the deliverable code shall be in source and/or object form.*

II. Special Requirements (continued)

13. Location of Work – Provide the full address and approximate percentage (%) of where the work will be performed by the prime and each subcontractor or consultant. If necessary, add additional rows. (NOTE: Total of all lines **must** equal 100%)

	Name	Address	City	State	
Prime:					%
Subcontractor:					%
Subcontractor:					%
Subcontractor:					%
Subcontractor:					%
Consultant:					%
Consultant:					%

14. Government Fiscal Year Funding Profile – Provide a breakdown of the proposed amount by Government fiscal year for the base and option periods proposed.

Period	FY 25	FY 26	FY 27	FY 28	FY 29
Base					
Option 1					
Option 2					
Option 3					
Option 4					
Option 5					
Option 6					
Option 7					
Option 8					
Option 9					
Option 10					
TOTAL					

III. Cost Content

<p>1. Is your organization registered and active in the System for Award Management (SAM) (https://www.sam.gov)?</p> <p>If yes, SAM registration (valid through date):</p> <p>If not in SAM or status is NOT active, the offeror must register in SAM prior to submission of proposal.</p>	<p>Yes No</p> <p>Comments:</p>
<p>2. Have you completed the Online Representations and Certifications within SAM (https://www.sam.gov) including both FAR and DFAR clauses; and are they current?</p> <p>Valid from: <input type="text"/> Valid to: <input type="text"/></p> <p>If the Reps and Certs have not been completed or are not current, the offer must complete them.</p>	<p>Yes No</p> <p>Comments:</p>
<p>3. Include ONR Specific Representations and Certifications prior to proposal submission which can be located at https://www.nre.navy.mil/work-with-us/how-to-apply/submit-contract-proposal</p>	<p>Included? Yes</p> <p>Date:</p>
<p>4. Subcontracting Plans – Does the proposed amount of the award including options exceed \$750,000?</p> <p>If yes, is the offeror a university, non-profit, or large for-profit entity?</p> <p>If yes, the offeror must submit a Small Business Subcontracting Plan in accordance with FAR 52.219-9. Additional information can be obtained at https://www.nre.navy.mil/work-with-us/small-business/subcontracting-plans or contact Ellen Simonoff at Ellen.Simonoff.civ@us.navy.mil</p> <p>NOTE: Subcontracting Plans are NOT required for (a) small business concerns and (b) contracts or contract modifications that will be performed entirely outside of the United States and its outlying territories.</p>	<p>Yes No</p> <p>Yes No</p> <p>Included? Yes</p> <p>Type(s) of plan included:</p> <p>Comprehensive Plan Master Plan with Goals Individual Plan</p>
<p>5. Defense Contract Audit Agency (DCAA) and Defense Contract Management Agency (DCMA) – Provide the name, address, and point of contact for your cognizant Defense Contract Audit Agency and Defense Contract Management Agency (if known).</p> <p>DCAA</p> <p>Name: <input type="text"/></p> <p>Address: <input type="text"/></p> <p>Point of Contact: <input type="text"/></p> <p>Phone Number: <input type="text"/></p> <p>Email: <input type="text"/></p> <p>DCMA</p> <p>Name: <input type="text"/></p> <p>Address: <input type="text"/></p> <p>Point of Contact: <input type="text"/></p> <p>Phone Number: <input type="text"/></p> <p>Email: <input type="text"/></p>	

5. Defense Contract Audit Agency (DCAA) and Defense Contract Management Agency (DCMA) (continued) – Do you have a DCAA/DCMA approved/recommended accounting system? If yes, please provide audit report number and date when the accounting system was approved. Date: <input type="text"/> Audit Report Number: <input type="text"/> If no, please complete the Pre-award Survey of Prospective Contactor Accounting System Checklist found at: https://www.nre.navy.mil/work-with-us/how-to-apply/submit-contract-proposal Do you have a Forward Pricing Rate Agreement (FPRA)/Forward Pricing Rate Recommendation (FPRR)? If yes, please provide a copy of the FPRA/FPRR. Have any other audits been performed by DCAA/DCMA for other agencies? If yes, please provide a copy of your current audit reports. If this will be the company's first Government contract, please download the Defense Contract Audit Agency's (DCAA) "Information for Contractors" pamphlet, which can be found at https://www.dcaa.mil and become familiar with the Federal Acquisition Regulation (FAR) Part 31.205 to ensure that a successful accounting system review can be completed prior to contract award. DoD's Procurement Technical Assistance Centers (PTACs) provide a wide range of services including assistance with developing a cost-accounting system as well as preparing for an audit. The Defense Logistics Agency (DLA) administers the DoD Procurement Technical Assistance Program (PTAP). Procurement Technical Assistance Centers are located in almost every state of the union and provide assistance to businesses seeking to successfully compete in federal, state, and local government contracting. A listing of PTACs by state may be accessed at https://www.dla.mil/SmallBusiness/PTAP/AllLocations/ . If applicable, provide the date and the title for the HHS Rate Agreement Date: <input type="text"/> HHS Agreement: <input type="text"/>		Yes	No		
Included?	Yes				
Yes	No				
Included?	Yes				
Yes	No				
Included?	Yes				
6. Purchasing System – Do you have an approved Purchasing System (FAR 44.3) https://www.acquisition.gov/far/part-44 as determined by the Administrative Contracting Officer at the Defense Contract Management Agency or ONR Regional Offices? If yes, provide the audit report number and date when the purchasing system was approved. Date: <input type="text"/> Audit Report Number: <input type="text"/>			Yes	No	N/A
7. Estimating System – Do you have an approved Estimating Systems (DFARS 215.407-5-70) as determined by the Administrative Contracting Officers at the Defense Contract Management Agency or ONR Regional Offices? If yes, provide the audit report number and date when the estimating system was approved. Date: <input type="text"/> Audit Report Number: <input type="text"/>			Yes	No	N/A
8. Prior Award – Provide a list of the most recent ONR award received in the last 5 years. (Use additional pages if necessary).					
Award Number	Program Officer	Program Officer Code			

III. Cost Content (continued)

<p>9. Property System - Do you have an acceptable Property Management System (DFARS 245.105) https://www.acq.osd.mil/dpap/dars/dfars/html/current/245_1.htm as determined by the Administrative Contracting Officer at Defense Contract Management Agency (DCMA) or ONR Regional Offices?</p> <p>If yes, provide the audit report number and date when the property system was found acceptable.</p> <p>Date: _____ Audit Report Number: _____</p> <p>If the vendor does not have an acceptable Property Management System, then provide a description of your Property Management Plan (PMP) containing voluntary consensus standard or industry leading practices and standards to be used in the management of Government Property, or existing property management plans, methods, practices, or procedures for accounting for property.</p>	Yes	No	N/A
<p>10. Complete the Cost Proposal Spreadsheet as indicated in the BAA.</p>	Included?	Yes	
<p>11. Will the subcontractor be performing Fundamental Research as defined in USD (AT&L) memo dated 24 May 2010? Fundamental research means basic and applied research in science and engineering, the results of which ordinarily are published and shared broadly within the scientific community, as distinguished from proprietary research and from industrial development, design, production, and product utilization, the results of which are restricted from proprietary or national security reason.</p> <p>If Yes, the prime contractor and the subcontractor, must each provide a determination that the work has been scoped, negotiated, and determined to be fundamental research.</p> <div style="text-align: right;"> Prime Determination Included? Subcontractor Determination Included? </div>	Yes	No	

IV. Safeguarding Covered Defense Information and Cyber Incident Reporting

In accordance with Appendix 2, F.2(i) (9) of ONR BAAs, certain performers may be required to implement enhanced cyber security controls to unclassified networks housing controlled unclassified information (CUI). Affected offerors that have an existing SSP may be asked to provide this plan to the ONR Contracting Officer during negotiations. In any event, those performers impacted will be required to provide an SSP for government review and approval within thirty (30) days of contract award.

<p>1. Have you implemented the security requirements in DFARS 252.204-7012, “Safeguarding Covered Defense Information and Cyber Incident,” to include the CUI Security Requirements (Requirements) and associated Relevant Security Controls (Controls) in NIST Special Publication 800-171 (Rev.1) (NIST SP 800-171)?</p> <p>If no, what items have not been implemented and when will the items be implemented?</p>	<p>Yes No</p>
<p>2. Has your implementation of NIST SP 800-171 been assessed by DoD? If so, what level of assessment did you receive? (e.g. basic, medium, high)?</p> <p>Do you have a System Security Plan (SSP) or other documentation addressing cybersecurity on your internal unclassified information system?</p>	<p>Yes No</p> <p>Yes No</p>
<p>3. Has your SSP been approved by a Department of the Navy (DON) or DoD activity?</p> <p>If yes, which activity?</p>	<p>Yes No</p>

V. Other Requirements

Address any other content not previous addressed in the template or attachments.