

<b>SOLICITATION, OFFER AND AWARD</b>			1. THIS CONTRACT IS A RATED ORDER UNDER DPAS (15 CFR 700)		RATING	PAGE OF PAGES 1   52	
2. CONTRACT NO.		3. SOLICITATION NO. W911NF-07-R-0010	4. TYPE OF SOLICITATION [ ] SEALED BID (IFB) [X] NEGOTIATED (RFP)	5. DATE ISSUED 08 May 2007	6. REQUISITION/PURCHASE NO.		
7. ISSUED BY US ARMY RDECOM ACQ CTR - W911NF 4300 S. MIAMI BLVD DURHAM NC 27703			CODE W911NF	8. ADDRESS OFFER TO (If other than Item 7)  <b>See Item 7</b>		CODE	TEL: FAX:

NOTE: In sealed bid solicitations "offer" and "offeror" mean "bid" and "bidder".

### SOLICITATION

9. Sealed offers in original and 1 copies for furnishing the supplies or services in the Schedule will be received at the place specified in Item 8, or if handcarried, in the depository located in See Section L.9 until 04:00 PM local time 09 Jun 2007  
(Hour) (Date)

CAUTION - LATE Submissions, Modifications, and Withdrawals: See Section L, Provision No. 52.214-7 or 52.215-1. All offers are subject to all terms and conditions contained in this solicitation.

10. FOR INFORMATION CALL:	A. NAME LEROY R. HARDY	B. TELEPHONE (Include area code) (NO COLLECT CALLS) 919-549-4237	C. E-MAIL ADDRESS leroy.r.hardy@us.army.mil
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### OFFER (Must be fully completed by offeror)

NOTE: Item 12 does not apply if the solicitation includes the provisions at 52.214-16, Minimum Bid Acceptance Period.

12. In compliance with the above, the undersigned agrees, if this offer is accepted within \_\_\_\_\_ calendar days (60 calendar days unless a different period is inserted by the offeror) from the date for receipt of offers specified above, to furnish any or all items upon which prices are offered at the price set opposite each item, delivered at the designated point(s), within the time specified in the schedule.

13. DISCOUNT FOR PROMPT PAYMENT (See Section I, Clause No. 52.232-8)			
14. ACKNOWLEDGMENT OF AMENDMENTS (The offeror acknowledges receipt of amendments to the SOLICITATION for offerors and related documents numbered and dated):		AMENDMENT NO.	DATE

15A. NAME AND ADDRESS OF OFFEROR	CODE	FACILITY	16. NAME AND TITLE OF PERSON AUTHORIZED TO SIGN OFFER (Type or print)
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15B. TELEPHONE NO (Include area code)	15C. CHECK IF REMITTANCE ADDRESS IS DIFFERENT FROM ABOVE - ENTER SUCH ADDRESS IN SCHEDULE. <input type="checkbox"/>	17. SIGNATURE	18. OFFER DATE
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### AWARD (To be completed by Government)

19. ACCEPTED AS TO ITEMS NUMBERED	20. AMOUNT	21. ACCOUNTING AND APPROPRIATION	
22. AUTHORITY FOR USING OTHER THAN FULL AND OPEN COMPETITION: <input type="checkbox"/> 10 U.S.C. 2304(c)( ) <input type="checkbox"/> 41 U.S.C. 253(c)( )		23. SUBMIT INVOICES TO ADDRESS SHOWN IN (4 copies unless otherwise specified)	ITEM
24. ADMINISTERED BY (If other than Item 7) CODE		25. PAYMENT WILL BE MADE BY CODE	
26. NAME OF CONTRACTING OFFICER (Type or print) TEL: EMAIL:		27. UNITED STATES OF AMERICA (Signature of Contracting Officer)	28. AWARD DATE

IMPORTANT - Award will be made on this Form, or on Standard Form 26, or by other authorized official written notice.

**SECTION B – Supplies or Services and Prices**

B.1. Set Aside: This requirement is a Small Business Set-Aside. The North American Industry Classification System code is 541710, Research & Development in the Physical, Engineering, and Life Sciences.

B.2. Contract Type: A Time and Materials contract will be awarded from this solicitation. The requirement will have a ceiling amount of \$2,800,000.00 for the first year of the contract (CLIN 0001 through CLIN 0007 below).

B.3 Line Item Description: In accordance with this contract, the Contractor, independently and not as an agent of the Government, shall provide all necessary materials, labor, equipment, and facilities, except as specified herein to be furnished by the Government, and shall do all that which is necessary or incident to the satisfactory and timely performance of Contract Line Item Numbers shown below.

B.4 Option Periods (Years 2 through 5): The contract terms may be extended for 12 months per option period. Four 12-month option periods will be negotiated, the ceiling amounts for each option period is shown below:

Year 2 (Option Period 1) - \$2,884,000.00  
 Year 3 (Option Period 2) - \$2,970,520.00  
 Year 4 (Option Period 3) - \$3,059,636.00  
 Year 5 (Option Period 4) - \$3,151,425.00

The Government may extend the term of this contract by exercising an option period anytime prior to the expiration of the previous period.

The contractor is advised that the government’s obligation to provide funding for options is contingent upon satisfactory performance and the availability of funds. Accordingly, no legal liability on the part of the government exists unless or until funds are made available to the contractor and notice of such availability is confirmed in writing to the contractor. Performance of the tasks delineated in Section C, Descriptions and Specifications, must be deemed satisfactory in the judgment of the Contracting Officer Representative (COR).

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
0001		❖	Dollars, U.S.	❖	

Time and Materials  
Task 1

Administration of Solicitation and Source Selection Process:

The contractor shall manage, coordinate, and execute administrative portions of the Army SBIR and Joint CBD SBIR source selection processes in accordance with (IAW) applicable laws, regulations, and policies. The contractor shall support up to four (4) annual Phase I solicitations and evaluation cycles, and the Phase II invitation and evaluation process on a continual year-round cycle.

The Government projects that it will take approximately 3,456 hours to complete the tasks described for this CLIN in Section C.

Other Direct Costs (Ceiling Amount) = \$18,000.00  
 Total Estimated Price = ❖  
 Ceiling Price = ❖

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
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0002

Time and Materials  
Task 2  
Database Development, Assessment, and Reporting:

The contractor shall maintain and modify as necessary, existing automated processes as part of the Army SBIR, Joint CBD SBIR, and Army STTR collaboration environment to support the entire SBIR/STTR lifecycle, to include: 1) topic generation, 2) proposal evaluation, selection, and debriefing, 3) contract administration, 4) commercialization and technology transition, and 5) data archive, financial/resource management, and final reports. The contractor shall maintain the current SBIR automated information system (Army SBIR Management Portal), providing year round services for research topic development, source selection processes, and management of post-award data for the SBIR/STTR programs.

The Government projects that it will take approximately 4,800 hours to complete the tasks described for this CLIN in Section C.

Other Direct Costs (Ceiling Amount) = \$13,400.00  
Total Estimated Price = ❖  
Ceiling Price = ❖

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
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0003

Time and Materials  
Task 3  
Program Outreach:

The contractor shall conduct an aggressive, multi-faceted, multi-media outreach program designed to increase industry, academia, and DoD awareness of the Army SBIR program, promote program successes, and inform SBIR constituents about program improvements and activities. Outreach also includes Government agencies outside RDECOM, specifically, to the DoD acquisition community.

The Government projects that it will take approximately 2,780 hours to complete the tasks described for this CLIN in Section C.

Other Direct Costs (Ceiling Amount) = \$26,400.00  
Total Estimated Price = ❖  
Ceiling Price = ❖

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
0004		❖	Dollars, U.S.	❖	
	Time and Materials Task 4 Technical Assistance Services to Small Business Concerns Engaged in SBIR Projects:				
	The contractor shall, in accordance with the SBIR Reauthorization Act of 2000, Public Law 106-554, amendment of Section 9 of the Small Business Act (15 U.S.C 638), provide technical assistance services to small business concerns engaged in SBIR projects through a network of scientists and engineers engaged in a wide range of technologies. Effective conduct of this task necessitates significant duty performance at Army Program Executive Office (PEO) facilities, with appropriate access to Army program management and technical personnel.				
	The Government projects that it will take approximately 15,456 hours to complete the tasks described for this CLIN in Section C.				
				Other Direct Costs (Ceiling Amount) =	\$84,000.00
				Total Estimated Price =	❖
				Ceiling Price =	❖

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
0005		❖	Dollars, U.S.	❖	
	Time and Materials Task 5 Technology Transition and Support to Commercialization Pilot Program (CPP):				
	The contractor shall conduct technology transition management and support the Army's SBIR Commercialization Pilot Program (CPP), the 2006 National Defense Authorization Act authorized program to encourage commercialization of SBIR technologies and to accelerate the transition of SBIR technologies, products, and services to Phase III, including the acquisition process.				
	The Government projects that it will take approximately 2,400 hours to complete the tasks described for this CLIN in Section C.				
				Other Direct Costs (Ceiling Amount) =	\$22,500.00
				Total Estimated Price =	❖
				Ceiling Price =	❖

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
0006		❖	Dollars, U.S.	❖	
	Time and Materials Task 6				
	Measure and Report Results:				
	The contractor shall develop and report quantitative metrics to measure the Army SBIR and Joint CBD SBIR programs' success over time against set goals.				
	The Government projects that it will take approximately 3,072 hours to complete the tasks described for this CLIN in Section C.				
				Other Direct Costs (Ceiling Amount) =	\$33,600.00
				Total Estimated Price =	❖
				Ceiling Price =	❖

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
0007		❖	Dollars, U.S.	❖	
	Time and Materials Task 7				
	Program Management and Technical Support to OSD SBIR Program:				
	The contractor shall assist DDR&E in the management and execution of the OSD SBIR program, to include program scheduling and execution recommendations; budget programming, execution, and tracking; data collection and reporting; coordinating with OSD and other Government participants; and interacting with small businesses and research institutions participating in the programs.				
	The Government projects that it will take approximately 1,344 hours to complete the tasks described for this CLIN in Section C.				
				Other Direct Costs (Ceiling Amount) =	\$2,000.00
				Total Estimated Price =	❖
				Ceiling Price =	❖

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
0008		❖	Dollars, U.S.	❖	
	Time and Materials Option 1 (Task 1) Administration of Solicitation and Source Selection Process:				
	The contractor shall manage, coordinate, and execute administrative portions of the Army SBIR and Joint CBD SBIR source selection processes in accordance with (IAW) applicable laws, regulations, and policies. The contractor shall support up to four (4) annual Phase I solicitations and evaluation cycles, and the Phase II invitation and evaluation process on a continual year-round cycle.				
	The Government projects that it will take approximately 3,456 hours to complete the tasks described for this CLIN in Section C.				
				Other Direct Costs (Ceiling Amount) =	\$18,000.00
				Total Estimated Price =	❖
				Ceiling Price =	❖

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
0009		❖	Dollars, U.S.	❖	
	Time and Materials Option 1 (Task 2) Database Development, Assessment, and Reporting:				
	The contractor shall maintain and modify as necessary, existing automated processes as part of the Army SBIR, Joint CBD SBIR, and Army STTR collaboration environment to support the entire SBIR/STTR lifecycle, to include: 1) topic generation, 2) proposal evaluation, selection, and debriefing, 3) contract administration, 4) commercialization and technology transition, and 5) data archive, financial/resource management, and final reports. The contractor shall maintain the current SBIR automated information system (Army SBIR Management Portal), providing year round services for research topic development, source selection processes, and management of post-award data for the SBIR/STTR programs.				
	The Government projects that it will take approximately 4,800 hours to complete the tasks described for this CLIN in Section C.				
				Other Direct Costs (Ceiling Amount) =	\$13,400.00
				Total Estimated Price =	❖
				Ceiling Price =	❖

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
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0010

Time and Materials  
Option 1 (Task 3)  
Program Outreach:

The contractor shall conduct an aggressive, multi-faceted, multi-media outreach program designed to increase industry, academia, and DoD awareness of the Army SBIR program, promote program successes, and inform SBIR constituents about program improvements and activities. Outreach also includes Government agencies outside RDECOM, specifically, to the DoD acquisition community.

The Government projects that it will take approximately 2,780 hours to complete the tasks described for this CLIN in Section C.

Other Direct Costs (Ceiling Amount) = \$26,400.00  
Total Estimated Price = ❖  
Ceiling Price = ❖

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
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0011

Time and Materials  
Option 1 (Task 4)  
Technical Assistance Services to Small Business Concerns Engaged in SBIR Projects:

The contractor shall, in accordance with the SBIR Reauthorization Act of 2000, Public Law 106-554, amendment of Section 9 of the Small Business Act (15 U.S.C 638), provide technical assistance services to small business concerns engaged in SBIR projects through a network of scientists and engineers engaged in a wide range of technologies. Effective conduct of this task necessitates significant duty performance at Army Program Executive Office (PEO) facilities, with appropriate access to Army program management and technical personnel.

The Government projects that it will take approximately 15,456 hours to complete the tasks described for this CLIN in Section C.

Other Direct Costs (Ceiling Amount) = \$84,000.00  
Total Estimated Price = ❖  
Ceiling Price = ❖

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
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0012

Time and Materials  
Option 1 (Task 5)  
Technology Transition and Support to Commercialization Pilot Program (CPP):

The contractor shall conduct technology transition management and support the Army's SBIR Commercialization Pilot Program (CPP), the 2006 National Defense Authorization Act authorized program to encourage commercialization of SBIR technologies and to accelerate the transition of SBIR technologies, products, and services to Phase III, including the acquisition process.

The Government projects that it will take approximately 2,400 hours to complete the tasks described for this CLIN in Section C.

Other Direct Costs (Ceiling Amount) = \$22,500.00  
Total Estimated Price = ❖  
Ceiling Price = ❖

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
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0013

Time and Materials  
Option 1 (Task 6)  
Measure and Report Results:

The contractor shall develop and report quantitative metrics to measure the Army SBIR and Joint CBD SBIR programs' success over time against set goals.

The Government projects that it will take approximately 3,072 hours to complete the tasks described for this CLIN in Section C.

Other Direct Costs (Ceiling Amount) = \$33,600.00  
Total Estimated Price = ❖  
Ceiling Price = ❖

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
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0014

Time and Materials  
Option 1 (Task 7)

Program Management and Technical Support to OSD SBIR Program:

The contractor shall assist DDR&E in the management and execution of the OSD SBIR program, to include program scheduling and execution recommendations; budget programming, execution, and tracking; data collection and reporting; coordinating with OSD and other Government participants; and interacting with small businesses and research institutions participating in the programs.

The Government projects that it will take approximately 1,344 hours to complete the tasks described for this CLIN in Section C.

Other Direct Costs (Ceiling Amount) = \$2,000.00  
Total Estimated Price = ❖  
Ceiling Price = ❖

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
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0015

Time and Materials  
Option 2 (Task 1)

Administration of Solicitation and Source Selection Process:

The contractor shall manage, coordinate, and execute administrative portions of the Army SBIR and Joint CBD SBIR source selection processes in accordance with (IAW) applicable laws, regulations, and policies. The contractor shall support up to four (4) annual Phase I solicitations and evaluation cycles, and the Phase II invitation and evaluation process on a continual year-round cycle.

The Government projects that it will take approximately 3,456 hours to complete the tasks described for this CLIN in Section C.

Other Direct Costs (Ceiling Amount) = \$18,000.00  
Total Estimated Price = ❖  
Ceiling Price = ❖

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
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0016

Time and Materials  
Option 2 (Task 2)

Database Development, Assessment, and Reporting:

The contractor shall maintain and modify as necessary, existing automated processes as part of the Army SBIR, Joint CBD SBIR, and Army STTR collaboration environment to support the entire SBIR/STTR lifecycle, to include: 1) topic generation, 2) proposal evaluation, selection, and debriefing, 3) contract administration, 4) commercialization and technology transition, and 5) data archive, financial/resource management, and final reports. The contractor shall maintain the current SBIR automated information system (Army SBIR Management Portal), providing year round services for research topic development, source selection processes, and management of post-award data for the SBIR/STTR programs.

The Government projects that it will take approximately 4,800 hours to complete the tasks described for this CLIN in Section C.

Other Direct Costs (Ceiling Amount) =	\$13,400.00
Total Estimated Price =	❖
Ceiling Price =	❖

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
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0017

Time and Materials  
Option 2 (Task 3)

Program Outreach:

The contractor shall conduct an aggressive, multi-faceted, multi-media outreach program designed to increase industry, academia, and DoD awareness of the Army SBIR program, promote program successes, and inform SBIR constituents about program improvements and activities. Outreach also includes Government agencies outside RDECOM, specifically, to the DoD acquisition community.

The Government projects that it will take approximately 2,780 hours to complete the tasks described for this CLIN in Section C.

Other Direct Costs (Ceiling Amount) =	\$26,400.00
Total Estimated Price =	❖
Ceiling Price =	❖

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
0018	Time and Materials Option 2 (Task 4) Technical Assistance Services to Small Business Concerns Engaged in SBIR Projects:	❖	Dollars, U.S.	❖	
	<p>The contractor shall, in accordance with the SBIR Reauthorization Act of 2000, Public Law 106-554, amendment of Section 9 of the Small Business Act (15 U.S.C 638), provide technical assistance services to small business concerns engaged in SBIR projects through a network of scientists and engineers engaged in a wide range of technologies. Effective conduct of this task necessitates significant duty performance at Army Program Executive Office (PEO) facilities, with appropriate access to Army program management and technical personnel.</p> <p>The Government projects that it will take approximately 15,456 hours to complete the tasks described for this CLIN in Section C.</p>				
				Other Direct Costs (Ceiling Amount) =	\$84,000.00
				Total Estimated Price =	❖
				Ceiling Price =	❖

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
0019	Time and Materials Option 2 (Task 5) Technology Transition and Support to Commercialization Pilot Program (CPP):	❖	Dollars, U.S.	❖	
	<p>The contractor shall conduct technology transition management and support the Army's SBIR Commercialization Pilot Program (CPP), the 2006 National Defense Authorization Act authorized program to encourage commercialization of SBIR technologies and to accelerate the transition of SBIR technologies, products, and services to Phase III, including the acquisition process.</p> <p>The Government projects that it will take approximately 2,400 hours to complete the tasks described for this CLIN in Section C.</p>				
				Other Direct Costs (Ceiling Amount) =	\$22,500.00
				Total Estimated Price =	❖
				Ceiling Price =	❖

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
0020		❖	Dollars, U.S.	❖	
	Time and Materials Option 2 (Task 6)				
	Measure and Report Results:				
	The contractor shall develop and report quantitative metrics to measure the Army SBIR and Joint CBD SBIR programs' success over time against set goals.				
	The Government projects that it will take approximately 3,072 hours to complete the tasks described for this CLIN in Section C.				
				Other Direct Costs (Ceiling Amount) =	\$33,600.00
				Total Estimated Price =	❖
				Ceiling Price =	❖

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
0021		❖	Dollars, U.S.	❖	
	Time and Materials Option 2 (Task 7)				
	Program Management and Technical Support to OSD SBIR Program:				
	The contractor shall assist DDR&E in the management and execution of the OSD SBIR program, to include program scheduling and execution recommendations; budget programming, execution, and tracking; data collection and reporting; coordinating with OSD and other Government participants; and interacting with small businesses and research institutions participating in the programs.				
	The Government projects that it will take approximately 1,344 hours to complete the tasks described for this CLIN in Section C.				
				Other Direct Costs (Ceiling Amount) =	\$2,000.00
				Total Estimated Price =	❖
				Ceiling Price =	❖

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
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0022

Time and Materials  
Option 3 (Task 1)

Administration of Solicitation and Source Selection Process:

The contractor shall manage, coordinate, and execute administrative portions of the Army SBIR and Joint CBD SBIR source selection processes in accordance with (IAW) applicable laws, regulations, and policies. The contractor shall support up to four (4) annual Phase I solicitations and evaluation cycles, and the Phase II invitation and evaluation process on a continual year-round cycle.

The Government projects that it will take approximately 3,456 hours to complete the tasks described for this CLIN in Section C.

Other Direct Costs (Ceiling Amount) =	\$18,000.00
Total Estimated Price =	❖
Ceiling Price =	❖

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
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0023

Time and Materials  
Option 3 (Task 2)

Database Development, Assessment, and Reporting:

The contractor shall maintain and modify as necessary, existing automated processes as part of the Army SBIR, Joint CBD SBIR, and Army STTR collaboration environment to support the entire SBIR/STTR lifecycle, to include: 1) topic generation, 2) proposal evaluation, selection, and debriefing, 3) contract administration, 4) commercialization and technology transition, and 5) data archive, financial/resource management, and final reports. The contractor shall maintain the current SBIR automated information system (Army SBIR Management Portal), providing year round services for research topic development, source selection processes, and management of post-award data for the SBIR/STTR programs.

The Government projects that it will take approximately 4,800 hours to complete the tasks described for this CLIN in Section C.

Other Direct Costs (Ceiling Amount) =	\$13,400.00
Total Estimated Price =	❖
Ceiling Price =	❖

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
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0024

Time and Materials  
Option 3 (Task 3)  
Program Outreach:

The contractor shall conduct an aggressive, multi-faceted, multi-media outreach program designed to increase industry, academia, and DoD awareness of the Army SBIR program, promote program successes, and inform SBIR constituents about program improvements and activities. Outreach also includes Government agencies outside RDECOM, specifically, to the DoD acquisition community.

The Government projects that it will take approximately 2,780 hours to complete the tasks described for this CLIN in Section C.

Other Direct Costs (Ceiling Amount) = \$26,400.00  
Total Estimated Price = ❖  
Ceiling Price = ❖

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
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0025

Time and Materials  
Option 3 (Task 4)  
Technical Assistance Services to Small Business Concerns Engaged in SBIR Projects:

The contractor shall, in accordance with the SBIR Reauthorization Act of 2000, Public Law 106-554, amendment of Section 9 of the Small Business Act (15 U.S.C 638), provide technical assistance services to small business concerns engaged in SBIR projects through a network of scientists and engineers engaged in a wide range of technologies. Effective conduct of this task necessitates significant duty performance at Army Program Executive Office (PEO) facilities, with appropriate access to Army program management and technical personnel.

The Government projects that it will take approximately 15,456 hours to complete the tasks described for this CLIN in Section C.

Other Direct Costs (Ceiling Amount) = \$84,000.00  
Total Estimated Price = ❖  
Ceiling Price = ❖

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
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0026

Time and Materials  
Option 3 (Task 5)  
Technology Transition and Support to Commercialization Pilot Program (CPP):

The contractor shall conduct technology transition management and support the Army's SBIR Commercialization Pilot Program (CPP), the 2006 National Defense Authorization Act authorized program to encourage commercialization of SBIR technologies and to accelerate the transition of SBIR technologies, products, and services to Phase III, including the acquisition process.

The Government projects that it will take approximately 2,400 hours to complete the tasks described for this CLIN in Section C.

Other Direct Costs (Ceiling Amount) = \$22,500.00  
Total Estimated Price = ❖  
Ceiling Price = ❖

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
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0027

Time and Materials  
Option 3 (Task 6)  
Measure and Report Results:

The contractor shall develop and report quantitative metrics to measure the Army SBIR and Joint CBD SBIR programs' success over time against set goals.

The Government projects that it will take approximately 3,072 hours to complete the tasks described for this CLIN in Section C.

Other Direct Costs (Ceiling Amount) = \$33,600.00  
Total Estimated Price = ❖  
Ceiling Price = ❖

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
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0028

Time and Materials  
Option 3 (Task 7)

Program Management and Technical Support to OSD SBIR Program:

The contractor shall assist DDR&E in the management and execution of the OSD SBIR program, to include program scheduling and execution recommendations; budget programming, execution, and tracking; data collection and reporting; coordinating with OSD and other Government participants; and interacting with small businesses and research institutions participating in the programs.

The Government projects that it will take approximately 1,344 hours to complete the tasks described for this CLIN in Section C.

Other Direct Costs (Ceiling Amount) = \$2,000.00  
Total Estimated Price = ❖  
Ceiling Price = ❖

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
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0029

Time and Materials  
Task (Task 1)

Administration of Solicitation and Source Selection Process:

The contractor shall manage, coordinate, and execute administrative portions of the Army SBIR and Joint CBD SBIR source selection processes in accordance with (IAW) applicable laws, regulations, and policies. The contractor shall support up to four (4) annual Phase I solicitations and evaluation cycles, and the Phase II invitation and evaluation process on a continual year-round cycle.

The Government projects that it will take approximately 3,456 hours to complete the tasks described for this CLIN in Section C.

Other Direct Costs (Ceiling Amount) = \$18,000.00  
Total Estimated Price = ❖  
Ceiling Price = ❖

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
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0030

Time and Materials  
Option 4 (Task 2)

Database Development, Assessment, and Reporting:

The contractor shall maintain and modify as necessary, existing automated processes as part of the Army SBIR, Joint CBD SBIR, and Army STTR collaboration environment to support the entire SBIR/STTR lifecycle, to include: 1) topic generation, 2) proposal evaluation, selection, and debriefing, 3) contract administration, 4) commercialization and technology transition, and 5) data archive, financial/resource management, and final reports. The contractor shall maintain the current SBIR automated information system (Army SBIR Management Portal), providing year round services for research topic development, source selection processes, and management of post-award data for the SBIR/STTR programs.

The Government projects that it will take approximately 4,800 hours to complete the tasks described for this CLIN in Section C.

Other Direct Costs (Ceiling Amount) = \$13,400.00  
Total Estimated Price = ❖  
Ceiling Price = ❖

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
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0031

Time and Materials  
Option 4 (Task 3)

Program Outreach:

The contractor shall conduct an aggressive, multi-faceted, multi-media outreach program designed to increase industry, academia, and DoD awareness of the Army SBIR program, promote program successes, and inform SBIR constituents about program improvements and activities. Outreach also includes Government agencies outside RDECOM, specifically, to the DoD acquisition community.

The Government projects that it will take approximately 2,780 hours to complete the tasks described for this CLIN in Section C.

Other Direct Costs (Ceiling Amount) = \$26,400.00  
Total Estimated Price = ❖  
Ceiling Price = ❖

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
0032	Time and Materials Option 4 (Task 4) Technical Assistance Services to Small Business Concerns Engaged in SBIR Projects:	❖	Dollars, U.S.	❖	
	<p>The contractor shall, in accordance with the SBIR Reauthorization Act of 2000, Public Law 106-554, amendment of Section 9 of the Small Business Act (15 U.S.C 638), provide technical assistance services to small business concerns engaged in SBIR projects through a network of scientists and engineers engaged in a wide range of technologies. Effective conduct of this task necessitates significant duty performance at Army Program Executive Office (PEO) facilities, with appropriate access to Army program management and technical personnel.</p> <p>The Government projects that it will take approximately 15,456 hours to complete the tasks described for this CLIN in Section C.</p>				
				Other Direct Costs (Ceiling Amount) =	\$84,000.00
				Total Estimated Price =	❖
				Ceiling Price =	❖

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
0033	Time and Materials Option 4 (Task 5) Technology Transition and Support to Commercialization Pilot Program (CPP):	❖	Dollars, U.S.	❖	
	<p>The contractor shall conduct technology transition management and support the Army's SBIR Commercialization Pilot Program (CPP), the 2006 National Defense Authorization Act authorized program to encourage commercialization of SBIR technologies and to accelerate the transition of SBIR technologies, products, and services to Phase III, including the acquisition process.</p> <p>The Government projects that it will take approximately 2,400 hours to complete the tasks described for this CLIN in Section C.</p>				
				Other Direct Costs (Ceiling Amount) =	\$22,500.00
				Total Estimated Price =	❖
				Ceiling Price =	❖

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
0034		❖	Dollars, U.S.	❖	
	Time and Materials Option 4 (Task 6) Measure and Report Results:				
	The contractor shall develop and report quantitative metrics to measure the Army SBIR and Joint CBD SBIR programs' success over time against set goals.				
	The Government projects that it will take approximately 3,072 hours to complete the tasks described for this CLIN in Section C.				
				Other Direct Costs (Ceiling Amount) =	\$33,600.00
				Total Estimated Price =	❖
				Ceiling Price =	❖

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
0035		❖	Dollars, U.S.	❖	
	Time and Materials Option 4 (Task 7) Program Management and Technical Support to OSD SBIR Program:				
	The contractor shall assist DDR&E in the management and execution of the OSD SBIR program, to include program scheduling and execution recommendations; budget programming, execution, and tracking; data collection and reporting; coordinating with OSD and other Government participants; and interacting with small businesses and research institutions participating in the programs.				
	The Government projects that it will take approximately 1,344 hours to complete the tasks described for this CLIN in Section C.				
				Other Direct Costs (Ceiling Amount) =	\$2,000.00
				Total Estimated Price =	❖
				Ceiling Price =	❖

## **SECTION C - Descriptions and Specifications**

### **Army-Wide Technology Development Program**

#### **1. Background:**

Congress created the Small Business Innovation Research (SBIR) Program in 1983 to foster the involvement of U.S. based small businesses in Federal research and development. The ultimate objective of each SBIR project is to develop technologies and products that a small business may market to the Government or private sector, resulting in revenues from non-SBIR sources. The Army SBIR program is designed to give small, high-tech businesses the opportunity to provide innovative research and development solutions in response to critical Army needs. In FY07, the Army SBIR program will execute approximately \$243 million in Research, Development, Test and Evaluation (RDT&E).

The US Army Research, Development and Engineering Command (RDECOM) is responsible for managing and executing the SBIR program. In addition to the Army SBIR programs, RDECOM oversees the Army Small Business Technology Transfer (STTR) and the Joint Science and Technology Office for the Chemical and Biological Defense (CBD) SBIR programs. RDECOM directs, monitors, and coordinates activities at 18 participating Army research and development (R&D) organizations, covering the full spectrum of the Army's R&D mission. The Program Manager, for the Army SBIR program acts as a focal point for these R&D organizations, and maintains overall program continuity through coordination of proposal solicitation, proposal evaluations, and contract awards. The Program Manager also develops programs in response to new legislation, policy, and management.

The Office of the Director, Defense Research and Engineering (DDR&E) is responsible for the execution of approximately \$52 million in RDT&E for the Office of the Secretary of Defense (OSD) SBIR program.

The Federal SBIR Program is mandated by Public Laws (PL) 97-219, 99-443, 102-564 and 106-554. The basic design of the DoD SBIR Program is in accordance with the Small Business Administration (SBA) SBIR Policy Directive, 2002. The guidelines presented in the solicitation incorporate and exploit the flexibility of the SBA Policy Directive to encourage proposals based on scientific and technical approaches most likely to yield results important to the DoD and the private sector.

SBIR Phase I is to determine, insofar as possible, the scientific, technical, and commercial merit and feasibility of ideas submitted under the SBIR Program. Phase I awards are typically \$70,000 to \$100,000 in size over a period generally of six to nine months. Phase I proposal should concentrate on that research or research and development which will significantly contribute to proving the scientific, technical, and commercial feasibility of the proposed effort, the successful completion of which is a prerequisite for further DoD support. The measure of Phase I success includes evaluations of the extent to which Phase II results would have the potential to yield a product or process of continuing importance to DoD and the private sector. Proposers are encouraged to consider whether the research or research and development they are proposing to DoD Components also has private sector potential, either for the proposed application or as a base for other applications. Subsequent Phase II awards are made to firms on the basis of results of their Phase I effort and the scientific, technical, and commercial merit of the Phase II proposal. Phase II awards are typically \$500,000 to \$750,000 in size over a period generally not to exceed 24 months (subject to negotiation). Phase II is the principal research or research and development effort and is expected to produce a well-defined deliverable prototype. Under Phase III, the small business must obtain funding from the private sector and/or non-SBIR Government sources to develop the prototype into a viable product or non-R&D service for sale in military and/or private sector markets. The Army SBIR Commercialization Pilot Program (CPP) provides expert advice, guidance, mentoring, and analysis regarding the technology transition and commercialization of specific Army SBIR projects.

The vision of the Army SBIR program is to be the Army's premier source of innovative technology solutions, providing direct access to America's high-tech small business research and development community, enabling our Soldiers deployed around the world. Critical to achieving this vision is the transition of SBIR technologies from research to combat capability. Additionally, a goal of the SBIR program is to increase private sector commercialization of innovations derived from Federal R&D, thereby increasing competition, productivity, and economic growth.

## **2. Objective:**

The contractor shall provide RDECOM support in planning, managing, coordinating, and executing the Army SBIR, the Joint CBD SBIR programs, as well as limited support to the Army STTR and DDR&E managed OSD SBIR programs, as described below and in accordance with the Performance Based Standards in Attachment II.

## **3. Performance Work Statement:**

3.1 Tasks: The contractor shall complete the following tasks at the quality levels described in the performance based standards included in Attachment II. All tasks include the development and documentation of policies and procedures related to this program. The Government will perform formal Contract Performance Reviews quarterly.

3.1.1 Task 1 (CLIN 0001 and Optional CLINs 0008, 0015, 0022 and 0029) - Administration of Solicitation and Source Selection Process: The contractor shall manage, coordinate, and execute administrative portions of the Army SBIR and Joint CBD SBIR source selection processes in accordance with (IAW) applicable laws, regulations, and policies. The contractor shall support up to four (4) annual Phase I solicitations and evaluation cycles, and the Phase II invitation and evaluation process on a continual year-round cycle. For a preview of the Army SBIR program go to [www.armysbir.com](http://www.armysbir.com).

3.1.1.1 Receive and process several thousand (3000-4000 Phase I, 300-500 Phase II) proposals each year, ensuring they are compliant with solicitation instructions, maintaining accurate records of proposals and proposal administrative data, and distributing proposals to assigned evaluators. Collect evaluation data and prepare consolidated recommendation for the Source Selection Authority. Notify offerors of final award decisions and coordinate resulting debriefing activities. Maintain records of source selection process and results.

3.1.1.2 Assist with the development and distribution of source selection plans and procedures in accordance with the SBIR solicitation, to include developing and delivering required training to Government personnel and support contractors. Coordinate and facilitate Government generation of up to three hundred (300) high-quality candidate topics for inclusion in DoD SBIR solicitations, to include refinement during topic review process. Coordinate and facilitate SBIR proposal evaluations and endorsements by Government personnel and provide feedback on quality of technical evaluations. Monitor and draft responses to all inquiries, including congressional inquiries and protests.

3.1.2 Task 2 (CLIN 0002 and Optional CLINs 0009, 0016, 0023 and 0030) Database Development, Assessment, and Reporting: The contractor shall maintain and modify as necessary, existing automated processes as part of the Army SBIR, Joint CBD SBIR, and Army STTR collaboration environment to support the entire SBIR/STTR lifecycle, to include: 1) topic generation, 2) proposal evaluation, selection, and debriefing, 3) contract administration, 4) commercialization and technology transition, and 5) data archive, financial/resource management, and final reports. The contractor shall maintain the current SBIR automated information system (*Army SBIR Management Portal*), providing year round services for research topic development, source selection processes, and management of post-award data for the SBIR/STTR programs.

3.1.2.1 Maintain and house the two (2) SQL Servers and two (2) Microsoft IIS web servers provided as Government Furnished Equipment. Maintain internet connectivity with appropriate bandwidth to ensure efficient and secure access by Government and industry users. The contractor shall coordinate for Government accreditation, and verify, validate, monitor, and maintain appropriate information security and integrity standards and documentation in accordance with appropriate regulations and DoD Web Site Administration Policies & Procedures and according to all DoD and Army standard security protocols. The contractor shall ensure the information system meets all Government requirements for a full DoD Information Technology Security Certification & Accreditation Process (DITSCAP) or Department of Defense Information Assurance Certification and Accreditation Process (DIACAP) Authority to Operate (ATO). Maintain password protected access to data utilizing the Army Knowledge Online (AKO) single sign-on procedures. This task includes transition of hardware, software, source code, and documentation from incumbent; establishing familiarity and expertise with current programming architecture and coding; conducting all necessary data updates; installation of software / hardware upgrades as required; and system operation, troubleshooting, and data archiving and backup.

3.1.2.2 Maintain and provide minor functionality changes as required to support program management processes, utilizing Microsoft .NET, Visual Basic, Active Server Pages, VBScript, JavaScript, SQL, C#, XML, and other appropriate development environments. Establish and achieve successful appraisal of software development processes in accordance with Software Engineering Institute (SEI) Capability Maturity Model Integration (CMMI) level 3 or equivalent.

3.1.2.3 Collect, store, validate, and report relevant statistics for program monitoring, assessment, budgeting, analysis, and external reporting activities for program assessment and outreach activities. Manage and present data necessary to facilitate SBIR/STTR program decisions. Acquire and maintain final technical reports and non-proprietary summary reports for all completed SBIR projects.

3.1.2.4 Conduct coordination and develop appropriate technical plans and interfaces for integration and data-sharing with the RDECOM Science & Technology Enterprise Management (STEM) system, DoD SBIR system, the DoD Research and Engineering Portal, and other systems, as required.

3.1.2.5 Maintain a currently established public website ([www.armysbir.com](http://www.armysbir.com)) with accurate, timely, and relevant program information, in accordance with all applicable Government, Department of Defense (DoD), and Army policies and procedures. Update the website monthly to reflect current information and insure all information posted to the public website has been cleared by the Government for public release. Update public website with all small business developed and delivered non-proprietary summary reports (up to 500 per year) within 30 days of receipt.

3.1.2.6 Provide distributed training resources for system operators and provide on-call help for users.

3.1.2.7 Expand the current Army SBIR Management Portal through installation or development of software (and installation of any necessary hardware) necessary to include both a private and public full-text natural language and taxonomy search capability to return relevant technical data in a cognitively useful format. Conduct a market survey and make recommendations on commercial-off-the-shelf products for Government provision to achieve capability.

3.1.3 Task 3 (CLIN 0003 and Optional CLINs 0010, 0017, 0024 and 0031) Program Outreach: The contractor shall conduct an aggressive, multi-faceted, multi-media outreach program designed to increase industry, academia, and DoD awareness of the Army SBIR program, promote program successes, and inform SBIR constituents about program improvements and activities. Outreach also includes Government agencies outside RDECOM, specifically, to the DoD acquisition community.

3.1.3.1 Build, maintain, and implement an annual Army SBIR Communications Campaign Plan that addresses the program's four primary customers (the Soldier, the small business, Army programs, and SBIR participating organizations) and presents the small business R&D community as a strategic partner for the Army. Execution of the campaign plan must expand the community of potential SBIR Phase III technology transition recipients to include DoD organizations and other Federal and commercial entities, increasing Army SBIR commercialization and transition success.

3.1.3.2 Capture, document, and maintain SBIR as a Best Practice (a standard, repeatable approach to program management for ensuring discipline and excellence) for DoD Program Managers (PMs) and Program Executive Officers (PEOs) and communicate this as an innovative acquisition process shared enterprise-wide, enhancing collaboration between Army research organizations and PEO/PMs.

3.1.3.3 Coordinate and execute the annual Army SBIR Quality Awards Program, to include receipt of up to one hundred (100) nominations, evaluation and selection of up to ten (10) awardees, and planning and execution of an awards ceremony at a Government facility. Develop a camera-ready brochure that features the award winners and their SBIR projects.

3.1.3.4 Conduct outreach, to include exhibition at up to six (6) appropriate, Government approved conferences and venues across the United States. Conduct administrative tasks for conferences, including ensuring that display and handout materials are shipped and erected on-site, manning the display areas, and returning all materials in good condition to storage. Design, maintain, store, and operate SBIR exhibits, displays and related equipment / materials. Design multi-media materials including brochures, pamphlets, briefings, information papers, websites, and other informational products for program outreach.

3.1.3.5 Maintain a "Help Desk" service to provide quick answers to telephonically submitted questions from small businesses and Government personnel regarding the Army SBIR and Joint CBD SBIR programs. Maintain a Government provided telephone line from 0800 – 1700 EDT/EST, Monday-Friday, except Federal Holidays and when possible, provide immediate answers to questions. When questions cannot be answered immediately, research and respond to inquiry within two (2) business days or direct the inquiry to an organization or resource equipped to answer the concern. Manage a call volume that averages ten (10) calls per day, with a peak of fifty (50) calls per day. Maintain a written document of all standard procedures for the SBIR and Joint CBD SBIR program to provide quick answers to common questions. Update and improve the document as applicable laws, regulations, and Army/DoD policies or procedures change. Contact telephonically each Army SBIR and Joint CBD SBIR Phase I award winner (up to 400) during the SBIR contract period of performance and assess the information needs of the firm regarding the SBIR process and requirements. Provide immediate answers to firm questions or direct to appropriate resources for assistance.

3.1.4 Task 4 (CLIN 0004 and Optional CLINs 0011, 0018, 0025 and 0032) Technical Assistance Services to Small Business Concerns Engaged in SBIR Projects: The contractor shall, in accordance with the SBIR Reauthorization Act of 2000, Public Law 106-554, amendment of Section 9 of the Small Business Act (15 U.S.C 638), provide technical assistance services to small business concerns engaged in SBIR projects through a network of scientists and engineers engaged in a wide range of technologies. Effective conduct of this task necessitates significant duty performance at Army Program Executive Office (PEO) facilities, with appropriate access to Army program management and technical personnel.

3.1.4.1 Provide expert advice and analysis to a minimum of 320 Phase I SBIR projects annually for the purpose of assisting such concerns in: 1) making better technical decisions concerning such projects; 2) solving technical problems which arise during the conduct of such projects; 3) minimizing technical risks associated with such projects; and 4) developing and commercializing new commercial products and processes resulting from such projects.

3.1.4.2 Provide expert advice and analysis to the Government regarding technology transition planning and development of technology integration roadmaps through participation in PEO requirements development, technology assessment, and technology transition planning and management activities, specifically to facilitate the provision of relevant and timely technical advice to supported small business concerns regarding integration of SBIR derived technologies into DoD programs.

3.1.4.3 In coordination with the Government research manager, SBIR awardees, and any potential stakeholders, develop and deliver a SBIR Phase III plan for a minimum of 200 SBIR Phase I projects selected for Phase II award. As a technical assistance service to small business concerns, the Phase III plan must document the strategy, requirements, and resources to transition the SBIR project to Phase III and from research into an acquisition program, larger science & technology effort, or stand-alone product or service. The Phase III plan shall include, at a minimum: 1) the target program(s), manager(s), or commercial customer(s); 2) program technology need(s); 3) integration strategy; 4) description of technology/product or capability to be delivered; 5) current status of technology/product; 6) technology development strategy; 7) risks to include mitigations and contingencies; 8) milestones (key technical measures of readiness) for transition; 9) resource requirements and potential sources; and 10) methods for furthering promising technologies through additional research & development, testing and evaluation.

3.1.5 Task 5 (CLIN 0005 and Optional CLINs 0012, 0019, 0026 and 0033) Technology Transition and Support to Commercialization Pilot Program (CPP): The contractor shall conduct technology transition management and support the Army's SBIR Commercialization Pilot Program (CPP), the *2006 National Defense Authorization Act* authorized program to encourage commercialization of SBIR technologies and to accelerate the transition of SBIR technologies, products, and services to Phase III, including the acquisition process.

3.1.5.1 Collect and manage data regarding the progress of all Phase III plans in accordance with developed milestones and risk items, for the duration of each Phase II contract. Provide quarterly reports with adjectival descriptions and narrative support of transition readiness and risk for each Phase III plan. Coordinate with appropriate Army and DoD research and development organizations for incorporation of Phase III plans into Government developed technology area development roadmaps.

3.1.5.2 Host via telecom, VTC, or other means, a standard Phase II close-out "Gated Management Review" for a minimum of two hundred (200) SBIR Phase II projects annually to assess viability of Phase III plan and technical readiness for transition. Include the SBIR contractor, Government technical manager, and other stakeholders, as required.

3.1.6 Task 6 (CLIN 0006 and Optional CLINs 0013, 0020, 0027 and 0034) Measure and Report Results: The contractor shall develop and report quantitative metrics to measure the Army SBIR and Joint CBD SBIR programs' success over time against set goals.

3.1.6.1 Establish and monitor metrics to measure responsiveness of internal processes and external results, in accordance with Performance Based Standards. Report metrics on a quarterly basis to include narrative description of lessons learned to improve the Army SBIR program and its impact on the Army's capabilities. Report the impact of the transitioned SBIR technologies on Army programs and war fighter capabilities to include material improvement in terms of performance, cost, and time.

3.1.6.2 Generate quarterly, annual, and non-recurring reports for Army reporting to DoD SBIR Program Management Office, and the Small Business Administration (SBA) to account for all funds spent on the Army SBIR and Joint CBD SBIR programs. Information in these reports includes, but is not limited to, contract number, pertinent contract milestone dates, period of performance, and funds obligated.

3.1.6.3 Manage and present data for annual budget planning, prioritization, and execution monitoring to facilitate decisions for the entire Army SBIR and Joint CBD SBIR lifecycle. Track distribution and obligation of funds through the RDECOM resource management team, maintaining historical records in the SBIR Management Portal.

3.1.6.4 Collect and maintain accurate data representing the sales and investment revenue from new products and non-R&D services resulting from Army SBIR Phase II technology to include additional investment from sources other than the federal SBIR program in activities that further the development and/or commercialization of the Phase II technology. Reconcile SBIR Phase III data monthly with Government DD350 (Individual Contracting Action Report) database. Develop and prepare in camera ready format, an annual commercialization brochure that highlights 15-20 of the most successful SBIR projects for the year, in terms of commercialization success or impact on Army research or operational capabilities.

3.1.6.5 Present appropriate data orally and in written briefing format to Government and support contract personnel during one local (Washington, D.C.) and one non-local (continental US) Army SBIR Program Management Review (PMR) meetings.

3.1.7 Task 7 (CLIN 0007 and Optional CLINs 0014, 0021, 0028 and 0035) Program Management and Technical Support to OSD SBIR Program: The contractor shall assist DDR&E in the management and execution of the OSD SBIR program, to include program scheduling and execution recommendations; budget programming, execution, and tracking; data collection and reporting; coordinating with OSD, Service, and other Government participants; and interacting with small businesses and research institutions participating in the programs.

3.1.7.1 Solicit, collect, and finalize topics for the annual OSD SBIR solicitation. Disseminate topic guidance and collect candidate topics from scientists and engineers at participating research organizations. Reviewing candidate topics for compliance and formatting requirements. Coordinate modification, prioritization, and approval of topics for submission to the OSD topic review process. Ensure that topic submissions are provided in the specified formats and in a timely manner per OSD guidelines. Coordinate any changes to the submitted topics to include topic deletions, modifications, or replacements based on OSD, Peer Review, and DDR&E comments.

3.1.7.2 Execute administrative portions of the annual OSD SBIR solicitation and source selection process. During the Phase I solicitation period the contractor shall assist with the small businesses proposal development and submission activities. At solicitation close, process submitted Phase I proposals (800-900) and track technical evaluations and proposal selections. Coordinate and execute the invitation, review, selection, and subsequent award of OSD SBIR Phase II proposals (100-150). Plan, coordinate, and execute the annual DDR&E Phase I review conference, at which ongoing Phase I progress and successes are presented for potential consideration for Phase II funding. Assist DDR&E in identifying and notifying participants, assembling meeting materials, executing the meeting, supporting the prioritization of Phase I projects and identification of those projects to be invited to submit Phase II proposals. Upon notification of the selected proposals from the research organizations, facilitate distribution of contract funds to sponsoring organizations, and the collection of pertinent contract information to meet internal tracking and external reporting requirements. Coordinate technical debriefings, as required.

3.1.7.3 Synthesize existing program statistics, commercialization results, success stories, and other relevant material in the preparation of two National SBIR Conference presentations in PowerPoint, as required.

**SECTION D - Packaging and Marking**

All items shall be preserved, packaged and packed in accordance with best commercial practice, as defined in the applicable commodity specification.

**SECTION E - Inspection and Acceptance**

**52.252-2 Clauses Incorporated by Reference:**

This contract incorporates one or more clauses by reference, with the same force and effect as if they were given in full text. Upon request, the Contracting Officer will make their full text available. Also, the full text of a clause may be accessed electronically at the website shown below:

<http://farsite.hill.af.mil>

<u>FAR CLAUSE #</u>	<u>TITLE</u>	<u>DATE</u>
52.246-6	Inspection -- Time-and-Material and Labor-Hour.	MAY 2001

The Government will review and verify that all deliverables associated with this solicitation/contract fulfill the requirements and standards set forth in the Statement of Work, Contract Data Requirements List (CDRL).

The designated Contracting Officer Representative will inspect and accept all deliverables.

Supplies/services will be inspected/accepted at:

<b>CLINS</b>	<b>INSPECT AT</b>	<b>INSPECT BY</b>	<b>ACCEPT AT</b>	<b>ACCEPT BY</b>
0001 - 0035	Destination	Government	Destination	Government

**SECTION F - Deliveries or Performance**

**52.252-2 Clauses Incorporated by Reference:**

This contract incorporates one or more clauses by reference, with the same force and effect as if they were given in full text. Upon request, the Contracting Officer (KO) will make their full text available. Also, the full text of a clause may be accessed electronically at the website shown below:

<http://farsite.hill.af.mil>

FAR CLAUSE #	TITLE	DATE
52.242-15	Stop Work Order	AUG 1989
52.245-4	Government Property (Cost-Reimbursement, Time-and-Material, or Labor-Hour Contracts)	MAY 2004
52.247-34	F.O.B. Destination	NOV 1991

**F.1 Delivery Information:**

Basic Period:

CLIN	Delivery Date	QTY	Ship to Address	UIC
0001	1 yr. ADC		See schedule Refer to the award for details (FOB – Destination)	W911NF
0002	1 yr. ADC		(Same as previous location)	W911NF
0003	1 yr. ADC		(Same as previous location)	W911NF
0004	1 yr. ADC		(Same as previous location)	W911NF
0005	1 yr. ADC		(Same as previous location)	W911NF
0006	1 yr. ADC		(Same as previous location)	W911NF
0007	1 yr. ADC		(Same as previous location)	W911NF

Option Period 1:

0008	1 yr. AEO		(Same as previous location)	W911NF
0009	1 yr. AEO		(Same as previous location)	W911NF
0010	1 yr. AEO		(Same as previous location)	W911NF
0011	1 yr. AEO		(Same as previous location)	W911NF
0012	1 yr. AEO		(Same as previous location)	W911NF
0013	1 yr. AEO		(Same as previous location)	W911NF
0014	1 yr. AEO		(Same as previous location)	W911NF

Option Period 2:

0015	1 yr. AEO		(Same as previous location)	W911NF
0016	1 yr. AEO		(Same as previous location)	W911NF
0017	1 yr. AEO		(Same as previous location)	W911NF
0018	1 yr. AEO		(Same as previous location)	W911NF
0019	1 yr. AEO		(Same as previous location)	W911NF
0020	1 yr. AEO		(Same as previous location)	W911NF
0021	1 yr. AEO		(Same as previous location)	W911NF

Option Period 3:

0022	1 yr. AEO		(Same as previous location)	W911NF
0023	1 yr. AEO		(Same as previous location)	W911NF
0024	1 yr. AEO		(Same as previous location)	W911NF
0025	1 yr. AEO		(Same as previous location)	W911NF
0026	1 yr. AEO		(Same as previous location)	W911NF
0027	1 yr. AEO		(Same as previous location)	W911NF
0028	1 yr. AEO		(Same as previous location)	W911NF

Option Period 4:

0029	1 yr. AEO	(Same as previous location)	W911NF
0030	1 yr. AEO	(Same as previous location)	W911NF
0031	1 yr. AEO	(Same as previous location)	W911NF
0032	1 yr. AEO	(Same as previous location)	W911NF
0033	1 yr. AEO	(Same as previous location)	W911NF
0034	1 yr. AEO	(Same as previous location)	W911NF
0035	1 yr. AEO	(Same as previous location)	W911NF

ADA – After Date of Award

AEO – After Exercising of Option

**F.2 Place of Performance:**

The required services shall be performed principally, though not exclusively, at the Army SBIR Program Management Office, 6000 6<sup>th</sup> Street, Fort Belvoir, VA 22060. The contractor may perform tasks from contractor facilities when it is more advantageous to the Government. Additionally, performance of this work, specifically Task 4, “Technical Assistance Services to Small Business Concerns Engaged in SBIR Projects,” will require some performance at Army Program Executive Office (PEO) facilities as listed below.

PEO Ammunition  
Picatinny Arsenal, NJ

PEO Aviation and PEO Missile & Space  
Redstone Arsenal, Huntsville, AL

PEO Command, Control, and Communications Tactical (C3T) and PEO Intelligence, Electronic Warfare and Sensors (IEW&S)  
Fort Monmouth, NJ

PEO Ground Combat Systems (GCS) and PEO Combat Support/Combat Service Support (CS/CSS)  
Warren, MI

PEO Enterprise Information Systems (EIS) and PEO Soldier  
Fort Belvoir, VA

PEO Simulation, Training, & Instrumentation (STRI)  
Orlando, FL

PM Future Combat Systems (FCS) Brigade Combat Team (BCT)  
McLean, VA

**F.3 Government Furnished Property / Information:**

1. For each location specified above, the Government may furnish the on-site contractor personnel with work area to include desks, phones, computers, printers, network access, and other standard office equipment for the performance of the duties stated herein.
2. Two (2) SQL Server and two (2) Microsoft IIS web server as currently configured with the Army SBIR Management Portal and the [www.armysbir.com](http://www.armysbir.com) public website.

3. Exhibit display for SBIR, 10' x 10' with carrying cases. Table top display materials.
4. Data representing the Army SBIR Management Portal, to include all current and historical information on SBIR topics, proposals, evaluations, awards, research results, and known commercialization successes. Includes both compiled and source code for database.

#### **F.4 Reporting Requirements:**

The contractor shall also provide the reporting requirements as delineated in CDRL-A01, A02 and A03 of the solicitation.

All deliverables shall be submitted to the following Government personnel:

Contracting Officer  
US Army Research and Development  
Command (RDECOM) Acquisition Center – RTP Contracting Division  
ATTN: AMSRD-ACC-R (Leroy R. Hardy)  
4300 S. Miami Blvd.  
Durham, NC 27703

Contracting Officer's Representative

TBD

#### **F.5 Safety Consideration: None**

#### **F.6 Security Considerations:**

1. FACILITY SECURITY CLEARANCE. Classification of work performed under this contract will be up to and including SECRET. All personnel working at the government site shall have, prior to beginning on-site work, a SECRET clearance and will be subject to Research, Development & Engineering Command (RDECOM) Systems of Systems Integration (SOSI) security requirements. Interim access prior to the completion of investigations will be considered on a case-by-case basis. The Facility Security Officer (FSO) will make interim access determinations. No foreign nationals will be used on this contract unless approved by the Government Contract Officer Representative (COR). When requesting approval through the COR, the contractor shall furnish full name, date of birth, place of birth, registration number, type of visa, port of entry and type of position in which employee will be utilized.
2. PERSONNEL SECURITY INVESTIGATION REQUIREMENT. The contractor's FSO will initiate a request for a National Agency Check with Local Agency and Credit Checks (NACLC) type background investigation using US Office of Personnel Management (OPM) e-Qip database on all contract employees assigned to work on this initiative. The FSO will notify the COR and the RDECOM-SOSI Security Manager in writing the date investigation request was submitted for processing via e-Qip.
3. ACCESS TO AUTOMATED INFORMATION SYSTEM (AIS). AIS access requires a favorable security clearance investigation for RDECOM-SOSI LAN server accounts.

4. SAFEGUARDING CLASSIFIED INFORMATION. Safeguarding of Classified information will be in accordance with the National Industrial Security Program Operating Manual (NISPOM) (DOD 5220.22M), the NISPOM Supplement 1 (DOD 5220.22M – Sup 1), and applicable DoD and Department of the Army (DA) regulations. The contractor must receive a security briefing regarding the safeguarding of classified material prior to access. Signature of contractor personnel required on User ID Password Request Form, NCR DOIM FM-26-E, OCT 2004 for NIPRnet information. All program material will be returned to the user agency at the completion of this contract.
5. SAFEGUARDING “FOR OFFICIAL USE ONLY” (FOUO) INFORMATION. Contract personnel provided access to any information marked FOR OFFICIAL USE ONLY (FOUO) during the contract effort must ensure the protection of that information as described in DoD 5350.7-R, DoD Freedom of Information Act Program.
6. See Attachment III, Department of Defense Contract Security Classification Specification, DD Form 254, DEC 1999 for other security requirements. As a reminder, the DD Form 254 indicates that no foreign nationals will be used on this contract unless approved by the Government Contracting Officer Representative.

## SECTION G - Contract Administration Data

### 52.252-2 Clauses Incorporated by Reference

This contract incorporates one or more clauses by reference, with the same force and effect as if they were given in full text. Upon request, the Contracting Officer will make their full text available. Also, the full text of a clause may be accessed electronically at the website shown below:

<http://farsite.hill.af.mil>

DFAR CLAUSE #	TITLE	DATE
252.201-7000	CONTRACTING OFFICER'S REPRESENTATIVE	DEC 1991

### G.1 Appropriation and Funding Data (A/F):

A/F data will be cited in the contract.

### G.2 Contract Administration:

Notwithstanding the Contractor's responsibility for total management during the performance of the contract, the administration of the contract will require maximum coordination between the Government and the Contractor. The following individuals will be the points of contact during the performance of the contract.

1. Contracting Officer Representative (COR) - A COR will be designated on authority of the Contracting Officer to monitor all technical aspects and assist in administering the contract. The types of actions within the purview of the COR's authority are to assure that the Contractor performs the technical requirements of the contract; to perform or cause to be performed inspections necessary in connection with performance of the contract; to maintain both written and oral communications with the Contractor concerning the aspects of the contract within his/her purview; to issue written interpretations of technical requirements of Government specifications; to monitor the Contractor's performance under the contract and notify the Contractor and Contracting Officer of any deficiencies observed; and to coordinate Government-Furnished Property or Data availability and provide for site entry of Contractor personnel if required. A letter of designation will be issued to the COR with a copy supplied to the Contractor, stating the responsibilities and limitations of the COR. This letter will clarify to all parties to the contract the responsibilities of the COR. **At no time may the scope of work, price, delivery dates, or other mutually agreed upon terms or provisions of the contract be changed without being executed in writing by the Contracting Officer authorizing such changes.**
2. Contracting Officer- The Contracting Officer is the only person authorized to make or approve any changes in any of the requirements of the contract and notwithstanding any provisions contained elsewhere in the contract, the said authority remains solely in the Contracting Officer. In the event the Contractor makes any changes at the direction of any person other than the Contracting Officer, the change will be considered to have been made without authority and no adjustment will be made in the contract price to cover any increase in costs incurred as a result thereof.
3. Administrative Contracting Officer- Per FAR Part 42, the Contracting Officer will delegate property administration and certain administrative responsibilities to the Defense Contract Management Agency assigned to the awardee of the contract.

**G.3 Contracting Officer Representative (COR) – Technical Monitor**

The KO will disclose this information after contract award

The COR may be changed at any time by the Government without prior notice to the Contractor but notification of the change, including the name and address of the successor COR, will be promptly provided to the Contractor by the Contracting Officer in writing.

**G.4 Invoice Submissions:**

Invoices shall be submitted by the 15th day of the proceeding month to the KO. Payments shall not be made more frequently than once a month. The contractor shall submit its payment invoices electronically to the contracting officer and the designated contracting officer representative, as defined in the contract.

All invoices for this T&M contract shall be submitted against each CLIN.

The COR shall also receive a copy of the invoice.

**G.5 Point of Contact for Contract Administration:**

The prospective Contractor shall designate the person whom the Government may contact during the period of performance of the contract for prompt attention on matters pertaining to the administration of the contract.

Name: \_\_\_\_\_ Title: \_\_\_\_\_  
Address: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_  
Telephone Number: \_\_\_\_\_ Fax Number: \_\_\_\_\_  
Internet Address: \_\_\_\_\_

## Section H - Special Contract Requirements

### H.1 Federal Holidays:

For information purposes, the following days are observed as Federal holidays (also available)  
<http://www.opm.gov/>

- New Year's Day
- Martin Luther King, Jr. Birthday
- President's Day
- Memorial Day
- Independence Day
- Labor Day
- Columbus Day
- Veteran's Day
- Thanksgiving Day
- Christmas Day
- Inauguration Day (when applicable)

The Contractor shall comply with the aforementioned Government holidays and any other day designated by Federal Statute, Executive Order, or Presidential proclamation, therefore, the Government offices are closed to the Contractor's staff on the day(s) these holidays are observed. In addition, work shall not be required of the Contractor when Federal employees are released from work early due to inclement weather conditions or emergencies or when Federal offices are closed due to inclement weather conditions or emergencies (status available at <http://www.opm.gov/status/>).

### H.2 - Time and Materials/Ceiling Price

1. Ceiling Price - The term "Ceiling Price" as used in the clause entitled, "Payments Under Time and Materials and Labor-Hour Contracts" (FAR 52.232-7), shall mean the cumulative amount of all money(s) obligated under this contract. The Government shall not be obligated to pay the Contractor any amount in excess of the ceiling price set forth in Section B. Unless and until the Contracting Officer has notified the Contractor in writing that the ceiling price has been increased and has specified in the notice a revised ceiling price for performance under the contract.
2. Travel - All travel costs associated with this contract will be directly reimbursed at actual cost. All reimbursable travel cost shall be in strict compliance with the Joint Travel Regulations.
3. Time and Materials Rates -
  - a. Labor Rates - Labor rates and categories applicable to this contract are as listed in Attachment V. The rates include direct labor rates, labor overhead, other indirect rates applicable to wages (including G&A) and profit. (NOTE: These rates will be incorporated into the contract at time of contract award.)
  - b. Material Handling Costs - No material falling under the exceptions of FAR 16.601(b)(3) are required under this contract. Accordingly, all material costs will be reimbursed at actual cost. However, reasonable and allocable material handling costs may also be included in the charge for material to the extent they are CLEARLY EXCLUDED from the loaded hourly rates.

- c. General & Administrative Expense - "Materials and Subcontracts", as allowed pursuant to the clause entitled, "Payments Under Time and Materials and Labor-Hour Contracts" (FAR 52.232-7(b)), shall be considered to mean all Other Direct Costs applicable to this contract and will be reimbursed at actual cost. However, General and Administrative Expense (G&A) may also be included in the charge for ODC's (as defined in this paragraph) to the extent they are CLEARLY EXCLUDED from the loaded hourly rates.
- d. Therefore, when in accordance with the Contractor's usual accounting practices consistent with FAR Subpart 31.2, direct materials shall be subject to a Material Handling rate (refer to Attachment V). In conjunction, ODC's shall be subject to a G&A rate (refer to Attachment V). Indirect rates shall not be subject to renegotiations after the effective date of this contract. Any indirect rates (whether applied to the hourly rates or the ODC's) not identified herein, shall not be an allowable cost under this contract.

### H.3 Key personnel:

The following categories are considered Key Personnel in connection with performance under this contract. All personnel filling these positions under the contract must possess the credentials listed below. The Contractor shall notify the COR prior to making any changes to Key Personnel. The Contractor shall provide the COR with the credentials for any replacements to Key Personnel so that the COR can verify that the replacement possesses the appropriate credentials.

1. Team Leader – CREDENTIALS - The team leader shall be a renowned high-level technical/administrative professional with an advanced technical degree(s) and at least 10 years of relevant experience, adept in senior management and leadership ability with experience supervising multiple programs in excess of one million dollars. The team leader shall be capable of all aspects of program management, professional staff development, problem solutions, client interface, marketing, and corporate development with outstanding business, scientific, and engineering skills. The team leader shall have extensive experience in supporting the Government management of research programs like the SBIR program.
2. Deputy Team Leader – CREDENTIALS - The deputy team leader shall be a senior technical/business professional with a technical or business degree and at least 6 years of relevant experience, assisting in the management of projects over \$100,000. The deputy shall possess advanced management, analytical, technical, and communication skills. The deputy shall understand business, scientific, mathematical, and engineering principles.
3. Senior Programmer / Database Manager – CREDENTIALS - The senior programmer shall be a professional with a technical degree and at least 6 years of relevant experience in application development and application architecture. He shall have at least 3 years experience in Microsoft .NET and C#, as well as demonstrated experience in: Visual Basic, ADO, Microsoft Visual Studio, ASP, Javascript, XML, .NET framework Architecture, and SQL relational database expertise. The senior programmer shall have demonstrated experience in full life-cycle management of automated systems development to include requirements definition, design, documentation, project management (cost, performance, schedule), integration, security, testing, and quality assurance.
4. All personnel with primary responsibilities of providing "Technical Assistance Services to Small Business Concerns Engaged in SBIR Projects" – CREDENTIALS - Personnel providing "Technical Assistance Services to Small Business Concerns Engaged in SBIR Projects" shall be senior technical analysts with an advanced technical degree(s) and at least 5 years of relevant experience in DoD acquisition or Science and Technology activities, to include advanced management, analytical, technical, and communication skills and understanding of scientific, mathematical, and engineering principles.

#### **H.4 Organizational Conflict of Interest (OCI):**

The Contractor's objectivity and judgment shall not be biased because of its present, or currently planned interests (financial, contractual, organizational, or otherwise) which relate to work under this contract. The contractor shall take appropriate measures to ensure that the contractor does not obtain an unfair competitive advantage by virtue of its access to non- public information regarding the Government's program plans and actual or anticipated resources and that the contractor does not obtain any unfair competitive advantage by virtue of its access to proprietary information belonging to others. The contractor shall be ineligible to participate in any capacity in contracts, subcontracts, or proposals thereof (solicited or unsolicited) which stem directly from the contractor's performance of work under this contract. The firm must have an established Organizational Conflict of Interest (OCI) plan that precludes any actual or potential conflicts of interest or unfair competitive advantage based on the services to be provided in connection with this solicitation.

#### **H.5 Insurance Coverage:**

Pursuant to the clause "Insurance - Work on a Government Installation (FAR 52.228-5)," and "Insurance-Liability to Third Persons (FAR 52.228-7)," the Contractor will be required to present evidence to show, at a minimum, the amounts of insurance coverage indicated below:

1. Workers Compensation and Employer's Liability. The Contractor is required to comply with applicable Federal and State workers' compensation and occupational disease statutes. If occupational diseases are not compensable under those statutes, they shall be covered under the employer's liability section of the insurance policy, except when contract operations are so commingled with a Contractor's commercial operations that it would not be practical to require this coverage. Employer's liability coverage of at least \$100,000 shall be required, except in states with exclusive or monopolistic funds that do not permit workers' compensation to be written by private carriers.

2. General Liability. The Contractor shall have bodily injury liability insurance coverage written on the comprehensive form of policy of at least \$500,000 per occurrence.

3. Automobile Liability. The Contractor shall have automobile liability insurance written on the comprehensive form of policy. The policy shall provide for bodily injury and property damage liability covering the operation of all automobiles used in connection with performing the contract. Policies covering automobiles operated in the United States shall provide coverage of at least \$200,000 per person and \$500,000 per occurrence for bodily injury and \$20,000 per occurrence for property damage.

#### **H.6 Notice to the Government of Delays:**

In the event the Contractor encounters difficulty in meeting performance requirements, or when it anticipates difficulty in complying with the contract delivery schedule or date, or whenever the Contractor has knowledge that any actual or potential situation is delaying or threatens to delay the timely performance of this contract, the Contractor shall immediately notify the Contracting Officer and the COR, in writing, giving pertinent details, provided, however, that this data shall be informational only in character and that this provision shall not be construed as a waiver by the Government of any delivery schedule or date or of any rights or remedies provided by law or under this contract.

## **H.7 Contractor Manpower Reporting:**

### **Technical Cost Analysis of Contractor Manpower Reporting (CMR) Requirement**

Accounting for Contract Services, otherwise known as contractor Manpower Reporting (CMR), is a Department of Defense Business Initiative Council (BIC) sponsored program to obtain better visibility of the contractor service workforce. This reporting requirement applies to all Army contracts. Offerors are instructed to include costs to report CMR data within their cost proposal.

#### Requirements:

The contractor is required to report the following contractor manpower information, associated with performance of this contract action in support of Army requirements, to the Office, Assistant Secretary of the Army (Manpower and Reserve Affairs), using the secure Army data collection web-site at <https://contractormanpower.us.army.mil/>:

1. Direct Labor: Direct labor hours and the value of those hours; 2. Indirect Labor: Composite indirect labor hours associated with the reported direct hours, and the value of those indirect labor hours plus compensation related costs for direct labor hours ordinarily included in the indirect pools; or two distinct, relevant annual composite or average indirect labor rates. If used in lieu of raw indirect labor hours and the value of those indirect hours, the rates may be annualized average estimates for the reporting contractor and need not be developed for each reporting period.

(i) Composite Indirect Rate for Indirect Manhours: If provided, the composite indirect labor rate will be used to grossly estimate the number of indirect hours associated with services reported in each period, when multiplied by the reported direct labor hours.

(ii) Composite Indirect Rate for Compensation Value: If provided, a different composite indirect labor rate will be used to grossly estimate the value of compensation related charges not included in the value of direct labor charges, when multiplied by the reported direct labor value. This rate shall include: salaries and wages for indirect labor hours; directors' fees; bonuses (including stock); incentive awards; employee stock options; stock appreciation rights; employee insurance, fringe benefits (e.g., vacation, sick leave, holidays, military leave, supplemental unemployment benefit plans); contributions to pension plans (defined benefit, defined contribution); other post-retirement benefits, annuity, and employee incentive compensation and deferred compensation plans; early retirement plans; off-site pay; incentive pay; hardship pay; severance pay; and COLA differential;

(iii) Actual Estimated Indirect Labor Hours and Value(s): Contractors may choose to report estimated total hours and dollars for indirect labor (related to the reported direct labor) and compensation charges not reported as direct labor charges (as opposed to providing average composite rates). Either method chosen should be consistently reported.

#### Uses and Safeguarding of Information:

The information submitted will be treated as contractor proprietary information when associated with a contractor name or contract number. The Assistant Secretary of the Army (Manpower and Reserve Affairs) will oversee the aggregation of this information and will exclude contract number and contractor name from any use of this data (except as necessary for internal Army verification and validation measures). The planning factor(s) derived from this data by ASA (M&RA) and its contract support (if any) will be used solely for Army manpower planning purposes and will not be applied to any specific acquisition(s). Detailed data by contract number and name will not be released to any Governmental entity other than ASA (M&RA), except for purposes of assessing compliance with the reporting requirement itself, and will only be used for the stated purposes (reporting and planning). Any potentially sensitive data released within the Army or to its contractor will be clearly marked as Contractor Proprietary. Non-sensitive roll-up information may eventually be published for public inspection after such data has been validated as deemed appropriate.

Sub-Contractor(s):

The contractor shall ensure that all reportable sub-contractor data is timely reported to the data collection web site (citing this contract/order number). At the discretion of the prime contractor, this reporting may be done directly by subcontractors to the data collection site; or by the prime contractor after consolidating and rationalizing all significant data from their sub-contractors.

Report schedule:

The contractor is required to report the required information to the Office of the Assistant Secretary of the Army (Manpower and Reserve Affairs) data collection web site generally contemporaneous with submission of a request for payment (for example, voucher, invoice, or request for progress payment), but not less frequently than quarterly, retroactive to October 1, 1999, or the start of the contract/order, whichever is later. Deviation from this schedule requires approval of the contracting officer.

(i) Reporting format: The information required should be reported electronically to the M&RA data collection point, at <https://contractormanpower.us.army.mil>. This web site identifies and explains all the mandatory data elements and format required to assure reliable and consistent collection of the data required by law, and includes, but is not limited to, identification of the information collected pursuant to Sec. 668.2(d)(1) and (2) as related to:

(1) Reporting to Congress or Army Leadership: Data elements required for reports to Congress and Army manpower planning, such as: the applicable federal supply class or service code, appropriation data (and estimated value for each appropriation where more than one appropriation funds a contract), major Army organizational element receiving or reviewing the work, and place of performance/theater of operation where contractor performs the work.

(2) Data Credibility: Data elements required for purposes of assuring credible and consistent reporting and general compliance with the reporting requirement, such as: beginning and ending dates for reporting period; contract number (including task or delivery order number); name and address of contracting office; name, address and point of contact for contractor; and total estimated value of contract.

Reporting Flexibility:

Contractors are encouraged to communicate with the help desk identified at the data collection web site to resolve reporting difficulties. The web site reporting pages include a "Remarks" field to accommodate non-standard data entries if needed to facilitate simplified reporting and to minimize reporting burdens arising out of unique circumstances. For example, contractors may use the remarks field to identify multiple delivery orders associated with a single data submission or record, so long as the contract number, federal supply or service code, major Army organizational element receiving or reviewing the work, and contracting office are the same for the reporting period for that set of delivery orders, rather than entering a separate data submission or record for each individual delivery order. Subcontract data may also be consolidated in a single report for a reporting period. Other changes to facilitate reporting may be authorized by the contracting officer or the Help Desk (under Army policy direction and oversight).

**SECTION I - Contract Clauses**

Federal Acquisition Regulation (48 CFR Chapter 1) Clauses

**52.252-2 Clauses Incorporated by Reference:**

This contract incorporates one or more clauses by reference, with the same force and effect as if they were given in full text. Upon request, the Contracting Officer will make their full text available. Also, the full text of a clause may be accessed electronically at the addresses shown below:

<http://www.arnet.gov/far/>

FAR CLAUSE #	TITLE	DATE
52.202-1	Definitions	(JUL 2004)
52.203-3	Gratuities	(APR 1984)
52.203-5	Covenant Against Contingent Fees	(APR 1984)
52.203-7	Anti-Kickback Procedures	(JUL 1995)
52.203-8	Cancellation, Rescission, and Recovery of Funds for Illegal or Improper Activity	(JAN 1997)
52.203-10	Price or Fee Adjustment for Illegal or Improper Activity	(JAN 1997)
52.203-12	Limitation on Payments to Influence Certain Federal Transactions	(JUN 2003)
52.204-2	Security Requirements	(AUG 1996)
52.204-4	Printed or Copied Double-Sided on Recycled Paper	(AUG 2000)
52.204-7	Central Contractor Registration	(JUL 2006)
52.209-6	Protecting the Government's Interest When Subcontracting With Contractors Debarred, Suspended, or Proposed for Debarment	(JAN 2005)
52.211-8	Time of Delivery	(JUN 1997)
52.215-2	Audit & Records—Negotiation Alt II	(JUN 1999) (APR 1998)
52.215-8	Order of Precedence Uniform Contract Format	(OCT 1997)
52.215-10	Price Reduction For Defective Cost or Pricing Data	(OCT 1997)
52.215-12	Subcontractor Cost Or Pricing Data	(OCT 1997)
52.215-14	Integrity of Unit Prices	(OCT 1997)
52.216-7	Allowable Cost and Payment	(DEC 2002)
52.217-8	Option to Extend Services	(NOV 1999)
52.219-8	Utilization of Small, Small Disadvantaged and Women-Owned Small Business Concerns	(MAY 2004)
52.219-14	Limitations on Subcontracting	(DEC 1996)
52.222-3	Convict Labor	(JUN 2003)
52.222-26	Equal Opportunity	(MAR 2007)
52.222-35	Equal Opportunity for Special Disabled Veterans, Veterans of the Vietnam Era, and Other Eligible Veterans	(SEP 2006)
52.222-36	Affirmative Action for Workers with Disabilities	(JUN 1998)
52.222-37	Employment Reports on Special Disabled Veterans and Veterans of the Vietnam Era	(SEP 2006)
52.222-50	Combating Trafficking in Persons	(APR 2006)
52.223-6	Drug-Free Workplace	(MAY 2001)
52.223-14	Toxic Chemical Release Reporting	(AUG 2003)
52.227-1	Authorization and Consent Alternate I	(JUL 1995) (APR 1984)
52.227-2	Notice and Assistance Regarding Patent and Copyright Infringement	(AUG 1996)
52.227-11	Patent Rights -- Retention by the Contractor (Short Form)	(Jun 1997)
52.228-5	Insurance -- Work on a Government Installation	(JAN 1997)
52.230-2	Cost Accounting Standards	(APR 1998)

FAR CLAUSE #	TITLE	DATE
52.232-7	Payments Under Time-and-Materials and Labor-Hour Contracts	(FEB 2007)
52.232-9	Limitation on Withholding of Payments	(APR 1994)
52.232-17	Interest	(JUN 1996)
52.232-23	Assignment of Claims	(JAN 1986)
52.232-25	Prompt Payment	(OCT 2003)
52.232-33	Payment by Electronic Funds Transfer Payment	(OCT 2003)
52.233-1	Disputes	(JUL 2002)
52.233-2	Service of Protest	(SEPT 2006)
52.233-3	Protest After Award	(AUG 1996)
52.233-4	Applicable Law for Breach of Contract Claim	(OCT 2004)
52.237-2	Protection of Government Buildings, Equipment, and Vegetation	(APR 1984)
52.237-10	Identification of Uncompensated Overtime	(OCT 1997)
52.242-3	Penalties for Unallowable Costs	(MAY 2001)
52.242-4	Certification of Final Indirect Costs	(JAN 1997)
52.242-13	Bankruptcy	(JUL 1995)
52.243-3	Changes-Time and Material and Labor Hour	(SEP 2000)
52.244-2	Subcontracts	(AUG 1998)
52.244-5	Competition in Subcontracting	(DEC 1996)
52.244-6	Subcontracts for Commercial Items	(MAR 2007)
52.246-25	Limitation of Liability - Services	(FEB 1997)
52.247-63	Preference for U.S.-Flag Air Carriers	(JUN 2003)
52.249-6	Termination (Cost-Reimbursement) Alternate IV	(MAY 2004) (SEP 1996).
52.249-14	Excusable Delays	(APR 1984)
52.253-1	Computer Generated Forms	(JAN 1991)

**Clause Incorporated by full text**

FAR 52.215-19 Notification of Ownership Changes (OCT 1997)

(a) The Contractor shall make the following notifications in writing:

- (1) When the Contractor becomes aware that a change in its ownership has occurred, or is certain to occur, that could result in changes in the valuation of its capitalized assets in the accounting records, the Contractor shall notify the Administrative Contracting Officer (ACO) within 30 days.
- (2) The Contractor shall also notify the ACO within 30 days whenever changes to asset valuations or any other cost changes have occurred or are certain to occur as a result of a change in ownership.

(b) The Contractor shall --

- (1) Maintain current, accurate, and complete inventory records of assets and their costs;
- (2) Provide the ACO or designated representative ready access to the records upon request;
- (3) Ensure that all individual and grouped assets, their capitalized values, accumulated depreciation or amortization, and remaining useful lives are identified accurately before and after each of the Contractor's ownership changes; and
- (4) Retain and continue to maintain depreciation and amortization schedules based on the asset records maintained before each Contractor ownership change.

(c) The Contractor shall include the substance of this clause in all subcontracts under this contract that meet the applicability requirement of FAR 15.408(k).

I.2. DEFENSE ACQUISITION REGULATION SUPPLEMENT (48 CFR CHAPTER 2) CLAUSES:

DFARS CLAUSE #	TITLE	DATE
DFARS 252.201-7000	Contracting Officer's Representative	(DEC 1991)
DFARS 252.203-7001	Prohibition on Persons Convicted of Fraud or Other Defense-Contract-Related Felonies	(DEC 2004)
DFARS 252.203-7002	Display of DoD Hotline Poster	(DEC 1991)
DFARS 252.204-7003	Control of Government Personnel Work Product	(APR 1992)
DFARS 252.204-7004	Required Central Contractor Registration Alternate A	(NOV 2003)
DFARS 252.205-7000	Provision of Information to Cooperative Agreement Holders	(DEC 1991)
DFARS 252.225-7001	Buy American Act and Balance of Payments Program.	(JUN 2005)
DFARS 252.225-7002	Qualifying Country Sources as Subcontractors.	(APR 2003)
DFARS 252.225-7012	Preference for Certain Domestic Commodities	(JUN 2004)
DFARS 252.225-7016	Restriction on Acquisition of Ball and Roller Bearings.	(JUN 2005)
DFARS 252.227-7016	Rights in Bid or Proposal Information	(MAY 2004)
DFARS 252.227-7017	Identification and Assertion of Use, Release, or Disclosure Restrictions	(JUN 1995)
DFARS 252.227-7018	Rights in Noncommercial Technical Data and Computer Software— Small Business Innovation Research (SBIR) Program.	(JUN 1995)
DFARS 252.227-7019	Validation of Asserted Restrictions-Computer Software	(JUN 1995)
DFARS 252.227-7028	Technical Data or Computer Software Previously Delivered to the Government	(JUN 1995)
DFARS 252.227-7030	Technical Data -- Withholding of Payment	(MAR 2000)
DFARS 252.227-7034	Patents-Subcontracts	(APR 1984)
DFARS 252.227-7037	Validation of Restrictive Markings on Technical Data	(SEP 1999)
DFARS 252.227-7039	Patents -- Reporting of Subject Inventions	(APR 1990)
DFARS 252.231-7000	Supplemental Cost Principles	(DEC 1991)
DFARS 252.232-7003	Electronic Submission of Payment Requests	(JAN 2004)
DFARS 252.232-7010	Levies on Contract Payments	(SEP 2005)
DFARS 252.235-7003	Frequency Authorization	(DEC 1991)
DFARS 252.235-7010	Acknowledgment of Support & Disclaimer	(MAY 1995)
DFARS 252.243-7001	Pricing of Contract Modifications	(DEC 1991)
DFARS 252.243-7002	Requests for Equitable Adjustment	(MAR 1998)
DFARS 252.245-7001	Reports of Government Property	(MAY 1994)
DFARS 252.247-7023	Transportation of Supplies By Sea	(MAY 2002)

**SECTION J List of Documents, Exhibits and Other Attachments**

<b>Attachment #</b>	<b>Title</b>	<b>Dated</b>
I	Contract Data Requirements List Data Item A01, Status Report Data Item A02, Scientific and Technical Report Data Item A03, Status Report	30 March 2007
II	Performance Based Standards	08 May 2007
III	DD 254, DoD Contract Security Classification Specification	12 March 2007
IV	SBIR Program Schedule for FY07	07 May 2007
V	Schedule of Time & Materials Rates	TBD

**SECTION K Representations, Certifications and Other Statements of Offerors**

**Note:** Offerors are required to submit representations and certifications on-line at <https://orca.bpn.gov/>

**52.252-2 Clauses Incorporated by Reference:**

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<http://farsite.hill.af.mil>

<u>FAR CLAUSE #</u>	<u>TITLE</u>	<u>DATE</u>
52.203-11	Certification And Disclosure Regarding Payments To Influence Certain Federal Transactions	SEP 2005
52.222-25	Affirmative Action Compliance	APR 1984
52.227-15	Statement Of Limited Rights Data And Restricted Computer Software	MAY 1999
252.209-7001	Disclosure of Ownership or Control by the Government of a Terrorist Country	SEP 2004
252.225-7017	Prohibition on Award to Companies Owned by the People's Republic of China	JUN 2005
252.227-7028	Technical Data or Computer Software Previously Delivered to the Government	JUN 1995

## Section L - Instructions, Conditions and Notices to Bidders

### 52.252-2 Clauses Incorporated by Reference:

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<http://farsite.hill.af.mil>

FAR CLAUSE #	TITLE	DATE
52.215-1	Instructions to Offerors--Competitive Acquisition	(JAN 2004)
52.222-24	Preaward On-Site Equal Opportunity Compliance Evaluation	(FEB 1999)
52.222-46	Evaluation Of Compensation For Professional Employees	(FEB 1993)
52.237-10	Identification of Uncompensated Overtime	(OCT 1997)

### Clauses Incorporated by Full Text

52.216-1 TYPE OF CONTRACT (APR 1984)

The Government contemplates award of a five-year, Time and Material contract resulting from this solicitation.

52.233-2 SERVICE OF PROTEST (SEPT 2006)

1. Protests, as defined in section 33.101 of the Federal Acquisition Regulation, that are filed directly with an agency, and copies of any protests that are filed with the General Accounting Office (GAO), shall be served on the Contracting Officer (addressed as follows) by obtaining written and dated acknowledgment of receipt from Leroy R. Hardy, U.S. Army RDECOM- Acquisition Center, Research Triangle Park Contracting Division, P.O. Box 12211, Research Triangle Park, North Carolina 27709-2211.

2. The copy of any protest shall be received in the office designated above within one day of filing a protest with the GAO.

(End of provision)

### **L.1 Invite and Receive Offeror Submissions:**

1. Offerors who wish to respond to this solicitation shall submit all documents as defined in Section L.8 (Proposal Requirements). Offerors shall submit statutorily required Certifications and Representations for review through the On-line Representations and Certifications Application. (See Section K).

2. The Government will take no action concerning proposals that fail to meet its needs, are deemed to be non-responsive to this solicitation or who fail to submit the requested information as detailed in Section L.8 of the solicitation by the proposal due date.

## **L.2 Questions and Responses:**

All questions pertaining to the solicitation shall be submitted electronically to [leroy.r.hardy@us.army.mil](mailto:leroy.r.hardy@us.army.mil). Questions must identify the author and company name. All questions and responses pertaining to the RFP will be published and made available <https://acquisition.army.mil/asfi/default.cfm>. The identity of the author and associated company name of the question will not be published. All questions regarding the RFP are due by **2PM E.S.T. 01 June 2007**. Receipt of late questions will **not** result in an extension to the proposal due date.

## **L.3 Incumbent Contractor:**

Portions of this requirement are currently being performed under GSA Contract GS-10F-0008K, Delivery Order DAAD19-02-F-0006. The current contractor is BRTRC, Inc., 8260 Willow Oaks Corporation Drive, Fairfax, VA 22031.

## **L.4 Evaluation of Proposals:**

Evaluations will be performed by the US Army Research, Development and Engineering Command, Acquisition Center – RTP Division and an award will be made in accordance with the evaluation criteria set forth in **Section M of the RFP**.

## **L.5 Award without discussions:**

1. In accordance with FAR 52.215-1, The Government intends to evaluate proposals and award a contract without discussions with Offerors (except clarifications as described in FAR 15.306(a)). Therefore, the Offeror's initial proposal should contain the Offeror's best terms from a cost or price and technical standpoint. The Government reserves the right to conduct discussions if the Contracting Officer later determines them to be necessary. 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.

2. In accordance with FAR 15.306(d), oral discussion sessions with each offeror may be held. After completion of oral discussions with each offeror in the competitive range and in accordance with FAR 15.307(b), all offerors in the competitive range will be allowed a minimum of three (3) calendar days to submit Final Proposal Revisions. If oral discussions are conducted, the Contracting Officer will schedule the oral discussion sessions, and each offeror will be notified of the time and place at least three (3) business days prior to their oral discussion session. Appropriate security clearances should be provided in sufficient time to process the requests. The Contracting Officer will provide additional instructions with the notification. The oral discussion sessions will take place at the Government's facility at Fort Belvoir, Virginia or other location as determined by the contracting officer at the time of oral discussions.

## **L.6 Incurring Costs:**

The US Army RDECOM shall not be obligated to pay any cost incurred by the offeror in the preparation and submission of a proposal in response to the solicitation. The Offeror is advised that the Contracting Officer is the only person who can legally obligate the Army for the expenditure of public funds in connection with this procurement.

**L.7 Amendment to Proposals:**

Amendments to proposals shall be submitted prior to the solicitation closing date as a complete revised proposal and labeled "Revised Proposal." Change pages will not be accepted.

**L.8 Instructions for Proposal Preparation:**

1. Each proposal shall consist of the following:
  - a. hard copies of the separately bound proposal items/volumes listed below; and
  - b. soft copies of the proposal on CDs in the format as called for below.

(Note: Each of these items shall be separately bound.)

PROPOSAL ITEM/VOLUME	NUMBER OF COPIES
Technical Volume	Qty 1 – original Qty 1 – hard copies Qty 1 - CD*
Completed and Signed SF 33	Qty 1 – original Qty 1 – hard copies
Cost Proposal Volume	Qty 1 – original Qty 1 – hard copies Qty 1 – CD (MS Excel format)

\*The CDs are to be in PDF format.

2. Proposal Format and Content Information: The entire proposal (including all volumes) should be concise, utilizing one side of each page with no foldout pages. Specific page limitations for each volume are prescribed below. Each proposal must be typed (with type that is not smaller than 11 point or 12 pitch on standard 8 1/2" X 11" paper with one (1) inch margins, 6 lines per inch). Both the proposal cover letter and the cover page of the proposal submission shall include the legal name and address of the submitting organization or individual, the solicitation number, a title, and the original signature of an official authorized to legally bind the organizations or the signature of the individual (if submitted by an individual). All proprietary data must be clearly identified, bear the appropriate restrictive legends and are subject to protection by the contractor. Data not labeled proprietary will not receive proprietary treatment.

- a. Technical Volume. The pages included in the Technical Voume shall be numbered. Offerors are advised that the Technical Volume of the proposal shall not exceed 30 pages, utilizing one side of the page. The 30-page maximum is to include the parts identified below. The 30-page maximum does not include Resumes for Key Personnel. Resumes shall be included as an appendix to the volume and are limited to two (2) pages per person. Offerors are cautioned that pages in excess of the 30-page limitation, pages in excess of the two-page limitation for Resumes, will not be included in the evaluation.

- (1) Part 1 – Project Team – not to exceed ten (10) pages to include the following:
  - Staffing Plan to Accomplish the SOW - Identify the specific labor categories being offered; including applicable on-site/off-site labor category rates. Insert name and individual qualifications for each person proposed in Key Personnel labor categories identified in Section H of this solicitation. Names for non-key staff are not required. Indicate where any subcontractors are proposed. For subcontractors, indicate business type/size of each entity proposed. Indicate allocation by percentage of total dollars for the offeror and each subcontractor.

- Resumes of Key Personnel – Resumes are to illustrate extent and depth of relevant technical expertise of proposed Key Personnel in order to meet the credential requirements in Section H. Resumes for Non-Key Personnel are not required. However, the offeror may submit resumes for Non-Key Personnel for additional consideration to demonstrate an offerors understanding of the skill sets required to perform the requirement. NOTE: Proposing inappropriate skill sets may be deemed a lack of requirement understanding and result in a less than satisfactory evaluation.
- (2) Part 2 - Management Plan – not to exceed ten (10) pages to include the following:
- Provide plan to perform all of the tasks in the SOW, showing approach to assure seamless integration of information and tasks. In addition, the Management Plan should address the offeror’s transition plan to assume work from the current contract, and should address the offeror’s plan for acquiring Key Personnel members for the new contract by the projected start date (approximately 30 days after award).
- (3) Part 3 – Quality Assurance Plan – not to exceed five (5) pages to include the following:
- Sampling and measuring techniques to ensure attainment of the Acceptable Performance Level in the Statement of Work. This plan must be agreeable to both the Government and Contractor and must use one of the following methods: 100% inspection, Customer Feedback, Random Monitoring, or Periodic Sampling. The plan must detail the procedures to be utilized to insure inspection will be taken from all phases of work flow.
  - Where and by whom daily contractor process controls and inspections will be performed. The Contractor shall state the number of people that shall be permanently assigned to this program and their assignments.
  - Appointment of an official who shall be responsible for the operation of the quality control system/department and for investigating and ascertaining the causes of deficiencies.
  - How and when daily inspection and tests or reviews will be held to check for: 1) errors and 2) timeliness.
  - Describe how verification will be accomplished to insure that all tasks have been completed.
  - Describe the safeguarding and protection of privacy information.
- (4) Part 4 - Past Performance – not to exceed five (5) pages:
- Provide information for up to four (4) contracts that are currently active or that have been physically completed in the last twelve (12) months that represent recent, relevant experience in relation to the SOW. For each contract provide name, telephone number and email address for a Government point of contact that can verify such past performance.

- b. Cost Volume. There is no page limit for the information provided for the cost volume.
- (1) Cost information supporting CLINs 0001 through 0035 - These instructions are to assist the offeror in submitting the Cost Volume information that is required to evaluate the reasonableness and realism. Compliance with these instructions is mandatory and failure to comply may result in an unfavorable evaluation of the offeror's proposal. Note that unrealistically low or high proposed costs or prices may be grounds for eliminating a proposal from competition either on the basis that the offeror does not understand the requirement or has made an unrealistic proposal. The burden of proof for credibility of proposed costs/prices rests with the offeror.
  - (2) Schedule of Hours by Labor Skill Mix - The offeror shall submit a schedule showing total proposed hours summarized by labor skill mix per CLIN. This schedule is to include identified subcontractors and inter-divisional transfer(s) hours. In addition, the schedule shall provide labor classification statements for each category of labor proposed (prime, subcontracts, and inter-divisional) describing position qualifications (education, years of experience, etc). This schedule will also identify the Key Personnel proposed cross-referencing the offeror's proposed labor category for each with the labor categories identified for Key Personnel as included in this solicitation.
  - (3) Subcontractors - The offeror shall submit a listing of the proposed subcontractors, if any, showing (a) the supplier, (b) description of effort, (c) type of contract with subcontractors, (d) price and hours proposed by each, and (e) price and hours included in prime's proposal to the Government.
  - (4) Material Items - The offeror must submit a listing of each major material item proposed with an extended value exceeding \$1,000.00 showing nomenclature, part number, quantity required, unit price and extended price.
  - (5) Schedule of Rates - A schedule showing proposed direct and indirect rates by year shall be provided. This schedule is to include prime contractor, and subcontractor rates. **If subcontractor rates are not available to the prime contractor, the prime contractor shall direct the subcontractor to submit rate package directly to the Contracting Officer.**
  - (6) Direct Labor Rate – The Offeror shall provide the basis for developing their fully burdened T&M rate for each labor category and for each year. The contractor shall include the total hours, labor categories and all fees applied on a per CLIN/Task basis for the base period and each option period. The contractor shall breakout the fully burdened rates proposed using a similar format found below in order for the Government cost team to discern whether the proposed costs are reasonable. The Offeror shall explain the basis for their proposed indirect rates; the overhead rate must be shown separately from the General & Administrative rate. The offeror must provide detailed background data identifying the cost elements included in the proposed indirect rates. The application of the proposed rates shall be in accordance with the offeror's established accounting practice.

Cost Element	Base rate	Labor Overhead	Fringe Benefit	G&A	Profit
Direct Labor Rate					

- (7) Total Contract Cost Summary - The offeror shall also provide a cost summary (using the prescribed fully burdened direct labor rates provided in the previous schedule) for CLIN 0001 through CLIN 0035. The offeror should use a format similar to the one listed below (may add elements) for each of the 5 Fiscal Years and provide written support for proposed costs.

<b>CLIN 0001</b>	<b>Total</b>					
<b>Cost Element</b>	<b>Year 1</b>	<b>Year 2</b>	<b>Year 3</b>	<b>Year 4</b>	<b>Year 5</b>	<b>Yr. 1 - 5</b>
Fully Burdened Labor Rate						
Direct Labor Hours						
Direct Labor Dollars						
Subcontracts						
Subcontractor Handling Rate						
Material						
Other Direct Costs						
ODC Handling Rate						
Total						

- A. ODC Handling Rate multiplier or Subcontracting Rate (if applicable) must be proposed and included at time of contract award. The contractor's ODC handling rate multiplier is applied to the ODC'S listed in the contract. The subcontractor's rate multiplier will be applied only to the subcontractor's total cost. All indirect rates must be supportable and determined to be fair and reasonable.
- B. Summarize price and cost element amounts for each CLIN or separate item. An item is represented by a different CLIN and is ordered separately by the Government.
- C. Costs of managing subcontracts are covered under the indirect rates of the Prime Contractor.
- D. Offerors shall submit supporting narrative for their price proposals. There is no page limitation on pricing supporting narrative, however, the Government advises offerors to ensure the narrative is relevant.

The proposal shall be clear, concise, and shall include sufficient detail for effective evaluation and for substantiating the validity of stated claims. The proposal should not simply rephrase or restate the Government's requirements. Offerors shall assume that the Government, having no prior knowledge of the offeror's facilities and experience, will base its evaluation on the information presented in the offeror's proposal.

The proposal shall not contain elaborate brochures or documentation, binding, detailed artwork, or other embellishments.

In accordance with FAR Subpart 4.8 (Government Contract Files), the Government will retain one copy of all unsuccessful proposals for six months. Unless the offeror requests otherwise, the Government will destroy extra copies of unsuccessful proposals.

**L.9 Delivery of Proposal:**

The proposal shall be delivered to:

U.S. Army Research Office  
RDECOM Acquisition Center  
Research Triangle Park Contracting Division  
Attn: AMSRD-ACC – R (Leroy R. Hardy)  
4300 South Miami Boulevard  
Durham, North Carolina 27703-9142

Any method of delivery other than the U.S. Postal Service shall be considered hand-carried and offeror's are responsible for receipt at the designated place and time (see FAR 15.208). Hand-carried offers shall be submitted in sealed envelopes and shall be marked with the solicitation number W911NF-07-R-0010 on the outermost commercial mail pouch or envelope. In addition, the outermost envelope shall be clearly marked with the time specified for receipt and the name and address of the offeror.

**L.10 Contractor Manpower Requirements:**

Accounting for Contract Services, otherwise known as Contractor Manpower Reporting (CMR), is a Department of Defense Business Initiative Council (BIC) sponsored program to obtain better visibility of the contractor service workforce. All proposals must include costs incurred to comply with this reporting requirement. The Office of the Assistant Secretary of the Army (Manpower & Reserve Affairs) operates and maintains the secure CMR System. The CMR website is located at <https://contractormanpower.army.pentagon.mil/>. See Section H for instructions.

**L.11 Point of Contact:**

All questions should be forwarded to Mr. Leroy R. Hardy at [leroy.r.hardy@us.army.mil](mailto:leroy.r.hardy@us.army.mil). No telephonic inquiries or requests will be honored.

**L.12 Proposal Due Date:**

Offerors shall make their proposals valid for 180 days. Proposals must be submitted and arrive at the address shown above no later than **04:00 PM EDT, 09 June 2007**.

**L.13 Proposal Cover Sheet**

1. Submit copies of Proposal to:  (See Section L.9)	2. Name of Offeror:
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3. Commercial and Government Entity Code:  _____	4. Data Universal Numbering System Number (DUNS):  _____	5. Taxpayer ID Number:  _____
--	--	-------------------------------------

6. Offer to check appropriate "Type of Business":			
<input type="checkbox"/> Large Business	<input type="checkbox"/> Small Business	Type of Small Business: _____	
<input type="checkbox"/> Educational	<input type="checkbox"/> HBCU	<input type="checkbox"/> Hispanic	<input type="checkbox"/> Indian Tribal
<input type="checkbox"/> Non-Profit	<input type="checkbox"/> Not-For Profit	<input type="checkbox"/> Other (Specify) _____	

7. The offerors proposal includes the following:				
<input type="checkbox"/> GFE	<input type="checkbox"/> GFP	<input type="checkbox"/> GFI	<input type="checkbox"/> Government Purpose Rights Data	<input type="checkbox"/> Proprietary Data
<input type="checkbox"/> Unlimited Rights	<input type="checkbox"/> Limited Rights			

8. Proposal is valid until (minimum of 6 months)	9. Proposed Total Amount
--	--------------------------

10. Cognizant Audit Agency (DCAA) Address and Point of Contact:	11. Questions on proposal shall be addressed to the offerors named representative:
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12. Offerors Representative Authorized to Conduct Negotiations:
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13. Signature:
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## **Section M – Evaluation Factors for Award:**

### **M.1 Basis For Contract Award:**

1. All information necessary for the review and evaluation of a proposal must be contained in the proposal. No other material will be provided to the evaluators. An initial review of the proposals will be conducted to ensure compliance with the requirements of this RFP. Failure to comply with the requirements of the RFP may result in a proposal receiving no further consideration for award. Proposals submitted in response to this RFP will be evaluated against the evaluation factors set forth below, using an adjectival and color rating system.
2. Award will be made to the offeror who is deemed responsible in accordance with the FAR, whose proposal conforms to the RFP requirements and is judged to represent the best value to the government, cost and other factors considered. The Government intends to award without discussions but reserves the right to invoke discussions if required. The government intends to select ONE offeror for the SBIR Support Program. However, pursuant to FAR 15.305(b) the Government may reject all proposals received in response to this solicitation, if doing so is in the best interest of the Government. The Government may select other than the lowest priced offer if it is determined that the the proposal is the best value to the Government.

### **M.2 Evaluation Criteria and Their Relative Order of Importance**

The following factors will be evaluated: (1) Project Team, (2) Management and Quality Assurance Plans, and (3) Past Performance. The factors are in descending order of importance, with factors (1) and (2) being equal.

1. **Project Team.** Overall strength of proposed project team, especially Key Personnel, in terms of education, experience, and ability to perform specified tasks. Additional consideration will be given to demonstrated specific/relevant DoD experience and Defense Acquisition Workforce Improvement Act (DAWIA) certifications. Where Key Personnel and resumes cannot be provided, secondary consideration will be given to any plan to acquire personnel with the requisite education and experience.
2. **Management and Quality Assurance Plans.** Assessment of offeror's plan to execute tasks detailed in Statement of Work. Strengths of approach to managing effectiveness, efficiency, and assure quality of work according to performance standards. Strengths of approach to managing transition from the current contract and providing appropriate staff by start date.
3. **Past Performance.** The criterion includes an evaluation of the past performance in providing support to Government management of SBIR or similar programs and past performance with tasks similar to this Statement of Work. This includes past performance by individuals and corporately. Additional consideration will be given to those firms with current appraisals for Software Engineering Institute (SEI) Capability Maturity Model Integration (CMMI) or equivalent.

### **M.3 Cost**

While this area will not be weighted, evaluation of this area will consider cost realism, cost reasonableness, and affordability within funding constraints. The Government may make adjustments to the cost of the total proposed effort as deemed necessary to reflect what the effort should cost. These adjustments shall consider the task undertaken and technical approach proposed. These adjustments may include upward or downward adjustments to proposed labor hours, labor rates, quantity of materials, price of materials, overhead rates and G&A, etc.

<b>CONTRACT DATA REQUIREMENTS LIST</b> (1 Data Item)						Original Form Approved OMB No. 0704-0188			
Public reporting burden for this collection of information is estimated to average 110 hours 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 Department of Defense, Washington Headquarters Services, Directorate for Information Operations and Reports, 1215 Jefferson Davis Highway, Suite 1204, Arlington, VA 22202-4302, and to the Office of Management and Budget, Paperwork Reduction Project (0704-0188), Washington, DC 20503. Please DO NOT RETURN your form to either of these addresses. Send completed forms to the Government issuing Contracting Officer for Contract/PR No. listed in Block E.									
A. CONTRACT LINE ITEM NO.		B. EXHIBIT		C. CATEGORY: TDP                      TM                      OTHER                      MISC					
D. SYSTEM/ITEM			E. CONTRACT/PR NO.		F. CONTRACTOR				
1. DATA ITEM NO. <b>A01</b>		2. TITLE OF DATA ITEM <b>Status Report</b>			3. SUBTITLE <b>SBIR Services and Management Metrics Report</b>				
4. AUTHORITY (Data Acquisition Document No.) <b>DI-MGMT-80368</b>				5. CONTRACT REFERENCE		6. REQUIRING OFFICE			
7. DD 250 REQ <b>DD</b>		9. DIST STATEMENT REQUIRED		10. FREQUENCY <b>FOUR/Q</b>		12. DATE OF FIRST SUBMISSION <b>SEE BLK 16</b>			
8. APP CODE <b>A</b>		11. AS OF DATE <b>N/A</b>		13. DATE OF SUBSEQUENT SUBMISSION <b>SEE BLK 16</b>		14. DISTRIBUTION			
16. REMARKS: Status report to be delivered at the end of each quarter during the period of performance to document the status of contractor effort towards achieving contract objectives. It identifies accomplishments to date and difficulties encountered, and compares the status achieved to planned goals and the resources expended. It is used by the Government to monitor and evaluate contractor performance.  The contractor shall develop and report quantitative metrics to measure the Army SBIR and Joint CBD SBIR programs' success over time against set goals. Establish and monitor appropriate metrics to measure responsiveness of internal processes and external results. Report metrics on a quarterly basis to include narrative description of lessons learned to improve the SBIR program and its impact on the Army's capabilities. Measure and report both leading indicators and trailing indicators of SBIR success. Report the impact of the transitioned SBIR technologies on Army programs and warfighter capabilities to include material improvement in terms of performance, cost, and time.						a. ADDRESSEE		b. COPIES	
						Draft		Final	
						Reg		Repro	
						15. TOTAL			
G. PREPARED BY <i>Mike Stray</i>		H. DATE <i>3/30/07</i>		I. APPROVED BY <i>Joseph A. ...</i>		J. DATE <i>30 MARCH</i>			

17. PRICE GROUP
18. ESTIMATED TOTAL PRICE

Based upon DD Form 1423-1, 1 Jun 90

CONTRACT DATA REQUIREMENTS LIST (1 Data Item)						Original Form Approved OME No. 0704-0188		
Public reporting burden for this collection of information is estimated to average 110 hours 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 Department of Defense, Washington Headquarters Services, Directorate for Information Operations and Reports, 1215 Jefferson Davis Highway, Suite 1204, Arlington, VA, 22202-4302, and to the Office of Management and Budget, Paperwork Reduction Project (0704-0188), Washington, DC 20503. Please DO NOT RETURN your form to either of these addresses. Send completed form to the Government Issuing Contracting Officer for Contract/PR No. listed in Block E.								
A. CONTRACT LINE ITEM NO.		B. EXHIBIT		C. CATEGORY:				
				TDP		TM OTHER MISC		
D. SYSTEM/ITEM			E. CONTRACT/PR NO.		F. CONTRACTOR			
1. DATA ITEM NO. A02	2. TITLE OF DATA ITEM Scientific and Technical Report			3. SUBTITLE SBIR Phase III Plan				
4. AUTHORITY (Data Acquisition Document No.) DI-MISC-80711A			5. CONTRACT REFERENCE		6. REQUIRING OFFICE			
7. DD 250 REQ DD	9. DIST STATEMENT REQUIRED C	10. FREQUENCY SEE BLK 16	12. DATE OF FIRST SUBMISSION SEE BLK 16		14. DISTRIBUTION			
8. APP CODE A		11. AS OF DATE N/A	13. DATE OF SUBSEQUENT SUBMISSION SEE BLK 16		a. ADDRESSEE		b. COPIES	
16. REMARKS: In coordination with the Government research manager, SBIR awardee, and any potential stakeholders, develop and deliver an SBIR Phase III plan for a minimum of 200 SBIR Phase I projects selected for Phase II award. As a technical assistance services to small business concerns, the Phase III plan must document the strategy, requirements, and resources to transition the SBIR project to Phase III and from research into an acquisition program, larger science & technology effort, or stand-alone product or service. The Phase III plan shall include, at a minimum: 1) the target program(s), manager(s), or commercial customer(s); 2) program technology need(s); 3) integration strategy; 4) description of technology/product or capability to be delivered; 5) current status of technology/product; 6) technology development strategy; 7) risks to include mitigations and contingencies; 8) milestones (key technical measures of readiness) for transition; 9) resource requirements and potential sources; and 10) methods for furthering promising technologies through additional research & development, testing and evaluation.					SUBMIT ELECTRONICALLY TO COR		Draft	Final
							Reg	Repro
					15. TOTAL		1	
G. PREPARED BY <i>Hub Straypp</i>		H. DATE 3/30/07		I. APPROVED BY <i>Erin A. ...</i>		J. DATE 30 MAR 07		

17. PRICE GROUP
18. ESTIMATED TOTAL PRICE

Based upon DD Form 1423-1, 1 Jun 90

<b>CONTRACT DATA REQUIREMENTS LIST</b> (1 Data Item)						Original Form Approved OMB No. 0704-0188			
Public reporting burden for this collection of information is estimated to average 110 hours 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 Department of Defense, Washington Headquarters Services, Directorate for Information Operations and Reports, 1215 Jefferson Davis Highway, Suite 1204, Arlington, VA, 22202-4302, and to the Office of Management and Budget, Paperwork Reduction Project (0704-0188), Washington, DC 20503. Please DO NOT RETURN your form to either of these addresses. Send completed form to the Government Issuing Contracting Officer for Contract/PR No. listed in Block E.									
A. CONTRACT LINE ITEM NO.		B. EXHIBIT		C. CATEGORY: TDP                      TM                      OTHER <b>MISC</b>					
D. SYSTEM/ITEM			E. CONTRACT/PR NO.		F. CONTRACTOR				
1. DATA ITEM NO. <b>A03</b>		2. TITLE OF DATA ITEM <b>Status Report</b>			3. SUBTITLE <b>CMMI Software Process Development and Appraisal Report</b>				
4. AUTHORITY (Data Acquisition Document No.) <b>DI-MGMT-80368</b>			5. CONTRACT REFERENCE		6. REQUIRING OFFICE				
7. DD 250 REQ <b>DD</b>	9. DIST STATEMENT REQUIRED <b>C</b>		10. FREQUENCY <b>FOUR/Q</b>	12. DATE OF FIRST SUBMISSION <b>SEE BLK 16</b>		14. DISTRIBUTION			
8. APP CODE <b>A</b>			11. AS OF DATE <b>N/A</b>	13. DATE OF SUBSEQUENT SUBMISSION <b>SEE BLK 16</b>		b. COPIES			
16. REMARKS: The contractor shall develop and report quarterly progress on its plan to establish and achieve successful appraisal of software development processes in accordance with Software Engineering Institute (SEI) Capability Maturity Model Integration (CMMI) level 3 or equivalent.						a. ADDRESSEE	Draft	Final	
								Reg	Repro
						15. <b>→ TOTAL</b>			
G. PREPARED BY <i>[Signature]</i>			H. DATE <b>3/30/07</b>		I. APPROVED BY <i>[Signature]</i>		J. DATE <b>30 MAR 07</b>		

17. PRICE GROUP
18. ESTIMATED TOTAL PRICE

Based upon DD Form 1423-1, 1 Jun 90

PERFORMANCE BASED STANDARDS

	Acceptable Quality Level (AQL)	Monitoring Method
<b>Task 1: Administration of Solicitation and Source Selection Process</b>		
1.1	<ul style="list-style-type: none"> <li>▪ No GAO or agency level protests of source selection are upheld for administrative reasons.</li> <li>▪ Evaluation process completed for support of Army Source Selection Decision within 60 days of receipt of proposals</li> <li>▪ 100% of evaluation participants trained and understand processes and procedures</li> <li>▪ 90% of all requested debriefings completed within 5 days of request</li> </ul>	<ul style="list-style-type: none"> <li>▪ GAO protest reports</li> <li>▪ Government interviews of Source Selection participants</li> <li>▪ Sampling of debriefing results</li> <li>▪ Contractor quarterly reports</li> </ul>
1.2	<ul style="list-style-type: none"> <li>▪ Source selection plan, procedures, and training are effectual and in accordance with FAR PART 35 – “Research and Development Contracting,” and other applicable regulations and policies.</li> <li>▪ 100% of approved SBIR topics meet Army quality standards and requirements as published in the source selection plan</li> <li>▪ 85% of developed SBIR topics pass initial DoD quality review for inclusion in DoD solicitation</li> <li>▪ 70% of sampled evaluations pass established quality screening criteria as published in the source selection plan</li> </ul>	<ul style="list-style-type: none"> <li>▪ Quality assurance checks of evaluations</li> <li>▪ DoD review of submitted topics</li> </ul>
<b>Task 2: Database Development, Assessment, and Reporting</b>		
2.1	<ul style="list-style-type: none"> <li>▪ Within 10 CDAC, receives DITSCAP Interim Authority to Operate (IATO) for SBIR Management Portal</li> <li>▪ Within 179 CDAC, receives DITSCAP Full Authority to Operate (ATO)</li> <li>▪ Maintains all security protocols and updates required to maintain ATO for 100% of contract, after receiving ATO</li> <li>▪ Maintains 99.9% full-operational capability of system</li> </ul>	<ul style="list-style-type: none"> <li>▪ DITSCAP certification and security inspection reports</li> <li>▪ Random data accuracy and availability checks</li> </ul>
2.2	<ul style="list-style-type: none"> <li>▪ Minor functionality changes are performed to support data and automation needs of all management processes.</li> <li>▪ Software development is performed in accordance with SEI CMMI level 3 or above processes, or equivalent.</li> </ul>	<ul style="list-style-type: none"> <li>▪ Assessment of change requests and functional reviews</li> <li>▪ Government and independent audits of processes and software.</li> </ul>
2.3	<ul style="list-style-type: none"> <li>• Non-recurring reports, as required, are performed within agreed to time, accuracy, and cost</li> <li>• Acquires and stores all completed final reports and non-proprietary summary reports for 95% of Army SBIR projects ending during contract period, in the form of electronic documents or valid links to a Government managed repository.</li> <li>• Acquires and stores all completed final reports for 60% of all past Army SBIR projects ending prior to the contract period, in the form of electronic documents or valid links to a Government managed repository.</li> </ul>	<ul style="list-style-type: none"> <li>▪ Review of change requests and functional reviews</li> </ul>
2.4	<ul style="list-style-type: none"> <li>• Developed plans adequately define the data, process, timeliness, and procedures to effectuate exchange of SBIR data to the RDECOM Science &amp; Technology Enterprise Management (STEM) system, DoD SBIR system, and the DoD Research and Engineering Portal</li> <li>• Relevant and accurate SBIR data is readily available to users through the RDECOM Science &amp; Technology Enterprise Management (STEM) system, DoD SBIR system, and the DoD Research and Engineering Portal</li> </ul>	<ul style="list-style-type: none"> <li>▪ Sampling and comparison of data accuracy</li> <li>▪ User feedback</li> </ul>

	Acceptable Quality Level (AQL)	Monitoring Method
<b>Task 2: Database Development, Assessment, and Reporting – Cont.</b>		
2.5	<ul style="list-style-type: none"> <li>▪ Website is professional, accurate, timely, and relevant.</li> <li>▪ Necessary minor information changes to website are completed within 5 business days.</li> <li>▪ Data on website is current within 30 calendar days</li> <li>▪ All data on website is cleared through Government public release prior to posting.</li> </ul>	<ul style="list-style-type: none"> <li>▪ User feedback</li> <li>▪ Review of website information</li> </ul>
2.6	<ul style="list-style-type: none"> <li>▪ Training and user guides are available for all automated processes.</li> <li>▪ Provided training and user guides are accurate and professional</li> <li>▪ 90% on-call help requests are answered adequately within one business day</li> </ul>	<ul style="list-style-type: none"> <li>▪ Review of user guides and training material</li> <li>▪ User feedback</li> <li>▪ Review of on-call help records</li> </ul>
2.7	<ul style="list-style-type: none"> <li>▪ Market survey recommendation presents best-value to the Government</li> <li>▪ New capability provides robust full-text search on demand capability for private access database and public website</li> <li>▪ Search returns are in a cognitively useful format.</li> </ul>	<ul style="list-style-type: none"> <li>▪ Technical review of recommendations and developed capability</li> <li>▪ User feedback</li> </ul>
<b>Task 3: Program Outreach</b>		
3.1	<ul style="list-style-type: none"> <li>▪ Campaign Plan adequately presents SBIR and the small business R&amp;D community as a strategic partner for the Army</li> <li>▪ Execution of plan expands the community of potential SBIR Phase III technology transition recipients</li> </ul>	<ul style="list-style-type: none"> <li>▪ Feedback from Army leadership</li> </ul>
3.2	<ul style="list-style-type: none"> <li>▪ Best practice is professionally developed, presents compelling argument for implementation, and has mechanism to measure implementation and results</li> <li>▪ Best practice is proliferated and implemented widely</li> </ul>	<ul style="list-style-type: none"> <li>▪ Feedback from Army leadership</li> <li>▪ Assessment of PEO/PM views and level of participation in program</li> </ul>
3.3	<ul style="list-style-type: none"> <li>▪ The awarded firms represent the highest quality of research</li> <li>▪ Brochure is professional and effectively highlights the quality research offered by SBIR firms</li> </ul>	<ul style="list-style-type: none"> <li>▪ Independent Army review of award winners</li> <li>▪ Senior leader feedback on brochure</li> </ul>
3.4	<ul style="list-style-type: none"> <li>▪ Conducts a minimum of six (6) approved outreach events</li> </ul>	<ul style="list-style-type: none"> <li>▪ Review of outreach plan</li> </ul>
3.5	<ul style="list-style-type: none"> <li>▪ Provides adequate responses and closes out 95% of help desk phone calls within one business day</li> <li>▪ All answers provided at help desk are correct, complete, and facilitate participation</li> <li>▪ Contacts telephonically each Army SBIR and Joint CBD SBIR Phase I award winner (up to 400) during the SBIR contract period of performance</li> </ul>	<ul style="list-style-type: none"> <li>▪ Review of help desk records</li> <li>▪ Customer feedback</li> </ul>
<b>Task 4: Technical Assistance Services to Small Business Concerns Engaged in SBIR Projects</b>		
4.1	<ul style="list-style-type: none"> <li>▪ Provides technical assistance services to a minimum of 320 Phase I SBIR projects per year</li> <li>▪ Services result better understanding of requirements, reduced risk, and commercialization / transition opportunities</li> </ul>	<ul style="list-style-type: none"> <li>▪ Review of technical assistance contacts</li> <li>▪ Customer feedback</li> </ul>
4.2	<ul style="list-style-type: none"> <li>▪ Provides expert advice and analysis to 12 PEO/PM organizations</li> <li>▪ Results in detailed technology integration roadmaps for SBIR technology</li> </ul>	<ul style="list-style-type: none"> <li>▪ Monitoring of contractor activities at PEO locations through onsite Government personnel</li> <li>▪ Government review of technology integration roadmaps</li> </ul>

	Acceptable Quality Level (AQL)	Monitoring Method
<b>Task 4: Technical Assistance Services to Small Business Concerns Engaged in SBIR Projects – Cont.</b>		
4.3	<ul style="list-style-type: none"> <li>▪ Develops and delivers an SBIR Phase III plan for a minimum of 200 SBIR Phase I projects selected for Phase II award</li> <li>▪ Phase III plans address all 10 requirements in task for each SBIR project in sufficient detail to support the transition to Phase III</li> <li>▪ Phase III plans are completed no later than 365 calendar days after Phase II award</li> </ul>	<ul style="list-style-type: none"> <li>▪ Government review of Phase III plans</li> </ul>
<b>Task 5: Technology Transition and Support to Commercialization Pilot Program (CPP)</b>		
5.1	<ul style="list-style-type: none"> <li>▪ Quarterly reports include accurate adjectival descriptions and narrative support of transition readiness and risk for each developed Phase III plan</li> <li>▪ 80% of Phase III plans are incorporated into one or more Government developed technology area development roadmaps</li> </ul>	<ul style="list-style-type: none"> <li>▪ Government review of Phase III plans</li> </ul>
5.2	<ul style="list-style-type: none"> <li>▪ Completes a “Gated Management Review” for a minimum of 200 SBIR Phase II projects</li> <li>▪ Reviews determine viability of Phase III plan and technical readiness for transition</li> <li>▪ Reviews include the SBIR contractor, Government technical manager, and other stakeholders, as required</li> <li>▪ Reviews are completed before, but no earlier than 120 days from end of SBIR contract period</li> </ul>	<ul style="list-style-type: none"> <li>▪ Assessment during Government participation in Gated Management Reviews</li> </ul>
<b>Task 6: Measure and Report Results</b>		
6.1	<ul style="list-style-type: none"> <li>▪ Reports quarterly, accurate metrics in accordance with Performance Based Standards.</li> </ul>	<ul style="list-style-type: none"> <li>▪ Government review of contractor quarterly report on metrics</li> </ul>
6.2	<ul style="list-style-type: none"> <li>▪ Quarterly and annual reports are timely and accurately represent Army SBIR performance for the year.</li> <li>▪ Non-recurring reports are accurate and are delivered within 3 business days of request, or when mutually agreed to.</li> </ul>	<ul style="list-style-type: none"> <li>▪ DoD feedback on quarterly and annual reports</li> <li>▪ Government review of non-recurring reports</li> </ul>
6.3	<ul style="list-style-type: none"> <li>▪ Data representing budget process is 98% accurate within 3 business days.</li> <li>▪ Distribution and obligation data accounts for all funds within \$1 accuracy to each contract, task order, firm, and organization</li> <li>▪ Provides reliable forecast of financial position accurately out for two years</li> <li>▪ Execution of funds results in obligation of 90% of funding in original year of appropriation</li> </ul>	<ul style="list-style-type: none"> <li>▪ Independent verification and audit of financial data</li> <li>▪ Review of end-of-year financial obligation data.</li> </ul>
6.4	<ul style="list-style-type: none"> <li>▪ Commercialization data verified within 1 year for every past SBIR Phase II award</li> <li>▪ Accuracy of commercialization data is independent of the DoD commercialization database and exceeds the accuracy levels of that source</li> <li>▪ Annual commercialization brochure highlights 15-20 of the most successful SBIR projects for the year in high quality, camera-ready format</li> </ul>	<ul style="list-style-type: none"> <li>▪ Independent quality checks of commercialization data</li> <li>▪ Customer feedback on commercialization brochure</li> </ul>
6.5	<ul style="list-style-type: none"> <li>▪ Briefings are professional, accurate, and effective</li> </ul>	<ul style="list-style-type: none"> <li>▪ Feedback from participants</li> </ul>

	Acceptable Quality Level (AQL)	Monitoring Method
<b>Task 7: Program Management and Technical Support to OSD SBIR Program</b>		
7.1	<ul style="list-style-type: none"> <li>▪ 100% of approved SBIR topics meet DoD quality standards and requirements</li> <li>▪ 85% of developed SBIR topics pass initial DoD quality review for inclusion in DoD solicitation</li> </ul>	<ul style="list-style-type: none"> <li>▪ DoD review of submitted topics</li> </ul>
7.2	<ul style="list-style-type: none"> <li>▪ Source selection plan, procedures, and training are effectual and in accordance with FAR PART 35 – “Research and Development Contracting,” and other applicable regulations and policies.</li> <li>▪ 90% of all requested debriefings completed within 5 days of request</li> </ul>	<ul style="list-style-type: none"> <li>▪ Govt quality review of evaluations, processes, and debriefings</li> </ul>
7.3	<ul style="list-style-type: none"> <li>▪ Briefings are professional, accurate, and effective</li> </ul>	<ul style="list-style-type: none"> <li>▪ Govt review of briefing materials</li> </ul>

<b>DEPARTMENT OF DEFENSE CONTRACT SECURITY CLASSIFICATION SPECIFICATION</b> <i>(The requirements of the DoD Industrial Security Manual apply to all security aspects of this effort.)</i>				<b>1. CLEARANCE AND SAFEGUARDING</b> a. FACILITY CLEARANCE REQUIRED <p style="text-align: center;">TBD</p> b. LEVEL OF SAFEGUARDING REQUIRED <p style="text-align: center;">TBD</p>			
<b>2. THIS SPECIFICATION IS FOR:</b> <i>(X and complete as applicable)</i>			<b>3. THIS SPECIFICATION IS:</b> <i>(X and complete as applicable)</i>				
a. PRIME CONTRACT NUMBER		TBD		<b>X</b>	a. ORIGINAL <i>(Complete date in all cases)</i>	DATE (YYYYMMDD)	20070312
b. SUBCONTRACT NUMBER		TBD			b. REVISED <i>(Supersedes all previous specs)</i>	REVISION NO.	DATE (YYYYMMDD)
<b>X</b>	c. SOLICITATION OR OTHER NUMBER		W911NF-07-R-0010	DUE DATE (YYYYMMDD)		20070529	
	c. FINAL <i>(Complete Item 5 in all cases)</i>				DATE (YYYYMMDD)		
<b>4. IS THIS A FOLLOW-ON CONTRACT?</b>				YES <input type="checkbox"/> NO <input checked="" type="checkbox"/> NO. If Yes, complete the following: Classified material received or generated under _____ <i>(Preceding Contract Number)</i> is transferred to this follow-on contract.			
<b>5. IS THIS A FINAL DD FORM 254?</b>				YES <input type="checkbox"/> NO <input checked="" type="checkbox"/> NO. If Yes, complete the following: In response to the contractor's request dated _____, retention of the classified material is authorized for the period of _____.			
<b>6. CONTRACTOR</b> <i>(Include Commercial and Government Entity (CAGE) Code)</i>							
a. NAME, ADDRESS, AND ZIP CODE		TBD		b. CAGE CODE	c. COGNIZANT SECURITY OFFICE <i>(Name, Address, and Zip Code)</i>		
<b>7. SUBCONTRACTOR</b>							
a. NAME, ADDRESS, AND ZIP CODE		None		b. CAGE CODE	c. COGNIZANT SECURITY OFFICE <i>(Name, Address, and Zip Code)</i>		
<b>8. ACTUAL PERFORMANCE</b>							
a. LOCATION		U.S. RDECOM / SOSI 6000 6th Street, Bldg 1464 Fort Belvoir, VA 22060		b. CAGE CODE	c. COGNIZANT SECURITY OFFICE <i>(Name, Address, and Zip Code)</i>		
<b>9. GENERAL IDENTIFICATION OF THIS PROCUREMENT</b> Support to RDECOM in planning, managing, coordinating, and executing the Army Small Business Innovation Research (SBIR) program.							
<b>10. CONTRACTOR WILL REQUIRE ACCESS TO:</b>				<b>11. IN PERFORMING THIS CONTRACT, THE CONTRACTOR WILL:</b>			
		YES	NO			YES	NO
a. COMMUNICATIONS SECURITY (COMSEC) INFORMATION			<input checked="" type="checkbox"/>	a. HAVE ACCESS TO CLASSIFIED INFORMATION ONLY AT ANOTHER CONTRACTOR'S FACILITY OR A GOVERNMENT ACTIVITY		<input checked="" type="checkbox"/>	
b. RESTRICTED DATA			<input checked="" type="checkbox"/>	b. RECEIVE CLASSIFIED DOCUMENTS ONLY		<input checked="" type="checkbox"/>	
c. CRITICAL NUCLEAR WEAPON DESIGN INFORMATION			<input checked="" type="checkbox"/>	c. RECEIVE AND GENERATE CLASSIFIED MATERIAL			<input checked="" type="checkbox"/>
d. FORMERLY RESTRICTED DATA			<input checked="" type="checkbox"/>	d. FABRICATE, MODIFY, OR STORE CLASSIFIED HARDWARE			<input checked="" type="checkbox"/>
e. INTELLIGENCE INFORMATION			<input checked="" type="checkbox"/>	e. PERFORM SERVICES ONLY			<input checked="" type="checkbox"/>
(1) Sensitive Compartmented Information (SCI)			<input checked="" type="checkbox"/>	f. HAVE ACCESS TO U.S. CLASSIFIED INFORMATION OUTSIDE THE U.S., PUERTO RICO, U.S. POSSESSIONS AND TRUST TERRITORIES			<input checked="" type="checkbox"/>
(2) Non-SCI			<input checked="" type="checkbox"/>	g. BE AUTHORIZED TO USE THE SERVICES OF DEFENSE TECHNICAL INFORMATION CENTER (DTIC) OR OTHER SECONDARY DISTRIBUTION CENTER		<input checked="" type="checkbox"/>	
f. SPECIAL ACCESS INFORMATION			<input checked="" type="checkbox"/>	h. REQUIRE A COMSEC ACCOUNT			<input checked="" type="checkbox"/>
g. NATO INFORMATION			<input checked="" type="checkbox"/>	i. HAVE TEMPEST REQUIREMENTS			<input checked="" type="checkbox"/>
h. FOREIGN GOVERNMENT INFORMATION			<input checked="" type="checkbox"/>	j. HAVE OPERATIONS SECURITY (OPSEC) REQUIREMENTS			<input checked="" type="checkbox"/>
i. LIMITED DISSEMINATION INFORMATION			<input checked="" type="checkbox"/>	k. BE AUTHORIZED TO USE THE DEFENSE COURIER SERVICE			<input checked="" type="checkbox"/>
j. FOR OFFICIAL USE ONLY INFORMATION		<input checked="" type="checkbox"/>		l. OTHER <i>(Specify)</i>			
k. OTHER <i>(Specify)</i>							

**12. PUBLIC RELEASE.** Any information (classified or unclassified) pertaining to this contract shall not be released for public dissemination except as provided by the Industrial Security Manual or unless it has been approved for public release by appropriate U.S. Government authority. Proposed public releases shall be submitted for approval prior to release.  Direct  Through (Specify)

US Army Research, Development and Engineering Command (RDECOM), ATTN: Public Affairs/G-5; Bldg E5101/223  
5183 Blackhawk Road, Aberdeen Proving Ground, MD 21010-5424

to the Directorate for Freedom of Information and Security Review, Office of the Assistant Secretary of Defense (Public Affairs)\* for review.  
\*In the case of non-DoD User Agencies, requests for disclosure shall be submitted to that agency.

**13. SECURITY GUIDANCE.** The security classification guidance needed for this classified effort is identified below. If any difficulty is encountered in applying this guidance or if any other contributing factor indicates a need for changes in this guidance, the contractor is authorized and encouraged to provide recommended changes; to challenge the guidance or the classification assigned to any information or material furnished or generated under this contract; and to submit any questions for interpretation of this guidance to the official identified below. Pending final decision, the information involved shall be handled and protected at the highest level of classification assigned or recommended. (Fill in as appropriate for the classified effort. Attach, or forward under separate correspondence, any documents/guides/extracts referenced herein. Add additional pages as needed to provide complete guidance.)

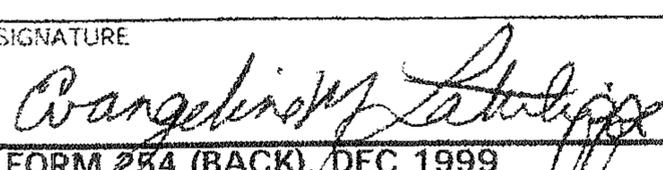
**FACILITY SECURITY CLEARANCE.** Classification of work performed under this contract will be up to and including SECRET. All personnel working at the government site shall have, prior to beginning on-site work, a SECRET clearance and will be subject to Research, Development & Engineering Command (RDECOM) Systems of Systems Integration (SOSI) security requirements. Interim access prior to the completion of investigations will be considered on a case-by-case basis. The FSO will make interim access determinations. No foreign nationals will be used on this contract unless approved by the Government Contract Officer Representative (COR). When requesting approval through the COR, the contractor shall furnish full name, date of birth, place of birth, registration number, type of visa, port of entry and type of position in which employee will be utilized. **PERSONNEL SECURITY INVESTIGATION REQUIREMENT.** The contractor's Facility Security Officer (FSO) will initiate a request for a National Agency Check with Local Agency and Credit Checks (NACLC) type background investigation using US Office of Personnel Management (OPM) e-Qip database on all contract employees assigned to work on this initiative. The FSO will notify the COR and the RDECOM-SOSI Security Manager in writing the date investigation request was submitted for processing via e-Qip. **ACCESS TO AUTOMATED INFORMATION SYSTEM (AIS).** AIS access requires a favorable security clearance investigation for RDECOM-SOSI LAN server accounts. **SAFEGUARDING CLASSIFIED INFORMATION.** Safeguarding of Classified information will be in accordance with the National Industrial Security Program Operating Manual (NISPOM) (DOD 5220.22M), the NISPOM Supplement 1 (DOD 5220.22M - Sup 1), and applicable DoD and Department of the Army (DA) regulations. The contractor must receive a security briefing regarding the safeguarding of classified material prior to access. Signature of contractor personnel required on User ID Password Request Form, NCR DOIM FM-26-E, OCT 2004 for NIPRnet information. All program material will be returned to the user agency at the completion of this contract. **SAFEGUARDING "FOR OFFICIAL USE ONLY" (FOUO) INFORMATION.** Contract personnel provided access to any information marked FOR OFFICIAL USE ONLY (FOUO) during the contract effort must ensure the protection of that information as described in DoD 5350.7-R, DoD Freedom of Information Act Program as well as in accordance with the attached "GUIDANCE FOR THE PROTECTION OF 'FOR OFFICIAL USE ONLY' (FOUO) INFORMATION (see attachment).

**14. ADDITIONAL SECURITY REQUIREMENTS.** Requirements, in addition to ISM requirements, are established for this contract.  Yes  No  
(If Yes, identify the pertinent contractual clauses in the contract document itself, or provide an appropriate statement which identifies the additional requirements. Provide a copy of the requirements to the cognizant security office. Use Item 13 if additional space is needed.)

**15. INSPECTIONS.** Elements of this contract are outside the inspection responsibility of the cognizant security office.  Yes  No  
(If Yes, explain and identify specific areas or elements carved out and the activity responsible for inspections. Use Item 13 if additional space is needed.)

**16. CERTIFICATION AND SIGNATURE.** Security requirements stated herein are complete and adequate for safeguarding the classified information to be released or generated under this classified effort. All questions shall be referred to the official named below.

a. TYPED NAME OF CERTIFYING OFFICIAL	b. TITLE	c. TELEPHONE (Include Area Code)
Evangeline M. Latulippe	RDECOM-SOSI SAP Security Manager	(703) 806-0943

d. ADDRESS (Include Zip Code)	<b>17. REQUIRED DISTRIBUTION</b>
U.S. RDECOM / SOSI	
6000 6th Street, Suite 100, Fort Belvoir, VA 22060	
e. SIGNATURE	
	

- a. CONTRACTOR
- b. SUBCONTRACTOR
- c. COGNIZANT SECURITY OFFICE FOR PRIME AND SUBCONTRACTOR
- d. U.S. ACTIVITY RESPONSIBLE FOR OVERSEAS SECURITY ADMINISTRATION
- e. ADMINISTRATIVE CONTRACTING OFFICER
- f. OTHERS AS NECESSARY

GUIDANCE FOR THE PROTECTION OF  
"FOR OFFICIAL USE ONLY" (FOUO) INFORMATION

**1. General.** The "FOR OFFICIAL USE ONLY" (FOUO) marking is assigned to information at the time of its creation. It is used to designate official government information that may be withheld from the public under exemption 2 through 9 of the Freedom of Information Act. Use of the marking does not mean that the information cannot be released to the public, only that it must be reviewed by the government prior to its release to determine whether a significant and legitimate government purpose is served by withholding the information or portions of it.

**2. Identification Markings.**

a. An unclassified document containing FOUO information will be marked "FOR OFFICIAL USE ONLY" at the bottom of the front cover (if any), on each page containing FOUO information, on the back page, and on the outside of the back cover (if any). No portion markings will be shown.

b. Within a classified document, an individual page that contains both FOUO and classified information will be marked at the top and bottom with the highest security classification of information appearing on the page. If an individual portion contains FOUO information but no classified information, the portion will be marked, FOUO.

c. Any "FOR OFFICIAL USE ONLY" information released is required to be marked with the following statement prior to transfer:

**This document contains information EXEMPT FROM MANDATORY DISCLOSURE under FOIA. Exemption 3 applies.**

d. Removal of the "FOR OFFICIAL USE ONLY" marking can only be accomplished by the originator or other competent authority. When the "FOR OFFICIAL USE ONLY" status is terminated, all know holders will be notified to the extent possible.

**3. Dissemination.** "FOR OFFICIAL USE ONLY" information may be disseminated by contractors to their employees and subcontractors who have a need for the information in connection with a classified contract.

**4. Storage.** During working hours, "FOR OFFICIAL USE ONLY" information shall be placed in an out-of-sight location if the work area is accessible to persons who do not have a need for the information. During nonworking hours, the information shall be stored to preclude unauthorized access. Filing such material with other unclassified record in unlocked files or desks, is adequate when internal building security is provided during nonworking hours. When such internal security control is not exercised, locked buildings or rooms will provide adequate after-hours protection or the material can be stored in locked receptacles such as file cabinets, desks, or bookcases.

**5. Transmission.** "FOR OFFICIAL USE ONLY" information may be sent via first-class mail or parcel post. Bulky shipments may be sent by fourth-class mail.

**6. Disposition.** When no longer needed, FOUO information may be disposed of by tearing each copy into pieces to preclude reconstructing and placing it in a regular trash container.

**7. Unauthorized disclosure of "FOR OFFICIAL USE ONLY" does not constitute a security violation but the contracting officer should be informed of any unauthorized disclosure. The unauthorized disclosure of FOUO information protected by the Privacy Act may result in criminal sanctions.**

## SBIR 07.2 TOPIC/PHASE I SCHEDULE

CALL FOR 07.2 TOPICS	19 SEPT 2006
PRELIMINARY TOPIC CONCEPTS DUE TO PM, ARMY SBIR	19 OCT 2006
TOPIC COLLABORATION PERIOD	20 OCT – 28 NOV 2006
INITIAL TOPICS DUE TO PM, ARMY SBIR	29 NOV – 13 DEC 2006
TAC REVIEW	14 DEC – 19 JAN 2007
07.2 TOPICS DUE TO OSD	25 JAN 07*
DDR&E INITIAL REVIEW	26 JAN – 25 FEB 07*
TOPIC REVISION/APPEAL	26 FEB – 11 MAR 07*
DDR&E 2 <sup>ND</sup> REVIEW	12 MAR – 29 MAR 07*
IRT MEETING	2 APR 07*
07.2 TOPICS FINAL	10 APR 07
07.2 SOLICITATION PRE-RELEASE	12 APR – 13 MAY 07*
07.2 SOLICITATION OPENS	14 MAY 07*
SITIS CLOSURES TO NEW QUESTIONS	6 JUN 07*
07.2 SOLICITATION CLOSURES/ PHASE I'S DUE	13 JUN 07*
TECHNICAL EVALUATION TEAMS EVAL & OMLS	15 JUN – 10 JUL 07
STAKEHOLDER COLLABORATION	11 JUL – 18 JUL
SOURCE SELECTION BOARD EVAL & OMLS	19 JUL – 10 AUG 07
07.2 PHASE I SELECTIONS ANNOUNCED	NLT 14 AUG 07
NEGOTIATE CONTRACTS	15 AUG – 11 OCT 07
CONTRACT DEADLINE	11 OCT 07*

\* OSD SBIR PM MANDATED DATES

## SBIR FY07 PHASE II SCHEDULE

INVITE PHASE II PROPOSAL	13 MAR 07
RECEIVE PROPOSALS	NLT – 9 APR 07
TECHNICAL EVALUATION TEAMS EVAL & OML	10 APR – 8 MAY 07
STAKEHOLDER COLLABORATION	10 APR – 8 MAY 07
SOURCE SELECTION BOARD EVAL & VALIDATION	9 MAY – 22 MAY 07
FY07 PHASE II SELECTIONS ANNOUNCED	31 MAY 07
NEGOTIATE CONTRACTS	1 JUNE – 29 SEPT 07
CONTRACT DEADLINE	29 SEPT 07

## SBIR FY07 FAST TRACK SCHEDULE

FAST TRACK APPLICATION & PROPOSAL RECEIVED	NLT-9 APR 07
TECHNICAL EVALUATION TEAMS EVAL & OML	10 APR – 24 APR 07
SOURCE SELECTION BOARD EVAL & VALIDATION	25 APR – 9 MAY 07
FY07 FAST TRACK SELECTIONS ANNOUNCED	18 MAY 07
NEGOTIATE CONTRACTS	21 MAY – 29 SEPT 07
CONTRACT DEADLINE	29 SEPT 07

## **CBD SBIR 07.1 TOPIC/PHASE I SCHEDULE**

<b>CALL FOR 07.1 TOPICS</b>	<b>5 JUN 06</b>
<b>TOPICS DUE (VIA THE SUBMISSION SITE)</b>	<b>30 JUN 06</b>
<b>CAPO FIRST TOPIC REVIEW</b>	<b>5 JUL – 17 JUL</b>
<b>TOPIC REWRITES</b>	<b>18 JUL – 28 JUL</b>
<b>CAPO FINAL REVIEW</b>	<b>31 JUL – 9 AUG</b>
<b>07.1 TOPICS DUE TO OSD, DDR&amp;E</b>	<b>10 AUG 06</b>
<b>DDR&amp;E INITIAL REVIEW</b>	<b>11 AUG – 10 SEP 06</b>
<b>TOPIC REVISION/APPEAL</b>	<b>11 – 24 SEP 06</b>
<b>DDR&amp;E 2<sup>ND</sup> REVIEW</b>	<b>25 SEP – 13 OCT 06</b>
<b>IRT MEETING</b>	<b>14 – 19 OCT 06</b>
<b>07.1 TOPICS FINAL</b>	<b>30 OCT 06</b>
<b>07.1 PRE-RELEASE</b>	<b>6 NOV – 5 DEC 06</b>
<b>07.1 SOLICITATION OPENS</b>	<b>6 DEC 06</b>
<b>07.1 SOLICITATION CLOSURES: PROPOSALS DUE</b>	<b>10 JAN 07</b>
<b>FIELD EVAL &amp; OMLS</b>	<b>15 JAN 07 – 16 FEB 07</b>
<b>CAPO EVAL &amp; OMLS</b>	<b>21 FEB – 9 MAR 07</b>
<b>PH I SELECTIONS</b>	<b>NLT 16 MAR 07</b>
<b>NEGOTIATE CONTRACTS</b>	<b>16 MAR – *12 MAY 07</b>

\* DoD mandated schedule

## **CBD SBIR FY07 PHASE II SCHEDULE**

<b>SURVEYS SENT TO LABS</b>	<b>25 SEP 06</b>
<b>SURVEYS DUE FROM LABS</b>	<b>13 OCT 06</b>
<b>INVITE PH II PROPOSALS</b>	<b>NLT 18 OCT 06</b>
<b>RECEIVE PH II PROPOSALS</b>	<b>NLT 22 NOV 06</b>
<b>FIELD EVAL &amp; OMLS</b>	<b>27 NOV – 22 DEC 06</b>
<b>CAPO EVAL &amp; OMLS</b>	<b>27 DEC 06 – 26 JAN 07</b>
<b>PH II SELECTIONS</b>	<b>NLT 31 JAN 07</b>
<b>PHASE I OPTION FOR SELECTED PH IIS</b>	<b>2 FEB 07</b>
<b>NEGOTIATE CONTRACTS PH II CONTRACTS</b>	<b>2 FEB - * 22 MAY 07</b>

\* DoD mandated schedule