



# 2014 Navy Gold Coast Small Business Procurement Event – ‘ONR OSBP Industry Workshop’

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‘ONR Office of Small Business Programs (OSBP)’  
August 2014

# Report Documentation Page

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# ONR's Mission

***Office of Naval Research's (ONR) mission – defined by law –***



***“...is to plan, foster and encourage scientific research in recognition of its paramount importance as related to the maintenance of future naval power and the preservation of national security. Further, ONR manages the Navy's basic, applied and advanced research to foster transition from science and technology to higher levels of research, development , test and evaluation.”***



# “ONR’s Purpose”

***As the Department of the Navy’s science and technology provider, ONR provides technology solutions for Navy and Marine Corp needs.***

***ONR is always looking for innovative scientific and technological solutions to address current and future Navy and Marine Corps requirements.***





# **“Partnering with ONR”**

***ONR and its sub-activity, the Naval Research Laboratory (NRL) are constantly looking for innovative scientific and technological solutions that address current and future Navy and Marine Corps requirements. We want to do business with people and organizations with:***



- \*Ground-breaking ideas;***
- \*Pioneering scientific novel technology developments;***
- \*First-class support services***



# “Partnering with ONR”

***-Potential Offerors are urged to check the Program Areas of interest throughout the year for updates to thrust areas and research priorities on the ONR website at [www.onr.navy.mil](http://www.onr.navy.mil)***



***-A brief description of the ONR Program Codes and various science and technology thrusts is provided @***

***<http://www.onr.navy.mil/Science-Technology/Departments.aspx>***

***and***

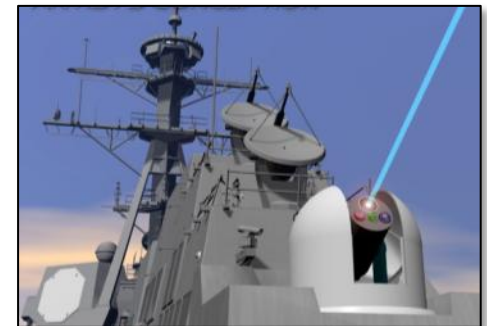
***<http://www.nrl.navy.mil/research/directorates-divisions/>***



# “Partnering with ONR”

## ***ONR S&T Departments:***

- \*Expeditionary Maneuver Warfare and Combating Terrorism (Code 30) -  
<http://www.onr.navy.mil/Home/Science-Technology/Departments/Code-30.aspx>***
- \*Command, Control, Communications, Computers, Intelligence, Surveillance and  
Reconnaissance (Code 31) -  
<http://www.onr.navy.mil/Home/Science-Technology/Departments/Code-31.aspx>***
- \*Ocean Battle space Sensing (Code 32) -  
<http://www.onr.navy.mil/Home/Science-Technology/Departments/Code-32.aspx>***
- \*Sea Warfare and Weapons (Code 33) -  
<http://www.onr.navy.mil/Home/Science-Technology/Departments/Code-33.aspx>***
- \*Warfighter Performance (Code 34) -  
<http://www.onr.navy.mil/Home/Science-Technology/Departments/Code-34.aspx>***
- \*Naval Air Warfare and Weapons (Code 35) -  
<http://www.onr.navy.mil/Home/Science-Technology/Departments/Code-35.aspx>***





# “Partnering with ONR”

## **ONR S&T Directorates:**

**\*Office of Innovation (Code 03I) -**

**<http://www.onr.navy.mil/Science-Technology/office-innovation.aspx>**



**\*Office of Research (Code 03R) -**

**<http://www.onr.navy.mil/Science-Technology/Directorates/office-research-discovery-invention.aspx>**



# “Partnering with ONR”

## ***NRL S&T Directorates & Divisions:***

***\*Business Operations Directorate (Code 3000) -***

***<http://www.nrl.navy.mil/research/directorates-divisions/business-operations/>***

***\*Systems Directorate (Code 5000) -***

***<http://www.nrl.navy.mil/research/directorates-divisions/systems/>***

***\*Materials Science and Component Technology Directorate (Code 6000) -***

***<http://www.nrl.navy.mil/research/directorates-divisions/materials-science/>***

***\*Ocean & Atmospheric Science Directorate (Code 7000) -***

***<http://www.nrl.navy.mil/research/directorates-divisions/ocean-atmosphere/>***

***\*Naval Center for Space Technology – (Code 8000) –***

***<http://www.nrl.navy.mil/research/directorates-divisions/space-technology/>***

***\*Supply and Information Services Division – (Code 3400) –***

***<http://supply.nrl.navy.mil/home.htm>***



# “Partnering with ONR”

**Contact the ONR Technical Point of Contact (TPOC):**

**Example:**

**Command, Control, Computers and Communications (C4)** - which seeks to provide tomorrow's small unit naval expeditionary war fighters with the precise information they need, when they need it, especially in complex, hybrid warfare environments. Warfighters must have nearly-ubiquitous communications and availability of information to maneuver units, long-reach on-the-move communications enabling technologies that allow lower-echelon war fighters to exploit the global network, and technology to allow small unit war fighters to gain timely, accurate, and nearly complete situational awareness:

<http://www.onr.navy.mil/Science-Technology/Departments/Code-30/All-Programs/C4.aspx>

## **Contact Information**

- **Name:** John Doe
- **Title:** Thrust Manager
- **Department:** Code 30
- **Email:** [john.doe@navy.mil](mailto:john.doe@navy.mil)





# Small Business Performance

## Small Business Trend

<u>Category</u>	<u>FY11</u>	<u>FY12</u>	<u>FY13*</u>	<u>FY14**</u>	<u>FY14 Targets</u>
Small Business	39.94%	39.76%	40.08%	39.43%	41.00%
HUBZone	0.10%	0.08%	0.17%	0.17%	0.25%
SDB	4.60%	3.83%	3.73%	3.83%	4.00%
WOSB	3.68%	3.45%	3.86%	3.46%	3.50%
SDVOSB	1.59%	2.12%	1.82%	1.63%	1.50%

*\*During FY13 ONR spent \$1.18B in Procurement \$s of which \$473M was awarded to Small Business.*

*\*\* Data as of 1 Aug 2014*

**Acronym:**

**HUBZone - Historically Underutilized Business Zone**

**SDB - Small Disadvantaged Business**

**WOSB - Women-Owned Small Business**

**SDVOSB Service-Disabled Veteran-Owned Small Business**



# “Locating Potential Business Opportunities

***ONR/NRL PRIMARY NORTH AMERICAN INDUSTRY CLASSIFICATION SYSTEM (NAICS) CODES:***

***ONR HQ (UIC N00014):***

***Primary Products: Research and Development (Basic, Applied, & Advanced Technology)***

***541712 - Research and Development in the Physical, Engineering, and Life Sciences (except Biotechnology)***

***541710 - Research & Development in the Physical, Engineering, and Life Sciences***

***541611 - Administrative Management and General Management Consulting Services***

***541330 - Engineering Services***

***541513 - Computer Facilities Management Services***



# “Locating Potential Business Opportunities

***ONR/NRL PRIMARY NORTH AMERICAN INDUSTRY CLASSIFICATION SYSTEM (NAICS) CODES:***

***NRL HQ (UIC N00173):***

***Primary Products: Research and Development (Basic, Applied and Advanced Technology)***

***541712 - Research and Development in the Physical, Engineering, and Life Sciences (except Biotechnology)***

***541710 - Research & Development in the Physical, Engineering, and Life Sciences***

***541330 - Engineering Services***

***541519 - Other Computer Related Services***

***541511 - Custom Computer Programming Services***



# “Locating Potential Business Opportunities

## **WHERE TO LOCATE ONR BUSINESS OPPORTUNITIES:**

### **ONR Broad Agency Announcements:**

**<http://www.onr.navy.mil/en/Contracts-Grants/Funding-Opportunities/Broad-Agency-Announcements.aspx>**

### **ONR Request for Information:**

**<http://www.onr.navy.mil/Contracts-Grants/Funding-Opportunities/Requests-for-Information.aspx>**

### **ONR Request for Proposals:**

**<http://www.onr.navy.mil/Contracts-Grants/Funding-Opportunities/Requests-for-Proposals.aspx>**

### **ONR Request for Quotations:**

**<http://www.onr.navy.mil/Contracts-Grants/Funding-Opportunities/Requests-for-Quotes.aspx>**



# “Locating Potential Business Opportunities

## **WHERE TO LOCATE NRL BUSINESS OPPORTUNITIES:**

### ***NRL Request for Proposals:***

**<http://heron.nrl.navy.mil/contracts/listrfp.htm>**

### ***NRL Announcements for Architect and Engineering Services:***

**<http://heron.nrl.navy.mil/contracts/listande.htm>**

### ***NRL Civil Works Requirements:***

**<http://heron.nrl.navy.mil/contracts/listcivil.htm>**

### ***NRL Pending Requirements:***

**<http://heron.nrl.navy.mil/contracts/listcivil.htm>**

### ***NRL Sources Sought Notices:***

**<http://heron.nrl.navy.mil/contracts/listsources.htm>**



# “Locating Potential Business Opportunities

## **WHERE TO LOCATE NRL BUSINESS OPPORTUNITIES:**

### **NRL Broad Agency Announcements:**

**<http://heron.nrl.navy.mil/contracts/listsource.htm>**

### **NRL Supply Division Business Opportunities:**

**<http://heron.nrl.navy.mil/contracts/rfplist.htm>**





# “Locating Potential Business Opportunities

***ONR and NRL both possess acquisition authority to execute contracts, simplified acquisitions, grants, cooperative agreements and other transactions:***

***ONR’s Acquisition Department – provides business advice, award execution, award administration, policy development and e-business solutions to ONR’s provider network thru partnership with the science and technology community. The Acquisition Department executes a variety of acquisition vehicles at various dollar thresholds.***

***ONR’s main office is located in Arlington, VA and primarily performs pre-award functions.***

***In addition we have five regional offices located in Atlanta, GA; Boston, MA; Chicago, IL; San Diego, CA; and Seattle, WA whose primary function is to perform post-award functions for colleges, universities and non-profit organizations for not only ONR, but Navy, Army, Air Force, DoD, and other Federal Activities. <http://www.onr.navy.mil/Contracts-Grants.aspx>***



# “Locating Potential Business Opportunities

***NRL has a Contracting Division which executes requirements which exceeds \$150K; and a Purchasing Division which is responsible for procuring requirements at or below the Simplified Acquisition threshold of \$150K:***

***NRL Contracting Division*** - is responsible for the acquisition of outcomes, materials and services valued in excess of the simplified acquisition threshold. The NRL Contracting Division is located at the NRL main site in Washington, DC with a section located at the NRL site at Stennis Space Center, MS.

<http://heron.nrl.navy.mil/contracts/home.htm>

***NRL Supply and Information Services Division*** - is responsible for procuring outcomes, materials & services with an estimated price at or below \$150K, on the Open market. Additionally, they procure materials & services from GSA Schedule contracts and other indefinite delivery type contracts up to the maximum order limit of the contract. They have an unlimited authority when ordering from the Government's Wholesale Supply System. <http://supply.nrl.navy.mil/home.htm>



# **“Locating Potential Business Opportunities**

***In addition, the NRL Supply and Information Services Division maintains a current mailing source list utilizing an automated system; companies' information may be emailed to [SolQnA@nrl.navy.mil](mailto:SolQnA@nrl.navy.mil), faxed to (202) 767-0367 or mailed to:***

***Naval Research Laboratory  
Technical Staff, Code 3441.3  
4555 Overlook Ave., SW  
Washington, D.C. 20375-5329***



# **“Locating Potential Business Opportunities**

***In addition, the Supply Division has designated Monday mornings as 'Vendor Days', to allow contractors/vendors an opportunity to come in and meet the Contracting Officers/Purchasing Agents. To schedule an appointment/questions contact (202) 767-0375 or by mail to:***

***Naval Research Laboratory  
Purchasing Branch, Code 3410  
4555 Overlook Ave., SW  
Washington, D.C. 20375-5329***

***'However, Mondays during the month of September as well as those during the Christmas Holidays are excluded.***



# “Locating Potential Business Opportunities

***NRL Purchasing Department Points of Contact:***

***NRL Supply Officer (202) 767-3446***

***Purchasing Branch Head (202) 767-2303***

***Small Purchase (202) 767-9288***





# **“Locating Potential Business Opportunities**

## ***Navy SeaPort-Enhanced (SeaPort(e)) -***

***In order to meet its service requirements, both ONR & NRL use the Navy's Seaport-e (i.e., Multiple Award Contract(s)) for support services).***

***SeaPort-e is the Navy's electronic platform for acquiring support services in a variety of functional areas including Engineering, Financial Management, and Program Management support.***

***The SeaPort-e portal provides a standardized means of soliciting offers from amongst both Large and Small businesses with nearly 85% of SeaPort-e contract-holders being small businesses thusly enhancing Small Business participation.***

***ONR & NRL both have a Branch dedicated to its respective Service requirements.***



# “Locating Potential Business Opportunities

## ***Navy SeaPort-Enhanced (SeaPort(e)) -***

## ***Navy SeaPort-e 22 Functional Areas:***

- \*Research and Development Support***
- \*Engineering, System Engineering and Process Engineering Support***
- \*Modeling, Simulation, Stimulation, and Analysis Support***
- \*Prototyping, Pre-Production, Model-Making, and Fabrication Support***
- \*System Design Documentation and Technical Data Support***
- \*Software Engineering, Development, Programming, and Network Support***
- \*Reliability, Maintainability, and Availability (RM&A) Support***
- \*Human Factors, Performance, and Usability Engineering Support***
- \*System Safety Engineering Support***
- \*Configuration Management (CM) Support***
- \*Quality Assurance (QA) Support***
- \*Information System (IS) Development, Information Assurance (IA) and Information Technology (IT) Support***
- \*Inactivation and Disposal Support***
- \*Interoperability, Test and Evaluation, Trials Support***
- \*Measurement Facilities, Range, and Instrumentation Support***
- \*Logistics Support***
- \*Supply and Provisioning Support***



# “Locating Potential Business Opportunities

***Navy SeaPort-Enhanced (SeaPort(e)) -***

***Navy SeaPort-e 22 Functional Areas, continued:***

***\*Training Support***

***\*In-Service Engineering, Fleet Introduction, Installation and Checkout Support***

***\*Program Support***

***\*Functional and Administration Support***

***\*Public Affairs and Multimedia Support***

***-Small Business is ‘FIRST PRIORITY’ (Indicative to ONR only...)***

***-If interested in submitting a proposal during this the next open rolling admission***

***period\* visit: <http://www.seaport.navy.mil/default.aspx>. Other Navy activities using Navy SeaPort(e) include, NAVSEA, NAVSUP, SPAWAR, NAVAIR, MARCORPSYSCOM etc.,***

***and may also provide additional business opportunities (may occur during the Fall 2014 or March 2015)***



# “Locating Potential Business Opportunities

## **NAVY/ONR SMALL BUSINESS INNOVATION RESEARCH (SBIR)/SMALL BUSINESS TECHNOLOGY TRANSFER (STTR) PROGRAM**

*\*Through the Navy's Small Business Innovation Research (SBIR) Program, small businesses of 500 people or less have the opportunity to address naval needs in more than 30 science and technology areas.*

*\*Navy SBIR provides the fleet with innovative advances in technology developed by small firms. SBIR participants benefit both from program awards as well as the further development and commercialization of the resulting products.*

*\*Navy's Small Business Technology Transfer (STTR) program is intended to foster transitions of joint efforts between qualified small businesses and research institutions to Navy and Marine Corps, in particular.*

*\*Small businesses may register for the Department of Defense (DoD) SBIR solicitation and related mailing lists on-line via the DoD SBIR home page.*

*For detailed information about the Navy's SBIR/STTR program, visit: [www.navysbir.com](http://www.navysbir.com).*



# “Locating Potential Business Opportunities

Navy SBIR/STTR Home Page: [www.navysbir.com](http://www.navysbir.com)

## Schedule of Navy FY-2014 SBIR/STTR Solicitations:

*The Navy SBIR/STTR solicitations are released as part of the DoD SBIR/STTR solicitation process. On average, the DoD releases 3 SBIR solicitations per fiscal year, and 2 STTR solicitations. The Navy participates in all 3 SBIR solicitations, and generally 1 STTR solicitation per year.*

### FY-2014

<u>PROGRAM</u>	<u>RELEASE DATES</u>	<u>OPENS</u>	<u>CLOSES</u>
DoD SBIR 2014.1	20 Nov 13	20 Dec 13	22 Jan 14
DoD STTR 2014.A	3 Feb 14	5 Mar 14	9 Apr 14
DoD SBIR 2014.2	23 Apr 14	23 May 14	25 Jun 14
DoD SBIR 2014.3	21 Aug 14	22 Sep 14	22 Oct 14
DoD STTR 2014.B	21 Aug 14	22 Sep 14	22 Oct 14



# “Locating Potential Business Opportunities

Navy SBIR/STTR Home Page: [www.navysbir.com](http://www.navysbir.com)

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### FY-2014

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DoD SBIR 2014.1	20 Nov 13	20 Dec 13	22 Jan 14
DoD STTR 2014.A	3 Feb 14	5 Mar 14	9 Apr 14
DoD SBIR 2014.2	23 Apr 14	23 May 14	25 Jun 14
DoD SBIR 2014.3	21 Aug 14	22 Sep 14	22 Oct 14
DoD STTR 2014.B	21 Aug 14	22 Sep 14	22 Oct 14



# “Locating Potential Business Opportunities

Navy SBIR/STTR Home Page: [www.navysbir.com](http://www.navysbir.com)

## **NAVY/MARINE CORP FY-2014.2 SBIR TOPICS:**

### **SYSCOM\* TOPICS:**

<i>Marine Corp Systems Command</i>	<b>7</b>
<i>Naval Air Systems Command</i>	<b>20</b>
<i>Office of Naval Research</i>	<b>14</b>
<i>Strategic Systems Program</i>	<b><u>1</u></b>
<b>TOTAL</b>	<b>42</b>

**\*SYSTEM COMMAND**



# “Locating Potential Business Opportunities

Navy SBIR/STTR Home Page: [www.navysbir.com](http://www.navysbir.com)

## NAVY/MARINE CORP FY-2014.2 SBIR & 2014A STTR TOPICS:

### SYSCOM\* TOPICS:

	<u>SBIR</u>	<u>STTR</u>
<i>Marine Corp Systems Command</i>	<i>7</i>	
<i>Naval Air Systems Command</i>	<i>20</i>	<i>8</i>
<i>Office of Naval Research</i>	<i>14</i>	<i>17</i>
<i>Strategic Systems Program</i>	<u><i>1</i></u>	<i>—</i>
<b>TOTAL</b>	<b>42</b>	<b>25</b>

**\*SYSTEM COMMAND**



# “Locating Potential Business Opportunities

## ***Navy SBIR University Opportunity:***

*ONR intends to issue a Request for Proposals (RFP) for an Indefinite Delivery Indefinite Quantity (IDIQ) contract for the SBIR University (SBIRU).*

*The purpose of this IDIQ Contract is to provide for an instrument under which orders can be issued by the ONR and potentially specifically identified Government organizations for a common Federal-wide portal for potential and current Small Business Innovation Research (SBIR) and Small Business Technology Transfer (STTR) program participants to learn about the program, receive training on topics that can help them successfully complete the program, and transition/commercialize the products into the Government and private sectors.*

*The RFP has not been issued to date however, ONR held an Industry Day in Mar 2014 and the following information is available for review at the following website:*  
<http://www.navysbir.com/sbiru.htm>



# “Locating Potential Business Opportunities

## ***Subcontracting Opportunities:***

- ***Procurement Technical Assistance Centers (PTAC) - <http://www.dla.mil/SmallBusiness/Pages/ProcurementTechnicalAssistanceCenters.aspx>***
- ***Defense Link (Announcement of Awards Greater than \$6.5M) - <http://www.defense.gov/contracts/>***
- ***Electronic Subcontracting Reporting System (eSRS) - <http://www.esrs.gov>***
- ***SBA Subnet: <http://www.sba.gov/content/sub-net>***
- ***Companies Participating in DoD Subcontracting Program Report: <http://www.acq.osd.mil/osbp/docs/primes2010.csv>***
- ***FEDBIZOPPS - <http://www.fbo.gov>***
- ***SBA Subcontracting Opportunities Directory: <http://www.sba.gov/category/navigation-structure/contracting/contracting-opportunities/sub-contracting/subcontracting-opportunities-directory>***



# **“Locating Potential Business Opportunities**

***Examples of current/upcoming ONR/NRL Opportunities:***

**Broad Agency Announcements (BAAs):**

***14-001 - ONR Long Range BAA for Navy and Marine Corps Science and Technology***

***13-012 – Ballistic Missile Submarine (SSBN) Security Technology (UASISTT)***

***14-008 – Joint Non-Lethal Weapons Program Fiscal Year 2014 Non-Lethal Weapon Technologies***

***14-009 – Advanced Analytics and Data Science for Naval Warfare Planning & Execution***

***14-010 - Computational Methods for Decision Making***

***14-SN-0012 – Compact High Density Tactical Energy Storage (Special Areas of Program Interest under ONR Long Range BAA)***



# “Locating Potential Business Opportunities

## ***Examples of current/upcoming ONR/NRL Opportunities:***

### **Navy SeaPort(e) Support Services:**

***N00024-14-R-3376 - ONR Code 33 Support Services: Technical, Engineering, Analytical & Program Support - ‘Small Business Set-Aside’***

***N00024-14-R-3335 – Administrative, Business, and Financial Support Services for ONR – ‘SDVOSB Set-Aside’***

***N00024-14-R-3310 – Training/Talent Management Support Services – ‘Small Business Set-Aside’***

### **Request for Proposals:**

***N000173-14-R-KC02 – Scientific, Engineering Services for Advanced Electronic Warfare***

***N000173-14-R-KC04 – Scientific, Engineering and Program Research and Development Services***



# “Locating Potential Business Opportunities

## ***Examples of current/upcoming ONR/NRL Opportunities:***

### **NRL Simplified Acquisition Opportunities:**

***N00173-14-Q-0321 Variable Angle Spectroscopic Ellipsometer***

***N00173-14-Q-0322 Module***

***N00173-14-Q-0323 Switches***

***N00173-14-Q-0324 Signal Analyzer Upgrade***

***N00173-14-Q-0327 Pressure Vessel***

***N00173-14-Q-0328 Magneto-Optic Thick Film Crystals***

***N00173-14-Q-0330 Special Vision 2000-P QUADRUPOLE Mass Spectrometer***

***N00173-14-Q-0331 Design Rule Checker License***

***N00173-14-Q-0332 Flow Control Unit***

***N00173-14-Q-0334 Software***

***N00173-14-Q-0336 Test Transmitter***

***N00173-14-Q-0337 Closed Cycle Cryostat***



# “SUBMITTING A PROPOSAL”

## ***Requirements for Preparing a ONR BAA Technical and Cost Proposal:***

*The following three documents must be completed and submitted for contract consideration:*

- [\*Cost Proposal Spreadsheet\*](#)
- [\*Technical Proposal Template\*](#)
- [\*Technical Content\*](#)

*\*Templates are fillable PDFs*

*\*Templates may be accessed at:*

[\*http://www.onr.navy.mil/Contracts-Grants/submit-proposal/contracts-proposal/cost-proposal.aspx\*](http://www.onr.navy.mil/Contracts-Grants/submit-proposal/contracts-proposal/cost-proposal.aspx)



# “SUBMITTING A PROPOSAL”

## “REQUIRED TECHNICAL AND COST PROPOSAL TEMPLATES”

- \*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 with 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.*



# **“SUBMITTING A PROPOSAL”**

## ***‘TECHNICAL CONTENT ‘ TEMPLATE REQUIREMENTS:***

- Technical Approach and Justification***
- Statement of Work***
- Project Schedule and Milestones***
- Management Approach***
- Personnel Qualifications***
- Current Pending Project and Proposal Submissions***
- Relevant Experience***
- Attachments, e.g., Addendums, Exhibits, Figures, Resumes, etc...***



# “SUBMITTING A PROPOSAL”

## *‘Cost Proposal’ Template Requirements:*

*Total Cost Summary Spreadsheet; the chart is a fill-able form requires the following cost information:*

- \*Direct Labor Costs*
- \*Fringe Benefit Costs*
- \*Labor Overhead Costs*
- \*Subcontract Costs*
- \*Consultant Costs*
- \*Other Direct Costs*
- \*Material & Handling Costs*
- \*G&A*
- \*Cost of Money*
- \*Fixed Fee*



# “SUBMITTING A PROPOSAL”

## ***‘Cost Proposal’ Template Requirements:***

*Cost by Task: In addition to providing summary by period of performance (base and any options), the contractor is also responsible for providing a breakdown of cost for each task identified in the statement of work. The sum of all cost by task worksheets MUST equal the total cost summary.*

*Options: If proposing options, they must be separately priced and separate worksheets or tables should be provided for each option. Any proposed options that are not fully priced out, will not be included in any resulting award.*



# “SUBMITTING A PROPOSAL”

## *‘Cost Proposal’ Template Requirements:*

*Additional instructions and provided are provided for:*

- Escalation & Indirect Rates*
- Subcontractors*
- Consultants*
- Materials-Supplies*
- Equipment*
- Travel*
- Other Direct Costs*



# “SUBMITTING A PROPOSAL”

## ***Cost Proposal ' Template Requirements:***

### **Subcontractor Data:**

***Subcontracts/Interorganizational Transfers – A fully disclosed cost proposal as detailed as the Offeror’s cost proposal including support documentation will be required to be submitted by all proposed subcontractors and for all interorganizational transfers over \$150,000. For subcontracts and interorganizational transfers under \$150,000, only a cost proposal with cost categories broken out must be provided.***

***If options are proposed, the option periods should be separately priced. The subcontract or interorganizational transfer proposal, along with supporting documentation, must be provided either in a sealed envelope with the prime’s proposal or via email directly to the Program Officer or Contract Specialist upon request. The email should identify the prime Offeror, proposal title, and that the attached proposal is a subcontract. The subcontractor and interorganizational transfer proposals with supporting documentation must be received and reviewed before the Government can complete its cost analysis of the proposal and enter negotiations.***



# “SUBMITTING A PROPOSAL”

## ***Cost Proposal ' Template Requirements:***

### **Materials:**

*Material is property that may be incorporated into or attached to a deliverable end item or that may be consumed or expended in performing a contract. It includes assemblies, components, parts, raw and processed materials, and small tools and supplies that may be consumed in normal use in performing a contract. Material should be proposed separately from Equipment.*

*Provide supporting documentation to support your price basis i.e. copy of quote, page from catalog, or a detailed explanation of how the estimate was derived...*



# “SUBMITTING A PROPOSAL”

## ***Cost Proposal ' Template Requirements:***

### **Equipment:**

*Contractors are normally required to furnish all equipment and/or facilities necessary to perform Government contracts. The Government may allow equipment and/or facilities only under a special circumstances. If equipment and/or facilities are proposed, the specific description should identify the component, nomenclature, and configuration of the equipment/hardware that it proposes to purchase for this effort. The purchase on a direct reimbursement basis of equipment that is not included in a deliverable item will be evaluated for allowability on a case-by-case basis. Maximum use of Government integration, test, and experiment facilities is encouraged.*

*Definitions of 'Special Test Equipment', 'Special Tooling', and 'Plant Equipment' are provided.*



# “SUBMITTING A PROPOSAL”

## *‘Technical Proposal’ Template Requirements:*

### *\*General Information – e.g.,*

- Company Information*
- CAGE Code*
- Proposal Title*
- Location of Principal Investigator*
- Business and Technical Contacts*
- Proposal Type*
- Proposed Total Amount/Period of Performance(POP)/Applicable SOW Tasks*
- Signature of Authorized Company Representative – Authorized to Enter into Agreement with the Government*
- POC to receive Electronic Document Access System (EDA) for award/ modification documents*
- etc...*



# “SUBMITTING A PROPOSAL”

## ***‘Technical Proposal’ Template Requirements:***

### ***\*Special Requirements – e.g.,***

- Flight Testing***
- Test Driving Vehicles***
- Use of Ammunition or Explosives***
- Use of Active Sonar***
- Animal Use***
- Human Subject Use***
- Recombinant DNA Molecules***
- Use of Government Facilities/Test Sites***
- Government Furnished Property (GFP)***
- Reports (data)/Deliverables (hardware/prototype/software)***
- Location of Work***
- etc...***



# “SUBMITTING A PROPOSAL”

## *‘Technical Proposal’ Template Requirements:*

### *\*Cost Content – e.g.,*

- Is your organization registered /active in SAM?*
- Defense Contract Audit Agency (DCAA) and Defense Contract Management Agency (DCMA) cognizant DCAA/DCMA Name, Address and POC (if known)*
- Do you have a DCAA/DCMA approved accounting system?*
- Do you have a Forward Pricing Rate Agreement (FPRA) or Forward Pricing Rate Recommendation (FPRR)?*
- Purchasing System – Do you have an approved Purchasing System (ACO @ DCMA)?*
- Estimating System – Do you have an approved Estimating System (ACO@ DCMA)?*
- Prior Awards – List of most recent ONR awards received in the last 5 years*
- etc...*



# “SUBMITTING A PROPOSAL”

## *When Responding to the Solicitation:*

- *Ask Questions in Writing*
- *Technical Proposal*
  - *Address all Technical Evaluation Criteria*
  - *Be aware of paper, font, spacing & margin requirements and page limits*
- *Cost Proposal*
  - *Submit a complete breakdown of all costs*
- *Submit Reps & Certs (on-line and specific)*
- *Late is late!*



# **“COMMON MISTAKES WHEN SUBMITTING A PROPOSAL”**

## **GENERAL INFORMATION –**

- \*Not registering or updating System for Award Management (SAM)***
- \*Not providing the applicable Defense Contract Audit Agency (DCAA) information***

## **TECHNICAL PROPOSAL –**

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



# “COMMON MISTAKES WHEN SUBMITTING A PROPOSAL”

## TECHNICAL PROPOSAL –

***\*SOW\* and Deliverables (i.e., CDRLS) not clearly identified or clearly defined. SOW at least should contain the following elements:***

- Background***
- Scope/Objective***
- Requirements; and***
- Deliverables***

***\*NOTE: The Offeror is responsible for providing a SOW in accordance with the solicitation (i.e., 'RFP' or 'BAA.' The SOW will be incorporated as an attachment to the resultant award without restrictive markings of affirmation of non-proprietary and may be potentially releasable in response to Freedom of Information Act (FOIA) requests.***



# **“Partnering with ONR”**

## **WE NEED YOUR HELP IN PARTNERING WITH SMALL BUSINESSES’**

***\*Respond to Sources Sought Notices, Requests for Information and Special Notices – Identify Size Status particularly Small Businesses; aides in Small Business Set-Aside Determination***

***\*Subcontracting Opportunities -***

***+Advertise Subcontracting Opportunities thru venues such as SBA Subnet:***

***<http://www.sba.gov/content/sub-net> or coordinate with local***

***Procurement Technical Assistance Centers:***

***<http://www.dla.mil/SmallBusiness/Pages/ProcurementTechnicalAssistanceCenters.aspx>***



# **NRL OSBP POC**

## ***HOW TO CONTACT NRL OSBP:***

### ***NRL Small Business POC:***

***Susan Kelly***

***Deputy Director for Small Business***

***Office of Small Business Programs***

***Naval Research Laboratory***

***4555 Overlook Avenue, S.W.***

***Washington DC 20375-5320***

***Phone: (202) 767-6815***

***E-mail: [sue.kelly@nrl.navy.mil](mailto:sue.kelly@nrl.navy.mil)***

***Website: <http://sadbunrl.navy.mil/>***



# ONR OSBP POC

## ***HOW TO CONTACT ONR OSBP:***

### ***ONR Small Business POC:***

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***Associate Director for Small Business***

***Office of Small Business Programs***

***Office of Naval Research***

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***Website: <http://www.onr.navy.mil/en/Contracts-Grants/small-business.aspx>***