



DOING BUSINESS WITH THE OFFICE OF NAVAL RESEARCH

Ms. Vera M. Carroll
Acquisition Branch Head
ONR BD 251

Report Documentation Page				Form Approved OMB No. 0704-0188	
Public reporting burden for the collection of information is estimated to average 1 hour per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to Washington Headquarters Services, Directorate for Information Operations and Reports, 1215 Jefferson Davis Highway, Suite 1204, Arlington VA 22202-4302. Respondents should be aware that notwithstanding any other provision of law, no person shall be subject to a penalty for failing to comply with a collection of information if it does not display a currently valid OMB control number.					
1. REPORT DATE AUG 2011		2. REPORT TYPE		3. DATES COVERED 00-00-2011 to 00-00-2011	
4. TITLE AND SUBTITLE Doing Business with the Office of Naval Research				5a. CONTRACT NUMBER	
				5b. GRANT NUMBER	
				5c. PROGRAM ELEMENT NUMBER	
6. AUTHOR(S)				5d. PROJECT NUMBER	
				5e. TASK NUMBER	
				5f. WORK UNIT NUMBER	
7. PERFORMING ORGANIZATION NAME(S) AND ADDRESS(ES) Office of Naval Research,Acquisition Branch,875 N. Randolph Street, Suite 1425,Arlington,VA,22203-1995				8. PERFORMING ORGANIZATION REPORT NUMBER	
9. SPONSORING/MONITORING AGENCY NAME(S) AND ADDRESS(ES)				10. SPONSOR/MONITOR'S ACRONYM(S)	
				11. SPONSOR/MONITOR'S REPORT NUMBER(S)	
12. DISTRIBUTION/AVAILABILITY STATEMENT Approved for public release; distribution unlimited					
13. SUPPLEMENTARY NOTES Presented at the 2011 Navy Gold Coast Small Business Conference, 22-24 Aug, San Diego, CA.					
14. ABSTRACT					
15. SUBJECT TERMS					
16. SECURITY CLASSIFICATION OF:			17. LIMITATION OF ABSTRACT Same as Report (SAR)	18. NUMBER OF PAGES 17	19a. NAME OF RESPONSIBLE PERSON
a. REPORT unclassified	b. ABSTRACT unclassified	c. THIS PAGE unclassified			

FUNDING OPPORTUNITIES

- ❑ **Broad Agency Announcements (BAAs)**
- ❑ **Request for Information (RFIs)**
- ❑ **Request for Proposals (RFPs)**
- ❑ **Request for Quotes (RFQs)**
- ❑ **Seaport-e**
- ❑ **Special Notices**

BROAD AGENCY ANNOUNCEMENT (BAA)

GENERAL INFORMATION

- ❑ Response Date
- ❑ Research Opportunity Description
- ❑ Instrument Type
- ❑ Type of Funds
 - ❑ Budget Activity 1 - Basic Research (6.1)
 - ❑ Budget Activity 2 - Applied Research (6.2)
 - ❑ Budget Activity 3 - Advanced Research (6.3)
- ❑ Eligibility Information
- ❑ Application and Submission Information
 - ❑ White Papers
 - ❑ Full Proposals
 - ❑ White Papers and Full Proposals

BROAD AGENCY ANNOUNCEMENT (BAA)

GENERAL INFORMATION

- ❑ Evaluation Information
- ❑ Award Administration Information
 - ❑ Central Contractor Registration (CCR)
 - ❑ One-Line Representations and Certifications (ORCA)
 - ❑ ONR Specific Representations and Certifications
- ❑ Other Information
 - ❑ Government Property/Government Furnished Equipment (GFE) and Facilities
 - ❑ Security Classification
 - ❑ Organizational Conflicts of Interest

BROAD AGENCY ANNOUNCEMENT (BAA) GENERAL INFORMATION

❑ Application and Submission Information

❑ Application and Submission Process

❑ Content and Format

❑ White Papers and Full Proposals

❑ Instructions for Contract and Grant Submissions are Different

- ❑ White Papers are submitted by e-mail, hand delivery, United States Postal Service, or commercial carrier
- ❑ Proposals Submitted for Contracts are submitted by hand delivery, United States Postal Service, or commercial carrier. **NOTE: No electronic proposal submissions.**
- ❑ Proposals Submitted for Grants are submitted electronically through Grants.gov

BROAD AGENCY ANNOUNCEMENT (BAA) REQUIRED TECHNICAL AND COST PROPOSAL TEMPLATE

- ❑ The format and requirements have been developed to streamline and ease both the submission and the review of proposal packages.
- ❑ The template and spreadsheet have instructions imbedded into them that will assist in completing the documents.
- ❑ The template and spreadsheet require completion of cost-related information and both documents must be fully completed to constitute a valid proposal package.
- ❑ Templates for contracts can be found at <http://www.onr.navy.mil/Contracts-Grants/submit-proposal/contracts-proposal/cost-proposal.aspx>
- ❑ Subcontractors are required to provide a separate cost proposal spreadsheet to support proposed costs.

BROAD AGENCY ANNOUNCEMENT (BAA) REQUIRED TECHNICAL PROPOSAL TEMPLATE

- ❑ Fillable pdf form
- ❑ Self explanatory
- ❑ Problems or Questions
 - ❑ Specific BAA
 - ❑ Contact the primary and/or secondary business point of contact(s) stated in the BAA
 - ❑ ONR BAA webpage
 - ❑ Email your feedback web link
baa-proposal-feedback@onr.navy.mil
 - ❑ Message sent directly to Susan Sutherland (Director, Contracts and Grant Awards) and Ellen Simonoff (Deputy Director, Contracts and Grant Awards)

BROAD AGENCY ANNOUNCEMENT (BAA)

MOST COMMON MISTAKES FOUND IN PROPOSAL PACKAGES

❑ General Information

- ❑ Not registering or updating the Central Contractor Registry (CCR)
- ❑ Not completing the Online Representations and Certifications (ORCA)
- ❑ Not completing the ONR Specific Representations and Certifications located at <http://www.onr.navy.mil/Contracts-Grants/submit-proposal/contracts-proposal.aspx>
- ❑ University, Non-Profit, or Large for Profit entity not submitting a Small Business Subcontracting Plan in accordance with FAR 52.219-9

BROAD AGENCY ANNOUNCEMENT (BAA)

MOST COMMON MISTAKES FOUND IN PROPOSAL PACKAGES

- ❑ General Information continued
 - ❑ University, Non-Profit, or Large for Profit entity not submitting a Small Business Subcontracting Plan in accordance with FAR 52.219-9
 - ❑ Not providing the applicable Defense Contract Audit Agency (DCAA) information

BROAD AGENCY ANNOUNCEMENT (BAA) MOST COMMON MISTAKES FOUND IN PROPOSAL PACKAGES

❑ Technical Proposal

- ❑ Statement of Work and deliverable not clearly identified or clearly defined
 - ❑ Background, Scope/Objective, Requirements, and Deliverable

NOTE : The Offeror is responsible for providing a Statement of Work in accordance with the Research Opportunity Description stated in the BAA. The Statement of Work will be incorporated as an attachment to the resultant award without restrictive markings of affirmation of non-proprietary and releasable in response to Freedom of Information Act (FOIA) requests.

BROAD AGENCY ANNOUNCEMENT (BAA) MOST COMMON MISTAKES FOUND IN PROPOSAL PACKAGES

- ❑ Technical Proposal continued
 - ❑ Does not provide the destination for the deliverable
 - ❑ Statement of Work contains acronyms that are not spelled out
 - ❑ Statement of Work does not separate the base from the option(s)
 - ❑ Contract Data Requirements List (CDRL) information not provided

BROAD AGENCY ANNOUNCEMENT (BAA) MOST COMMON MISTAKES FOUND IN PROPOSAL PACKAGES

❑ Technical Proposal continued

❑ Assertion of Data Rights

❑ DFARS 252.227-7013

❑ DFARS 252.227-7014

❑ DFARS 252.227-7018

*Note: Clauses may be accessed at
<http://farshite.hill.af.mil/VFDFARA.HTM>*

❑ Government may challenge assertions

❑ Improper format

❑ Do not properly acknowledge earlier funding of related research

BROAD AGENCY ANNOUNCEMENT (BAA) MOST COMMON MISTAKES FOUND IN PROPOSAL PACKAGES

- ❑ **Cost Proposal**
 - ❑ **Template not used or filled out correctly**
 - ❑ **Total Effort**
 - ❑ **Escalation and Indirect Rates**
 - ❑ **Subcontractor**
 - ❑ **Consultants**
 - ❑ **Materials-Supplies**
 - ❑ **Contractor Acquired Equipment**
 - ❑ **Travel**
 - ❑ **ODC Details**

BROAD AGENCY ANNOUNCEMENT (BAA)

MOST COMMON MISTAKES FOUND IN PROPOSAL PACKAGES

- ❑ **Cost Proposal continued**
 - ❑ Costs are not properly separated by base and option(s)
 - ❑ Does not include detailed (unburdened) subcontractor cost proposal
 - ❑ Subcontractors can submit their detailed (unburdened) cost proposal directly to the Government
 - ❑ Does not include the consulting agreements
 - ❑ Name
 - ❑ Description of effort to be performed
 - ❑ Number of hours
 - ❑ Hourly rate
 - ❑ Travel costs

BROAD AGENCY ANNOUNCEMENT (BAA) SITUATIONS THAT CAN CAUSE A DELAY IN AWARD

- ❑ Not using the technical and cost proposal template
- ❑ Contractor that has never done business with the government
 - ❑ Audit can take up to 60 days or more
- ❑ Subcontractors not submitting their detailed (unburdened) cost proposal

WEB-SITES

- ❑ Office of Naval Research
 - ❑ <https://www.onr.navy.mil>
- ❑ US Federal Contractor Registration
 - ❑ <https://www.uscontractorregistration.com>
- ❑ Grants.gov
 - ❑ <https://grants.gov>

QUESTIONS – COMMENTS - SUGGESTIONS

