

<b>SOLICITATION, OFFER AND AWARD</b>		1. THIS CONTRACT IS A RATED ORDER UNDER DPAS (15 CFR 700)		RATING DO-C9	PAGE OF PAGES 1 31
2. CONTRACT NUMBER	3. SOLICITATION NUMBER N00173-08-R-KK05	4. TYPE OF SOLICITATION <input type="checkbox"/> SEALED BID (IFB) <input checked="" type="checkbox"/> NEGOTIATED (RFP)		5. DATE ISSUED DEC 2, 2008	6. REQUISITION/PURCHASE NUMBER
7. ISSUED BY Naval Research Laboratory Code 3220.KK 4555 Overlook Ave. SW. Washington, D.C. 20375-5326		CODE 3220.KK	8. ADDRESS OFFER TO (If other than Item 7)		

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

**SOLICITATION**

9. Sealed offers in original and 3 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 NRL, Building 222, Room 115 until 4:00 pm local time 01/06/2009  
(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 Kevin M. King	B. TELEPHONE (NO COLLECT CALLS)		C. E-MAIL ADDRESS kevin.king@nrl.navy.mil
		AREA CODE 202	NUMBER 767-1495	EXT.

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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)	<input type="checkbox"/> 10 CALENDAR DAYS (%)	<input type="checkbox"/> 20 CALENDAR DAYS (%)	<input type="checkbox"/> 30 CALENDAR DAYS (%)	CALENDAR DAYS (%)
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14. ACKNOWLEDGMENT OF AMENDMENTS (The offeror acknowledges receipt of amendments to the SOLICITATION for offerors and related documents numbered and dated):	AMENDMENT NO.	DATE	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 NUMBER AREA CODE NUMBER EXT.	<input type="checkbox"/> 15C. CHECK IF REMITTANCE ADDRESS IS DIFFERENT FROM ABOVE - ENTER SUCH ADDRESS IN SCHEDULE.	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
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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
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24. ADMINISTERED BY (If other than Item 7) CODE	25. PAYMENT WILL BE MADE BY CODE
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26. NAME OF CONTRACTING OFFICER (Type or print)	27. UNITED STATES OF AMERICA  (Signature of Contracting Officer)	28. AWARD DATE
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IMPORTANT - Award will be made on this Form, or on Standard Form 26, or by other authorized official written notice.

**PART I - THE SCHEDULE  
SECTION B  
SUPPLIES OR SERVICES AND PRICES/COSTS**

**B-1 SUPPLIES/SERVICES AND COSTS**

ITEM NUMBER	SUPPLIES/SERVICES	ESTIMATED COST	FIXED FEE	ESTIMATED COST PLUS FIXED FEE
0001	The Contractor shall provide research and development in accordance with Section C.	\$	\$	\$
0002	Data in accordance with Exhibit A (DD 1423)	* NSP	* NSP	* NSP
<b>TOTAL ESTIMATED COST PLUS FIXED FEE</b>			\$	\$

\* *Not Separately Priced*

**NOTICE TO OFFERORS:** In addition to inserting the estimated cost and fixed fee for the base year above, the estimated cost and fixed fee for each optional extension of the term of the contract are to be inserted in Section H.

**SECTION C  
DESCRIPTION/SPECIFICATIONS/STATEMENT OF WORK**

**C-1 STATEMENT OF WORK**

The work and services to be performed hereunder shall be subject to the requirements and standards contained in Attachment (1), Statement of Work, with Exhibit A, Contract Data Requirements List, and all other Attachments cited in Section J, which are incorporated by reference into Section C.

**C-2 REQUIREMENTS FOR ON-SITE CONTRACTORS**

For those portions of the work under this contract performed at any NRL site, the contractor shall comply with the Requirements for On-Site Contractors dated 23 June 2008 which are hereby incorporated by reference. The full text is available at:

<http://heron.nrl.navy.mil/contracts/14onsite.htm>

**SECTION D  
PACKAGING AND MARKING**

**D-1 PACKAGING AND MARKING**

Preservation, packaging, packing and marking of all deliverable contract line items must conform to normal commercial packing standards to assure safe delivery at destination.

**SECTION E  
INSPECTION AND ACCEPTANCE**

**E-1 INSPECTION AND ACCEPTANCE CLAUSES INCORPORATED BY REFERENCE**

**FAR CLAUSE    TITLE**

52.246-9       -    Inspection Of Research And Development (Short Form) (APR 1984)

**DFARS CLAUSE    TITLE**

252.246-7000   -    Material Inspection And Receiving Report (MAR 2008)

**E-2 INSPECTION AND ACCEPTANCE**

Inspection and acceptance of the final delivery will be accomplished by the Technical Manager (TM) or Contracting Officer Representative (COR) designated in Section G of this contract. Inspection and acceptance will be performed at the Naval Research Laboratory, Washington DC 20375-5320.

**SECTION F  
DELIVERIES OR PERFORMANCE**

**F-1 DELIVERIES OR PERFORMANCE CLAUSES INCORPORATED BY REFERENCE:**

**FAR CLAUSE    TITLE**

52.242-15     -    Stop-Work Order (AUG 1989) - Alternate I (APR 1984)

52.247-34     -    F.O.B. Destination (NOV 1991)

**F-2 PERIOD AND PLACE OF PERFORMANCE**

- (a) The term of this contract is from the date of contract award through twelve months thereafter, with four (4) options that will extend the term for an additional 12 months each, if exercised.
- (b) The principal place of performance of this contract shall be at the contractor's facility.

**F-3 PLACE OF DELIVERY - FOB DESTINATION**

The contractor shall deliver supplies, all transportation charges paid, to destination in accordance with the clause in Section F of the Schedule titled FAR 52.247-34 FOB Destination (NOV 1991).

Receiving Officer  
Naval Research Laboratory  
Contract Number  
ATTN: \*  
CODE: \*  
LOCATION: \*  
Bldg. 49  
4555 Overlook Avenue, SW  
Washington DC 20375-5320

(\* To be filled in at time of award.)

**SECTION G  
CONTRACT ADMINISTRATION DATA****G-1 PROCURING OFFICE REPRESENTATIVE**

In order to expedite administration of the contract, the Administrative Contracting Officer (ACO) will direct inquiries to the appropriate office listed below. Please do not direct routine inquiries to the person listed in Item 20A on Standard Form 26.

Security Matters- Contracting Officer for Security, Code 1226, (202) 767-2240, DSN 297-2240, email security-group@nrl.navy.mil

Safety Matters- Head Safety Branch, Code 3540, (202) 767-2232, DSN 297-2232, email safety@nrl.navy.mil

Patent Matters-Associate Counsel (Intellectual Property), Code 1008.2, (202) 404-1552, DSN 297-1552, email patents@nrl.navy.mil

Release of Data-Public Affairs Officer, Code 1030 (202) 767-2541, DSN 297-2541, email publicaffairs@nrl.navy.mil

**G-2 CONTRACTING OFFICER'S REPRESENTATIVE (COR) - FUNCTIONS AND LIMITATIONS**

\* @nrl.navy.mil is hereby designated the cognizant COR who will represent the Contracting Officer in the technical monitoring and administration of this contract. In accordance with Section E, the COR will accomplish inspection and acceptance of deliverables under this contract. The COR is not otherwise authorized to make any representations or commitments of any kind on behalf of the Contracting Officer or the Government. The COR does not have the authority to alter the Contractor's obligations or change the specifications in the contract. If, as a result of technical discussions, it is desirable to alter contract obligations or the statement of work, a modification must be issued in writing and signed by the Contracting Officer. Unless terminated sooner, this appointment is effective for the period of performance of this contract including any options, if

exercised. COR authority may not be redelegated. No change in COR assignment shall be made without written notice by the Contracting Officer, who will modify the contract to reflect the change of COR assignment.

( \* To be completed at time of award)

### **G-3 TECHNICAL DIRECTION MEMORANDUM (TDM)**

- (a) For the purposes of this clause, technical direction includes the following:
- (1) Direction to the Contractor which shifts work emphasis between work areas or tasks, requires pursuit of certain lines of inquiry, fills in details or otherwise describes work which will accomplish the objectives described in the statement of work;
  - (2) Guidelines to the Contractor, which assist in interpretation of drawings, specifications or technical portions of, work description.
- (b) Technical instructions must be within the scope of work stated in the contract. Technical instructions may not be used to:
- (1) Assign additional work under the contract;
  - (2) Direct a change as defined in the contract clause entitled "Changes";
  - (3) Increase or decrease the estimated contract cost, the fixed fee, or the time required for contract performance; or
  - (4) Change any of the terms, conditions or specifications of the contract
- (c) The TDM shall be written by the Contracting Officer's Representative (COR), with the original given to the Contractor and a copy retained in the CORs file. Technical direction may be issued orally only in emergency situations. If technical direction is issued orally, a TDM must follow within two (2) working days from the date of the oral direction. Amendments, corrections, or changes to TDMs shall also be in written format and shall include all the information set forth in paragraph (e) below.
- (d) A TDM shall be considered issued when the Government deposits it in the mail, or if transmitted by other means, when it is physically delivered to the contractor.
- (e) TDMs shall include, but not be limited to, the following information:
- (1) Date of TDM,
  - (2) Contract Number,
  - (3) Reference to the relevant portion or item in the Statement of Work,
  - (4) The specific technical direction or clarification, and
  - (5) The signature of the COR.
- (f) CORs shall retain all files containing TDMs for a period of two (2) years after the final contract completion date.
- (g) The only individual authorized in any way to amend or modify any of the terms of this contract shall be the Contracting Officer. When, in the opinion of the Contractor, any technical direction calls for effort outside the scope of the contract or inconsistent with this special provision, the Contractor shall notify the Contracting Officer in writing within ten (10) working days after its receipt.

### **G-4 SUBCONTRACTORS/CONSULTANTS**

- (a) Advance notification or requests for consent pursuant to the contract clause entitled "Subcontracts" (FAR 52.244-2) shall be directed to the cognizant administrative contracting officer (ACO).
- (b) The following subcontractors/consultants have been identified in the Contractor's proposal as necessary for performance of this contract:

Subcontractor/Consultant Name

Estimated Cost

*(Paragraph (b) will be included and filled in at time of award if subcontractor/consultants are proposed by the successful offeror)*

#### **G-5 INCREMENTAL FUNDING**

Pursuant to the Limitation of Funds clause (FAR 52.232-22), the total amount allotted to this contract is \$\* and it is estimated that this amount is sufficient for contract performance through \* .

*(\*this provision will be included and completed at time of award, if applicable)*

#### **G-6 INFORMATIONAL SUBLINE ITEMS**

It is anticipated that the research and development services performed under this contract will be paid for from multiple sources of funds. Informational subline items will be established as necessary to identify each accounting citation classification.

#### **G-7 PAYMENT INSTRUCTIONS FOR MULTIPLE ACCOUNTING CLASSIFICATION CITATIONS (COST-REIMBURSEMENT)**

If there is more than one ACRN within a contract line item, the payment office will make payment using the ACRN(s) cited on the contractor's invoice.

#### **G-8 PAYMENT AND VOUCHER INSTRUCTIONS**

In accordance with the contract clause, *Electronic Submission of Payment Requests and Receiving Reports* (DFARS 252.232-7003), the contractor must submit requests for payment electronically in the Wide Area Workflow (WAWF). It may be accessed at its homepage <https://wawf.eb.mil/>. If the contractor has not registered with WAWF, instructions for doing so may be accessed at: <https://wawf.eb.mil/vreg.htm> . The designated Electronic Business (EB) point of contact in the Central Contractor Registration (CCR) is the person responsible for activating the company's CAGE code in WAWF by calling 1-866-618-5988.

The following information is applicable to vouchers submitted under this contract using WAWF:

Under "Create New Document" select "Cost Voucher". When you enter the contract number, some of the other fields in the document may fill out automatically.

Use the appropriate Item Number stated in Section B of the contract (e.g., 0001, 0002 or 0001AA, 0001AB, etc).

If the contract contains multiple accounting classification reference numbers (ACRNs), the ACRN(s) from which payment is to be made must be cited on the voucher. If more than one ACRN is cited, the voucher must indicate the amounts to be paid from each. Information may be obtained from the COR to assist the contractor in determining the appropriate ACRNs from which payment is to be made.

ROUTING TABLE DATA REQUIRED FOR SUBMISSION OF INVOICE TO WAWF	
Document Type	Cost Voucher
Contract Number	N00173-08-
Issued By DoDAAC	N00173
Admin By DoDAAC	
Pay DoDAAC	
LPO	N00173
Ship To DoDAAC	N00173 Extension
Service Acceptor	N00173 Extension
DCAA Auditor DoDAAC	
CAGE Code	

**IMPORTANT:** When submitting vouchers using WAWF, utilize the “**Send More Email Notifications**” function in WAWF. This additional notification is important to ensure the Government Acceptor is aware that the invoice documents have been submitted into the WAWF system.

Send More Email Notifications	
Acceptor email	@nrl.navy.mil

Pursuant to DFARS 242.803(b)(i)(c), if the cognizant Government auditor has notified the contractor of its authorization to do so, the contractor may submit vouchers under this contract direct to the payment office. Such authorization does not extend to the first and final vouchers.

For assistance with the WAWF system, you may contact the Navy WAWF Assistance Line : 1-800-559-WAWF(9293).

## SECTION H SPECIAL CONTRACT REQUIREMENTS

### H-1 TYPE OF CONTRACT

This is a \*

*(\*To be completed at time of award)*

### H-2 ONR 5252.237-9705 - KEY PERSONNEL (DEC 88)

(a) The Contractor agrees to assign to the contract tasks those persons whose resumes were submitted with its proposal and who are necessary to fulfill the requirements of the contract as "key personnel". No substitutions may be made except in accordance with this clause.

(b) The Contractor understands that during the first ninety (90) days of the contract performance period, no personnel substitutions will be permitted unless these substitutions are unavoidable because of the incumbent's sudden illness, death or termination of employment. In any of these

events, the Contractor shall promptly notify the Contracting Officer and provide the information described in paragraph (c) below. After the initial ninety (90) day period the Contractor must submit to the Contracting Officer all proposed substitutions, in writing, at least thirty (30) days in advance (sixty (60) days if security clearance must be obtained) of any proposed substitution and provide the information required by paragraph (c) below.

(c) Any request for substitution must include a detailed explanation of the circumstances necessitating the proposed substitution, a resume for the proposed substitute, and any other information requested by the Contracting Officer. Any proposed substitute must have qualifications equal to or superior to the qualifications of the incumbent. The Contracting Officer or his/her authorized representative will evaluate such requests and promptly notify the Contractor of his/her approval or disapproval thereof.

(d) In the event that any of the identified key personnel cease to perform under the contract and the substitute is disapproved, the contract may be immediately terminated in accordance with the Termination clause of the contract.

The following are identified as key personnel: \*

(\*To be completed at time of award)

Labor Category	First/M/Last Name
Project Manager	
Test Engineer	
Program Analyst	
Computer Scientist	

**H-3 ONR 5252.216-9706 - LEVEL OF EFFORT (DEC 88)**

(a) The Contractor agrees to provide the total level of effort specified in the next sentence in performance of the work described in this contract. The total level of effort for performance of this contract shall be 6400 total hours of direct labor for the base year, and 6,400 hours of direct labor for each option year, if exercised including subcontractor direct labor for those subcontractors specifically identified in the Contractor's proposal as having hours included in the proposed level of effort. A breakdown of labor categories and hours is set forth in paragraph (k) below.

(b) The level of effort for this contract shall be expended at an average rate of 533 hours per month. It is understood and agreed that the rate of hours per month may fluctuate in pursuit of the technical objective, provided such fluctuation does not result in the use of the total hours of effort prior to the expiration of the term of the contract.

(c) The Contractor is required to notify the Contracting Officer when any of the following situations occur, or are anticipated to occur: If during any three consecutive months the monthly average is exceeded by 25% or, if at any time it is forecast that during the last three months of the contract less than 50% of the monthly average will be used during any given month; or, when 85% of the total level of effort has been expended.

(d) If, during the term of the contract, the Contractor finds it necessary to accelerate the expenditure of direct labor to such an extent that the total hours of effort specified would be used prior to the

expiration of the term, the Contractor shall notify the Contracting Officer in writing, setting forth the acceleration required, the probable benefits which would result, and an offer to undertake the acceleration at no increase in the estimated cost or fixed fee together with an offer setting forth a proposed level of effort, cost breakdown, and proposed fixed fee for continuation of the work until expiration of the term hereof. The offer shall provide that the work proposed will be subject to the terms and conditions of this contract and any additions or changes required by then current law, regulations, or directives, and that the offer, with a written notice of acceptance by the Contracting Officer, shall constitute a binding contract. The Contractor shall not accelerate any effort until receipt of such written approval by the Contracting Officer. Any agreement to accelerate will be formalized by contract modification.

(e) The Contracting Officer may, by written order, direct the Contractor to accelerate the expenditure of direct labor such that the total hours of effort specified in paragraph (a) above would be used prior to the expiration of the term. This order shall specify the acceleration required and the resulting revised term. The Contractor shall acknowledge this order within five days of receipt.

(f) If the total level of effort specified in paragraph (a) above is not provided by the Contractor during the term of this contract, the Contracting Officer shall either (i) reduce the fixed fee of this contract as follows:

$$\text{Fee Reduction} = \text{Fixed Fee} \times \frac{(\text{Required LOE Hours} - \text{Expended LOE Hours})}{\text{Required LOE Hours}}$$

or (ii) subject to the provisions of the clause of this contract entitled "Limitation of Cost," require the Contractor to continue to perform the work until the total number of hours of direct labor specified in paragraph (a) shall have been expended, at no increase in the fixed fee of this contract.

(g) In the event the government fails to fully fund the contract in a timely manner, the term of the contract may be extended accordingly with no change to cost or fee. If the government fails to fully fund the contract, the fee will be adjusted in direct proportion to that effort which was performed.

(h) Notwithstanding any of the provisions in the above paragraphs, the Contractor may furnish hours up to five percent in excess of the total hours specified in paragraph (a) above, provided that the additional effort is furnished within the term hereof, and provided further that no increase in the estimated cost or fixed fee is required, and no adjustment in the fixed fee shall be made provided that the Contractor has delivered at least 95% of the level of effort required in paragraph (a) above.

(i) It is understood that the mix of labor categories provided by the Contractor under the contract, as well as the distribution of effort among those categories, may vary considerably from the initial mix and distribution of effort which was estimated by the government or proposed by the Contractor.

(j) Nothing herein shall be construed to alter or waive any of the rights or obligations of either party pursuant to the Clause entitled "Limitation of Costs" or "Limitation of Funds," either of which clauses as incorporated herein applies to this contract.

(k) The anticipated breakdown by labor category of the total level of effort is as follows:

<u>Labor Category</u>	<u>Labor Hours – Basic Award and Each Option, if exercised</u>
<b>On-Site Direct Labor (at NRL)</b>	
Project Manager	150
Electronics Engineer	200
Computer Scientist	400
Test Engineer	1800
Electronic Technician	500
Program Analyst	1800

<b>Subtotal</b>	<b>NRL</b>	4850
<b>Contractor Facility Direct Labor</b>		
	Project Manager	150
	Senior Systems Engineer	100
	Environmental Test Engineer	500
	Engineering Model Maker	100
	Inventory Manager	200
	Industrial Service Specialist	100
	Production Controller	100
	Equipment Specialist	200
	Technical Reliability Specialist	100
<b>Subtotal</b>	<b>Contractor Facility</b>	1550
	<b>TOTAL</b>	<b>6,400</b>

#### H-4 ONR 5252.235-9714 - REPORT PREPARATION (JUL 2005)

Scientific or technical reports prepared by the Contractor and deliverable under the terms of this contract will be prepared in accordance with format requirements contained in ANSI/NISO Z39.18-2005, Scientific and Technical Reports: Elements, Organization, and Design.

[NOTE: All NISO American National Standards are available as free, downloadable pdf(s) at <http://www.niso.org/standards/index.html> . NISO standards can also be purchased in hardcopy form from NISO Press Fulfillment, P. O. Box 451, Annapolis Junction, MD 20701-0451 USA. Telephone U.S. and Canada: (877) 736-6476; Outside the U.S. and Canada: 301-362-6904 ax: 301-206-9789.]

#### H-5 ELECTRONIC AND INFORMATION TECHNOLOGY (EIT)

In accordance with Section 508 of the Rehabilitation Act of 1973 (29 U.S.C. 794d), all EIT supplies and services provided under this contract must comply with the applicable accessibility standards issued by the Architectural and Transportation Barriers Compliance Board at 36 CFR part 1194 (see FAR Subpart 39.2). Electronic and information technology (EIT) is defined at FAR 2.101.

#### H-6 OPTION TO EXTEND THE TERM OF THE CONTRACT

This contract shall be renewable at the unilateral option of the Government by the Contracting Officer giving written notice of renewal to the Contractor within the existing term of the contract. The Government may exercise its option to renew the contract a total of 4 times and each such renewal shall extend the term of the contract by twelve (12) months. The Contractor agrees that performance under each such renewal shall be accomplished in accordance with all of the terms and conditions of this contract and at the estimated cost and fixed fee set forth below:

##### First Option

Estimated Cost: \$

Fixed Fee: \$

Estimated Cost Plus Fixed Fee: \$

### **Second Option**

Estimated Cost: \$

Fixed Fee: \$

Estimated Cost Plus Fixed Fee: \$

### **Third Option**

Estimated Cost: \$

Fixed Fee: \$

Estimated Cost Plus Fixed Fee: \$

### **Fourth Option**

Estimated Cost: \$

Fixed Fee: \$

Estimated Cost Plus Fixed Fee: \$

## **H-7 ON-SITE USE OF GOVERNMENT PROPERTY**

It is anticipated that Government property will be used by the contractor's personnel in the performance of that portion of the contract performed on-site at the U.S. Naval Research Laboratory (NRL) including any of its field sites. Such use will be on a rent free basis and all such property shall be considered to remain in the possession and control of the NRL for property responsibility and accountability purposes.

## **H-8 GOVERNMENT-FURNISHED PROPERTY**

The following Government property will be furnished to the contractor on a rent-free basis for use in performing the contract:

The Government shall furnish a test system developed by NRL that shall be used in modulator testing. This system is used to test the modulators and provide quality assurance of signal characteristics. The instruments typically controlled are spectrum analyzers, signal generators, oscilloscopes, and peripherals such as printers and plotters.

The Government is willing to furnish an electromagnetic interference chamber. This chamber is currently located at the facility of the incumbent contractor in Annapolis, Md. Prospective offerors desiring to use this chamber will incur all costs associated with moving this electromagnetic interference chamber from the incumbent's facility and re-installing it at their facility.

*(To be completed at time of award)*

## **H-9 PROTECTION OF HUMAN SUBJECTS**

Any collection or analysis of data from human subjects must not commence until the contractor provides the following information per SECNAV 3900.39D 8.d. (1):

- (a) An appropriate DoD Navy Assurance or a Federalwide Assurance (FWA) with a DoD Navy addendum to the FWA, or an application for a DoD Navy Assurance.
- (b) Documentation of the Institutional Review Board's (IRBs) initial and continuing review and approval.
- (c) IRB-approved informed consent form, except when not required consistent with law and regulation.
- (d) IRB-approved research protocol.
- (e) Documentation that research ethics and human subject protections training has been completed by the contractor's principle investigators.

The contractor has responsibility for certain reporting requirements per SECNAV 3900.39D 8.d. (2).

## **H-10 ORGANIZATIONAL CONFLICT OF INTEREST**

The Contractor shall not have a vested interest in any aspect of general or special purpose electronic test equipment. Specifically, the Contractor shall not produce, market, sell, or distribute General Purpose Electronic Test Equipment (GPETE), nor shall the contractor represent a manufacturer to the Government in any capacity during the term of this contract. This contract involves development of specifications, and evaluation of technical proposals and bid samples. Contractors and their employees may be required to sign non-disclosure agreements (See sample, Attachment No. 4) which assure the confidentiality of the testing of vendor equipment and associated program interactions and insure that such testing and interactions do not provide an advantage to any vendor involved in a GPETE program procurement.

In the performance of the contract, the contractor may have access to information of a sensitive nature including, but not limited to, other organizations' proprietary information, Government procurement sensitive information, source selection information (see Federal Acquisition Regulation 2.101, 3.104-4 and 9.505-4), information subject to the Privacy Act, and information designated For Official Use Only. The contractor agrees that such information will be accessed only to the extent necessary to perform the contract and further agrees that such information will not be disclosed or released to any person or other entity, either within or outside of the United States Government, except as necessary to perform the contract or as expressly authorized in writing by the Contracting Officer.

In the event of unauthorized disclosure or release of any such information described herein, the contractor agrees to advise the Contracting Officer's Representative (identified elsewhere in the

contract) of the disclosure or release as soon as practicable. That advice shall identify the person or other entity to which the information was disclosed or released and the content of that information.

Following completion of the contract, the contractor shall have a continuing obligation not to disclose or release such information obtained there under.

**PART II - CONTRACT CLAUSES**  
**SECTION I**  
**CONTRACT CLAUSES**

**I-1 FAR 52.252-2 - CLAUSES INCORPORATED BY REFERENCE (FEB 1998)**

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 this/these address(es):

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

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

**a. FEDERAL ACQUISITION REGULATION CLAUSES**

<b>FAR CLAUSE</b>	<b>TITLE</b>
52.202-1	- Definitions (JUL 2004)
52.203-3	- Gratuities (APR 1984)
52.203-5	- Covenant Against Contingent Fees (APR 1984)
52.203-6	- Restrictions On Subcontractor Sales To The Government (SEP 2006)
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 (SEP 2007)
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 (APR 2008)
52.204-9	- Personal Identity Verification Of Contractor Personnel (SEP 2007)
52.209-6	- Protecting The Government's Interest When Subcontracting With Contractors Debarred, Suspended, Or Proposed For Debarment (SEP 2006)
52.211-15	- Defense Priority And Allocation Requirements (APR 2008)
52.215-2	- Audit And Records-Negotiation (JUN 1999)
52.215-8	- Order Of Precedence - Uniform Contract Format (OCT 1997)
52.215-10	- Price Reduction For Defective Cost Or Pricing Data (OCT 1997)
52.215-11	- Price Reduction For Defective Cost Or Pricing Data - Modifications (OCT 1997)
52.215-12	- Subcontractor Cost Or Pricing Data (OCT 1997)
52.215-13	- Subcontractor Cost Or Pricing Data Modifications (OCT 1997)
52.215-14	- Integrity Of Unit Prices (OCT 1997)

- 52.215-15 - Pension Adjustments And Asset Reversions (OCT 2004)
- 52.215-17 - Waiver Of Facilities Capital Cost Of Money (OCT 1997)  
( *will be included if the successful offeror does not propose facilities capital cost of money*)
- 52.215-18 - Reversion Or Adjustment Of Plans For Post-Retirement Benefits (PRB) Other Than Pensions (JUL 2005)
- 52.215-19 - Notification Of Ownership Changes (OCT 1997)
- 52.215-21 - Requirements For Cost Or Pricing Data Or Information Other Than Cost or Pricing Data -Modifications (OCT 1997)
- 52.216-7 - Allowable Cost And Payment (DEC 2002) (fill in 30th)
- 52.216-8 - Fixed-Fee (MAR 1997)
- 52.219-4 - Notice Of Price Evaluation Preference For HUBZone Small Business Concerns (JUL 2005)  Offeror elects to waive the evaluation preference.
- 52.219-6 - Notice Of Total Small-Business Set-Aside (JUN 2003)
- 52.219-8 - Utilization Of Small Business Concerns (MAY 2004)
- 52.219-14 - Limitations On Subcontracting (DEC 1996)
- 52.222-2 - Payment For Overtime Premiums (JUL 1990) -The Use Of Overtime Is Authorized Under This Contract If The Overtime Premium Does Not Exceed "0"
- 52.222-3 - Convict Labor (JUN 2003)
- 52.222-19 - Child Labor – Cooperation With Authorities And Remedies (FEB 2008)
- 52.222-20 - Walsh-Healey Public Contracts Act (DEC 1996)
- 52.222-21 - Prohibition Of Segregated Facilities (FEB 1999)
- 52.222-26 - Equal Opportunity (MAR 2007)
- 52.222-29 - Notification Of Visa Denial (JUN 2003)
- 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, Veterans Of The Vietnam Era, And Other Eligible Veterans (SEP 2006)
- 52.222-39 - Notification Of Employee Rights Concerning Payment Of Union Dues Or Fees (DEC 2004)
- 52.222-50 - Combating Trafficking In Persons (AUG 2007)
- 52.223-3 - Hazardous Material Identification And Material Safety Data (JAN 1997)
- 52.223-5 - Pollution Prevention And Right-To-Know Information (AUG 2003)
- 52.223-6 - Drug-Free Workplace (MAY 2001)
- 52.223-10 - Waste Reduction Program (AUG 2000)
- 52.223-14 - Toxic Chemical Release Reporting (AUG 2003)
- 52.223-15 - Energy Efficiency In Energy-Consuming Products (DEC 2007)
- 52.225-13 - Restrictions On Certain Foreign Purchases (JUNE 2008)
- 52.227-1 - Authorization And Consent (DEC 2007)- Alternate I (APR 1984)
- 52.227-2 - Notice And Assistance Regarding Patent And Copyright Infringement (DEC 2007)
- 52.227-10 - Filing Of Patent Application- Classified Subject Matter (DEC 2007)
- 52.227-11 - Patent Rights - Ownership by the Contractor (DEC 2007)
- 52.228-7 - Insurance - Liability To Third Persons (MAR 1996)
- 52.230-2 - Cost Accounting Standards (APR 1998)
- 52.230-3 - Disclosure And Consistency Of Cost Accounting Practices (APR 1998)
- 52.230-6 - Administration Of Cost Accounting Standards (APR 2005)
- 52.232-9 - Limitation On Withholding Of Payments (APR 1984)

- 52.232-17 - Interest (JUN 1996)
- 52.232-20 - Limitation Of Cost (APR 1984) (*Applicable when the contract or task order is fully funded*)
- 52.232-22 - Limitation Of Funds (APR 1984) (*Applicable when the contract or task order is not fully funded*)
- 52.232-23 - Assignment Of Claims (JAN 1986) Alternate I (APR 1984)
- 52.232-25 - Prompt Payment (OCT 2003) Alternate I(FEB 2002)
- 52.232-33 - Payment By Electronic Funds Transfer-Central Contractor Registration (OCT 2003)
- 52.233-1 - Disputes (JUL 2002) - Alternate I (DEC 1991)
- 52.233-3 - Protest After Award (AUG 1996) - Alternate I (JUN 1985)
- 52.233-4 - Applicable Law For Breach Of Contract Claim (OCT 2004)
- 52.237-2 - Protection Of Government Buildings, Equipment And Vegetation (APR 1984)
- 52.242-1 - Notice Of Intent To Disallow Costs (APR 1984)
- 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)
- 52.243-2 - Changes - Cost-Reimbursement (AUG 1987) - Alternate V (APR 1984)
- 52.244-2 - Subcontracts (JUN 2007) - Alternate I (JUN 2007)
- 52.244-5 - Competition In Subcontracting (DEC 1996)
- 52.244-6 - Subcontracts For Commercial Items (MAR 2007)
- 52.245-1 - Government Property (JUN 2007)
- 52.245-9 - Use And Charges (JUN 2007)
- 52.246-23 - Limitation Of Liability (FEB 1997)
- 52.246-25 - Limitation Of Liability - Services (FEB 1997)
- 52.247-1 - Commercial Bill Of Lading Notations (FEB 2006)
- 52.247-63 - Preference For U. S. Flag Air Carriers (JUN 2003)
- 52.249-6 - Termination (Cost-Reimbursement) (MAY 2004)
- 52.249-14 - Excusable Delays (APR 1984)
- 52.252-6 - Authorized Deviations in Clauses (APR 1984)( fill in Defense Federal Acquisition Regulation Supplement (48 CFR Chapter 2))
- 52.253-1 - Computer Generated Forms (JAN 1991)

#### b. DEPARTMENT OF DEFENSE FEDERAL ACQUISITION REGULATION CLAUSES

##### DFARS CLAUSE    TITLE

- 252.201-7000 - Contracting Officer's Representative (DEC 1991)
- 252.203-7001 - Prohibition On Persons Convicted Of Fraud Or Other Defense Contract Related Felonies (DEC 2004)
- 252.204-7000 - Disclosure Of Information (DEC 1991)
- 252.204-7003 - Control Of Government Personnel Work Product (APR 1992)
- 252.204-7004 - Alternate A Central Contractor Registration (SEP 2007)
- 252.204-7005 - Oral Attestation Of Security Responsibilities (NOV 2001)
- 252.205-7000 - Provision Of Information To Cooperative Agreement Holders (DEC 1991)
- 252.209-7004 - Subcontracting With Firms That Are Owned Or Controlled By The Government Of A Terrorist Country (DEC 2006)
- 252.211-7003 - Item Identification And Valuation (JUN 2005) (*fill in none in (c)(1)(ii) and (c)(1)(iii) )*)
- 252.211-7007 - Item Unique Identification of Government Property (SEP 2007) (*fill in none*)

- 252.215-7000 - Pricing Adjustments (DEC 1991)
- 252.215-7004 - Excessive Pass-Through Charges (MAY 2008)
- 252.223-7004 - Drug-Free Work Force (SEP 1988)
- 252.223-7006 - Prohibition On Storage And Disposal Of Toxic And Hazardous Materials (APR 1993)
- 252.225-7001 - Buy American Act And Balance Of Payments Program (JUN 2005)
- 252.225-7002 - Qualifying Country Sources As Subcontractors (APR 2003)
- 252.225-7006 - Quarterly Reporting Of Actual Contract Performance Outside The United States (MAY 2007)
- 252.225-7012 - Preference For Certain Domestic Commodities (MAR 2008)
- 252.225-7031 - Secondary Arab Boycott Of Israel (JUN 2005)
- 252.225-7043 - Antiterrorism/Force Protection Policy For Defense Contractors Outside The United States (MAR 2006) (fill in : Naval Criminal Investigative Service (NCIS), Code 24, telephone, DSN 228-9113 or commercial (202)433-9113)
- 252.226-7001 - Utilization of Indian Organizations, Indian-Owned Economic Enterprises, And Native Hawaiian Small Business Concerns (SEP 2004)
- 252.227-7000 - Non Estoppel (OCT 1966)
- 252.227-7001 - Release Of Past Infringement (AUG 1984)
- 252.227-7013 - Rights In Technical Data -- Noncommercial Items (NOV 1995)
- 252.227-7014 - Rights In Noncommercial Computer Software And Noncommercial Computer Software Documentation (JUN 1995)
- 252.227-7016 - Rights In Bid Or Proposal Information (JUN 1995)
- 252.227-7019 - Validation Of Asserted Restrictions--Computer Software (JUN 1995)
- 252.227-7025 - Limitations On The Use Or Disclosure Of Government-Furnished Information Marked With Restrictive Legends (JUN 1995)
- 252.227-7026 - Deferred Delivery Of Technical Data Or Computer Software (APR 1988)
- 252.227-7027 - Deferred Ordering Of Technical Data Or Computer Software (APR 1988)
- 252.227-7030 - Technical Data--Withholding Of Payment (MAR 2000)
- 252.227-7037 - Validation Of Restrictive Markings On Technical Data (SEP 1999)
- 252.227-7039 - Patents--Reporting Of Subject Inventions (APR 1990)
- 252.231-7000 - Supplemental Cost Principles (DEC 1991)
- 252.232-7003 - Electronic Submission of Payment Requests and Receiving Reports (MAR 2008)
- 252.232-7010 - Levies On Contract Payments (DEC 2006)
- 252.235-7010 - Acknowledgment Of Support And Disclaimer (MAY 1995)
- 252.235-7011 - Final Scientific Or Technical Report (NOV 2004)
- 252.243-7002 - Requests For Equitable Adjustment (MAR 1998)
- 252.244-7000 - Subcontracts For Commercial Items And Commercial Components (DoD Contracts) (JAN 2007)
- 252.246-7001 - Warranty Of Data (DEC 1991)
- 252.247-7023 - Transportation Of Supplies By Sea (MAY 2002)
- 252.247-7024 - Notification Of Transportation Of Supplies By Sea (MAR 2000)  
(will be included if the successful offeror made a negative response to the inquiry at DFARS 252.247-7022)

**I-2 FAR 52.219-28 - POST-AWARD SMALL BUSINESS PROGRAM REREPRESENTATION  
(JUNE 2007)**

(a) Definitions. As used in this clause—

Long-term contract means a contract of more than five years in duration, including options. However, the term does not include contracts that exceed five years in duration because the period of performance has been extended for a cumulative period not to exceed six months under the clause at 52.217-8, Option to Extend Services, or other appropriate authority.

Small business concern means a concern, including its affiliates, that is independently owned and operated, not dominant in the field of operation in which it is bidding on Government contracts, and qualified as a small business under the criteria in 13 CFR part 121 and the size standard in paragraph (c) of this clause.

(b) If the Contractor represented that it was a small business concern prior to award of this contract, the Contractor shall rerepresent its size status according to paragraph (e) of this clause or, if applicable, paragraph (g) of this clause, upon the occurrence of any of the following:

(1) Within 30 days after execution of a novation agreement or within 30 days after modification of the contract to include this clause, if the novation agreement was executed prior to inclusion of this clause in the contract.

(2) Within 30 days after a merger or acquisition that does not require a novation or within 30 days after modification of the contract to include this clause, if the merger or acquisition occurred prior to inclusion of this clause in the contract.

(3) For long-term contracts—

(i) Within 60 to 120 days prior to the end of the fifth year of the contract; and

(ii) Within 60 to 120 days prior to the exercise date specified in the contract for any option thereafter.

(c) The Contractor shall rerepresent its size status in accordance with the size standard in effect at the time of this rerepresentation that corresponds to the North American Industry Classification System (NAICS) code assigned to this contract. The small business size standard corresponding to this NAICS code can be found at

<http://www.sba.gov/services/contractingopportunities/sizestandardsttopics/>.

(d) The small business size standard for a Contractor providing a product which it does not manufacture itself, for a contract other than a construction or service contract, is 500 employees.

(e) Except as provided in paragraph (g) of this clause, the Contractor shall make the rerepresentation required by paragraph (b) of this clause by validating or updating all its representations in the Online Representations and Certifications Application and its data in the Central Contractor Registration, as necessary, to ensure they reflect current status. The Contractor shall notify the contracting office by e-mail, or otherwise in writing, that the data have been validated or updated, and provide the date of the validation or update.

(f) If the Contractor represented that it was other than a small business concern prior to award of this contract, the Contractor may, but is not required to, take the actions required by paragraphs (e) or (g) of this clause.

(g) If the Contractor does not have representations and certifications in ORCA, or does not have a representation in ORCA for the NAICS code applicable to this contract, the Contractor is required to complete the following rerepresentation and submit it to the contracting office, along with the contract number and the date on which the rerepresentation was completed:

The Contractor represents that it  is,  is not a small business concern under NAICS Code \_\_\_\_\_ assigned to contract number \_\_\_\_\_.

*[Contractor to sign and date and insert authorized signer's name and title].*

**I-3 FAR 52.223-11 - OZONE-DEPLETING SUBSTANCES (MAY 2001)**

- (a) *Definitions.* "Ozone-depleting substance", as used in this clause, means any substance the Environmental Protection Agency designates in 40 CFR Part 82 as –
- (1) Class I, including, but not limited to, chlorofluorocarbons, halons, carbon tetrachloride, and methyl chloroform; or
  - (2) Class II, including, but not limited to, hydrochlorofluorocarbons.
- (b) The Contractor shall label products which contain or are manufactured with ozone-depleting substances in the manner and to the extent required by 42 U.S.C. 7671j (b), (c), and (d) and 40 CFR Part 82, Subpart E, as follows:

**WARNING**

Contains (or manufactured with, if applicable) \_\_\_\_\_, a substance(s) which harm(s) public health and environment by destroying ozone in the upper atmosphere.

*\*The Contractor shall insert the name of the substance(s).*

**PART III - LIST OF DOCUMENTS, EXHIBITS, AND OTHER ATTACHMENTS**  
**SECTION J**  
**LIST OF ATTACHMENTS**

- J-1** Attachment (1) - Statement Of Work -14 Pages, With Exhibit A - DD Form 1423, Contract Data Requirements List, 5 Pages.
- J-2** Attachment (2) - DD Form 254, Contract Security Classification Specification, Ser 056-08 Dated 12 JUN 08 -2 Pages.
- J-3** Attachment (3) – Personnel Qualifications, 4 Pages.
- J-4** Attachment (4) – Sample Non Disclosure Agreement – 1 Page.
- J-5** Attachment (5)- Accounting and Appropriation Data – 1 Page. . \*
- (\* To be included at time of award)*

**PART IV - REPRESENTATIONS AND INSTRUCTIONS**  
**SECTION - K**  
**REPRESENTATIONS, CERTIFICATIONS**  
**AND OTHER STATEMENTS OF OFFERORS OR RESPONDENTS**

- K-1 REPRESENTATIONS, CERTIFICATIONS, AND OTHER STATEMENTS OF OFFERORS OR**

**RESPONDENTS**

In accordance with FAR 4.1201, prospective contractors must complete electronic annual representations and certifications via the Online Representations and Certifications Application (ORCA) at <http://orca.bpn.gov> in conjunction with required registration in the Central Contractor Registration (CCR) at <http://www.ccr.gov> database. The representations and certification must be updated as necessary, but at least annually, to ensure they are kept current, accurate and complete.

In addition, each offeror must complete the additional contract specific representations and certifications below:

**K-2 FAR 52.204-8 ANNUAL REPRESENTATIONS AND CERTIFICATIONS (JAN 2006)**

(a)(1) The North American Industry Classification System (NAICS) code for this acquisition is see Section K-3 *[insert NAICS code]*.

(2) The small business size standard is see Section K-3 *[insert size standard]*.

(3) The small business size standard for a concern which submits an offer in its own name, other than on a construction or service contract, but which proposes to furnish a product which it did not itself manufacture, is 500 employees.

(b)(1) If the clause at 52.204-7, Central Contractor Registration, is included in this solicitation, paragraph (c) of this provision applies.

(2) If the clause at 52.204-7 is not included in this solicitation, and the offeror is currently registered in CCR, and has completed the ORCA electronically, the offeror may choose to use paragraph (c) of this provision instead of completing the corresponding individual representations and certifications in the solicitation. The offeror shall indicate which option applies by checking one of the following boxes:

(i) Paragraph (c) applies.

(ii) Paragraph (c) does not apply and the offeror has completed the individual representations and certifications in the solicitation.

(c) The offeror has completed the annual representations and certifications electronically via the Online Representations and Certifications Application (ORCA) website at <http://orca.bpn.gov>. After reviewing the ORCA database information, the offeror verifies by submission of the offer that the representations and certifications currently posted electronically have been entered or updated within the last 12 months, are current, accurate, complete, and applicable to this solicitation (including the business size standard applicable to the NAICS code referenced for this solicitation), as of the date of this offer and are incorporated in this offer by reference (see FAR 4.1201); except for the changes identified below *[offeror to insert changes, identifying change by clause number, title, date]*. These amended representation(s) and/or certification(s) are also incorporated in this offer and are current, accurate, and complete as of the date of this offer.

FAR CLAUSE #	TITLE	DATE	CHANGE

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Any changes provided by the offeror are applicable to this solicitation only, and do not result in an update to the representations and certifications posted on ORCA.

**K-3 FILL IN FOR FAR 52.219-1 - SMALL BUSINESS PROGRAM REPRESENTATIONS (MAY 2004)**

The fill in information is as follows:

- (a) (1) The NAICS code for this acquisition is 541712  
(2) The small business size standard is 500 employees.

**K-4 FAR 52.230-1 COST ACCOUNTING STANDARDS NOTICES AND CERTIFICATION (JUNE 2000)**

Note: This notice does not apply to small businesses or foreign governments. This notice is in three parts, identified by Roman numerals I through III.

Offerors shall examine each part and provide the requested information in order to determine Cost Accounting Standards (CAS) requirements applicable to any resultant contract.

If the offeror is an educational institution, Part II does not apply unless the contemplated contract will be subject to full or modified CAS coverage pursuant to 48 CFR 9903.201-2(c)(5) or 9903.201-2(c)(6), respectively.

**I. DISCLOSURE STATEMENT—COST ACCOUNTING PRACTICES AND CERTIFICATION**

(a) Any contract in excess of \$500,000 resulting from this solicitation will be subject to the requirements of the Cost Accounting Standards Board (48 CFR Chapter 99), except for those contracts which are exempt as specified in 48 CFR 9903.201-1.

(b) Any offeror submitting a proposal which, if accepted, will result in a contract subject to the requirements of 48 CFR Chapter 99 must, as a condition of contracting, submit a Disclosure Statement as required by 48 CFR 9903.202. When required, the Disclosure Statement must be submitted as a part of the offeror's proposal under this solicitation unless the offeror has already submitted a Disclosure Statement disclosing the practices used in connection with the pricing of this proposal. If an applicable Disclosure Statement has already been submitted, the offeror may satisfy the requirement for submission by providing the information requested in paragraph (c) of Part I of this provision.

Caution: In the absence of specific regulations or agreement, a practice disclosed in a Disclosure Statement shall not, by virtue of such disclosure, be deemed to be a proper,

approved, or agreed-to practice for pricing proposals or accumulating and reporting contract performance cost data.

(c) Check the appropriate box below:

(1) *Certificate of Concurrent Submission of Disclosure Statement.* The offeror hereby certifies that, as a part of the offer, copies of the Disclosure Statement have been submitted as follows:

(i) Original and one copy to the cognizant Administrative Contracting Officer (ACO) or cognizant Federal agency official authorized to act in that capacity (Federal official), as applicable; and

(ii) One copy to the cognizant Federal auditor.

(Disclosure must be on Form No. CASB DS-1 or CASB DS-2, as applicable. Forms may be obtained from the cognizant ACO or Federal official and/or from the loose-leaf version of the Federal Acquisition Regulation.)

Date of Disclosure Statement: \_\_\_\_\_

Name and Address of Cognizant ACO or Federal Official Where Filed:

\_\_\_\_\_

The offeror further certifies that the practices used in estimating costs in pricing this proposal are consistent with the cost accounting practices disclosed in the Disclosure Statement.

(2) *Certificate of Previously Submitted Disclosure Statement.* The offeror hereby certifies that the required Disclosure Statement was filed as follows:

Date of Disclosure Statement: \_\_\_\_\_

Name and Address of Cognizant ACO or Federal Official Where Filed:

\_\_\_\_\_

The offeror further certifies that the practices used in estimating costs in pricing this proposal are consistent with the cost accounting practices disclosed in the applicable Disclosure Statement.

(3) *Certificate of Monetary Exemption.* The offeror hereby certifies that the offeror, together with all divisions, subsidiaries, and affiliates under common control, did not receive net awards of negotiated prime contracts and subcontracts subject to CAS totaling \$50 million or more in the cost accounting period immediately preceding the period in which this proposal was submitted. The offeror further certifies that if such status changes before an award resulting from this proposal, the offeror will advise the Contracting Officer immediately.

(4) *Certificate of Interim Exemption.* The offeror hereby certifies that (i) the offeror first exceeded the monetary exemption for disclosure, as defined in (3) of this subsection, in the cost accounting period immediately preceding the period in which this offer was submitted and (ii) in accordance with 48 CFR 9903.202-1, the offeror is not yet required to submit a Disclosure Statement. The offeror further certifies that if an award resulting from this proposal has not been

made within 90 days after the end of that period, the offeror will immediately submit a revised certificate to the Contracting Officer, in the form specified under paragraph (c)(1) or (c)(2) of Part I of this provision, as appropriate, to verify submission of a completed Disclosure Statement.

Caution: Offerors currently required to disclose because they were awarded a CAS-covered prime contract or subcontract of \$50 million or more in the current cost accounting period may not claim this exemption (4). Further, the exemption applies only in connection with proposals submitted before expiration of the 90-day period following the cost accounting period in which the monetary exemption was exceeded.

## II. COST ACCOUNTING STANDARDS—ELIGIBILITY FOR MODIFIED CONTRACT COVERAGE

If the offeror is eligible to use the modified provisions of 48 CFR 9903.201-2(b) and elects to do so, the offeror shall indicate by checking the box below. Checking the box below shall mean that the resultant contract is subject to the Disclosure and Consistency of Cost Accounting Practices clause in lieu of the Cost Accounting Standards clause.

The offeror hereby claims an exemption from the Cost Accounting Standards clause under the provisions of 48 CFR 9903.201-2(b) and certifies that the offeror is eligible for use of the Disclosure and Consistency of Cost Accounting Practices clause because during the cost accounting period immediately preceding the period in which this proposal was submitted, the offeror received less than \$50 million in awards of CAS-covered prime contracts and subcontracts. The offeror further certifies that if such status changes before an award resulting from this proposal, the offeror will advise the Contracting Officer immediately.

Caution: An offeror may not claim the above eligibility for modified contract coverage if this proposal is expected to result in the award of a CAS-covered contract of \$50 million or more or if, during its current cost accounting period, the offeror has been awarded a single CAS-covered prime contract or subcontract of \$50 million or more.

## III. ADDITIONAL COST ACCOUNTING STANDARDS APPLICABLE TO EXISTING CONTRACTS

The offeror shall indicate below whether award of the contemplated contract would, in accordance with paragraph (a)(3) of the Cost Accounting Standards clause, require a change in established cost accounting practices affecting existing contracts and subcontracts.

Yes       No

(End of provision)

*Alternate I (Apr 1996)*. As prescribed in 30.201-3(b), add the following paragraph (c)(5) to Part I of the basic provision:

(5) *Certificate of Disclosure Statement Due Date by Educational Institution*. If the offeror is an educational institution that, under the transition provisions of 48 CFR 9903.202-1(f), is or will be required to submit a Disclosure Statement after receipt of this award, the offeror hereby certifies that (check one and complete):

(i) A Disclosure Statement Filing Due Date of \_\_\_\_\_ has been established with the cognizant Federal agency.

(ii) The Disclosure Statement will be submitted within the 6-month period ending \_\_\_\_\_ months after receipt of this award.

Name and Address of Cognizant ACO or Federal Official Where Disclosure Statement is to be Filed: \_\_\_\_\_

#### **K-5 FAR 52.230-7 PROPOSAL DISCLOSURE—COST ACCOUNTING PRACTICE CHANGES (APR 2005)**

The offeror shall check "yes" below if the contract award will result in a required or unilateral change in cost accounting practice, including unilateral changes requested to be desirable changes.

No  
Yes

If the offeror checked "Yes" above, the offeror shall—

(1) Prepare the price proposal in response to the solicitation using the changed practice for the period of performance for which the practice will be used; and

(2) Submit a description of the changed cost accounting practice to the Contracting Officer and the Cognizant Federal Agency Official as pricing support for the proposal.

### **SECTION L INSTRUCTIONS CONDITIONS AND NOTICES TO OFFERORS OR RESPONDENTS**

#### **L-1 FAR 52.252-1 SOLICITATION PROVISIONS INCORPORATED BY REFERENCE (FEB 1998)**

This solicitation incorporates one or more solicitation provisions 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. The offeror is cautioned that the listed provisions may include blocks that must be completed by the offeror and submitted with its quotation or offer. In lieu of submitting the full text of those provisions, the offeror may identify the provision by paragraph identifier and provide the appropriate information with its quotation or offer. Also, the full text of a solicitation provision may be accessed electronically at this/these address(es):

<http://www.acqnet.gov/far>  
<http://heron.nrl.navy.mil/contracts/home.htm>

**FAR CLAUSE TITLE**

- 52.214-34 - Submission Of Offers In The English Language (APR 1991)  
 52.214-35 - Submission Of Offers In U.S. Currency (APR 1991)  
 52.215-1 - Instructions To Offerors- Competitive Acquisition (JAN 2004)  
 52.215-5 - Facsimile Proposals (OCT 1997)  
 Paragraph (c) is completed as follows: (202) 767-1495 (primary) or (202) 767-0494 (alternate). In addition proposals may be transmitted by e-mail to Kevin.King@nrl.navy.mil (primary) or Jan.Bays@nrl.navy.mil (alternate) in either Microsoft Word (2000 or earlier) or pdf format.  
 52.215-16 - Facilities Capital Cost Of Money (JUN 2003)  
 52.237-10 - Identification Of Uncompensated Overtime (OCT 1997)

**DFAR CLAUSE TITLE**

- 252.209-7001- Disclosure Of Ownership Or Control By The Government Of A Terrorist Country (OCT 2006)  
 252.215-7003 - Excessive Pass-Through Charges—Identification Of Subcontract Effort (MAY 2008)

**L-2 INSTRUCTIONS FOR SUBMISSION OF PROPOSALS/OFFERS**

All proposals shall be submitted in accordance with FAR 52.215-1- *Instructions to Offerors- Competitive Acquisition*. Proposals/offers submitted in paper media through the United States Postal Service (USPS) or delivery services shall be addressed:

**Contracting Officer, ATTN: Code 3220.KK**

**RFP No. N00173-08-R-KK05**

**Closing Date:**

**Time:**

**Naval Research Laboratory  
 4555 Overlook Avenue, S.W.  
 Washington, D.C. 20375**

Proposals may be hand delivered to the Contracting Office, NRL, 4555 Overlook Avenue, S.W., Washington, D.C. 20375, Building 222, Room 115, between the hours of 8AM and 4PM, local time, excluding weekends and federal holidays. NRL is a controlled-access facility. Photo identification will be required. Report first to Building 72, Visitor Control for access to NRL. After receiving a Visitor Pass, proceed directly to Building 222, Room 115, Contracting Office Receptionist to deliver the proposal. All offerors shall allow sufficient time for delivery of their proposal to the Contracting Office prior to the closing date and time announced in the solicitation. Directions and additional information about NRL is available at <http://www.nrl.navy.mil/content.php?P=PLANNINGVISIT>.

If facsimile proposals are authorized, contracting officers may request offeror(s) to provide the complete; original signed proposal at a later date.

**L-3 FAR 52.211-14 - NOTICE OF PRIORITY RATING FOR NATIONAL DEFENSE, EMERGENCY PREPAREDNESS, AND ENERGY PROGRAM USE (APR 2008)**

Any contract awarded as a result of this solicitation will be  DX rated order;  DO rated order certified for national defense, emergency preparedness, and energy program use under the Defense Priorities and Allocations System (DPAS) (15 CFR 700), and the Contractor will be required to follow all of the requirements of this regulation.

**L-4 FAR 52.215-20 REQUIREMENTS FOR COST OR PRICING DATA OR INFORMATION OTHER THAN COST OR PRICING DATA (OCT 1997)ALTERNATE IV (OCT 1997)**

- (a) Submission of cost or pricing data is not required.
- (b) Provide information described below
- (c) See Section L-12.

**L-5 FAR 52.216-1 - TYPE OF CONTRACT (APR 1984)**

The Government contemplates award of a Cost Plus Fixed Fee term type contract resulting from this solicitation.

**L-6 FAR 52.233-2 - SERVICE OF PROTEST (SEP 2006)**

(a) 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 Government Accountability Office(GAO), shall be served on the Contracting Officer (addressed as follows) by obtaining written and dated acknowledgment of receipt from the Control Desk, Code 3200, Bldg. 222, Rm. 115, Naval Research Laboratory, 4555 Overlook Ave., S.W., Washington DC 20375-5326.

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

**L-7 DFARS 252.227-7017 - IDENTIFICATION AND ASSERTION OF USE, RELEASE, OR DISCLOSURE RESTRICTIONS (JUN 1995)**

- (a) The terms used in this provision are defined in following clause or clauses contained in this solicitation—
  - (1) If a successful offeror will be required to deliver technical data, the Rights in Technical Data--Noncommercial Items clause, or, if this solicitation contemplates a contract under the Small Business Innovative Research Program, the Rights in Noncommercial Technical Data and Computer Software--Small Business Innovative Research (SBIR) Program clause.
  - (2) If a successful offeror will not be required to deliver technical data, the Rights in Noncommercial Computer Software and Noncommercial Computer Software Documentation clause, or, if this solicitation contemplates a contract under the Small Business Innovative Research Program, the Rights in Noncommercial Technical Data and Computer Software--Small Business Innovative Research (SBIR) Program clause.
- (b) The identification and assertion requirements in this provision apply only to technical data, including computer software documents, or computer software to be delivered with other than unlimited rights. For contracts to be awarded under the Small Business Innovative Research Program, the notification requirements do not apply to technical data or computer software that

will be generated under the resulting contract. Notification and identification is not required for restrictions based solely on copyright.

- (c) Offers submitted in response to this solicitation shall identify, to the extent known at the time an offer is submitted to the Government, the technical data or computer software that the Offeror, its subcontractors or suppliers, or potential subcontractors or suppliers, assert should be furnished to the Government with restrictions on use, release, or disclosure.
- (d) The Offeror's assertions, including the assertions of its subcontractors or suppliers or potential subcontractors or suppliers shall be submitted as an attachment to its offer in the following format, dated and signed by an official authorized to contractually obligate the Offeror:

Identification and Assertion of Restrictions on the Government's Use, Release, or Disclosure of Technical Data or Computer Software.

The Offeror asserts for itself, or the persons identified below, that the Government's rights to use, release, or disclose the following technical data or computer software should be restricted:

Technical Data or Computer Software to be Furnished With Restrictions*	Basis for Assertion **	Asserted Rights Category ***	Name of Person Asserting Restrictions****
(List)*****	(List)	(List)	(List)

\* For technical data (other than computer software documentation) pertaining to items, components, or processes developed at private expense, identify both the deliverable technical data and each such items, component, or process. For computer software or computer software documentation identify the software or documentation.

\*\* Generally, development at private expense, either exclusively or partially, is the only basis for asserting restrictions. For technical data, other than computer software documentation, development refers to development of the item, component, or process to which the data pertain. The Government's rights in computer software documentation generally may not be restricted. For computer software, development refers to the software. Indicate whether development was accomplished exclusively or partially at private expense. If development was not accomplished at private expense, or for computer software documentation, enter the specific basis for asserting restrictions.

\*\*\* Enter asserted rights category (e.g., government purpose license rights from a prior contract, rights in SBIR data generated under another contract, limited, restricted, or government purpose rights under this or a prior contract, or specially negotiated licenses).

\*\*\*\* Corporation, individual, or other person, as appropriate.

\*\*\*\*\* Enter "none" when all data or software will be submitted without restrictions.

Date \_\_\_\_\_

Printed Name and Title \_\_\_\_\_

Signature \_\_\_\_\_

(End of identification and assertion)

- (e) An offeror's failure to submit, complete, or sign the notification and identification required by

- paragraph (d) of this provision with its offer may render the offer ineligible for award.
- (f) If the Offeror is awarded a contract, the assertions identified in paragraph (d) of this provision shall be listed in an attachment to that contract. Upon request by the Contracting Officer, the Offeror shall provide sufficient information to enable the Contracting Officer to evaluate any listed assertion.

#### **L-8 DFARS 252.227-7028 - TECHNICAL DATA OR COMPUTER SOFTWARE PREVIOUSLY DELIVERED TO THE GOVERNMENT (JUN 1995)**

The Offeror shall attach to its offer an identification of all documents or other media incorporating technical data or computer software it intends to deliver under this contract with other than unlimited rights that are identical or substantially similar to documents or other media that the Offeror has produced for, delivered to, or is obligated to deliver to the Government under any contract or subcontract. The attachment shall identify - -

- (a) The contract number under which the data or software were produced;
- (b) The contract number under which, and the name and address of the organization to whom, the data or software were most recently delivered or will be delivered; and
- (c) Any limitations on the Government's rights to use or disclose the data or software, including, when applicable, identification of the earliest date the limitations expire.

#### **L-9 INQUIRIES CONCERNING THE RFP**

Any questions concerning the RFP must be submitted in writing to the Contracting Officer representative at the contact location noted in blocks 7 and 10 of the Standard Form 33, *Solicitation, Offer and Award*. Offerors are cautioned against directing any questions concerning this RFP to technical personnel at the Naval Research Laboratory.

#### **L-10 PROPOSAL ORGANIZATION**

(1) Information for the technical/management proposal shall be placed in Volume I and be completely separate from the business proposal (Volume II).

(2) Proposal Format and Length - No attempt is made to restrict the proposal format and style. However, the proposal should be written and organized so as to be compatible with the RFP, the Statement of Work, company's organization and accounting structure, and proposed cost estimate. Offerors are encouraged to use recycled paper and maximize the use of double sided copying when preparing responses to solicitations.

#### **L-11 VOLUME I - TECHNICAL/MANAGEMENT PROPOSAL**

REQUIRED COPIES: 1 ORIGINAL AND 3 COPIES .

(1) The offeror must propose the labor categories in accordance with the Level of Effort Breakdown in Section H. If the offeror uses labor category terminology other than that used in Section H, the offer must provide a matrix clearly relating their proposed labor categories to those stated.

(2) The following information is required for evaluation of your technical/management proposal:

(a) The proposal must demonstrate that the offeror has a thorough understanding of the requirements of the Statement of Work and comprehends the technical problems, including the development of salient characteristics, the ability to perform bid sample and production lot testing, the ability to test equipment for electromagnetic interference testing, the ability to develop software, the ability to perform maintenance, repair and calibration of systems, and the ability to design fabricate test and install new prototype hardware. The proposal must also document the offeror's ability to assist with computer and network security, provide program management support, database management, quality assurance testing, and the ability to document prototype hardware. The proposal must also document the offeror's willingness and ability to comply with the conflict of interest provision at Clause H-10.

(b) The proposal must contain resumes which demonstrate that the proposed personnel meet the personnel qualifications as stated in the Personnel Qualifications, Attachment No. 3. The proposal should also include the background, pertinent experience, length of time each individual will be working on the project, education level, and experience (both general and project related) of the individuals proposed. The proposal should also indicate the availability of sufficient key contractor personnel.

(c) The proposal must demonstrate that the offeror has a plan for managing the effort and to coordinate personnel, material and facilities to accomplish the Statement of Work. The proposal must also demonstrate the offeror's ability to maintain continuity, avoid interruptions, and to reliably provide capable personnel and management support.

(d) The proposal must demonstrate the offeror's ability to provide a facility which is located within 50 miles of the Naval Research Laboratory, and which includes a meeting area and laboratory space suitable for testing and fabrication of prototype electronic equipment in accordance with the requirements of the Statement of Work. The proposal must also indicate the offeror's ability to fabricate equipment designs to support the completion of testing.

(e) Offerors shall submit the following information as part of their proposal. (Offerors are encouraged to submit the information prior to other parts of the proposal to assist the government in reducing the length of the evaluation period.) List the last 3 contracts or subcontracts completed by the offeror or predecessor companies during the past 3 years for services similar in nature to this requirement. Include in the 3 any current contracts or subcontracts for similar services that were awarded at least one year prior to the date of this solicitation. Offerors that have no similar previous or current contracts should provide the requested information for proposed subcontractors that will perform major or critical aspects of the requirement or for the proposed project manager or key personnel responsible for major or critical aspects of the requirement.

1. Name of contracting organization.
2. Contract number
3. Contract type
4. Total contract value
5. Description of the contract work
6. Contracting officer and telephone number
7. Contracting officer's representative, program manager, or similar official and telephone number

(b) Offerors shall contact the contracting organizations identified pursuant to paragraph (a) as soon as possible and request them to send past performance information on the identified contracts to the address in Block 7 of the face page of this solicitation. The past performance report which is available electronically in full text at <http://heron.nrl.navy.mil/contracts/home.htm> is to be provided to the contracting organization for this purpose. If the contracting organization has already collected past performance information on the contract pursuant to FAR Subpart 42.15, the format used to collect the information may be used instead of the past performance report.

(c) Offerors may include in their proposals specific information relating to problems encountered in performing the identified contracts and any corrective actions by the offeror. Offerors should not provide general information on their performance on the identified contracts as this will be obtained from the contracting organizations.

## **L-12 VOLUME II - BUSINESS PROPOSAL**

REQUIRED COPIES: 1 ORIGINAL AND 3 COPIES

### **(1) COST PROPOSAL**

The offeror shall submit a business proposal that includes a cost proposal with supporting information for each cost element consistent with offeror's cost accounting system. The supporting breakdown should include such elements as materials, direct labor, indirect cost, and other costs such as travel. The offeror shall provide exhibits as necessary to substantiate each cost element. Should rates be used in the proposal which are not DCAA approved, the offeror shall provide complete documentation and the rationale for their use at time of proposal submission. However, offerors are advised to use actual labor rates of proposed personnel as the basis for estimating labor costs when practicable.

### **L-13 TRAVEL ESTIMATE**

For the purpose of preparing their proposals, offerors should utilize the following estimate per year for travel requirements. Offerors should note that these are direct costs, and that they should add any applicable indirect costs. During the term of the contract, the contractor will be reimbursed actual and verifiable material and other direct expenses. The Government estimates the travel costs for this effort to be \$35,000 for the basic award and \$35,000 per year for each option year if exercised. Travel is anticipated to be to such locations as Mechanicsburg, PA, San Diego, CA, Wichita, KS, Newark, NJ, Orlando, FL, Denver, CO, Boston, MA, and Hampton Roads, VA.

### **L-14 MATERIALS ESTIMATE**

For the purpose of preparing their proposals, offerors should utilize the following estimate per year for material requirements. Offerors should note that these are direct costs, and that they should add any applicable indirect costs. During the term of the contract, the contractor will be reimbursed actual and verifiable material and other direct expenses.

The estimated material costs for this effort are anticipated to be \$70,000 for the basic award and \$70,000 per year for each option year if exercised. Anticipated material requirements will consist mostly of component, parts, subsystems, or systems needed in the assembly of equipment, or support systems.

## SECTION M EVALUATION FACTORS FOR AWARD

### M-1 EVALUATION

Award will be made to that offeror whose proposal is determined to be the best value to the Government, proposed cost and other factors considered. The Government reserves the right to make award to other than the low offeror. The technical considerations are more important than the cost factor. The closer the technical scores of the various proposals are to one another, the more important the cost considerations become.

### M-2 EVALUATION FACTORS FOR AWARD

Proposals will be evaluated in accordance with the following criteria. The technical factor is more important than the cost factor. Technical subfactors are listed in descending order of importance.

#### M-2-1. TECHNICAL/MANAGEMENT

##### (1) TECHNICAL UNDERSTANDING

(a) The proposals will be evaluated on the extent to which the offeror demonstrates that they have a thorough understanding of the requirements of the Statement of Work and the extent to which they comprehend the technical problems, including the development of salient characteristics, the ability to perform bid sample and production lot testing, the ability to test equipment for electromagnetic interference testing, the ability to develop software, the ability to perform maintenance, repair and calibration of systems, and the ability to design fabricate test and install new prototype hardware. The proposals will also be evaluated on the offeror's ability to assist with computer and network security, provide program management support, database management, quality assurance testing, and the ability to document prototype hardware. The proposals will also be evaluated on the extent to which the offeror demonstrates the willingness and ability to comply with the conflict of interest provision at Clause H-10.

##### (2) QUALIFICATIONS

The proposals will be evaluated on the extent to which the proposed personnel meet the Personnel Qualifications set forth in Attachment No. 3 including the amount of time each individual will be working on the project. Also to be evaluated is the availability of sufficient key contractor personnel.

##### (3) FACILITIES

The proposals will be evaluated on the extent to which the offeror has a facility which is located within 50 miles of the Naval Research Laboratory, and which includes a meeting area and laboratory space suitable for testing and fabrication of prototype electronic equipment in accordance with the requirements of the Statement of Work. Also to be evaluated is the offeror's ability to fabricate equipment designs to support the completion of testing.

#### (4) PAST PERFORMANCE

Past performance will be evaluated on the basis of the quality of the work performed, timeliness of performance, cost control, and business relations. The evaluation will be based on the information provided pursuant to Section L and other sources if available. The evaluation will take into account past performance information regarding predecessor companies, subcontractors that will perform major or critical aspects of the requirement, or the proposed project manager or key personnel responsible for major or critical aspects of the requirement. Offerors that have no relevant performance history or for which past performance information is not available will not be evaluated favorably or unfavorably on past performance. The government may begin proposal evaluation prior to receipt of past performance information. If, after completion of proposal evaluation except evaluation of past performance, the contracting officer determines that evaluation of past performance will not affect the outcome of competitive selection, the contracting officer may waive its evaluation in accordance with FAR 15.304(c)(3)(iv).

#### (5) MANAGEMENT/CORPORATE EXPERIENCE

The proposals will be evaluated on the extent to which the offeror has a plan for managing the effort and has the ability to coordinate personnel, material and facilities to accomplish the Statement of Work, maintain continuity, avoid interruptions, and to reliably provide capable personnel and management support. Also to be evaluated is the quantity and quality of the Offeror's corporate experience relevant to the proposed task.

#### M-2-2 COST TO THE GOVERNMENT

Proposed estimated cost to the Government. The Government may adjust the proposed cost for purposes of evaluation based upon an evaluation of cost realism. Cost Realism means that the costs in an offeror's proposal are realistic for the work to be performed; reflect a clear understanding of the requirements; and are consistent with the various elements of the offeror's technical proposal. The cost realism evaluation includes an analysis of the adequacy of the hours, labor mix, and other direct costs to perform the work as proposed in the technical proposal as well as the proposed labor and indirect rates. It also includes evaluation of the likelihood that the risks inherent in the offeror's technical approach will result in higher actual costs than anticipated.

#### **M-3 FAR 52.217-5 - EVALUATION OF OPTIONS (JUL 1990)**

Except when it is determined in accordance with FAR 17.206(b) not to be in the Government's best interests, the Government will evaluate offers for award purposes by adding the total price for all options to the total price for the basic requirement. Evaluation of options will not obligate the Government to exercise the option(s).

**Statement of Work  
for  
Instrumentation and Integration Support**

**1. INTRODUCTION**

The Naval Research Lab (NRL) has a requirement to develop, test, and implement General Purpose Electronic Test Equipment (GPETE) in the Fleet to meet current and future equipment performance monitoring requirements for Shipboard Prime Electronic Systems. An additional task is to repair, maintain and calibrate select equipment in the inventory of the sponsors. The types of GPETE tested, maintained and calibrated at NRL include, but are not limited to: Microwave Synthesized Signal Generators, Oscilloscopes, Spectrum Analyzers, Local Area Network Testers, Fiber Optic Cable Testers, Power Meters, Metallic and Optical Time Domain Reflectometers, Tactical and Joint Tactical Radio System (JTRS) Radio Test Sets, sophisticated Electronic Support Measures (ESM) Test Systems, and other instruments that are by nature consistent with emerging technology.

The Defense Research and Engineering Network (DREN) provides wide area network (WAN) services to Research, Development, Test and Evaluation users throughout the United States. The DoD High Performance Computing Modernization Office (HPCMO) is the program manager (PM) and operations manager for the DREN. A function of the HPCMO is to provide Information assurance (IA) for the operation of the network. A component of this is to explore new information assurance architectures, optimize the structure of the current IA components and document those processes. The Naval Research Laboratory (NRL) supports the HPCMO in accomplishing those goals and objectives. The Naval Research Laboratory, in conjunction with the HPCMO, provides network security for the DREN/SDREN (Secure Defense Research and Engineering Network), provides technical guidance and performs test, evaluation and certification for the Designated Approving Authority (DAA), HPCMO. The work encompasses performing Computer Security Assessments, coordinating and maintaining network security documentation, developing information databases for security information, applied and developmental computer programming, and interaction with site points of contact for dissemination and compliance with DoD policies.

The Information Technology Division supports the development of equipment to enhance the operations of Very Low Frequency/Low Frequency (VLF/LF) transmitter sites throughout the world and the integration of systems and subsystems that form the basis for developments in communications systems and integrated warfare system design. Some of the equipment recently delivered to the transmitter sites include the MD-1310/U MSK modulator, the Digital Processing Clock, and the Time Integrity Modem. Because of the expertise that resides at NRL, projects which require testing or analysis of communication systems are often encountered. Performing these projects often requires special equipment and one time designs. NRL conducts research and

development on the Communications Technology and system development tasks. These tasks incorporate sophisticated research technology in prototype instruments. The prototypes developed are unique and are used to demonstrate the underlying concepts.

## **2. SCOPE**

The contractor shall analyze, test, (including Electrical and Environmental: Temperature, Humidity, Shock, Vibration, and Electromagnetic Interference (EMI) tests), design, engineer, fabricate prototype hardware, and develop software. The contractor shall perform studies and provide reports on provisioning, logistic support, requirements analysis, and testing. The contractor shall perform, but not be limited to, engineering for: GPETE Bid Sample and Production Lot Testing, Salient Characteristic development for GPETE Programs, GPETE Acquisition Programs, GPETE testing software development, Equipment Performance Monitoring, and task areas related to the development of advanced communication systems concepts and prototypes and VLF/LF Transmitter Site Modernization.

The contractor shall also provide management and technical analysis to the sponsor program management structure. The contractor shall analyze the effectiveness of logistic support systems, maintain, repair and calibrate facilities, and prepare documentation, reports and presentations to support the technical and budgetary requirements for the procurement of new or replacement equipment.

The contractor shall provide technical expertise to the HPCMO Program Manager in executing his core function of oversight of network security services for the High Performance Computing (HPC) center and user community. This includes evaluating the security posture of HPC centers and user sites. The work environment involves continuous and direct participation with the Director of the HPCMO, High Performance Computing Modernization Program (HPCMP) Security Action Officer, site networking personnel and the network service providers regarding security actions that occur within the HPC program. The scope of this Statement of Work is to provide NRL, Washington DC with technical and research expertise and to assure that continuity, accountability, and standardization will be maintained with the on-going projects at the NRL-DC. The deliverable products are outlined in Section 4 below.

## **3. REQUIREMENTS**

The Contractor shall provide the personnel, facilities and materials to perform the following requirements:

### **3.1 Salient Characteristics**

Salient Characteristics are technical specifications that define the performance characteristics of instruments required to support the Navy/Marine Corps operations.

Salient Characteristics define the performance of GPETE required to test and maintain Navy/Marine Corps electronic systems. Salient Characteristics are incorporated into solicitations for the purchase of the defined instruments. The Contractor shall provide technical input to determine salient characteristics from the analysis of system testing requirements. The technical input will address the performance parameters, size, and weight requirements, and environmental characteristics for each item based upon an analysis of the operational environment. To perform this effort, the Contractor may be required to discuss technical requirements with fleet personnel and access information from equipment vendors to formulate technical recommendations reconciled to Navy needs, while maintaining a realistic perspective of the competitive marketplace. A market survey of each product type that identifies key products conforming to the identified salient characteristics shall be submitted to the COR. The market survey will delineate the salient characteristics of the Navy requirement and identify each potential manufacturer's product conformance to the identified requirement.

The contractor shall submit salient characteristics to the COR, and conform to technical instructions provided by the COR. The Contractor shall provide the necessary technical recommendations according to the established milestones, such that the recommendations can be reviewed by NRL personnel involved in preparing the Salient Characteristics. The COR shall provide the Contractor with the format for Salient Characteristics, and the Contractor shall deliver Salient Characteristics in the established format. In addition, the Contractor shall maintain the revision history of each Salient Characteristic.

### **3.2 Bid Sample and Production Lot Testing**

Bid sample testing is a process used by the GPETE program to ensure that equipment offered to fulfill the requirements of an established fleet need are in accordance with the salient characteristics of a solicitation used to procure the equipment. Generally, the equipment offered is either commercial-off-the-shelf (COTS) instruments or COTS equipment that has been modified by a manufacturer to meet the required salient characteristics. When an instrument manufacturer chooses to bid on the solicitation, the Navy may require that the offered instrument (a Bid Sample) be provided by the manufacturer for evaluation against the salient characteristics of the solicitation. A quantity of two samples is normally required. These Bid samples are then evaluated at the Naval Research Laboratory to determine conformance to the salient characteristics. This evaluation includes evaluation of the electrical characteristics in a laboratory environment. The bid samples are also evaluated during and after environmental tests have been performed. The environmental tests include bench handling, transit case drop, shock, vibration, temperature, humidity and EMI. The electrical, temperature and humidity, shock and vibration portion of the testing is normally performed in facilities at NRL by NRL personnel. The Contractor shall perform Bid Sample Testing in accordance with the Specified Salient Characteristics. Guidance in the type of testing required can be obtained from MIL-PRF-28800. The contractor shall develop automated test programs that interface test instruments to

computers. Programming using IEEE-488 interface bus controlled test instrumentation systems may be necessary as well as instruments that use other interfaces such as RS-232, USB or which have an Ethernet network interface.

Production Lot Sample Testing is testing of a deliverable item on a specific Navy acquisition. The vendor may have recently developed the instrument or modified an existing instrument to meet the salient characteristics of the acquisition. The intent of the Production Lot Sample testing is to verify that instruments that are new technology and new to the Navy inventory meet the specification of the acquisition contract. Production Lot Testing verifies that the vendor is able to manufacture and deliver a production instrument (selected from a production lot) that meets the same technical characteristics as that initially offered.

NRL frequently develops components, subsystems and systems. The performance characteristics need to be evaluated with respect to design goals. The contractor shall evaluate the performance characteristics of developmental items and report the results to the COR. This testing involves iterative evaluations of specific characteristics as the equipment design is modified to optimize performance. The Contractor shall develop testing methodologies that are used to evaluate performance to provide reliable, reproducible results that will stand up to scientific scrutiny. The methods, procedures and results shall be acceptable to the COR and suitable for scientific publication.

In addition to the actual testing, the contractor shall develop a test plan for each item tested, provide a test report showing all data and results of the testing, and provide pass/fail recommendations. The Contractor shall test Bid or Production Lot Samples. The tasking will outline the type of testing that is required for a Bid or Production Lot Sample and establish a required completion date. The test plan shall cover the procedures that will be used to achieve the testing requirements. The resulting test plan shall include discussion of both the testing performed by Government personnel and those tests performed by the Contractor. When manufacturers provide Samples, they are required to submit a technical manual for the Sample. The technical manual is evaluated during the Bid Sample Testing process and again during Production Lot testing. The Contractor shall evaluate the technical manual for the Sample in accordance with the guidance of MIL-PRF-28800. The Contractor shall enter appropriate data, consistent with the tasking, in a database. The Database application currently in use is Filemaker and is maintained on a Apple OSX computer. Entries in the database will reflect the progress of the tasked effort. Upon completion of the testing, the contractor shall prepare a test report and submit it to the Government for approval. The test report will contain both the applicable data and indicated results. The contractor shall evaluate the technical manual of the Samples which have passed Sample testing. The contractor shall provide a separate report detailing the results of the technical manual review, including deficiencies in the technical manual and a summary recommendation concerning the acceptability of the technical manual. The contractor shall also provide pass/fail recommendations for a particular Sample.

The Contractor shall coordinate the testing process, provide weekly status reports to indicate the progress of Sample testing procedures, prepare a test plan for approval, consolidate test results, and provide an organized test report. The Contractor shall maintain details of revision history and test results for past and current Samples.

### **3.3 Electromagnetic Interference Testing**

To support the Bid Sample and Production Lot testing, the contractor shall have the capability and facilities to test equipment for Electromagnetic Interference (EMI). While NRL has facilities to support EMI testing, it is often impractical due to cost, scheduling or personnel constraints to use those facilities. Projects that involve classified equipment will require that the EMI testing be performed at NRL, however in general all EMI tests will be performed at the contractor's facility. The Contractor's facilities shall be accredited by the Department of Commerce National Institute of Standards and Technology, National Voluntary Laboratory Accreditation Program for Electromagnetic Compatibility and Telecommunications. This criteria encompasses the requirements of ISO/IEC Guide 25 and the relevant requirements of ISO 9002 (ANSI/ASQC Q92-1987) as a supplier of test results. At a minimum, the test laboratory shall be accredited for the following emissions and immunity test methods:

- Electrostatic Discharge Immunity Test
- Radiated, Radio-Frequency Electromagnetic Field Immunity Test
- Electrical Fast Transient/Burst Immunity Test
- Surge Immunity Test
- Conducted Disturbance, Induced Radio-Frequency Fields Immunity Test
- Radiated and Conducted Emissions

EMI testing is often an important evaluation of developmental design. In particular, the interaction of communication systems with other radiating systems is an important evaluation of system performance. The contractor shall evaluate prototype designs and provide technical design recommendations for resolving performance deficiencies.

### **3.4 Testing Software Development**

Testing at NRL is often automated through the use of computer controlled instrumentation. Instruments used in testing usually have a communications port that can be accessed by an instrument controller. The communications port may be serial, parallel, or IEEE-488 compatible. It is also necessary to control instruments in system architectures, where VME eXtensions for Instrumentation (VXI), PCI eXtensions for Instrumentation (PXI), and LAN eXtensions for Instrumentation (LXI) are most often used. The contractor must be familiar with instrumentation interfaces and programming a variety of computers to control instruments.

The Contractor shall develop software for test systems at NRL. The task shall involve programming the HP-9800 series family of computers in HP-Basic and HPL, or Apple OSX or Microsoft Windows (XP and Vista) compatible computer in C or BASIC computer languages or in one of the many graphical development systems, i.e., Matlab, LABVIEW and LabWindowsCVI. The software shall be acceptable to the COR as sufficient for simulation, control or other purposes intended to develop prototype hardware. The software must be supported with documentation and development and shall be compatible with NRL generated software.

### **3.5 Maintenance, Repair and Calibration**

Maintenance and calibration is required for a diverse number and type of systems distributed throughout the USA. Both field and depot level efforts are required to maintain the readiness of systems. The contractor shall provide a calibration and repair laboratory capable of servicing a wide range of test equipment received from a wide variety of locations and quickly returning the equipment to the operational source location. The actual time required for the repair will be determined at the time of delivery to the contractor. It is anticipated that repair and calibration service will be required for instruments such as multimeters, scopes, analyzers, power supplies, fiber optic equipment, RF equipment, communication equipment and specialized test equipment. The laboratory shall be fully equipped to perform in-house repairs and calibrations to insure quick turn around of equipment. The laboratory shall have NIST traceable standards. The laboratory shall have a documented quality system that is ISO 9001 compliant and meet all ANSI/NCSL Z540-1 requirements. The laboratory shall be affiliated with organizations such as the National Conference of Standards Laboratories International (NCSL). The laboratory shall provide a tracking system that will insure all maintenance performed on equipment is properly logged in the system. A calibration recall system shall be in place capable of automated recall of equipment by due date. The laboratory personnel shall be properly trained to handle all Test, Measurement & Diagnostic Equipment (TMDE).

### **3.6 GPETE Requirements List Data Management System and Database Development.**

NRL maintains the database that provides management information for the procurement of all general purpose test equipment for NAVICP. The information in the database includes information on the test equipment required by each of the claimants. The Filemaker relational database software program is used to manipulate the data and produce reports. This task will continue the current capabilities and enhance the access capabilities for a larger client base that may include access over the Internet. The Contractor shall maintain the database, including, but not limited to, performing the following tasks: maintain the data, produce reports on demand, verify the reports, develop user interface enhancements, perform administrative tasks, and maintain current backup of the system.

The contractor shall develop databases and tables for use within the NRL Local Area Network. These databases will provide information related to Test and Measurement project processes. These databases shall be developed to provide reports as necessary. The contractor shall maintain and administer databases, which hold customer/sponsor information. The contractor shall import and export records as necessary to project partners, and update access control lists. The contractor shall develop and/or modify software in support of GPETE initiatives. The contractor shall review software documentation, specifications, test plans, and software engineering changes. Tasking includes participation in software verification and validation efforts.

### **3.7 Prototype Hardware Development.**

The Contractor shall develop new prototype hardware. This task includes design, fabrication, testing, and installation of new prototype equipment for a variety of hardware development projects that require prototype or limited production models. The contractor shall fabricate circuit boards, equipment chassis, fixtures, sub-assemblies and assemblies. These are unique designs that implement principles being developed in ongoing research projects and which have established performance parameters set by the design goals of the project.

The contractor shall produce, or assist in the production of, prototype hardware and limited production quantities to support the research and development effort. The contractor shall provide parts as needed, perform integration as required, and adhere to the fabrication contract budget for outsourced items. The contractor shall monitor the quality of manufacturing of prototype and limited production quality deliverables.

The contractor shall expedite prototype deliverables in progress if an emerging requirement exists. The contractor shall prevent or alleviate production delays and scheduling conflicts and make determine which projects can be rescheduled to accomplish emergency workloads based on knowledge of the government's requirements and commitments. The contractor shall coordinate with internal organization groups and subcontractors to resolve conflicts in work schedules. The contractor shall capture cost and hours for reporting expenditures.

### **3.8 Research and Development Projects.**

The Contractor shall provide engineering and technical expertise to the Research and Development projects pursued by NRL in communications and information security, encompassing research and evaluation of state-of-the-art concepts and components for instrumentation. The Contractor shall assist in assembly, fabrication or design of components that may be integrated with the other developmental components. In addition, the contractor shall analyze the technical design of components, assess requirements to create new or improved instrumentation, and prepare briefing materials such as viewgraphs or slides.

### **3.9 Network Security Initiatives and Computer Security Assessments (CSA)s.**

The contractor shall: 1) assist the team in performing security assessments, and verify implementation of DoD policy and guidance for user access and clearances, authentication mechanisms, and export control compliance 2) conduct penetration testing over the Wide Area Network (WAN), where necessary 3) develop specific security plans and implementations 4) ensure execution of the generic security assessment test plan and procedures at sites where designated an HPCMO representative 5) review security procedures currently in use at the visited locations for accuracy and applicability 6) communicate concerns to the Security Action Officer, during the assessment as well as in summary following the assessment through a report 7) review the assessment report provided by the assessment team/technical lead for accuracy and consistency 8) make recommendations for changes and/or approval of the report, and 9) facilitate the preparation, update and storage of information with other support personnel.

### **3.10 Coordinate and Maintain Network Security Documentation.**

The contractor shall: 1) ensure that the information gathered during the CSA is incorporated into the storage and retrieval process 2) facilitate the preparation, update and storage of information with other support personnel 3) institute processes to monitor the status of connection approvals, accreditations, assessment schedules, and Security website information. 4) provide expertise in security related memoranda regarding various security practices and 5) provide expertise in accreditation documentation and its constituent parts. All may be applicable to either unclassified or classified data networks.

### **3.11 Monitoring and Response .**

The contractor shall develop and provide computer response specific solutions. The contractor shall provide on-site emergent integration for information security and network related items. The contractor shall provide expertise in the selection, maintenance, configuration management and security of network installed network data collection devices. The contractor shall monitor network data collection devices, maintain access control lists to the devices, and coordinate activities with other groups providing similar services. The contractor shall evaluate new applications and tools in support of network monitoring and network management functions.

### **3.12 Information Assurance/Computer Security.**

The contractor shall design, implement, and operate information security technologies and systems. These span the life cycle from requirements analysis, risk assessments, system specification, security architecture design, system

implementation, product integration, and IA operations. Technology and products include network discovery and mapping tools, vulnerability scanning tools, identification and authentication, firewalls, and other boundary protection tools, virtual private networks, telephony security products, and network monitoring systems. Tasks include security system management, vulnerability assessment, network monitoring, and event reporting.

### **3.13 Program Management**

The contractor shall provide management expertise to include preparation and analysis, strategic planning, preparation of briefings, and preparation of white papers. The contractor shall provide a Plan of Management (POM), provide expertise to plan acquisitions, including performing market surveys, and give briefings regarding security or logistics aspects of the Programs. The contractor shall investigate program requirements, perform studies, analyze system/equipment performance and submit recommendations for developments, upgrades, modifications, or alterations in hardware and/or software as appropriate to improve system operation in the field environment. The contractor shall study operational requirements to determine system performance criteria and to outline functional requirements. The contractor shall participate in design reviews, technical reviews, and discussions regarding security systems, logistics, equipment, maintenance, calibration within the programs. The contractor shall attend seminars, conferences, and/or specific training courses related to the programs. The contractor shall analyze system descriptions, specifications and performance, and shall determine requirements for systems, equipment and programs. The contractor shall generate/review test plans and procedures that will verify that the system/equipment is operable for its intended purpose. The Test Plan shall detail the function and intent of what is to be done and the Test Procedure shall discuss how the test will be carried out. The contractor shall participate in design reviews, technical reviews, audits and discussions, and shall provide NRL-DC with management status reports that shall be updated and delivered on a monthly basis. The report shall be augmented by oral presentations.

### **3.14 Logistics Support.**

Support for projects performed under this Statement of Work often requires the consideration of Logistic Support aspects. Specifically, the contractor shall deliver the documentation support package required for fielding a system in the operational environment. This includes, but is not limited to: preparing the equipment technical manual, operational manual, training manual, repair manual, drawing packages, training materials, provisioning information, mean-time-to-repair and mean-time-to-failure statistics. In addition, the Contractor shall perform provisioning analysis and integrate this information into a form used by the Navy supply system for supporting material. All logistics packages shall be acceptable to the NRL COR and prepared for submission and approval according to DOD-STD-1702 (NS), "Military Standard Integrated Logistics Support Programs For Equipment, Subsystems, And Systems."

The Contractor shall perform tasks related to the Test Equipment program, including: tracking delivery of Test Equipment for stock and commercial direct/ship, performing, or arranging for the performance of, repair services for existing equipment, performing management functions associated with customer orders for supplies or services, providing inventory tracking on over 200 items, purchasing and distributing equipment in accordance with the National Test Equipment Replacement Program, providing recommendations regarding upgrades to old/obsolete equipment, process/address customer reported deficiencies via the Customer Service (CS) program, and providing expertise to write and implement Inventory Management work instructions.

### **3.15 Site Surveys**

The Contractor shall evaluate the operational status of the communications and network aggregation facilities located throughout the world. The survey team shall inspect the operations of the facilities and provide recommendations to improve, upgrade, or refurbish these facilities to maintain the facilities as reliable communication stations. The survey must include information on both the physical plant and the electronics (both low power and high power components and subsystems). The survey team should include experts in the evaluation of structural defects and of electronics used in communications.

Site Surveys may also include the development of specialized test systems to perform various tests. In most applications, the contractor shall analyze the requirement for system testing and formulate a plan for successfully performing the tests. Included in the plan may be requirements to assemble a mobile test suite that includes a computer controller, various stand-alone test equipment or VXI test systems, digitizers and specialized test software designs designed specifically for the test. The Contractor shall provide technical support to develop the specialized test systems. The Contractor shall provide hardware integration capability, design and fabricate specialized instruments, design and produce software to control system tests, collect test data, and produce verifiable test results, and produce reports describing test system development, test procedures, and test results.

### **3.16 MD-1310/U Quality Assurance Testing.**

The MD-1310/U MSK modulator is a state-of-the-art instrument that is being deployed at VLF/LF transmitter sites to modernize existing capability. Before delivery, an extensive testing procedure is performed on each unit and set of spare printed circuit cards. The Contractor shall test and assure the quality of modulators. This includes following the established procedures, performing the necessary tests, recording the resulting data, and preparing the equipment for shipment. The Contractor shall maintain and analyze modulators that experience failures before logistic support is available at a Navy depot. The Contractor shall repair the modulators and perform quality assurance testing on new modulators.

### **3.17 Documentation for Existing Prototype Equipment**

The Contractor shall develop or modify, documentation for prototype hardware units implemented at Navy VLF/LF transmitter sites. The documentation includes schematic drawings, wiring diagrams, illustrations, and technical procedures as appropriate. Documentation currently exists in the electronic formats used on Apple OSX computers. Software used to produce the documentation is primarily Microsoft Word, Claris CAD, and Ashlar-Vellum CAD. The contractor shall deliver documentation in electronic formats that are compatible with Apple OSX computers. The contractor shall access the documentation that currently exists and modify or update the documentation as revisions are performed.

The contractor shall also be familiar with the requirements to obtain Navy Program office approval for modifications to deployed instruments and systems. Generally, approval is obtained by submitting a documentation package detailing the proposed changes to those systems. The contractor should be familiar with the documentation requirements and with the process required to achieve approval of such changes from the program office.

## **4. DELIVERABLE PRODUCTS**

The applicable deliverables are described in this Section.

### **4.1 Progress Reports**

Progress reports shall consist of a summary of the engineering support provided to each of the task areas described in this Statement of Work. There shall be a section in the progress report that enumerates the level of effort in each task area and the corresponding cost of the effort, including both manpower expenditures and financial expenditures. There shall be a section that defines a projected level of effort based on tasking, including both personnel manhours and cost. Finally, there shall be a summary financial section. Full progress reports shall be provided monthly, however the contractor shall identify the manpower and financial expenditures incurred in the previous week and report this in a weekly report.

### **4.2 Technical Reports**

The contractor shall provide reports that conform to NRL report NRL/PU/5230-93-0241, "NRL Report Format". The reports shall be provided as a single hardcopy with an electronic copy stored on computer disk. The hardcopy of reports shall be of laser printer quality or better. The electronic copy shall be in a format that is directly compatible with Apple OSX computers and accessible through Microsoft Word. Reports shall include but are not limited to, the following sections: Abstract,

Introduction, Applicable Specification, Body describing the effort performed, Results, Analysis, Summary and References. The technical report may also include the following items:

**4.2.1 Engineering Drawings** - Schematics and engineering drawings shall be provided for each hardware prototype effort. These shall be provided in a hardcopy form and as a corresponding electronic copy on computer disk. The electronic copy shall be in an Apple OSX compatible format. The deliverable shall be sufficient to perform fabrication of the hardware item.

**4.2.2 Software Code** - All software code shall be delivered as both source code and as executable code. Software shall be compatible with either the Apple OSX or Microsoft Windows (XP and Vista); or as firmware to embedded controllers in hardware prototypes. The computer platform and programming language shall be specified before any software development. The software code provided as a deliverable shall conform to industry conventions of good programming techniques and shall include comments internal to the software that will adequately describe the functionality of the software to a programmer conversant in the software language used for the development.

### **4.3 Documentation**

Documentation shall be provided to accompany delivery of all software or hardware deliverables. The documentation shall be provided as a single hardcopy, with an electronic copy stored on computer disk. The hardcopy of reports shall be of laser printer quality or better. The electronic copy shall be in a format that is directly compatible with Apple OSX computers and accessible through Microsoft Word. The format provided shall be the same as for reports, but content shall be restricted to discussion of the accompanying software or hardware and include a technical overview, a section detailing the technical effort and a summary of the results. Documentation may also include the following items:

**4.3.1 Engineering Drawings** - Schematics and engineering drawings shall be provided for each hardware prototype effort. These shall be provided in a hardcopy form and as a corresponding electronic copy on computer disk. The electronic copy shall be in an Apple OSX compatible format. The deliverable shall be sufficient to perform fabrication of the hardware item.

**4.3.2 Software Code** - All software code shall be delivered as both source code and as executable code. Software shall be compatible with one of the following computers: LINUX, Sun Sparc, Apple OSX or Microsoft Windows (XP and Vista); or as firmware to embedded controllers in hardware prototypes. The computer platform and programming language shall be specified before any software development. The software code provided as a deliverable shall conform to industry conventions of good programming techniques and shall include comments internal to the software that will

adequately describe the functionality of the software to a programmer conversant in the software language used for the development.

#### 4.4 Prototype Hardware

Prototype hardware shall consist of a working model of electronic equipment that can readily be transformed into engineering development models. The delivered prototype shall meet the specification established at the beginning of the task effort.

### 5. APPLICABLE DOCUMENTS

The following documents, of the issue in effect on the date of the contract award, form a part of this SOW to the extent specified herein. In the event of a conflict between any of the referenced documents and the requirements of this SOW, the contents of this SOW shall be considered a superseding requirement.

#### 5.1 Military Specifications and Standards

##### Document Number

##### Description

MIL-PRF-28800F	Test Equipment For Use With Electrical and Electronic Equipment
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Note: All documents may be obtained from the Naval Publications and Forms Center, 5801 Tabor Avenue, ATTN: NPODS, Philadelphia, PA 19120-5099. Telephone (215) 697-1187/2179.

#### 5.2 Program Documents

##### Document Number

##### Description

NRL/MR/5524-94-7386	MD-1310/U VLF/LF Modulator: Technical Operations and Maintenance
1	Manual with Illustrated Parts Breakdown
Level II, Drawings	MD-1310/U VLF/LF Modulator Drawing Package: DoD
2	and Associated Parts Lists
MD-1310/U	Quality Assurance, Alignment, and Test Procedures for the
3	Modulator
	Test Procedures and Results for the MD-1310/U Modulator

Note: All documents may be obtained by written request from the Naval Research Laboratory, 4555 Overlook Ave., SW, Code 5524, Washington DC 20375-5337.



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<b>A. CONTRACT LINE ITEM NO.</b> 0002	<b>B. EXHIBIT</b> A	<b>C. CATEGORY:</b> TDP _____ TM _____ OTHER _____
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<b>D. SYSTEM/ITEM</b>	<b>E. CONTRACT/PR NO.</b>	<b>F. CONTRACTOR</b>
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<b>1. DATA ITEM NO.</b> A002	<b>2. TITLE OF DATA ITEM</b> Salient Characteristics and Market Survey	<b>3. SUBTITLE</b>
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<b>4. AUTHORITY (Data Acquisition Document No.)</b>	<b>5. CONTRACT REFERENCE</b> SOW, Para. 3.1	<b>6. REQUIRING OFFICE</b> NRL Code 5524
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<b>7. DD 250 REQ</b> No	<b>9. DIST STATEMENT REQUIRED</b>	<b>10. FREQUENCY</b> ASREQ	<b>12. DATE OF FIRST SUBMISSION</b> ASREQ	<b>14. DISTRIBUTION</b>		
<b>8. APP CODE</b> N/A		<b>11. AS OF DATE</b> N/A	<b>13. DATE OF SUBSEQUENT SUBMISSION</b> ASREQ	a. ADDRESSEE	b. COPIES	
					Draft	Final

<b>16. REMARKS</b> The contractor shall submit salient characteristics and market survey to the COR in conformance with technical instructions provided by the COR. These may be as separate documents or may be combined, but must be delivered at the same time.	<b>15. TOTAL</b> →	0	1	0
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<b>17. PRICE GROUP</b>
<b>18. ESTIMATED TOTAL PRICE</b>

<b>1. DATA ITEM NO.</b> A003	<b>2. TITLE OF DATA ITEM</b> Bid Sample Test Plan, Test Report, and Recommendations	<b>3. SUBTITLE</b>
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<b>4. AUTHORITY (Data Acquisition Document No.)</b>	<b>5. CONTRACT REFERENCE</b> SOW, Para. 3.2	<b>6. REQUIRING OFFICE</b> NRL Code 5524
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<b>7. DD 250 REQ</b> No	<b>9. DIST STATEMENT REQUIRED</b>	<b>10. FREQUENCY</b> ASREQ	<b>12. DATE OF FIRST SUBMISSION</b> ASREQ	<b>14. DISTRIBUTION</b>		
<b>8. APP CODE</b> N/A		<b>11. AS OF DATE</b> N/A	<b>13. DATE OF SUBSEQUENT SUBMISSION</b> ASREQ	a. ADDRESSEE	b. COPIES	
					Draft	Final

<b>16. REMARKS</b> The contractor shall develop a test plan for each item tested, provide a test report showing all data and results of the testing, and provide pass fail recommendations for bid or production lot testing.	<b>15. TOTAL</b> →	0	1	0
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<b>17. PRICE GROUP</b>
<b>18. ESTIMATED TOTAL PRICE</b>

<b>1. DATA ITEM NO.</b> A004	<b>2. TITLE OF DATA ITEM</b> Results of Technical Manual Reviews of Bid Samples	<b>3. SUBTITLE</b>
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<b>4. AUTHORITY (Data Acquisition Document No.)</b>	<b>5. CONTRACT REFERENCE</b> SOW, Para.3.2	<b>6. REQUIRING OFFICE</b> NRL Code 5524
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<b>7. DD 250 REQ</b> No	<b>9. DIST STATEMENT REQUIRED</b>	<b>10. FREQUENCY</b> ASREQ	<b>12. DATE OF FIRST SUBMISSION</b> ASREQ	<b>14. DISTRIBUTION</b>		
<b>8. APP CODE</b> N/A		<b>11. AS OF DATE</b> N/A	<b>13. DATE OF SUBSEQUENT SUBMISSION</b> ASREQ	a. ADDRESSEE	b. COPIES	
					Draft	Final

<b>16. REMARKS</b> The contractor shall provide a separate report detailing the results of the technical manual review, including deficiencies in the technical manual and recommendations for its acceptability.	<b>15. TOTAL</b> →	0	1	0
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<b>17. PRICE GROUP</b>
<b>18. ESTIMATED TOTAL PRICE</b>

<b>1. DATA ITEM NO.</b> A005	<b>2. TITLE OF DATA ITEM</b> Documentation for Software for Test Systems	<b>3. SUBTITLE</b>
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<b>4. AUTHORITY (Data Acquisition Document No.)</b>	<b>5. CONTRACT REFERENCE</b> SOW, Para. 3.4	<b>6. REQUIRING OFFICE</b> NRL Code 5524
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<b>7. DD 250 REQ</b> No	<b>9. DIST STATEMENT REQUIRED</b>	<b>10. FREQUENCY</b> ASREQ	<b>12. DATE OF FIRST SUBMISSION</b> ASREQ	<b>14. DISTRIBUTION</b>		
<b>8. APP CODE</b> N/A		<b>11. AS OF DATE</b> N/A	<b>13. DATE OF SUBSEQUENT SUBMISSION</b> ASREQ	a. ADDRESSEE	b. COPIES	
					Draft	Final

<b>16. REMARKS</b> The contractor shall provide documentation for software developed for test systems at NRL	<b>15. TOTAL</b> →	0	1	0
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<b>17. PRICE GROUP</b>
<b>18. ESTIMATED TOTAL PRICE</b>

<b>G. PREPARED BY</b> NRL Code 5524	<b>H. DATE</b> 10 JUN 08	<b>I. APPROVED BY</b>	<b>J. DATE</b>
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<b>A. CONTRACT LINE ITEM NO.</b> 0002	<b>B. EXHIBIT</b> A	<b>C. CATEGORY:</b> TDP _____ TM _____ OTHER _____
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<b>D. SYSTEM/ITEM</b>	<b>E. CONTRACT/PR NO.</b>	<b>F. CONTRACTOR</b>
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<b>1. DATA ITEM NO.</b> A006	<b>2. TITLE OF DATA ITEM</b> Reports and Briefing Materials for R & D Projects	<b>3. SUBTITLE</b>
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<b>4. AUTHORITY (Data Acquisition Document No.)</b>	<b>5. CONTRACT REFERENCE</b> SOW, Para. 3.8	<b>6. REQUIRING OFFICE</b> NRL Code 5524
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<b>7. DD 250 REQ</b> No	<b>9. DIST STATEMENT REQUIRED</b>	<b>10. FREQUENCY</b> ASREQ	<b>12. DATE OF FIRST SUBMISSION</b> ASREQ	<b>14. DISTRIBUTION</b>		
<b>8. APP CODE</b> N/A		<b>11. AS OF DATE</b> N/A	<b>13. DATE OF SUBSEQUENT SUBMISSION</b> ASREQ	<b>a. ADDRESSEE</b>	<b>b. COPIES</b>	
					Draft	Final

<b>16. REMARKS</b> The contractor shall provide analysis of the technical design of components, assess requirements to create new or improved instrumentation, and prepare briefing materials such as slides or viewgraphs.	<b>14. DISTRIBUTION</b>	<b>15. TOTAL</b> →
	COR, Code 5524	0 1 0

<b>17. PRICE GROUP</b>
<b>18. ESTIMATED TOTAL PRICE</b>

<b>1. DATA ITEM NO.</b> A007	<b>2. TITLE OF DATA ITEM</b> Computer Security Assessments	<b>3. SUBTITLE</b>
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<b>4. AUTHORITY (Data Acquisition Document No.)</b>	<b>5. CONTRACT REFERENCE</b> SOW, Para. 3.9	<b>6. REQUIRING OFFICE</b> NRL Code 5524
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<b>7. DD 250 REQ</b> No	<b>9. DIST STATEMENT REQUIRED</b>	<b>10. FREQUENCY</b> ASREQ	<b>12. DATE OF FIRST SUBMISSION</b> ASREQ	<b>14. DISTRIBUTION</b>		
<b>8. APP CODE</b> N/A		<b>11. AS OF DATE</b> N/A	<b>13. DATE OF SUBSEQUENT SUBMISSION</b> ASREQ	<b>a. ADDRESSEE</b>	<b>b. COPIES</b>	
					Draft	Final

<b>16. REMARKS</b> The contractor shall communicate HPCMP related concerns discovered during the computer security assessments conducted during site visits.	<b>14. DISTRIBUTION</b>	<b>15. TOTAL</b> →
	COR, Code 5524	0 1 0

<b>17. PRICE GROUP</b>
<b>18. ESTIMATED TOTAL PRICE</b>

<b>1. DATA ITEM NO.</b> A008	<b>2. TITLE OF DATA ITEM</b> Recommendations, Test Plans and Test Procedures	<b>3. SUBTITLE</b>
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<b>4. AUTHORITY (Data Acquisition Document No.)</b>	<b>5. CONTRACT REFERENCE</b> SOW, para. 3.14	<b>6. REQUIRING OFFICE</b> NRL Code 5524
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<b>7. DD 250 REQ</b> No	<b>9. DIST STATEMENT REQUIRED</b>	<b>10. FREQUENCY</b> ASREQ	<b>12. DATE OF FIRST SUBMISSION</b> ASREQ	<b>14. DISTRIBUTION</b>		
<b>8. APP CODE</b> N/A		<b>11. AS OF DATE</b> N/A	<b>13. DATE OF SUBSEQUENT SUBMISSION</b> ASREQ	<b>a. ADDRESSEE</b>	<b>b. COPIES</b>	
					Draft	Final

<b>16. REMARKS</b> The contractor shall submit recommendations for developments or other revisions to software to improve performance in the field environment. The contractor will develop test plans and test procedures to verify system operation.	<b>14. DISTRIBUTION</b>	<b>15. TOTAL</b> →
	COR, Code 5524	0 1 0

<b>17. PRICE GROUP</b>
<b>18. ESTIMATED TOTAL PRICE</b>

<b>1. DATA ITEM NO.</b> A009	<b>2. TITLE OF DATA ITEM</b> Technical and Other Manuals for Logistics Support	<b>3. SUBTITLE</b>
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<b>4. AUTHORITY (Data Acquisition Document No.)</b>	<b>5. CONTRACT REFERENCE</b> SOW, Para. 3.15	<b>6. REQUIRING OFFICE</b> NRL Code 5524
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<b>7. DD 250 REQ</b> No	<b>9. DIST STATEMENT REQUIRED</b>	<b>10. FREQUENCY</b> ASREQ	<b>12. DATE OF FIRST SUBMISSION</b> ASREQ	<b>14. DISTRIBUTION</b>		
<b>8. APP CODE</b> N/A		<b>11. AS OF DATE</b> N/A	<b>13. DATE OF SUBSEQUENT SUBMISSION</b> ASREQ	<b>a. ADDRESSEE</b>	<b>b. COPIES</b>	
					Draft	Final

<b>16. REMARKS</b> The contractor shall prepare an equipment technical manual, operational manual, training manual, repair manual, drawing packages, training materials and other data and analysis as required for logistics support aspects.	<b>14. DISTRIBUTION</b>	<b>15. TOTAL</b> →
	COR, Code 5524	0 1 0

<b>17. PRICE GROUP</b>
<b>18. ESTIMATED TOTAL PRICE</b>

<b>G. PREPARED BY</b> COR, Code 5524	<b>H. DATE</b> 10 JUN 08	<b>I. APPROVED BY</b>	<b>J. DATE</b>
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<b>A. CONTRACT LINE ITEM NO.</b> 0002	<b>B. EXHIBIT</b> A	<b>C. CATEGORY:</b> TDP _____ TM _____ OTHER _____
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<b>D. SYSTEM/ITEM</b>	<b>E. CONTRACT/PR NO.</b>	<b>F. CONTRACTOR</b>
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<b>1. DATA ITEM NO.</b> A010	<b>2. TITLE OF DATA ITEM</b> Documentation for Existing Prototype Equipment	<b>3. SUBTITLE</b>
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<b>4. AUTHORITY (Data Acquisition Document No.)</b>	<b>5. CONTRACT REFERENCE</b> SOW, Para. 3.18	<b>6. REQUIRING OFFICE</b> NRL Code 5524
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<b>7. DD 250 REQ</b> No	<b>9. DIST STATEMENT REQUIRED</b>	<b>10. FREQUENCY</b> ASREQ	<b>12. DATE OF FIRST SUBMISSION</b> ASREQ	<b>14. DISTRIBUTION</b>		
<b>8. APP CODE</b> N/A		<b>11. AS OF DATE</b> N/A	<b>13. DATE OF SUBSEQUENT SUBMISSION</b> ASREQ	<b>a. ADDRESSEE</b>	<b>b. COPIES</b>	
					Draft	Final

<b>16. REMARKS</b> The contractor shall develop and deliver documentation for prototype hardware units implemented at Navy transmitter sites. Documentation shall be delivered in electronic formats which are compatible with Apple McIntosh computers	<b>15. TOTAL</b> →	0	1	0
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<b>17. PRICE GROUP</b>
<b>18. ESTIMATED TOTAL PRICE</b>

<b>1. DATA ITEM NO.</b> A011	<b>2. TITLE OF DATA ITEM</b> Monthly Progress Reports	<b>3. SUBTITLE</b>
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<b>4. AUTHORITY (Data Acquisition Document No.)</b>	<b>5. CONTRACT REFERENCE</b> SOW, Para. 4.1	<b>6. REQUIRING OFFICE</b> NRL Code 5524
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<b>7. DD 250 REQ</b> No	<b>9. DIST STATEMENT REQUIRED</b>	<b>10. FREQUENCY</b> MTHLY	<b>12. DATE OF FIRST SUBMISSION</b> 40 DAC	<b>14. DISTRIBUTION</b>		
<b>8. APP CODE</b> N/A		<b>11. AS OF DATE</b> 0	<b>13. DATE OF SUBSEQUENT SUBMISSION</b> ea. month	<b>a. ADDRESSEE</b>	<b>b. COPIES</b>	
					Draft	Final

<b>16. REMARKS</b> The contractor shall submit monthly technical progress reports, including financial status and an estimate of the level of effort required.	<b>15. TOTAL</b> →	0	1	0
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<b>17. PRICE GROUP</b>
<b>18. ESTIMATED TOTAL PRICE</b>

<b>1. DATA ITEM NO.</b> AO12	<b>2. TITLE OF DATA ITEM</b> Weekly Progress Reports	<b>3. SUBTITLE</b>
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<b>4. AUTHORITY (Data Acquisition Document No.)</b>	<b>5. CONTRACT REFERENCE</b> SOW, Para. 4.1	<b>6. REQUIRING OFFICE</b> NRL Code 5524
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<b>7. DD 250 REQ</b> No	<b>9. DIST STATEMENT REQUIRED</b>	<b>10. FREQUENCY</b> WEKLY	<b>12. DATE OF FIRST SUBMISSION</b> 10 DAC	<b>14. DISTRIBUTION</b>		
<b>8. APP CODE</b> N/A		<b>11. AS OF DATE</b> 0	<b>13. DATE OF SUBSEQUENT SUBMISSION</b> ca. week	<b>a. ADDRESSEE</b>	<b>b. COPIES</b>	
					Draft	Final

<b>16. REMARKS</b> The contractor shall identify the manpower and financial expenditures incurred during the previous week.	<b>15. TOTAL</b> →	0	1	0
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<b>17. PRICE GROUP</b>
<b>18. ESTIMATED TOTAL PRICE</b>

<b>1. DATA ITEM NO.</b> A013	<b>2. TITLE OF DATA ITEM</b> Technical Reports	<b>3. SUBTITLE</b>
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<b>4. AUTHORITY (Data Acquisition Document No.)</b>	<b>5. CONTRACT REFERENCE</b> SOW, Para. 4.2	<b>6. REQUIRING OFFICE</b> NRL Code 5524
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<b>7. DD 250 REQ</b> No	<b>9. DIST STATEMENT REQUIRED</b>	<b>10. FREQUENCY</b> ASREQ	<b>12. DATE OF FIRST SUBMISSION</b> ASREQ	<b>14. DISTRIBUTION</b>		
<b>8. APP CODE</b> N/A		<b>11. AS OF DATE</b> N/A	<b>13. DATE OF SUBSEQUENT SUBMISSION</b> ASREQ	<b>a. ADDRESSEE</b>	<b>b. COPIES</b>	
					Draft	Final

<b>16. REMARKS</b> The contractor shall provide technical reports outlining the applicable specification, efforts performed, results, analysis, and summary. The reports may also include engineering drawings and software code.	<b>15. TOTAL</b> →	0	1	0
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<b>17. PRICE GROUP</b>
<b>18. ESTIMATED TOTAL PRICE</b>

<b>G. PREPARED BY</b> COR, Code 5524	<b>H. DATE</b> 10 JUN 08	<b>I. APPROVED BY</b>	<b>J. DATE</b>
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SER:056-08

<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;"><b>SECRET</b></p> b. LEVEL OF SAFEGUARDING REQUIRED <p style="text-align: center;"><b>SECRET</b></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				<input checked="" type="checkbox"/> a. ORIGINAL <i>(Complete date in all cases)</i>		DATE (YYYYMMDD) 2008/06/12																																																																																					
b. SUBCONTRACT NUMBER				b. REVISED <i>(Supersedes all previous specs)</i>		REVISION NO. DATE (YYYYMMDD)																																																																																					
<input checked="" type="checkbox"/> c. SOLICITATION OR OTHER NUMBER N00173-08-R-KK05		DUE DATE (YYYYMMDD)		<input type="checkbox"/> 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"/> . 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"/> . 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  FOR RFP PURPOSES ONLY, NOT VALID FOR ACTUAL CONTRACT AWARD				b. CAGE CODE		c. COGNIZANT SECURITY OFFICE <i>(Name, Address, and Zip Code)</i>  N/A																																																																																					
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Reset

**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*)

COMMANDING OFFICER, NAVAL RESEARCH LABORATORY, WASHINGTON, DC 20375-5320, CODE 5524

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.*)

Access to classified information is not required for the purpose of submitting a bid/proposal for this statement of work. However, prior to award of contract, the successful contractor will be required to have a SECRET facility clearance, and personnel available with final DoD granted personnel security clearances commensurate with level of access required for performance of contract.

**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>VICKI CICALA</b>	b. TITLE <b>CONTRACTING OFFICER, SECURITY</b>	c. TELEPHONE ( <i>Include Area Code</i> ) <b>(202) 767-2240/2576</b>
d. ADDRESS ( <i>Include Zip Code</i> ) <b>NAVAL RESEARCH LABORATORY 4555 OVERLOOK AVE. SW WASHINGTON, DC 20375-5320</b>	<b>17. REQUIRED DISTRIBUTION</b> <input checked="" type="checkbox"/> a. CONTRACTOR <input type="checkbox"/> b. SUBCONTRACTOR <input checked="" type="checkbox"/> c. COGNIZANT SECURITY OFFICE FOR PRIME AND SUBCONTRACTOR <input type="checkbox"/> d. U.S. ACTIVITY RESPONSIBLE FOR OVERSEAS SECURITY ADMINISTRATION <input checked="" type="checkbox"/> e. ADMINISTRATIVE CONTRACTING OFFICER <input checked="" type="checkbox"/> f. OTHERS AS NECESSARY 1226.2, 5524, 5502	
e. SIGNATURE 		

## PERSONNEL QUALIFICATIONS

The following labor category descriptions present the minimum personnel requirements. Each individual proposed must, as a minimum, possess the personnel qualifications set forth for the labor category in which the individual is proposed.

### I. Definitions

A. *Appropriate Academic Discipline* - refers to the fields of physics, engineering (i.e., electrical, electronic, or digital), computer science, or a related technical field such as mathematics.

B. *General Experience* - includes training and work experience in general scientific or engineering processes and practices.

C. *Related Experience* - includes training and work experience in one or more of the following areas:

- Project Management
- Logistics Analysis
- Prototype Hardware Development
- Microprocessor Design
- Software Development

D. *Specialized Experience* - includes training and work experience in one or more of the following areas:

- Test System Design and Analysis
- Software Development for Testing or Database Applications
- Instrumentation Communications and Bus Networks
- Navy VLF Transmitter Sites and Equipment

### II. Labor Categories

#### \*Project Manager -

Shall have a bachelor's degree in Business, Management, Economics, Electrical Engineering or other appropriate academic discipline plus a minimum of four (4) years of project management experience or ten (10) years of combined general, related, and specialized experience, with evidence of increased management responsibilities.

The project manager shall contribute to the technical effort, have demonstrated qualities of leadership and responsibility, and the ability to provide expertise in Government Acquisition processes, related testing, and engineering analysis requirements of Government equipment acceptance. The project manager shall be capable of directing the work of subordinates, including engineering staff, and be capable of performing

tasks independently. The Project Manager shall review and approve the work performed by program staff and maintain effective liaison with Government and other contractor personnel.

### **Senior Systems Engineer**

Shall possess a Master's degree in Engineering or an appropriate academic discipline plus a minimum of four (4) years of combined general, related, and specialized experience; or a bachelor's degree in Engineering or an appropriate academic discipline plus a minimum of five (5) years of combined general, related, and specialized experience. At least three (3) years of general experience must be related to programs or systems addressed in the SOW. The Senior Systems Engineer shall have the ability to direct and/or perform all efforts required by this contract and shall have a demonstrated ability to create, review and modify test plans/procedures, and analyze test results. The Senior Systems Engineer shall be experienced with the design and development of all levels of electronic systems from circuits to complete systems, and the integration of electronic subsystems to form functional systems. The Senior Systems Engineer shall also be familiar with the areas of Logistic support analysis, hardware and software configuration management, Life Cycle cost analysis, and mechanical, electrical, and structural characteristics of VLF/LF transmitter facilities.

### **Electronics Engineer -**

Shall possess a bachelor's degree in Engineering or an appropriate academic discipline plus a minimum of three (3) years of combined general, related, and specialized experience. General experience must include actual experience related to programs or systems addressed in the SOW. The Electronics Engineer shall have actual hands-on experience with microprocessor circuit design, integrated circuit technology, and printed circuit board layout and design. The Electronics Engineer shall have demonstrated experience with the development of Test Plans, Maintenance Plans, and Test Documentation and the development of equipment specifications.

### **\*Computer Scientist**

Shall have a bachelor's degree in Computer Science or an appropriate academic discipline plus a minimum of three (3) years of combined general, related, and specialized experience. General experience must include actual experience related to programs or systems addressed in the SOW. The computer scientist shall have actual hands-on experience with Oracle database systems, SQL, C, C++, and/or Basic. The computer scientist shall have demonstrated experience with the development of software documentation and user's manuals and demonstrated experience with developing software specifications. The computer scientist is also required to be familiar with Defense Research and Engineering Network (DREN/SDREN) network operations electronic equipment and/or system design, installation, and planning, and have knowledge of Department of Defense (DoD) and Service Information Assurance policies and procedures.

**\*Test Engineer -**

Shall have a bachelor's degree in Computer Science or Engineering plus a minimum of four (4) years of combined general, related, and specialized experience. The general experience must include design of software for military equipment, test instrumentation, and software simulation design, two (2) years of which shall have been with the programming in BASIC, C, or other computer language. The test engineer shall have demonstrated experience with the development of program documentation from conception to delivery of a final users or operators manual and have demonstrated ability in the design of optimized software and software enhancement for optimization purposes.

**Environmental Test Engineer**

Shall have a bachelor's degree in Engineering or an appropriate academic discipline plus two (2) years of combined general, related, and specialized experience. The general experience must include test program development and experience in performing temperature, humidity, shock, vibration, and electromagnetic interference tests.

**Electronic Technician**

Shall have a diploma or certificate from an accredited vocational or technical institution, or completion of military electronics "A" school plus four (4) years of experience with electronic equipment assembly and repair. Shall have a demonstrated ability to inspect, test, adjust, and certify electronic equipment or assemblies for compliance to specifications.

**Engineering Model Maker**

Shall have a minimum of five (5) years of experience in engineering model making, a demonstrated ability to fabricate from sketches or engineering drawings the more complex parts for new instruments and the capability to assemble, test, repair, and inspect prototype equipment. Shall be able to construct special fixtures for testing and assembling equipment.

**\*Program Analyst**

Shall have a minimum of five (5) years of general experience, education, or training in the field of program analysis. Three (3) years of experience shall have been in preparing reports and specifications for procurements of Government Purpose Electronic Test Equipment (GPETE) instrumentation. Specific knowledge of the reporting procedures, format, and organization for GPETE reports is required. Shall have a demonstrated ability to examine elements of a program and prepare and organize a unified presentation of data, coordinate scheduling aspects of several tasks, provide updated status reports, and coordinate the collection of data used to prepare program support documentation.

**Inventory Manager (IM)**

Shall have a minimum of five (5) years of general experience, education, or training in the field of inventory management. Three (3) years of experience shall have been in managing inventory for GPETE instrumentation.

**Industrial Service Specialist**

Shall have a minimum of five (5) years of general experience, education, or training in the field of industrial maintenance service. Three (3) years of experience shall have been in developing schedules and assigning work to a local shop calibration program. Shall have demonstrated ability to monitor turn-around times, approve calibration procedures and Production Data Records (PDR), manage Government Furnished Property (GFP), and perform inventories at the contractor facility.

**Production Controller**

Shall have a minimum of five (5) years of general experience, education, or training in the field of industrial maintenance production control. Three (3) years of experience shall have been in developing schedules and assigning work to maintenance shops and controlling throughput. Shall have demonstrated ability to initiate work orders/cost data authorization documents to control workload requirements, prepare production plans for specific projects and operations through compilation of customer requirements, determine the status of work in progress, and the time required to complete the job.

**Equipment Specialist**

Shall have a minimum of three (3) years of general experience, education, or training in the field of test equipment. One (1) year of experience shall have been in researching and processing requisitions from the field and suggesting possible substitutes when appropriate. Shall have demonstrated ability to research and identify replacement equipment and/or sources for obsolete equipment, sources and pricing for equipment and the ability to resolve technical problems with equipment performance as requested.

**Technical Reliability Specialist**

Shall have a minimum of five (5) years of general experience, education, or training in the field of test equipment. Three (3) years of experience shall have been in managing field calibration services, purchasing test equipment for new system acquisition, providing advice and consulting services on test equipment issues to program offices, and working special projects as the team lead.

\*Denotes Key Personnel

**SAMPLE NON-DISCLOSURE AGREEMENT**

I understand that in the performance of my duties under Naval Research Laboratory contract number N00173- \* I may have access to information of a sensitive nature including, but not limited to, other organizations' proprietary information, Government procurement sensitive information, source selection information (see Federal Acquisition Regulation 2.101, 3.104-4 and 9.505-4), information subject to the Privacy Act, and information designated For Official Use Only. I agree that I will access such information only to the extent necessary to perform my duties under the contract. I further agree that I will not disclose or release such information to any person, or other entity, either within or outside of the United States Government, including representatives of the organization by which I am employed, except as necessary to perform my duties under the contract or as expressly authorized in writing by the Contracting Officer.

I understand that any unauthorized disclosure or release of such information may result in the termination of my services at the Naval Research Laboratory. Criminal or civil sanctions may also apply.

In the event I disclose or release any such information described herein, I will advise the Technical Manager or the Contracting Officer's Representative (identified elsewhere in the contract) of the disclosure as soon as practicable. That advice will identify the person or other entity to which the information was disclosed or released and the content of that information.

I understand that, following completion of the contract or if my employment is terminated prior to contract completion, I have a continuing obligation not to disclose or release such information obtained there under.

I understand that my supervisor will monitor my compliance with this nondisclosure agreement.

\_\_\_\_\_  
EMPLOYEE SIGNATURE

\_\_\_\_\_  
DATE

\_\_\_\_\_  
EMPLOYEE NAME (*Print*)

\_\_\_\_\_  
SUPERVISOR SIGNATURE

\_\_\_\_\_  
DATE

\_\_\_\_\_  
SUPERVISOR NAME (*Print*)