



## CONFERENCES, WORKSHOPS, AND SYMPOSIA (CWS)

CWS tasks are designed to provide services to organize and administer scientific and technical conferences, workshops, and symposia (CWS) for government agencies. CWS objectives include providing a contractual method to organize, administer, and conduct scientific and technical conferences, workshops, and symposia that facilitate the exchange of scientific information.

### OVERVIEW OF TASK PROCESS

DoD or other government agencies send requests for assistance to the U.S. Army Research Office (ARO). Each request consists of a short SOW, including Attachment 1 - an Independent Government Cost Estimate (IGCE), Attachment 2 - a legal review, and funding document(s). Upon acceptance by ARO, the SOW and a Request for Proposal is sent to the contractor. While the sponsoring agency may recommend a researcher to complete the effort, individuals are selected by demonstration of superior qualifications and cost effectiveness. Where a task requires the services of an organization, proposals are solicited from a limited number of qualified sources identified by a database search. A technical and cost proposal is negotiated and submitted to ARO. Upon approval, ARO awards a delivery order.

The contractor then establishes an appropriate agreement for the conduct of each task, obtains security clearances where required, pays invoices, monitors conformance to time and funding limitations and reviews all final reports. The sponsoring agency is represented on each task by a Contracting Officer's Representative (COR) who monitors the technical progress of the task performer.

### QUALIFICATIONS

Any qualified individual from private, industrial, or academic sectors may be considered for a CWS task.

### TERMS

Subcontracts are awarded for a specified period of performance and daily rate. The daily rate for the meeting coordinator is negotiated according to experience. Travel expenses and per diem for planning and administration the event are reimbursed in accordance with Federal Travel Regulations. Other project related materials or supply expenses may also be reimbursed.

### PROGRAM CHARACTERISTICS

- Registration fees may be collected to defray the cost of the meeting.
- Invited, non-government participants may be reimbursed for travel and registration fees in accordance with Federal Travel Regulations.
- Honoraria and speakers' fees may be paid to invited, non-government participants; however, the CWS Program may not be used for this purpose when an agency intends to organize and administer its own event.
- A final report, meeting proceedings, or summary accomplishments is the end product of the effort.

## CWS

Use the example SOW below to submit a CWS Statement of Work. Revise each section to fit your requirements. Do not eliminate any sections. Please do not use bold, underline, indents or change the text (must be in Normal, Times New Roman size 10). Do not include graphs, pictures, charts or graphics. All apparent indents are spaces. (DELETE THESE FOUR LINES)

1. TITLE: ARL Symposium on Solid Mechanics October 8-10, 2002 in Charleston, South Carolina.
2. GENERAL: The services of a meeting planner/coordinator are required to conduct a symposium on “Solid Mechanics.” The scope of this symposium will cover research areas in manufacturing, structural dynamics, high strain rate and shock response of materials, penetration mechanics, fracture mechanics, and computational mechanics. The continuum mechanics researchers who employ classical methods as well as state-of-the-art experimental and computational approaches will be presenting their recent advances in their research efforts. The symposium will balance presentations and discussions between theory, computation, and experiment. The focus of the symposium will also include advanced computational approaches to describe materials science aspects that are built on the fundamental properties of materials, focusing on relations between microstructure, properties, and processing.
3. OBJECTIVES: The main objective of this symposium is to bring together active researchers in the field of Solid Mechanics who are directly or indirectly funded by the Army Research Laboratory through its in-house as well as extramural research programs at the Army Research Office. This symposium will provide a unique opportunity to researchers to discuss and exchange ideas that are important and relevant to Army’s “Objective Force” and “Future Combat Systems.” The discussions will include emphasis on “Modeling and Simulations” as well as “Verification and Validation.”
4. SPECIFIC TASKS: The following tasks shall be performed independent of Government supervision, direction, or control:
  - a. Find a suitable downtown hotel in Charleston, SC to conduct symposium.
  - b. Negotiate room rents for the DoD participants within the government per-diem.
  - c. Provide coffee and other refreshments during the symposium.
  - d. Arrange one formal sit-in dinner for the participants at the symposium hotel.
  - e. Mail symposium announcements to potential participants—about 100.
  - f. Arrange air travel for the non-DoD attendees from their home institutions to the meeting site.
  - g. Prepare a maximum of 150 copies of a program that shows the schedule of the meeting. The program will be distributed at the meeting.
  - h. Prepare 150 copies of the Proceedings (two page abstracts) of the meeting ready to be distributed on the first day of the meeting. The non-DoD attendees will e-mail a summary or an abstract of their presentations in an electronic format to the meeting coordinator not later than July 31, 2002. A collection of these summaries and a list of attendees will be printed, bound, and distributed at the meeting.
  - i. Send remaining copies of the Proceedings to interested people in the Army labs who cannot attend the meeting. The COR will provide a list of these people to the meeting coordinator.
  - j. Prepare name tags for the attendees.
  - k. Mail final report with research recommendations to DoD researchers.
5. REPORTING REQUIREMENTS:
  - a. Oral reports as required by the COR.
  - b. The Proceedings of the meeting will be by or before October 7, 2001.
6. QUALIFICATION REQUIREMENTS: None. Meeting will be organized by the ARL personnel: Dr. A. M. Rajendran and Dr. T. W. Wright. OR The person selected should have a business background and experience in setting up and conducting scientific meetings.
7. PLACE, PERIOD OF PERFORMANCE, AND TRAVEL:
  - a. Place of Performance. The conference will be conducted in Charleston, SC.

- b. **Period of Performance.** The period of performance for this task is from the effective date of the delivery order (EDODO) through the completion date of December 31, 2005. The meeting will be held October 8-10, 2005.
- c. **Estimated Work Day.** An estimate of 200 working hours is required for the conference planner.
- d. **Travel.** One travel for the Battelle coordinator to Charleston, SC with ARO points of contact to choose and finalize the meeting site (Hotel).

8. **RESTRICTIONS:** There are no known existing or potential conflicts of interest associated with this task.

9. **SECURITY CLEARANCE:** None required; this effort is unclassified.

10. **CONTRACTING OFFICER'S REPRESENTATIVE (COR):**

Dr. A. M. Rajendran  
Mechanical and Environmental Sciences Division  
Army Research Office  
P. O. Box 12211  
Research Triangle Park, NC 27709-2211  
Telephone: DSN 832-4346, Commercial 919 549-4346  
Email: raj.rajendran@us.army.mil

11. **ADMINISTRATIVE POINTS OF CONTACT:**

Ms. Pam Robinson  
Army Research Office  
P. O. Box 12211  
Research Triangle Park, NC 27709-2211  
Telephone: DSN 832-4362, Commercial 919 549-4362  
Email: pamela.robinson@us.army.mil

12. **RECOMMENDED SOURCE:**

Ms. Susan Burns  
Battelle Memorial Institute  
50101 Governors Drive  
Chapel Hill, NC 27517  
Telephone: 919 933-7209 ext. 102  
email: burnss@battelle.org

13. **RELEVANCE:** This meeting will be held to identify future research directions in the area of Solid Mechanics related to Army applications. Based on the presentations of the leading experts in the field, new research directions for solid mechanics will be identified to meet future Army research requirements and opportunities that are relevant to the "Objective Force" and "Future Combat Systems."

14. **CAPABILITY STATEMENT:** The ARO does not have the necessary in-house capability to perform tasks specified in paragraph 4.

ATTACHMENT 1  
INDEPENDENT GOVERNMENT COST ESTIMATE

1. Budget

A. Labor

Category	Days	Rate/Day	Estimated Cost
Organizer	5	\$240	\$1,200
Assistant	5	\$160	\$800
Labor Subtotal:			<u>\$2,000</u>

B. Materials

Support documentation (Abstract books, CDs, Badges Shipping and Misc.			\$1,400
AV and Meeting room rental			\$6,766
Website			\$951
Meals (Breakfast, breaks, lunch, poster sessions)			\$4,802
Travel			
One 3-day trip to Jackson, WY organizer			\$2,200
G&A*		15%	\$2,418
Travel support for 3 to Jackson, WY Conference			\$5,700
Materials and Travel Subtotal:			<u>\$24,237</u>
Subtotal:			<u>\$26,237</u>
C. ARO Administrative Fee 6%			<u>\$1,574</u>
TOTAL:			<u><u>\$27,811</u></u>

*\*G&A is a 15% General and Administrative fee applied to the sum of Materials and Travel  
This rate has been approved by DCAA.*

2. Funding A fund transfer document must be sent to ARO Finance