

2. CONTRACT NUMBER 3. SOLICITATION NUMBER N00173-08-R-SE08 4. TYPE OF SOLICITATION SEALED BID (IFB) NEGOTIATED (RFP) 5. DATE ISSUED 18 DEC 08 6. REQUISITION/PURCHASE NUMBER 82-0042-08

7. ISSUED BY CODE N00173 8. ADDRESS OFFER TO (If other than Item 7)
 Contracting Officer, Code 3235:EJS
 Naval Research Laboratory
 Department of the Navy
 Stennis Space Center, MS 39529-5004

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

SOLICITATION

9. Sealed offers in original and 4 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 Bldg 1008, RM 208 until 4:00 local time 21 Jan 09 (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 Eric Sogard/Patricia Lewis B. TELEPHONE (NO COLLECT CALLS) AREA CODE 228 NUMBER 688 EXT. 5784 C. E-MAIL ADDRESS esogard@nrlssc.navy.mil plewis@nrlssc.navy.mil

11. TABLE OF CONTENTS

(X)	SEC.	DESCRIPTION	PAGE(S)	(X)	SEC.	DESCRIPTION	PAGE(S)
PART I - THE SCHEDULE				PART II - CONTRACT CLAUSES			
<input checked="" type="checkbox"/>	A	SOLICITATION/CONTRACT FORM	1	<input checked="" type="checkbox"/>	I	CONTRACT CLAUSES	17-22
<input checked="" type="checkbox"/>	B	SUPPLIES OR SERVICES AND PRICES/COSTS	2	PART III - LIST OF DOCUMENTS, EXHIBITS AND OTHER ATTACH.			
<input checked="" type="checkbox"/>	C	DESCRIPTION/SPECS./WORK STATEMENT	3	<input checked="" type="checkbox"/>	J	LIST OF ATTACHMENTS	22
<input checked="" type="checkbox"/>	D	PACKAGING AND MARKING	3	PART IV - REPRESENTATIONS AND INSTRUCTIONS			
<input checked="" type="checkbox"/>	E	INSPECTION AND ACCEPTANCE	3	<input checked="" type="checkbox"/>	K	REPRESENTATIONS, CERTIFICATIONS AND OTHER STATEMENTS OF OFFERORS	23-25
<input checked="" type="checkbox"/>	F	DELIVERIES OR PERFORMANCE	4	<input checked="" type="checkbox"/>	L	INSTRS., CONDS., AND NOTICES TO OFFERORS	26-34
<input checked="" type="checkbox"/>	G	CONTRACT ADMINISTRATION DATA	5-9	<input checked="" type="checkbox"/>	M	EVALUATION FACTORS FOR AWARD	35-36
<input checked="" type="checkbox"/>	H	SPECIAL CONTRACT REQUIREMENTS	10-16				

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) 10 CALENDAR DAYS (%) 20 CALENDAR DAYS (%) 30 CALENDAR DAYS (%) CALENDAR DAYS (%)

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)

15B. TELEPHONE NUMBER AREA CODE NUMBER EXT. 15C. CHECK IF REMITTANCE ADDRESS IS DIFFERENT FROM ABOVE - ENTER SUCH ADDRESS IN SCHEDULE. 17. SIGNATURE 18. OFFER DATE

AWARD (To be completed by Government)

19. ACCEPTED AS TO ITEMS NUMBERED 20. AMOUNT 21. ACCOUNTING AND APPROPRIATION

22. AUTHORITY FOR USING OTHER THAN FULL AND OPEN COMPETITION: 10 U.S.C. 2304(c)) 41 U.S.C. 253(c) () 23. SUBMIT INVOICES TO ADDRESS SHOWN IN (4 copies unless otherwise specified) ITEM

24. ADMINISTERED BY (If other than Item 7) CODE 25. PAYMENT WILL BE MADE BY CODE

26. NAME OF CONTRACTING OFFICER (Type or print) 27. UNITED STATES OF AMERICA (Signature of Contracting Officer) 28. AWARD DATE

**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, systems engineering, and technical analytical application-oriented tasks to support specialized aerospace systems in accordance with Section C.	\$	\$	\$
0002	Data in accordance with Exhibit A (DD 1423)	* NSP	* NSP	* NSP
TOTAL ESTIMATED COST PLUS FIXED FEE			\$	\$

** 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 Contracting Officer's 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 date of contract award through a period of twelve (12) months. Each option to extend the term of the contract shall, if exercised by the Government, extend the term of the contract and additional twelve (12) months.
- (b) The principal place of performance of this contract shall be the Naval Research Laboratory, Washington D.C.

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.
 - (3) The research and development effort under this contract may be sponsored by more than one activity and different activities may be interested in different aspects of the overall effort. In such case, a TDM will be used to identify that portion of the effort of interest to the sponsoring activity and to insure the cost of that portion of the effort is appropriately allocated to the sponsoring activity's funds.
- (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. TDMs may also be issued by electronically signed email to the Contractor with a printed copy retained in the COR's 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, or
 - (5) If issued under (a)(3) above, the sponsoring activity, the portion of the effort of interest to the sponsoring activity and the accounting classification reference number (ACRN) to be charged, and
 - (6) 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 CONTRACTOR-ACQUIRED PROPERTY

(a) The contractor is authorized to acquire the following items of facilities, which are needed to accomplish this contract.

Items to be Acquired

Estimated Cost

*

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

(b) This authorization does not constitute any consent required pursuant to the contract clause entitled "Subcontracts" (FAR 52.244-2). Advance notification or requests for consent pursuant to that clause shall be directed to the administrative contracting officer (ACO).

(c) Pursuant to the contract clause entitled "Government Property" (FAR 52.245-1), title to the property shall vest in the Government.

(d) Prior to acquisition of any item of Industrial Plant Equipment, the Contractor must comply with the requirements of Department of Defense Federal Acquisition Regulation Supplement (DFARS 245.302-1(b)(1)(A). (See DFARS 245.301 for definition of "Industrial Plant Equipment.")

G-5 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-6 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-7 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-8 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-9 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 ACRN.

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).

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

**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

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 133,010 total hours of direct labor for the base year and 133,010 total hours of direct labor for each option year, if exercised. The total hours shall include 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 11,084 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>Hours</u>
Senior Program Manager (KEY)	1,880
Project Manager (KEY)	3,760
Senior Engineer Mechanical or Electrical (KEY)	5,640
Engineer Information Technologies (KEY)	1,880
Senior Engineer Aerospace (KEY)	15,040
Engineer Aerospace	22,560
Engineer, Reaction Control Systems	1,880
Component Engineer / Parts Procurement Specialist	1,880
Sr. Systems Eng., Guidance, Navigation and Controls (KEY)	7,520
Technician, General Design and Support	5,640
Master Scheduler (KEY)	1,880
Project Analyst	11,280
Program Coordinator	11,280
Senior Technical Writer/Editor	3,760
Technical Writer	3,760
Sr. Designer, Graphics and Multimedia	5,640
Designer, Graphics and Multimedia	5,640
Administrative and Clerical Specialist	7,050
Senior Internet and Networking Specialist (KEY)	9,400
Internet and Networking Specialist	5,640
TOTAL	133,010

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 four 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	\$

Forth 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 REPRESENTATIONS AND CERTIFICATIONS

The Contractor's ORCA Representations and Certifications valid from _____ to _____ are incorporated herein by reference.

The Contract Specific Representations and Certifications submitted by the contractor for this award are hereby incorporated by reference.

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**(a) Definitions**

Organizational Conflict of Interest (OCI): FAR Part 2.1 defines "Organizational Conflict of Interest" as a situation in which: "...because of other activities or relationships with other persons, a person is unable or potentially unable to render impartial assistance or advice to the government, or the person's objectivity in performing the contract work is or might be otherwise impaired, or a person has an unfair competitive advantage." For the purposes of this contract, the term Organizational Conflict of Interest means that a relationship exists between the contractor (including the successor-in-interest, assignee or affiliated divisions, subsidiaries, employees, consultants, or subcontractors, hereinafter referred to as "Contractor") and another in which the underlying interests of the contractor and the other party, directly or indirectly (1) may influence, affect or diminish the contractor's ability to give impartial, technically sound, objective assistance, conclusions, advice or recommendations, or may otherwise result in a biased work product to or for the Government, or (2) may result in an unfair competitive advantage.

(b) Purpose

The purpose of this provision is to ensure that the Contractor (1) is able to give the Government impartial, technically sound, objective assistance, conclusions, advice or recommendations in its performance of this contract and (2) does not obtain an unfair competitive advantage over other parties by virtue of its performance of this contract.

(c) Scope

The requirements described herein shall apply to performance or participation by the Contractor, any of its affiliate organizations or their successors in interest (hereinafter referred to collectively as "Contractor") in the activities covered by this clause as a prime contractor, subcontractor, co-sponsor, joint venturer, consultant, or in any similar capacity. The financial, contractual, organizational and other interests of Contractor personnel performing work under this contract shall be deemed to be the interests of the Contractor for the purposes of determining the existence of an Organizational Conflict of Interest.

(d) Requirements

(1) The contractor shall evaluate Commercial-Off-the-Shelf software and related products and make recommendations to the government regarding its use or replacement.

(A) The Contractor warrants that, to the best of its knowledge and belief, it does not have any organizational conflict of interest, as defined in paragraph (a) above.

(B) The Contractor agrees that if during the performance of this contract, it discovers a potential or actual organizational conflict of interest with respect to this contract; it shall make an immediate and full disclosure in writing to the Procuring Contracting Officer (PCO). This disclosure must include a description of the actions which the contractor has taken or proposes to take to eliminate, avoid, or neutralize the conflict(s).

(C) If the Contractor's efforts in performing this contract require access to proprietary data of another company(ies), whether the proprietary data is in the possession of the other company or the Government, the Contractor shall obtain a written agreement from such other company(ies), to have access to and to use the data and to protect the data from unauthorized use or disclosure so long as the data remains proprietary. The Contractor shall upon request, provide the Contracting Officer or Contracting Officer's Technical Representative with copies of the agreement(s). This provision is not intended to protect proprietary data furnished voluntarily by companies without limitations as to use or data furnished by companies which is in the public domain.

(2) The contractor may have access to Government procurement sensitive information in performing the statement of work.

(A) The Contractor agrees that such information will be accessed only to the extent necessary to perform the contract and that such information will be used by the Contractor only in the performance of the contract.

(B) The Contractor agrees that all its personnel having access to such information will be required to sign a nondisclosure statement substantially as Attachment (4) to this contract and that, upon request, it will provide the Contracting Officer or COR with copies of the nondisclosure agreement(s).

(3) The contractor may have access to government information technology (IT) systems that contain sensitive information 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), personally identifiable information subject to the Privacy Act Of 1974, and information designated For Official Use Only.

(A) The Contractor agrees that such information will be accessed only to the extent necessary to perform the contract and that such information will be used by the Contractor only in the performance of the contract.

(B) The Contractor agrees that all its personnel having access to such information will be required to sign a nondisclosure statement substantially as Attachment (4) to this contract and that, upon request, it will provide the Contracting Officer or COR with copies of the nondisclosure agreement(s).

(e) Government Remedy

The Contractor agrees that any breach or violation of the warranties, restrictions, disclosures or non-disclosures set forth in this organizational conflicts of interest clause shall constitute a material and substantial breach of the terms, conditions and provisions of this contract and the government may, in addition to any other remedies available, terminate this contract for default.

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

<u>FAR CLAUSE</u>	<u>TITLE</u>
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)
52.203-13	- Contractor Code Of Business Ethics And Conduct (DEC 2007)
52.203-14	- Display Of Hot-line Poster(s) (DEC 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) (<i>will be included if the successful offeror does not propose facilities capital cost of money</i>)
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)
- 52.219-6 - 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)
- 52.222-21 - Prohibition Of Segregated Facilities (FEB 1999)
- 52.222-26 - Equal Opportunity (MAR 2007)
- 52.222-35 - Equal Opportunity For Special Disabled Veterans, Veterans Of The Vietnam Era, And Other Eligible Veterans (SEP 2006)
- 52.222-36 - Affirmative Action For Workers With Disabilities (JUN 1998)
- 52.222-37 - Employment Reports On Special Disabled Veterans, 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)
- 52.225-13 - 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)
- 52.232-9 - 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)
- 52.237-3 - Continuity Of Services (JAN 1991)
- 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 II (APR 1984)
- 52.243-2 - Changes - Cost-Reimbursement (AUG 1987) - Alternate V (APR 1984)
- 52.243-7 - Notification Of Changes (APR 1984)fill in 30
- 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)
- 52.251-1 - Government Supply Sources (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)
- 252.211-7007 - Item Unique Identification of Government Property (SEP 2007) (*fill in none*)
- 252.215-7000 - Pricing Adjustments (DEC 1991)
- 252.215-7002 - Cost Estimating System Requirements (DEC 2006)
- 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)
- 252.225-7004 - Report Of Intended Performance Outside The United States And Canada-Submission After Award (MAY 2007)
- 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)
- 252.225-7013 - Duty Free Entry (OCT 2006)
- 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)
- 252.227-7013 - 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)
- 252.251-7000 - Ordering From Government Supply Sources (NOV 2004)

**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 - 18 Pages, With Exhibit A - DD Form 1423, Contract Data Requirements List, 5 Pages.
- J-2** Attachment (2) – Personnel Qualifications, 8 Pages.
- J-3** Attachment (3) - DD Form 254, Contract Security Classification Specification, Ser 093-08 Dated 2008/08/25 2 Pages.
- J-4** Attachment (4) – 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

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.

K-4 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.

K-5 ORGANIZATIONAL CONFLICTS OF INTEREST REPRESENTATION

The offeror hereby represents that it has reviewed and understands the guidance, requirements, and restrictions in Federal Acquisition Regulation (FAR) Subpart 9.5 ("Organizational and Consultant Conflicts of Interest"). With respect to the guidance provided in FAR Subpart 9.5,

it is aware of no past, present, or currently planned interest (financial, contractual, organizational, or otherwise) or activity relating to the work required to be performed under the contract resulting from the Request for Proposals that would indicate any impingement upon its ability to render impartial, technically sound, and objective assistance or advice or result in the appearance that it may have an unfair competitive advantage.

it is aware of circumstances that may indicate an impingement upon its ability to render impartial, technically sound, and objective assistance or advice or result in the appearance that it may have an unfair competitive advantage.

This representation applies to all affiliates of the offeror and its proposed consultants or subcontractors of any tier.

**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

- 52.204-6 - Data Universal Numbering System (DUNS) Number (APR 2008)
- 52.215-1 - Instructions To Offerors- Competitive Acquisition (JAN 2004)
- 52.215-16 - Facilities Capital Cost Of Money (JUN 2003)
- 52.222-24 - Preaward On-Site Equal Opportunity Compliance Evaluation (FEB 1999)
- 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)
- 252.211-7005 - Substitutions For Military Or Federal Specifications And Standards (NOV 2005)
- 252.215-7003 - Excessive Pass-Through Charges—Identification Of Subcontract Effort (MAY 2008)
- 252.225-7003 -Report Of Intended Performance Outside The United States And Canada – Submission With Offer (DEC 2006)

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 3235

RFP No. N00173-08-R-SE08

Closing Date/Time: See SF 33, Blk 9

Naval Research Laboratory-SSC

Building 1008, RM 208

Stennis Space Center, MS 39529-5004

Proposals may be hand delivered to the Contracting Office, NRL-SSC, Stennis Space Center, MS 39529-5004, Building 1008, Room 208 between the hours of 8AM until 4PM, local time, excluding weekends and federal holidays. Stennis Space Center is a controlled-access facility. Photo identification will be required. Please contact the NRL Contracts office at 228-688-5784 for directions and additional information about NRL-SSC. 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.

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 in Section L-15, Volume II – Business Proposal.

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

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

L-6 FAR 52.222-18 – CERTIFICATION REGARDING KNOWLEDGE OF CHILD LABOR FOR LISTED END PRODUCTS (FEB 2001)

The fill-in information is as follows:

Listed End Product	Listed Countries of Origin

L-7 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-8 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-9 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-10 GOVERNMENT-FURNISHED PROPERTY

No material, labor, or facilities will be furnished by the Government unless provided for in the solicitation.

L-11 POTENTIAL ORGANIZATIONAL CONFLICT OF INTEREST

If, in Section K, the offeror represented that it is aware of circumstances that may hinder its ability to render impartial, technically sound, and unbiased assessments, recommendations and/or evaluations; or that circumstances exist that may result in the appearance that it may have an unfair competitive advantage, the offeror shall provide a full disclosure statement. The statement must describe in a concise manner all relevant facts concerning any past, present or currently planned interest (financial, contractual, organizational, or otherwise) relating to the work to be performed hereunder and bearing on whether the offeror has a possible organizational conflict of interest with respect to (1) impartial, technically sound, and unbiased assessments, recommendations and/or evaluations, or (2) being given an unfair competitive advantage. Prospective Offerors should refer to FAR Subpart 9.5 for policies and procedures for avoiding, neutralizing, or mitigating organizational conflicts of interest.

The government will review the statement submitted and may require additional relevant information from the offeror. All such information and any other relevant information will be used by the government to determine whether an award to the offeror may create an organizational conflict of interest. If found to exist, the Government may (1) impose appropriate conditions which avoid such conflict, (2) disqualify the offeror, or (3) determine that it is otherwise in the best interest of the government to contract with the offeror by including appropriate conditions mitigating such conflict in the contract awarded.

The refusal to provide the disclosure or representation of any additional information as required shall result in disqualification of the offeror for award. The nondisclosure or misrepresentation of any relevant interest may also result in the disqualification of the offeror for award, or if such nondisclosure or misrepresentation is discovered after award, the government may terminate the contract for default, recommend that the contractor be disqualified from subsequent related contracts, or be subject to such other remedial actions as may be permitted or provided by law. The attention of the offeror in complying with this provision is directed to 18 U.S.C. 1001 and 31 U.S.C. 3802(a)(2).

Depending on the nature of the contract activities, the offeror may, because of possible organizational conflicts of interest, propose to exclude specific kinds of work from the statement, unless the solicitation specifically prohibits such exclusion. Any such proposed exclusion by an offeror shall be considered by the government in the evaluation of proposals, and if the government considers the proposed excluded work to be an essential or integral part of the required work, the proposal may be rejected as unacceptable.

No award shall be made until the disclosure or representation has been evaluated by the government. Failure to provide the disclosure or representation will be deemed to be a minor informality and the offeror or contractor shall be required to promptly correct the omission.

The provision in Section H, "Organizational Conflict of Interest," may be modified if the Contracting Officer determines it necessary to avoid or resolve a conflict of interest based on the information provided by the offeror. The terms of the provision are subject to negotiation.

L-12 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*, no less than fifteen (15) days before closing. Offerors are cautioned against directing any questions concerning this RFP to technical personnel at the Naval Research Laboratory.

L-13 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-14 VOLUME I - TECHNICAL/MANAGEMENT PROPOSAL

REQUIRED COPIES: 1 ORIGINAL AND FOUR (4) 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) Technical Sub factor (1) Personnel Qualifications:

The offeror shall provide convincing proof that it has, or has the ability to obtain, personnel with relevant experience in the task areas described in the Statement of Work. These are highly specialized fields and personnel without actual experience in these areas are not acceptable. The proposal should clearly show how each person proposed meets the desired qualifications set forth in Attachment (3) Personnel Qualifications. It is essential for the offeror to demonstrate that it has or will have, prior to contract award, the necessary personnel with or with the ability to obtain a DoD granted personnel security clearance commensurate with the level of access required for performance under the resultant contract. The proposal should indicate the specific personnel who will work on this contract, their background and pertinent experience, and the amount of effort each will be performing on this contract. This should include the individual's resume detailing the education level, experience, both general and project related. The proposal must show the availability of sufficient key project professional and technical personnel by the prime contract as well as any proposed subcontractors and consultants.

(b) Technical Sub factor (2) Company Experience:

The offeror shall provide a narrative description of company experience in performing projects requiring scientific, technical and managerial effort which is the same, closely similar or related to the effort required under the Statement of Work, Attachment (1). Experience in supporting efforts involving space and avionics systems will be given the greatest consideration. This description should clearly show: (1) the relationship between the company's experience and the tasks required under the Statement of Work, (2) prior or current programs in the task areas addressed, and (3) details such as project schedule, plans for each task, and approach to each particular task. Prior experience should be identified by citing contracting agency, period of performance of the contract, point of contact and a summary of the nature of the work.

(c) Technical Sub factor (3) Management Capability

The offeror shall provide a narrative description of the proposed management approach. The proposal should clearly demonstrate: (a) company management experience on projects with scientific and technical tasks the same as or similar to those required in Attachment (1) Statement of Work. The description should clearly show previous performance at meeting instrument performance, cost and schedule goals and demonstrated management ability and success in managing projects of similar complexity and duration, (b) the corporate structure, the relationship between the organizations elements and their respective responsibilities that will participate in accomplishing the government's requirement. This includes: internal management communications; lines and methods of maintaining close liaison with the COR; and methods both program and immediate work site supervision (c) if applicable, any proposed subcontracts and extent of involvement in performance of this contract and a management plan detailing how each subcontractor will be integrated into the overall management approach to ensure contract objectives are satisfied (d) ability of management to respond to workload fluctuations in a timely manner (e) reporting systems available for monitoring qualitative and quantitative aspects of contract performance including financial monitoring and reporting, and (f) capability of obtaining the appropriate facilities and storage security clearances.

(d) PAST PERFORMANCE INFORMATION

(a) 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 three contracts or subcontracts completed by the offeror or predecessor companies during the past three years for services similar in nature to this requirement. Include in the three 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-15 VOLUME II - BUSINESS PROPOSAL

REQUIRED COPIES: 1 ORIGINAL AND 2 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.

(2) MATERIAL ESTIMATE (FOR EVALUATION PURPOSES ONLY)

The estimate of direct costs for material stated below PLUS any applicable indirect costs MUST be included in each offeror's cost proposal for evaluation purposes only.

The Government estimates the material cost for this effort as follows:

Base year:	\$1,550,000.00
Option 1 (if exercised)	\$1,550,000.00
Option 2 (if exercised)	\$1,550,000.00
Option 3 (if exercised)	\$1,550,000.00
Option 4 (if exercised)	\$1,550,000.00

(3) TRAVEL ESTIMATE (FOR EVALUATION PURPOSES ONLY)

The estimate of direct costs for travel stated below PLUS any applicable indirect costs MUST be included in each offeror's cost proposal for evaluation purposes only.

The Government estimates the material cost for this effort as follows:

Base year:	\$100,000.00
Option 1 (if exercised)	\$100,000.00
Option 2 (if exercised)	\$100,000.00
Option 3 (if exercised)	\$100,000.00
Option 4 (if exercised)	\$100,000.00

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, cost and other factors considered. The Government reserves the right to make award to other than the low offeror. Technical considerations are more important than cost. However, 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/management factor is more important than the cost factor. The technical sub factors are listed in descending order of importance. The Technical and Cost factors are each more important than the Small Business Participation factor.

M-2-1. TECHNICAL/MANAGEMENT**(a) Technical Sub factor (1) Personnel Qualifications:**

The proposal will be evaluated on the offeror's demonstrated ability to provide personnel with: 1) actual relevant experience as set forth in Attachment (1) Statement of Work, 2) the appropriate qualifications as set forth in Attachment (2) Personnel Qualifications and (3) ability of proposed personnel to possess or have the ability to obtain the appropriate security clearance commensurate with the level of access required for performance under the resultant contract.

(b) Technical Sub factor (2) Company Experience:

The proposal will be evaluated on the offeror's demonstrated company experience in performing projects requiring scientific, technical and managerial effort which is the same, closely similar or related to the effort required under the Statement of Work, Attachment (1). Experience in supporting efforts involving space and avionics systems will be given the greatest consideration.

(c) Technical Sub factor (3) Management Capability

The proposal will be evaluated on the offeror's management capability demonstrating: 1) company management experience on projects with scientific and technical tasks the same as or similar to those required in Attachment (1) Statement of Work, (2) the corporate structure, the relationship between the organizations elements and their respective responsibilities that will participate in accomplishing the government's requirement, (3) if applicable, management of any proposed subcontracts, (4) management to respond to workload fluctuations in a timely manner, (5) contract reporting and (6) capability of obtaining the appropriate facilities and storage security clearances.

(d) 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).

M-2-2 COST TO THE GOVERNMENT

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
NAVAL RESEARCH LABORATORY
RESEARCH, DEVELOPMENT AND ENGINEERING SUPPORT
FOR SPECIALIZED AEROSPACE SYSTEMS

STATEMENT OF WORK

1. INTRODUCTION

The Naval Research Laboratory (NRL) performs applied research & development, systems engineering, and applications-oriented activities to preserve and enhance a strong aerospace systems technology base, and to provide expert capabilities in the development, acquisition, and operation of aerospace systems. This includes developing experimental and operational concepts, along with prototypes, to verify and validate future space systems technologies for the Navy, the Department of Defense (DOD), the National Aeronautics and Space Administration (NASA), National agencies, and the private sector. Recent and ongoing space technology efforts include *TACSAT*, *VMOC*, *Upper Stage*, *SSULI*, *FREND*, *WindSat*, *NEMO*, *the Interim Control Module (ICM)*, *MPTB*, *TiPS*, *DITP*, *CLEMENTINE*, and *LACE*. Future efforts may include advanced technology demonstrations, the use, modification of commercial space systems to provide new military capabilities; orbit transfer and maintenance; satellite dispenser vehicle development; interceptor development; hyperspectral, ionospheric, and meteorological remote sensing payloads; science instrumentation; robotics and information technologies; and virtual engineering design. These efforts involve a wide range of scientific and technical investigations including: concept development; systems integration; launch vehicle integration; flight operations support; quick reaction missions; technology transition; security support; information technology support; logistical expertise; and command, control, communications, and intelligence (C4I) efforts.

2. PURPOSE

The Naval Research Laboratory (NRL) has a requirement to support applied R&D programs with U.S. Navy and non-Navy sponsors. This Statement of Work (SOW) provides for the execution of specific systems engineering, analytical, and technical tasks to support evolving aerospace technology where the results of such efforts will ultimately support the Navy's mission. These tasks may extend from mission concept design and feasibility analysis through on-orbit operation of space systems. Flight system activities may include design of appropriate hardware and systems; systems engineering, analysis, planning, and management for the collection, reduction, analysis, and documentation of experimental and operational data; modeling and simulation; test and evaluation; and logistics support. Recent NRL projects have entailed the building of orbit transfer vehicles, launch vehicle and sounding rocket experiments, ground support systems, technology demonstrations, special flight experiments, payloads and aerospace systems in a short time-frame. Due to the fast-track nature of some of these projects, the contractor shall support NRL or provide independent concurrent engineering of specified space systems, subsystems, components, and procedures. The contractor shall test and evaluate work in progress; propose the initiation of alternative or parallel inquiries; and otherwise verify the technical validity of concepts, designs, components, and procedures.

3. SCOPE

The contractor shall provide specialized aerospace system expertise, along with engineering and technical support, travel, and materials to perform the tasks of this SOW. Task-associated support shall be provided for mechanical, structural, aerodynamic, thermal, propulsive, electronic, optical, and robotic development; the acquisition of related advanced hardware, components, and software development; along with integration and test of advanced systems on designated terrestrial, space, and launch systems. The contractor shall also provide technical support for concept and feasibility studies; requirements definition; subsystem design, payload development; and on-orbit operation of space systems; technology transition; program planning and control. The Contractor shall also provide incidental security, administrative support and information technology functions necessary to carry out ongoing and planned programs.

4. REQUIREMENTS AND TASKS

4.1 General Requirements

The contractor shall provide management oversight to deliver the research and development support described herein. The contractor shall provide the logistics, procurement resources, and facilities necessary to purchase, control, and report on the equipment, materials, supplies, software, and services required for the performance of the efforts defined herein. The contractor shall provide an on-site Senior Program Manager (PM) to interface with the NRL's Contracting Officer's Representative (COR). The contractor shall support user communities by arranging for equipment demonstrations and tests; configuration and acquisition of new systems; and by providing day-to-day user support. The contractor shall be capable of providing and staffing facilities for the fabrication, test, and storage of unique fixtures and support equipment. To accomplish the work, the contractor shall have (i) office space, meeting facilities and classified storage space located within the normal commuting distance from the Washington, DC locale; (ii) document duplication and facsimile transmission resources; (iii) graphic and documentation reproduction resources; and (iv) internet connectivity and website hosting capabilities. It will be necessary for contractor personnel to frequently interact with NRL's technical and management staff. Because the successful performance of this SOW requires close coordination, meetings, and interaction with NRL, Government, military, academic, and private sector organizations, the contractor shall establish the appropriate non-disclosure agreements to ensure acceptable interface support. The tasks may result in scientific and/or technical publications. (Documentation generated by the contractor and/or its subcontractors (e.g., notebooks, reports, memoranda, presentation materials, technical papers, software simulations, and analytical models). [CDRL A009]

4.2 Specific Requirements

4.2.1 Task 1 – Programmatic Support

- 4.2.1.1 Task 1-A—Management Oversight – The contractor shall provide program management support for the duration of this effort. A single point-of-contact Senior Program Manager (PM) for SOW technical and procedural matters shall be provided. This PM shall be cognizant of SOW technical elements and shall be responsible for the management of tasks conducted under this SOW. The PM shall interface with the COR, and as necessary, other Government Representatives and contractors. The PM shall oversee the efforts of on-site contractor personnel and the PM shall ensure that tasks are performed according to SOW requirements. The PM shall be responsible for the performance on any unscheduled supplemental design studies and efforts that may be required. The contractor shall provide a Monthly Contractor On-Site Labor Report and a Monthly Financial Status Report in accordance with standard NRL Code 8200 reporting requirements to include sub-reports broken out by Task, Job Order Number, WBS, and full details of all authorized procurements. The PM shall ensure that required documents and deliverables are properly prepared, maintained and delivered. The contractor shall maintain timely and current status information and shall interface with the cognizant NRL engineers to disposition Action Items (AI's) and Review Item Descriptions (RID's) submitted against program documentation. [CDRL A001, A002, A003, A004, A005]
- 4.2.1.2 Task 1-B – Program Coordination – The contractor shall provide for the coordination, planning, communication and execution of key program events that include: System Requirements Review (SRR), Preliminary Design Review (PDR), Critical Design Review (DCR), Test Readiness Review (TRR), Technical Interchange Meetings (TIM), Launch Readiness Review (LRR), and Safety Reviews. The contractor shall provide a direct interface to collect and organize inputs for documentation, graphics, and web design personnel tasked with supporting the development, collection, coordination, and communication of technical documentation. The contractor shall provide periodic technical and progress reports that establish event status and that demonstrate the progress to-date. The contractor shall reproduce and distribute technical documents and engineering drawings, and provide for the coordination, production, and delivery of review material. [CDRL A003, A004, A005]
- 4.2.1.3 Task 1-C – Scheduling – The contractor shall provide for the analysis, design, review, updating, and maintenance of program schedules and networks that track program events and activities from program authorization-to-proceed through launch, and subsequent on-orbit operations. The contractor shall possess a working knowledge of, and shall use Primavera, a PC-based scheduling application for the generation of detailed schedules, which span overall program events, while providing filtered and specific detailed information on a subsystem-specific basis. The contractor shall support the use of MS Project and FastTrack scheduling applications and use these tools to analyze development processes and “what if” scenarios. Data shall be provided in Gantt and network chart formats. The contractor shall participate in the identification and tracking of program events and provide insight and analytical reporting on

status and proposed schedule revisions. The contractor shall interface directly with assigned engineers and managers for data collection, validation, and verification, as well as schedule continuity. Using this data, the contractor shall provide periodic status and review reports. [CDRL A003, A004, A005]

- 4.2.1.4 Task 1-D – Cost Estimating – The contractor shall organize, evaluate, develop, and apply a cost analysis capability that provides a credible and consistent assessment of proposed system concepts. The contractor shall establish a cost estimation methodology for data collection; cost estimating relationships; cost driver identification; cost model development; basis-of-estimate; ground rules and work breakdown structures (WBS); cost-estimating, sensitivity analysis, profiling, and time-phasing; and documentation. The contractor's approach shall accommodate proprietary interests (OCI) of Government organizations and other contractors regarding the use of their respective cost data. All data and models generated under this task shall become Government property. [CDRL A003, A004]
- 4.2.1.5 Task 1-E – Program Documentation – The contractor shall perform technical writing and editing tasks for the design, development, and specification of space and ground hardware and software systems, ground support equipment (GSE), payload and launch processing, and flight operations. These tasks shall include the following types of documents: analysis and trade studies; design specifications and Interface Control Documents; test plans, procedures, and reports; parts lists; drawing packages describing the system baseline; and launch base procedures. The contractor shall ensure that all documents are accurate, complete, logical, and understandable. The contractor shall deliver a hard copy and electronic version of all documentation. In addition, the contractor shall interface with the NRL configuration management group and web design personnel to update and incorporate changes to pre/post-release documents and subsequent posting to the Configuration Management repository. The contractor shall use software compatible with Microsoft Office products, Adobe CS3 and Adobe Framemaker for document production. The contractor shall have expert level knowledge of Macintosh and PC graphics software applications. [CDRL A003, A004, A005, A006, A007]
- 4.2.1.6 Task 1-F – Graphics Development to Support System Concept and Design Reviews – The contractor shall provide for the creation of illustrations, drawings, and other graphic material required by various programs, studies, proposals, or technical presentations. The contractor shall provide artistic capabilities and the computer resources to render aerospace illustrations, drawings, schematics, block diagrams, flow charts, and text files. The contractor shall scan and edit mechanical and electrical drawings produced using a Unigraphics 3D and PRO/E computer aided drafting (CAD) system. The contractor shall utilize existing drawings and illustrations from previous NRL developments and shall administer files on a variety of file servers. The contractor shall coordinate graphic requirements associated with program SRRs, PDRs, CDRs, TRRs, and other

review cycles. The contractor shall possess requisite hardware, software, and peripheral devices necessary to fulfill task requirements. [CDRL A003, A004, A005]

- 4.2.1.7 Task 1-G – Studies and Proposals – The contractor shall compose technical summaries and reports of surveys, investigations, or fact-finding efforts for tasks performed under this SOW. The contractor shall describe documents or information reviewed or referenced; organizations contacted; efforts undertaken; key progress and accomplishments, problems, or findings; and appropriate recommendations, conclusions, and action items taken. The contractor shall assist in the preparation and production of proposals for new programs of opportunity that may include special study and research programs. [CDRL A003, A004, A005]
- 4.2.1.8 Task 1-H – Program Plans – The contractor shall prepare program plans that describe the tasks, activities, schedules, and processes necessary for the technology demonstration definition, design, development, fabrication, assembly, integration, test, and operations phases. These plans shall identify risk areas associated with mitigation plans, technology drivers, and recommended execution strategies. The plan shall incorporate an effective and streamlined development approach to the engineering, manufacturing, test, and product assurance disciplines. Hardware and software development processes, along with the roles and functions of the product assurance, configuration management, and specialty engineering personnel, shall be described. [CDRL A003, A004, A006]
- 4.2.1.9 Task 1-I – Meetings and Reviews – The contractor shall provide the personnel and material resources to support SRR, PDR, CDR, TRR, and other required technical reviews. The contractor shall participate and present technical reviews on the recommended designs, along with other conclusions and results. The contractor shall prepare technical review data packages and presentation materials. The contractor shall participate in periodic and informal working group meetings and discussions held at the direction of NRL. [CDRL A004, A005]
- 4.2.1.10 Task 1-J Operational Demonstrations - The contractor shall support capability and performance testing, and application demonstrations of NRL space and ground systems. The Contractor shall provide systems analysis, design, documentation, integration and test, and logistics to support demonstration efforts. These efforts will include using Advanced Technology Demonstrations (ATD's), operational test beds and imagery displays, and command and control of prototype as well as one-of-a-kind systems. (CDRL A003, A004, A005, A006, A007)

4.2.2 Task 2 – Computer and Multimedia Services

4.2.2.1 Task 2-A – Web Page Design and Maintenance – The contractor shall be responsible for the conceptual design and implementation of program specific websites. The contractor shall comply with the applicable DOD and NRL guidelines related to these activities. Websites shall consist of public relations sites, designed to provide visibility into ongoing NRL programs, as well as working websites with full capabilities for the storage, display, transfer, and dissemination of program material across a multi-user and geographically diverse environment. The contractor shall provide for the manipulation of media for posting to the Websites and shall display program documentation, review packages, address listings, program schedules, and other information in a user-friendly manner. The contractor shall be responsible for the design, configuration, implementation, and maintenance of necessary file serving methodologies (both hardware and software), data transfer and communication lines, and networking connectivity between the contractor's facility, the NRL, and other COR approved locations. [CDRL A003, A004, A005]

4.2.2.2 Task 2-B – Database Design and Maintenance – The contractor shall provide for the conceptual design, configuration, implementation, and maintenance of relational and non-relational databases applicable to enterprise-wide computing. The contractor shall design program and task specific databases to achieve system automation, enhanced data access, and maximized data sharing, while reducing redundancy and duplication of effort. The contractor shall design databases to run on either a resident File Server or interface with a designated program website. The contractor shall provide for the development, tracking, reporting, and related activities associated with program technical reviews, action items (AI), review item descriptions (RID), and requirement traceability and verification. The contractor shall develop and maintain relational databases for the identification of requirement traceability and verification, system test methods and processes, historical tracking of tests and their results. The contractor shall support the analysis and reporting of test verification data. The contractor shall develop relational databases providing the ability to interface with the online web-based Intranets and enterprise-wide networking. The database shall provide for the collection, tracking, disposition, and reporting of submitted AI's and RID's. The contractor shall interface these databases to distribute such data as AI's, RID forms, manufacturing travelers, status tracking forms, and Safety and Hazard Reports via a browser interface. Databases shall accommodate both Macintosh and PC users and shall be designed using FileMaker Pro, Microsoft Access, and MySQL relational database management systems (RDBMS) or other equivalent software platforms compatible with these programs. The contractor shall be capable of writing unique scripts to automate repetitive processes and shall be capable of programming using both open source software (i.e., Linux, Java, JavaScript, PHP, MySQL, PERL) and proprietary developmental software (i.e., Microsoft Visual Basic). The contractor shall stay current with new and emerging technologies, and submit recommendations for process enhancement. [CDRL A003, A004, A005]

4.2.2.3 Task 2-C – Video and Multimedia – The contractor shall provide for the design, development, production, and delivery of program specific video footage, applying animation, voice, and graphic media. The contractor shall interface with the designated personnel to develop concepts and content for the required video. The contractor shall collect stock footage, or produce video animation of specific sequences. The contractor shall investigate and acquire existing aerospace simulations showing program specific events and key features. The contractor shall develop necessary script material and shall produce voice overlays consistent with video content. The contractor shall be capable of producing digital video (DV) media and shall provide the expertise and software/hardware knowledge to integrate simulations produced on systems such as 3D design and simulation computer applications. [CDRL A003, A004, A005]

4.2.3 Task 3 – Program Support

Program Tracking and Control –The contractor shall provide for the development, tracking, analysis, and reporting of program status. Tasks shall include the development of program budgets at a system and subsystem level with roll-up to the program level, and shall account and track by specific WBS. The contractor shall utilize resident tracking systems and MS Excel (or equivalent compatible software) for the generation of spreadsheets and analytical reports that include funding, costs and cost projections, as well as variances in budget versus expenditure projections. The contractor shall support Earned Value studies and analysis and shall submit reports showing analytical results. All data and models generated under this task shall become Government property. [CDRL A003, A004, A005]

4.2.4 Task 4 – Systems Engineering

The contractor shall work in conjunction with NRL scientists and engineers to develop concepts and top-level requirements for proposed missions, including the space, launch, ground, and operations segments that integrate the entire technical effort. The contractor shall develop detailed Concept of Operations (CONOPS) to a level sufficient for a Concept Design Review or System Design Review (CoDR/SDR). The contractor shall perform those tasks necessary to develop and refine the system concept(s) encompassing the space, launch, ground, and operations segments in sufficient detail to establish a recommended architecture for proposed experiments or missions. The contractor shall emphasize design-to-cost and risk-reduction strategies when developing system concepts. The contractor shall assess current and emerging technologies that may have an application to these architectures, and evaluate their potential for improving the developed approaches. The Contractor shall provide technical expertise for system interface definitions, interoperability and performance assessments, and design alternatives for space, launch, and terrestrial systems. The Contractor shall meet with NRL engineers, scientists, users, and other agencies designated by the COR to document system requirements. The contractor shall generate system performance requirements documents and specifications, performance assessment products, and the analysis and test procedures, as necessary, to validate and verify the overall technical performance. The Contractor shall document technical

specifications in COR approved formats. The Contractor shall coordinate and develop interface control documents (ICD) required in the interoperability design and assessment. The Contractor shall monitor and support systems engineering activities, review and develop related documentation, and provide for integrated logistical and systems engineering planning. Contractor tasks include experiment requirements definition, system requirements allocation, system design and analysis, and test requirements definition and planning. The Contractor shall prepare technical assessments and reports to identify, recommend, and implement resolutions of critical design and/or performance deficiencies. The Contractor shall provide system-level integration test plans and procedures and shall originate technical orientation briefings. The Contractor shall review hardware, automated systems, operations, facilities, and management documents for compliance with the project-established standards and plans. [CDRL A003, A004, A005, A006, A007]

4.2.4.1 Task 4-A – Concept Definition – The contractor shall establish a system engineering process that defines tasks in performance-based specifications. The contractor shall support the following concept definition activities: identify, document, and integrate systems requirements; implement plans for multi-disciplinary teamwork, including potential suppliers; establish clear measurements of system responsiveness; encourage cost-effective innovation in products and practices; focus on process control; encourage risk management versus risk avoidance; and encourage tailoring of specifications and standards. The contractor shall identify preferred solutions based on cost, schedule, performance, and risk. The contractor shall develop, as required, System Engineering Plans (SEPs) that serve as the technical foundation and that emphasizes a performance-based approach to systems requirements and candidate solutions that satisfy those requirements. The contractor shall prepare program documents including the Mission Requirement Document (MRD), the System Performance Description Requirements (SPDR), the Experiment Requirement Document (ERD), subsystem and component specifications, Interface Control Documents (ICD), test plans, and test procedures. [CRDL A003, A004, A005, A007]

4.2.4.2 Task 4-B – Systems Analysis and Trade Studies – The contractor shall perform those tasks necessary to develop and refine the requirements and performance of the approved system concept and its segments. The contractor shall perform and document system analyses, trades, and alternatives. The contractor shall show the sensitivity of performance and cost to variations in the space, launch, and ground architectures. The contractor shall perform studies, analyses, and simulations that demonstrate system compliance with the SPDR, MRD and the CONOPS. The contractor shall identify technology drivers that, if relaxed, would reduce cost and schedule, and offer alternatives allowing costs to remain within the program's objectives. The contractor shall prepare a Segment Specification(s) and ICDs defining the requirements among the system segments. Specific contractor activities shall include: documentation and tracking of system level requirements; development of MRDs and SPDRs; and presentation of the appropriate analyses, trade studies, top level system, segment, and subsystem designs, test plans, critical parts and materials lists, and long lead parts. [DCRL A003, A004, A005, A006, A007]

4.2.4.3 Task 4-C – Systems Performance Verification – The contractor shall perform various verification techniques (e.g., test and evaluation, simulation and modeling, examination) to ensure that the system meets performance requirements. The contractor shall develop and identify potential risks and formulate a risk management plan. The contractor shall perform thermal analysis and provide corrective plans where required. The contractor shall conduct in-depth analyses and collaborate with the designated mechanical, electrical, and software engineers to identify both documented and undocumented requirements and shall provide for technical writing, editing, and production of the resultant information. The contractor shall recommend and prepare the plans needed to transition systems concepts to the next stage of development or to transition developments to industry. [CDRL A003, A004, A005, A006, A007]

4.2.5 Task 5 – Design Engineering

4.2.5.1 Task 5-A – Design and Development – The contractor shall provide the engineering effort to support NRL in the design of space vehicle systems per approved program requirements and the contractor shall review the design and analysis of the space vehicle system. The contractor shall consider the development of alternate design approaches for propulsion, avionics, mechanisms and structures. The contractor shall initiate design and checkout of the software necessary for operation and test of the space vehicle and its subsystems. The contractor shall provide the mechanical, electrical, and aerospace engineering expertise required to upgrade or maintain existing and proposed space systems, platforms, instruments, structures, mechanisms, subassemblies, and GSE. The contractor shall also provide the engineering capabilities to support the design and development of a space vehicle system capable of rendezvous and docking to form a single integrated space vehicle or as a free flyer. The contractor's activities shall include the conceptual design, analysis, detailed design and development of proposed systems, as well as design and development activities for the implementation of an orbit docking and maintenance system as a stand-alone vehicle. The contractor shall conduct design and development approaches for propulsion, structures, Guidance, Navigation, and Control (GNC), thermal systems, avionics, harness systems, and related electro-mechanical subsystem components. The contractor shall perform structural modeling and analysis tasks to support the design, development, and fabrication process, along with related test plans, test support, and system integration actions. [CDRL A003, A004, A005, A006, A007]

4.2.5.2 Task 5-B – Hardware Design and Drafting – The contractor shall compile a technical data package for the tasks described herein. This effort shall include: conceptualization of mechanical designs for structures, mechanisms, and housings; determining layouts, configurations, arrangements, dimensions, and tolerances of mechanisms, components, instrumentation, and assemblies; preparing detailed illustrations, and drawings; developing and maintaining assembly, fabrication, and specification drawings for spaceflight instrumentation, vehicles, and their GSE; and checking reviewing, administering and managing the configuration and change control of design, engineering, fabrication, and assembly drawings. The contractor shall

conduct planning for the design, development, and fabrication processes, along with related test plans, test support, and systems integration actions. [CDRL A005]

4.2.5.3 Task 5-C – Propulsion – The contractor shall provide technical expertise for design and development activities supporting monopropellant and bi-propellant Reaction Control Systems (RCS). The contractor shall provide design data including layout drawings, component selection and arrangements, fluid lines, and tank mountings. The contractor's designs shall define the necessary assembly, checkout, servicing, and manufacturing functions. The contractor's activities shall be presented during technical reviews and shall be compatible with the selected launch range's safety criteria. The contractor shall provide technical support during assembly, integration, testing, cleaning, and field processing activities. [CDRL A003, A004, A005]

4.2.5.4 Task 5-D – Thermal Control Subsystems – The contractor shall provide engineering expertise and technical support for the design and development activities supporting thermal control design, model analysis, verification, fabrication, assembly, and test. The contractor shall support both active and passive thermal systems in the specification and modeling of thermal environments; developing conceptual designs; selecting heat pipes using capillary pumped loop (CPL) and other related systems; performing design verification tests; fabricating multilayer insulation (MLI) blankets; selecting and applying environmental covers, shields, and coating; performing environmental testing; and documenting system tests. [CDRL A003, A004, A005]

4.2.5.5 Task 5-E – Mechanisms, Electro-Mechanical and Optical Subsystems – The contractor shall perform analysis, trade studies, detailed design, and implementation of electro-mechanical devices, optical devices, mechanisms, components, and subsystems. These efforts shall include component designs, models, test, evaluation, as well as calibration of optical sensors to determine their adequacy to meet mission requirements. The contractor shall conceptualize and implement methodologies for the collection, implementation, and archival of imaging data from space and airborne platforms. The contractor shall develop and operate systems for converting real-time imagery on to storage media and processing the data into standard datasets. Data products shall be made available using a mix of NRL and other archival assets using commercial, non-proprietary browsers and standard media. Equipment procurement requirements definition is included in this task. (CDRL A003, A004, A005, A006, A007)

4.2.5.6 Task 5-F – Control Systems – The contractor shall perform design, analysis, simulation, test and evaluation of complex Attitude Determination and Control Systems (ADCS) and related GNC systems for space, launch, and other vehicle systems. Efforts shall include feasibility studies, attitude dynamics, slew, tracking, and pointing control strategies, structures interactions, digital and multi-variant control techniques, stability analysis, sensor and actuator modeling, and system performance evaluations. The contractor shall develop automated onboard algorithms for tailored attitude control, targeting, and related contingency operations. The effort shall include fault tolerant automated intelligent control and diagnostic components for integration into real-time control systems. These autonomy software components should be developed or

upgraded utilizing off-the-shelf (OTS) or readily available development tools to the greatest degree possible. The contractor shall develop modeling and simulation (M&S) tools supporting the analysis, design, development, specification, and acquisition of attitude sensors and their attitude and state navigation algorithms. Products generated under this task shall become Government property. The contractor shall provide design data and technical expertise sufficient to specify, acquire, and evaluate ADCS components and subsystems. This shall include system design, analysis and test for sun and earth sensors; star sensors; attitude control electronics; and associated flight spares. The contractor shall recommend modifications and/or additions to existing system designs, provide systems performance assessments, and document the design by a mix of computer and "hardware-in-the-loop" simulations to refine and verify actual flight parameters, including review of alternative design and implementation. The contractor shall ensure that ADCS and GNC hardware and software designs are compatible with systems requirements through a comprehensive system test program that includes M&D, rate table testing, and on-orbit evaluation. The contractor shall provide test support for all phases of component, subsystem, and system integration and test activities. [CDRL A003, A004, A005]

4.2.5.7 Task 5-G – Ground Support Equipment – The Contractor shall support the design and development of ground segment and related flight operations infrastructure. Such ground systems will support the command, control, and communications elements of the ground segment, along with the payload tasking, collection, and data processing functions. The design for the ground segment shall be consistent with the requirements established in the Spacecraft-to-Ground Segment Specification and related ICD's. The Contractor shall present the system trades, special studies, and the recommended system design approach during design reviews. The Contractor shall design, fabricate, procure, modify, and adapt Ground Support Equipment (GSE) to support spacecraft, payload, and launch vehicle processing requirements and test to characterize their operation and performance under ambient and stressing conditions. Typical GSE elements will include: Mechanical and Electrical Aerospace Ground Support Equipment (MAGE/EAGE), thermal chambers (vacuum/cycle/shock), centrifuge, acoustic & vibration test systems, ordnance and pyrotechnic shock systems, Engineering Development Models (EDM) and related support hardware & test fixtures, environmental test data acquisition systems, command and data handling systems, propellant handling systems, clean rooms, wiring harness verification systems, and supporting engineering design systems (e.g., CAD/CAM). [CDRL A003, A004, A005, A006, A007]

4.2.6 Task 6 – Fabrication, Assembly, Integration and Test

The contractor shall develop, integrate, and test hardware for prototype, flight, and ground support of space and launch systems. The hardware shall include structural components, mechanisms, electro-mechanical devices, electronic and avionics components, GSE, and other devices supporting NRL's program activities. The contractor shall design, procure, test, and integrate electronic and avionics systems for data acquisition, processing, and analysis; command and telemetry functions; low-noise

signal conditioning and sensor interfaces; power conversion; and temperature control.
[CDRL A003, A004, A005, A006, A007]

4.2.6.1 Task 6-A – Fabrication and Assembly – The contractor shall provide for the fabrication and assembly of space flight hardware for experimental payloads, spacecraft subsystems with the flight vehicle. The contractor shall assist the NRL in the fabrication of unique one-of-a-kind piece parts, fixtures, and assemblies for use in the assembly of the structure. The contractor shall assemble and qualify space flight hardware and will operate all assembly equipment, and tools, and shall be capable of operating resident forklifts, portable cranes, overhead cranes, and other power equipment. The contractor shall provide for the acquisition of material, hardware, and components such as raw material, cherry locks and other fastening devices, and will interface with vendors for the production and delivery of components and hardware. The contractor shall maintain piece part inventories and will track and monitor the traveler process on selected programs.(CDRL A005)

4.2.6.2 Task 6-B – Integration and Test – The contractor shall provide engineering services to test and integrate flight instruments, experimental payloads, and spacecraft subsystems with the flight vehicle. The contractor shall assist NRL to establish requirements for environmental test of specific experiments, payloads, and subsystems to include mechanical and electrical experimental and functional testing, along with corrective action where necessary. The contractor shall develop test plans and procedures for the integration and test of experiments, payloads, and subsystems into an operational payload or spacecraft at NRL or other NRL-designated facilities. The contractor shall assist NRL to perform system level environmental and functional testing, along with corrective actions where necessary. The contractor shall support integration and test activities including, but not limited to, natural environmental stress (e.g., thermal, vacuum), EMC, shock and vibration, calibration, and CPT. The contractor shall document the results of subsystem and system level testing. The contractor shall provide scientific expertise, engineering test support, and supplies for scientists and engineers performing special instrument and payload calibrations and reducing the resultant data sets. The contractor shall design, procure, fabricate, assemble, test, calibrate, and maintain specialized laboratory equipment, instrumentation, GSE, and facilities to support the integration and test activity. The contractor shall maintain spacecraft and instrument health and cleanliness during levels of integration and test. [CDRL A003, A004, A005, A006, A007]

4.2.6.3 Task 6-C – General Design and Development Support – The contractor shall design, acquire, assemble, test, calibrate, and maintain specialized and general-purpose laboratory equipment, structures (e.g., processors, sensors, actuators, software, peripherals, structures, MAGE/EAGE, GSE, and instrumentation), along with their support facilities that are used by various space system projects and programs. The contractor shall provide the logistics and procurement resources necessary to acquire subcontract, control, and report on the equipment, materials, supplies, tools, and services required for the performance of the efforts defined herein. Efforts may include acquisition and fabrication of flight avionics, test and development workstations,

and related resources for engineering design, analysis, and development. The contractor shall submit procurement requests to the COR for review and authorization before procuring any materials, supplies, and services. The contractor shall maintain an automated database that allows for quick and expeditious retrieval of the procurement requests, their status, and final disposition. Materials and supplies shall be handled with strict accountability according to the applicable NRL policies for Government Furnished Materials or Equipment (GFM/GFE). [CDRL A001, A002]

4.2.7 Task 7 – Launch System Services

4.2.7.1 Task 7-A – Launch Systems – The contractor shall support the NRL to recommend and specify a launch system. The contractor shall address launch vehicle availability, performance, injection accuracy, fairing envelope constraints, and mass margins. The contractor's analyses shall also address vehicle preparation constraints, launch pad availability, facilities, personnel, and range requirements. The contractor shall present the design trades, studies, and the recommended system design during technical reviews. [CDRL A003, A004, A005, A006, A007]

4.2.7.2 Task 7-B – Mission Field Activities – The Contractor shall provide engineering services for spacecraft and launch vehicle integration, launch operations, and aerospace support equipment requirements of the selected launch range(s). These activities include the review of facility provisions, assessment of the launch range requirements for each mission, and verification that the requirements are met. This task shall include coordination with the applicable range safety and logistical personnel working groups to plan, assemble, consolidate, and control the information necessary to assure a safe and efficient launch operation according to the requirements set forth in applicable launch and test range regulations. The contractor shall perform analyses to support the needs of the launch test range, as designated by the NRL, and shall provide documentation for spacecraft and payload-to-launch vehicle processing activities. The contractor shall develop, evaluate, and review Hazard Reports, Material Usage Agreements, Payload Safety Non-Compliance Reports, and related Safety Data Packages. The contractor shall support launch vehicle and payload integration activities. The contractor shall support spacecraft and payload handling during pathfinder and launch site activities. If necessary, the contractor shall address launch flight vehicle fueling and contingency defueling. The contractor shall provide pre-launch and post-launch flight instrumentation support, as required.

The Contractor shall utilize existing NRL test plans, detailed operating procedures, and safety hazard reports to the maximum extent possible. The Contractor shall provide technical support to the payload and launch vehicle working groups with respect to payload development, launch vehicle integration, training, launch processing, pre-flight and post-flight operations, and all related activities for a particular mission.

The Contractor shall provide documentation for the payload and launch vehicle processing activities. This shall include data, experiment and spacecraft ground controls, plans and procedures, launch vehicle and spacecraft verifications, ground simulations and controls, and functional tests to support the processing and integration environment. The Contractor shall develop, maintain, and revise detailed operating

procedures as required by ground tests, hardware and software functional tests, and ground crew training. The Contractor shall apply safety engineering and safety management principles, criteria, and techniques as a formal system safety program to optimize safety and enhance mission effectiveness within the constraints of operational effectiveness, time, and cost.

The contractor shall develop safety procedures that incorporate early hazard identification and evaluation. In addition, to preclude system damage or injury to personnel, the contractor shall devise safety procedures designed to eliminate and/or reduce residual risks. All contractor activities shall interface and coordinate with the NRL's designated Safety Manager in defining and implementing the requirements defined herein. (CDRL A003, A004, A005, A006, A007)

4.2.8 Task 8 – Mission Assurance

The contractor shall recommend and develop cost-effective, tailored project-level Safety, Reliability, and Quality Assurance (SR&QA) requirements for NRL review and concurrence. The contractor shall apply safety engineering and safety management principles, criteria, and techniques to optimize safety and enhance mission effectiveness. System safety activities shall stress early hazard identification, evaluation, and elimination or reduction of residual risk to preclude system damage or destruction and injury to personnel. The system safety program shall use NRL-specified guidelines. The contractor shall support the development of reliability, quality, and inspection system provisions that emphasize verification by test at the subsystem and system level. The quality assurance (QA) program shall include policies, requirements, and activities during the design, fabrication, test, and delivery of flight hardware. The contractor shall provide a reliability assurance program during the design, fabrication, test, and delivery of flight hardware. The contract shall perform or review Failure Modes and Effects Analyses. The contractor shall support a cost effective Parts, Materials, and Processes control program that includes the selection, qualification, acquisition and correct application of parts and material for items developed under this SOW. The contractor shall perform contamination control planning, analysis, assessment, and reporting to support aerospace hardware development. The contractor shall plan and support the conduct of a verification program that includes functional verifications, performance tests, and end-to-end systems tests, in specific operational modes over the anticipated environment. The tests shall include flight software operational sequences. Flight hardware tests shall address thermal-vacuum, dynamics, EMC and Electromagnetic Interference (EMI), and natural space environments. The contractor shall provide test plans, traceability matrices, and verification databases. [CDRL A003, A004, A005, A006, A007]

4.2.9 Task 9 – Administration and Facility Support

4.2.9.1 Task 9-A – Information Technology Systems Utilization and Administration –

The contractor shall provide incidental systems administration support for UNIX, Windows XP and Vista, Linux, and Macintosh workstations that together, compose the

business and technology development enterprise of the programs under this statement of work. System management services for Unigraphics and PRO-E 3D design and analysis workstations shall be provided. The contractor shall provide hardware and software maintenance for selected computational systems, and shall recommend, acquire, and implement hardware and software solutions, along with additions and upgrades to meet performance and capability needs. The contractor shall support Internet, Intranet, and Extranet technology application using NRL's local area network and wide area network (LAN/WAN) capabilities and comply with all applicable NRL Information Security requirements. Services shall be provided to the user groups in the form of computer system configuration and management, E-mail and Internet connectivity and configuration, user assistance, and configuration of necessary computer/software resources for multimedia briefing presentations. The contractor shall maintain system component accountability, manage accounts and schedule maintenance agreements. [CDRL A003, A004, A005]

4.2.9.2 Task 9-B – Business Process Automation and Integration – The contractor shall conduct surveys, studies and perform analysis for the mapping of organizational processes and procedures for programs under this statement of work. The contractor shall recommend the implementation of enhanced features for streamlining and workflow automation. The contractor shall interface with NRL managers, engineers, and financial administrative personnel to define requirements and desired capabilities. The contractor shall design computer-generated standardized forms and material. The contractor shall provide the means for on-line data entry via a browser interface that links common fields and values via relational databases. Data shall be maintained on resident file servers that are multi-platform (PC and Macintosh) compatible with interface and access via the Internet. [CDRL A003, A004, A005]

4.2.9.3 Task 9-C – Facility Management Coordination – The contractor shall provide for the tracking, coordination, scheduling, and planning of facility requirements and maintenance. Tasks shall include, coordinating and planning for the refurbishment and upgrades of existing facility space, layout of floor plans to include modular furniture, maintenance and cleaning of existing facilities, movement, transportation, and set-up of office furniture and equipment. The contractor shall provide a point of contact (POC) for repairs and/or upgrades to the facilities electrical, HVAC, plumbing, and access control features for programs under this statement of work. The contractor shall utilize Filemaker Pro and Visio (or equivalent compatible) software for computer-generated design and layout of office space and related facility requirements. [CDRL A003, A004, A005]

4.2.3.5 Task 3-E – Secure Facilities Management Coordination – The contractor shall provide a POC for the tracking, coordination, and planning of secure facility requirements for programs under this statement of work. Tasks shall include, coordinating and planning for the maintenance and upgrades of existing secure facility space, coordination of operation and maintenance for secure data processing systems, data & voice networks & personnel access to these systems, maintenance and cleaning of existing secure facilities. The POC shall coordinate repairs and upgrades to the

secure facilities electrical, HVAC, plumbing, secure storage containers, physical security and access control features for programs under this statement of work. The contractor shall provide administrative support in areas such as documentation generation, forms preparation, secure facility staffing and scheduling, logbook and administrative recordkeeping maintenance, controlled document library and file maintenance, document destruction, courier support, controlled document preparation, completing periodic inventory reports and briefings, to support the programmatic work set forth herein in cooperation with NRL security personnel. [CDRL A003, A004, A005, A006, A007]

ABBREVIATIONS AND ACRONYMS

ADCS	Attitude Determination and Control
AI	Action Items
ATD	Advanced Technology Demonstrations
CAD	Computer Aided Design
CAM	Control Account Manager
CLEMENTINE	Deep Space Program Science Experiment
CoDR/SDR	Concept Design Review or System Design Review
CONOPS	Concept of Operations
COR	Contracting Officer's Representative
CPL	Capillary Pumped Loop
CPT	Comprehensive Performance Test
DCR	Critical Design Review
DITP	Discriminating Interceptor
EAGE	Electronic Aerospace ground Equipment
EMC	Electro-Magnetic Compatibility
EMI	Electro-Magnetic Interference
ERD	Experiment Requirement Document
GNC	Guidance, Navigation and Control
GSE	Ground Support Equipment
ICD	Interface Control Document
ICM	Interim Control Module
LACE	Low-power Atmospheric Compensation Experiment
LRR	Launch Readiness Review
MAGE	Mechanical Aerospace Ground Equipment
MLI	Multi Layer Insulation
MPTB	Microelectronics and Photonics Test Bed
MRD	Mission Requirement Document
M&S	Modeling & Simulation
NEMO	Navy EarthMap Observer
PDR	Preliminary Design Review
PM	Program Manager
RID	Review Item Descriptions
SOW	Statement of Work
SPDR	System Performance Description Requirement
SRR	System Requirements Review
SSULI	Special Sensor Ultraviolet Limb Imager
SUMO	Spacecraft for the Universal Modification of Orbits
SR&QA	Safety, Reliability and Quality Assurance
TACSAT	Tactical Satellite
TIM	Technical Interchange Meetings
TiPS	Tether Physics
TRR	Test Readiness Review
WBS	Work Breakdown Structure
WindSat	Wind measurement Satellite
VMOC	Virtual Mission Operations Center

CONTRACT DATA REQUIREMENTS LIST
(2 Data Items)

Form Approved
OMB No. 0704-0188

The public reporting burden for this collection of information is estimated to average 220 hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing the burden, to the Department of Defense, Executive Services and Communications Directorate (0704-0188). Respondents should be aware that notwithstanding any other provision of law, no person shall be subject to any penalty for failing to comply with a collection of information if it does not display a currently valid OMB control number. Please do not return your form to the above organization. Send completed form to the Government Issuing Contracting Officer for the Contract/PR No. listed in Block E.

A. CONTRACT LINE ITEM NO. 0003	B. EXHIBIT A	C. CATEGORY: TDP _____ TM _____ OTHER _____
--	------------------------	---

D. SYSTEM/ITEM	E. CONTRACT/PR NO. N00173-08-R-SE08	F. CONTRACTOR
-----------------------	---	----------------------

1. DATA ITEM NO. A001	2. TITLE OF DATA ITEM Monthly Financial Status Report (MFSR)	3. SUBTITLE
---------------------------------	--	--------------------

4. AUTHORITY (Data Acquisition Document No.)	5. CONTRACT REFERENCE SOW 4.2.1.1.	6. REQUIRING OFFICE NRL Code *
---	--	--

7. DD 250 REQ LT	9. DIST STATEMENT REQUIRED	10. FREQUENCY Mthly	12. DATE OF FIRST SUBMISSION See Blk 16	14. DISTRIBUTION		
8. APP CODE N/A		11. AS OF DATE See Blk 16	13. DATE OF SUBSEQUENT SUBMISSION See Blk 16	a. ADDRESSEE		b. COPIES
						Draft
					Reg	Repro

16. REMARKS The Contractor shall provide a MFSR by the 15th day after the first full month of performance and every 15th day of the month thereafter. The reports shall be in electronic format and shall be in the Contractor's format as approved by the COR. The MFSR shall show the number of hours and the fully burdened labor (including fee) for each employee and/or subcontractor. Details for the current period and total accrued cost shall be given. Expenses (e.g. travel, materials and training - fully burdened) shall be separately reported. If an employee and/or subcontractor worked on more than one task (as defined by the COR) the accounting for each task must be shown separately. *To be provided at time of award.	15. TOTAL → 0 1 0
---	--------------------------

17. PRICE GROUP

18. ESTIMATED TOTAL PRICE

1. DATA ITEM NO. A002	2. TITLE OF DATA ITEM Contractor On-site Labor Report	3. SUBTITLE
---------------------------------	---	--------------------

4. AUTHORITY (Data Acquisition Document No.)	5. CONTRACT REFERENCE SOW 4.2.1.1.	6. REQUIRING OFFICE NRL Code *
---	--	--

7. DD 250 REQ LT	9. DIST STATEMENT REQUIRED	10. FREQUENCY Mthly	12. DATE OF FIRST SUBMISSION See Blk 16	14. DISTRIBUTION		
8. APP CODE N/A		11. AS OF DATE See Blk 16	13. DATE OF SUBSEQUENT SUBMISSION See Blk 16	a. ADDRESSEE		b. COPIES
						Draft
					Reg	Repro

16. REMARKS The contractor shall deliver the On-Site Labor Report no later than the first full month of performance and every 15th day of the month thereafter. The report shall be in electronic format and shall be in the contractor's format as approved by the COR. The report shall include as a minimum the following data: Reporting period, Contract Number (and Order Number, if applicable), Contract Value, Current Funding, Amount Expended in current period. Total expended to date, Date submitted and Labor (including subcontractors) showing employee name and the number of hours worked on-site at NRL. If any employee and/or subcontractor worked on more than one task (as defined by the COR), then the accounting for each task must be shown separately. The report shall include details of all authorized material procurements. *To be provided at time of award.	15. TOTAL → 0 1 0
--	--------------------------

17. PRICE GROUP

18. ESTIMATED TOTAL PRICE

G. PREPARED BY NRL code 3235	H. DATE	I. APPROVED BY	J. DATE
--	----------------	-----------------------	----------------

CONTRACT DATA REQUIREMENTS LIST <i>(2 Data Items)</i>						<i>Form Approved</i> <i>OMB No. 0704-0188</i>			
<small>The public reporting burden for this collection of information is estimated to average 220 hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing the burden, to the Department of Defense, Executive Services and Communications Directorate (0704-0188). Respondents should be aware that notwithstanding any other provision of law, no person shall be subject to any penalty for failing to comply with a collection of information if it does not display a currently valid OMB control number. Please do not return your form to the above organization. Send completed form to the Government Issuing Contracting Officer for the Contract/PR No. listed in Block E.</small>									
A. CONTRACT LINE ITEM NO. 0003		B. EXHIBIT A		C. CATEGORY: TDP _____ TM _____ OTHER _____					
D. SYSTEM/ITEM			E. CONTRACT/PR NO. N00173-08-R-SE08		F. CONTRACTOR				
1. DATA ITEM NO. A003	2. TITLE OF DATA ITEM Scientific and Technical Reports				3. SUBTITLE				
4. AUTHORITY (Data Acquisition Document No.)			5. CONTRACT REFERENCE SOW 4.2.1		6. REQUIRING OFFICE NRL Code *				
7. DD 250 REQ LT	9. DIST STATEMENT REQUIRED	10. FREQUENCY AS REQ		12. DATE OF FIRST SUBMISSION See Blk 16		14. DISTRIBUTION			
8. APP CODE N/A		11. AS OF DATE See Blk 16	13. DATE OF SUBSEQUENT SUBMISSION See Blk 16		a. ADDRESSEE		b. COPIES		
16. REMARKS The Contractor shall provide the scientific and technical communities with a description of the precise nature and results accomplished. The reports shall be in the contractor's format and prefaced with an executive summary. Detailed analyses and design updates shall be provided. Each deliverable may include a description of the analysis or demonstration performed and the results obtained; detailed design descriptions with drawings, schematics and revised parts list; updates on major technical issues, disposition of previous concerns; description of hardware and software development; specifications; schedule and cost estimates and test plans and procedures. *To be provided at time of award.					COR (See Section G-2)		Draft	Final	
						Reg	Repro		
					15. TOTAL →		0	1	0
1. DATA ITEM NO. A004	2. TITLE OF DATA ITEM Presentation and Briefing Material				3. SUBTITLE				
4. AUTHORITY (Data Acquisition Document No.)			5. CONTRACT REFERENCE SOW 4.2.1.		6. REQUIRING OFFICE NRL Code *				
7. DD 250 REQ LT	9. DIST STATEMENT REQUIRED	10. FREQUENCY As REQ		12. DATE OF FIRST SUBMISSION See Blk 16		14. DISTRIBUTION			
8. APP CODE N/A		11. AS OF DATE See Blk 16	13. DATE OF SUBSEQUENT SUBMISSION See Blk 16		a. ADDRESSEE		b. COPIES		
16. REMARKS The Contractor shall delivery all presentation and material used in support of scientific, technical and oral reports and/or presentation. *To be provided at time of award.					COR (See Section G-2)		Draft	Final	
						Reg	Repro		
					15. TOTAL →		0	1	0
G. PREPARED BY NRL Code 3235			H. DATE		I. APPROVED BY			J. DATE	

17. PRICE GROUP
18. ESTIMATED TOTAL PRICE

17. PRICE GROUP
18. ESTIMATED TOTAL PRICE

CONTRACT DATA REQUIREMENTS LIST <i>(2 Data Items)</i>						<i>Form Approved</i> <i>OMB No. 0704-0188</i>		
<p>The public reporting burden for this collection of information is estimated to average 220 hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing the burden, to the Department of Defense, Executive Services and Communications Directorate (0704-0188). Respondents should be aware that notwithstanding any other provision of law, no person shall be subject to any penalty for failing to comply with a collection of information if it does not display a currently valid OMB control number. Please do not return your form to the above organization. Send completed form to the Government Issuing Contracting Officer for the Contract/PR No. listed in Block E.</p>								
A. CONTRACT LINE ITEM NO. 0003		B. EXHIBIT A		C. CATEGORY: TDP _____ TM _____ OTHER _____				
D. SYSTEM/ITEM			E. CONTRACT/PR NO. N00173-08-R-SE08		F. CONTRACTOR			
1. DATA ITEM NO. A009	2. TITLE OF DATA ITEM Other Deliverables			3. SUBTITLE				
4. AUTHORITY (Data Acquisition Document No.)			5. CONTRACT REFERENCE SOW 4.1		6. REQUIRING OFFICE NRL Code *			
7. DD 250 REQ LT	9. DIST STATEMENT REQUIRED	10. FREQUENCY As REQ		12. DATE OF FIRST SUBMISSION See Blk 16		14. DISTRIBUTION		
8. APP CODE N/A		11. AS OF DATE See Blk 16	13. DATE OF SUBSEQUENT SUBMISSION See Blk 16		a. ADDRESSEE		b. COPIES	
							Draft	Final Reg Repro
16. REMARKS The Contractor shall provide any other deliverable that may be required under Section C of this contract, as applicable. This may include documentation generated by the contractor and/or its subcontractors including notebooks, reports, memoranda, presentation materials, technical papers, software simulations and analytical models not specifically stated elsewhere in this contract. The format for any deliverable required under this data item shall be in the contractor's format as approved by the COR. *To be provided at time of award.					COR (See Section G-2)		1	
					15. TOTAL →	0	1	0
1. DATA ITEM NO. A010	2. TITLE OF DATA ITEM Final Report			3. SUBTITLE				
4. AUTHORITY (Data Acquisition Document No.)			5. CONTRACT REFERENCE SOW 4.2.1.		6. REQUIRING OFFICE NRL Code *			
7. DD 250 REQ LT	9. DIST STATEMENT REQUIRED	10. FREQUENCY OneTime		12. DATE OF FIRST SUBMISSION See Blk 16		14. DISTRIBUTION		
8. APP CODE N/A		11. AS OF DATE See Blk 16	13. DATE OF SUBSEQUENT SUBMISSION N/A		a. ADDRESSEE		b. COPIES	
							Draft	Final Reg Repro
16. REMARKS For the purposes of this document, the Final Report shall be a comprehensive summary of all scientific/technical objectives, finding and recommendations, research, development and other efforts performed and the results obtained over the entire contract period in all of the proposed tasks areas. The report shall be submitted to the COR on a one time basis not later than 30 days after completion of the contract period. *To be provided at time of award.					COR (See Section G-2)		1	
					15. TOTAL →	0	1	0
G. PREPARED BY NRL Code 3235			H. DATE		I. APPROVED BY		J. DATE	

17. PRICE GROUP
18. ESTIMATED TOTAL PRICE

17. PRICE GROUP
18. ESTIMATED TOTAL PRICE

PERSONNEL QUALIFICATIONS
FOR
NAVAL RESEARCH LABORATORY
RESEARCH, DEVELOPMENT AND ENGINEERING SUPPORT
FOR SPECIALIZED AEROSPACE SYSTEMS

PERSONNEL QUALIFICATIONS

The Naval Research Laboratory (NRL) established a representative matrix of the labor categories and skills to which the contractor shall propose. Resumes should use the same labor category headings to relate the experience of the candidates to the minimum standards set forth below. If the contractor uses a labor category terminology other than that used in this provision, the contractor must provide a matrix clearly relating their proposed labor categories to those in the provision. Only one resume per key category is required. The proposed personnel shall be available for work efforts on the first day after contract award. Personnel designated as key personnel must possess or be capable of obtaining, as a minimum, a SECRET clearance. The following are the desired qualifications.

Senior Program Manager (Key Position) – B.Sc., Engineering, Finance, Business, or Operations Research. It is desired that this individual have at least twelve years of directly related experience managing complex technical efforts in space systems. Experience shall include liaison with executive and technical personnel within the research and development community, as well as project and contract management and demonstrated experience with the DOD acquisition process. Individual shall have direct experience in the planning, direction, and control of scientific and advanced technology development programs involving NRL's spaceflight vehicles, transfer stages, satellites, instruments, experimental payloads or similar DoD satellite systems. Individual shall have experience with the programmatic and technical program planning required to support the developmental process including: budgets and schedules, risk analysis, engineering specialty integration, program reviews, technical performance measurement, interface control, and program planning. Individual shall have good written and oral communications skills as evidenced by publications and presentations at conferences.

Project Manager (Key Position) – B.Sc., Engineering, Finance, Business, or Operations Research. It is desired that this individual have at least six years of directly related experience managing complex technical efforts in space systems. Individual's experience shall include liaison with project and contract management personnel. Individual shall have specific experience with the technical coordination process among Government, co-contractor, Academic, and Industry personnel with relevant experience with the DOD acquisition process. Individual shall have direct experience in the planning, direction, and control of scientific and advanced technology development programs involving NRL spaceflight vehicles, transfer stages, satellites, instruments, experimental payloads, or similar DOD satellite systems. Individual shall have specific experience with the technical program planning to support the developmental process including risk analysis, engineering specialty integration, program reviews, technical performance measurement, interface control, and program planning. Individual shall have experience supporting the space vehicle integration process.

Senior Engineer, Aerospace (Key Position) – M.Sc., Aerospace Engineering, Physics, Mechanical or Electrical Engineering. It is desired that this individual have at least eight years of directly related experience providing solutions to a wide range of technical and engineering problems for spaceflight systems. The individual shall have; experience with spacecraft and payload integration and testing, spacecraft operations, and project engineering, demonstrated experience with the design, analysis, fabrication, testing, and integration of aerospace hardware, be capable of resolving technical problems as they arise using engineering solutions based on analysis test, and engineering precedent, experience supporting the spaceflight vehicle and payload integration process in terms of thermal, electrical, and structural considerations, demonstrated capability and experience to design, develop, and test prototype hardware using Government-furnished facilities, be capable of planning and conducting systems tests using advanced metrology and data analysis equipment, relevant experience interfacing with space vehicle and launch integration personnel, safety managers, and technical lead engineers to develop launch range documentation and have good written and oral communications skills as evidenced by publications and presentations at conferences.

Engineer, Aerospace – B.Sc., Aerospace Engineering, Physics, Mechanical or Electrical. It is desired that this individual have at least six years of directly related experience providing solutions to a wide range of technical and engineering problems for spaceflight systems. The individual shall have; experienced with spacecraft and payload integration and testing, spacecraft operations, and project engineering, demonstrated experience with the design, analysis, fabrication, testing, and integration of aerospace hardware, be capable of resolving technical problems as they arise using engineering solutions based on analysis and test, relevant experience supporting the spaceflight vehicle and payload integration process in terms of thermal, electrical, and structural considerations, demonstrated capability and experience to design, develop, and test prototype hardware using Government-furnished facilities, be capable of planning and conducting systems tests using advanced metrology and data analysis equipment, relevant experience interfacing with space vehicle and launch integration personnel, safety managers, and technical lead engineers to develop launch range documentation.

Master Scheduler (Key Position) – B.Sc., Engineering, Physical Sciences, or Mathematics. It is desired that this individual have at least three years of directly applicable experience in the planning, scheduling, and control of spaceflight systems, instruments, and experimental payloads. The Individual shall have; specific experience developing systems and subsystem schedules, task plans, planning payload and launch activities, and developing related program controls and procedures, experience planning the development of structures and electro-mechanical devices for spaceflight use, experience demonstrating responsibly for outlining and scheduling of task assignments, monitoring of day-to-day developmental activities, prioritization of work and effective performance of project tasks, experience demonstrating a working knowledge of payload and launch site processing requirements with relevant experience in spacecraft systems test and integration and have good written and oral

communications skills, coupled with an in-depth knowledge of high-end scheduling programs like Primavera and general purpose scheduling programs like Microsoft Project.

Sr. Systems Engineer, Guidance, Navigation, and Control (Key Position) – M.Sc., Aerospace Engineering, Physics, or Mathematics. It is desired that this individual have at least six years of directly related experience developing mathematical and computer models and performance assessments of attitude determination and control systems for spaceflight and launch vehicles. The Individual shall have; demonstrated capability to analyze control systems and develop mathematical models, computer simulations, and spacecraft simulator software supporting stability analysis, parametric sensitivity, control loops, and systems responses, demonstrated capability and experience developing custom software for control systems modeling and prediction of system responses, specific experience in real-time software systems including requirements analysis, development, and testing, demonstrated capability to interface and support the flight operations staff in attitude determination and control, control system configuration, and anomaly resolution and good written and oral communications skills as evidenced by publications and presentations at conferences.

Engineer, Information Technologies (Key Position) – B.Sc., Computer Science, Computer Engineering, Physical Sciences, or Mathematics. It is desired that this individual have at least six years of directly related experience developing software algorithms, real-time software, and application software supporting spaceflight development programs. The individual shall have; demonstrated knowledge of Asynchronous Transfer Technology and SONET protocols, demonstrated software development capabilities using Java, C, C++, LINUX and UNIX environments coupled with the expertise and capability to specify and develop protocols for use in information age technology networks, demonstrated capability to design, implement, and maintain large relational databases, with strong proficiency in the use of Oracle DBMS, demonstrated experience, knowledge, and familiarity with software test beds and space vehicle simulators that have the capability to evaluate problems occurring during the developmental process, relevant experience with ground support equipment for testing and commanding spaceflight hardware and software in an operational satellite environment, including ground support software, browser-based control systems, and specialized telemetry formatting and de-commutation equipment, be thoroughly familiar with operations on LAN/WAN using PC, Macintosh, Sun, and/or Silicon Graphics Workstation hardware and software. Computer graphics language developmental experience is highly desirable.

Engineer, Reaction Control Systems – B.Sc. Aerospace Engineering, Physics, or Mathematics. It is desired that this individual have at least six years of directly related experience involving the planning and execution of aerospace propulsion system development in the areas of fluid flow, design, component selection and arrangement, fluid lines and tank mountings, fabrication and assembly, testing, qualification, thermal design, mechanisms, and related mechanical devices. The individual shall have; relevant knowledge of the mechanics of materials, metal fatigue and corrosion, thermal

control, liquid and solid propulsive systems, monopropellant and bipropellant propulsion systems, and the structural design of aerospace and spaceflight propellant systems, demonstrated knowledge in the design and analysis of aerospace propulsion systems with relevant experience in the resolution of complex engineering and assembly problems, demonstrated familiarity with launch site facilities and range safety requirements of various launch sites (Cape Canaveral, Vandenberg, and Wallops Island) is mandatory, experienced with the conceptualization, design, analysis, and fabrication of complex propulsion Ground Support Equipment (GSE) and familiarity with planning aerospace system development. Work in the field must be of such significance and competence as to have established the Candidate as an authority in the design, assembly, test, and fueling of reaction control systems.

Senior Engineer, Mechanical or Electrical (Key Position) – B.Sc., Mechanical or Electrical Engineering, Physics, or Mathematics. It is desired that this individual have at least six years of directly related experience in the planning and execution of aerospace hardware development in the areas of fluid flow, structures, avionics, thermal control, aerodynamics, mechanisms, and mechanical devices. The individual shall have; demonstrated knowledge in the design and analysis of aerospace hardware with relevant experience in the resolution of complex engineering problems, including thermal, mechanical, and electrical tasks, experience in detailed engineering, analysis, and development of mechanisms and electro-mechanical components and subassemblies that are deployed on space vehicles and flight instruments, experienced with the conceptualization, design, analysis, and fabrication of complex GSE, familiarity with planning and scheduling activities for aerospace system development and demonstrated capability to use automated design tools.

Technician, General Design and Support – Associates Degree in Engineering Technology. It is desired that this individual have at least three years of directly related experience supporting electro-mechanical design and assembly. The individual shall have; specific knowledge in the troubleshooting and repair of analog and digital components and microprocessor-based flight systems, integration, test, and processing of spaceflight electro-mechanical components, harnesses, structures and related subassemblies or GSE, experience with cable harnessing for spaceflight applications, experience with maintenance, operations, and modification of electronic and mechanical systems, demonstrated experience operating and maintaining electrical GSE and environmental facilities used during test activities, demonstrated experience performing fabrication, test, and integration tasks in the areas of electro-mechanical assembly, fabrication, propulsion, GSE, and development testing, knowledge and experience in interrogating and measuring data from sensors and related data acquisition equipment. The individual shall possess or be able to possess the required DOD and Navy certifications for forklift and crane operations.

Project Analyst – B.A. or B.Sc., Engineering, Finance, or Business Marketing. It is desired that this individual have at least four years of directly related experience with the tracking, analysis, and reporting of program plans and schedules. The individual shall

have specific experience developing budgetary estimates of program costs, risk analysis, and earned value applications, relevant experience in tracking program costs to include actual versus budgeted, cost variances, and cost to completion, be capable of developing spreadsheets using mathematical formulas, macros, and the ability to link sheets within a workbook and link independent files, be capable of using in-house budgetary databases and spreadsheets for analytical purposes, experience demonstrating proficiency with PC and Macintosh cross-platform computers, MS Excel, and other spreadsheet, and database programs.

Project Coordinator – Associates Degree. It is desired that this individual have at least four years of directly related experience with the coordination and execution of space systems projects, programs, and studies. The individual shall have; specific experience developing systems and subsystem level schedules, project budgets, planning payload and launch activities, and developing program controls and procedures, relevant experience planning, coordinating, and tracking technical reviews and interface working groups, be capable of developing databases using Microsoft Excel and FileMaker Pro to support ad hoc action items and materials tracking activities, experience demonstrating proficiency with PC and Macintosh cross-platform word processing, spreadsheet, and database programs.

Senior Technical Writer/Editor – B.A. or B.Sc., Engineering, Software Engineering, Economics, or English. It is desired that this individual have at least six years of directly related experience with the coordination and execution of coordinating and interfacing with engineering and technical personnel to prepare, edit, and proof technical specifications, plans, procedures, proposals, and documents related to space and launch systems, related instrumentation and other experimental payloads. The individual shall have; working knowledge of the requirements for hardware and software documentation using the appropriate military and commercial standards to meet a diverse set of program needs, demonstrated capability to collect, compile, and track technical data and comments thereto, to include the documentation and tracking of CDRLs using automated tools, experience demonstrating proficiency with PC and Macintosh cross-platform word processing, spreadsheet, and database programs.

Technical Writer/Editor – B.A. or B.Sc., Engineering, Software Engineering, Economics, or English. It is desired that this individual have at least three years of directly related experience with the coordination and execution of coordinating and interfacing with engineering and technical personnel to prepare, edit, and proof technical specifications, plans, procedures, proposals, and documents related to space and launch systems, related instrumentation and other experimental payloads. The individual shall have; working knowledge of the requirements for hardware and software documentation using the appropriate military and commercial standards to meet a diverse set of program needs, demonstrated capability to collect, compile, and track technical data and comments thereto, to include the documentation and tracking of CDRLs using automated tools, experience demonstrating proficiency with PC and Macintosh cross-platform word processing, spreadsheet, and database programs.

Senior Designer, Graphics and Multimedia – B.Sc. or B.A., Graphics Arts. It is desired that this individual have at least six years of directly related experience with the following: The individual shall have; demonstrated capability to apply graphics concepts for presentation, multimedia layouts, paste-ups, panels, color selection, and pay layout principles, theories and concepts, demonstrated capability to coordinate and interface with engineering and scientific personnel to develop, prepare, edit, and to collect, compile, and track graphically related files, clip art, and support files using automated tools, experience demonstrating proficiency with PC and Macintosh cross-platform graphics, word processing, spreadsheet, and database programs, and demonstrated capability with graphics programs (Adobe Illustrator and Photoshop), non-linear editing programs, and 3-D presentation programs.

Designer, Graphics and Multimedia – B.Sc. or B.A., Graphics Arts. It is desired that this individual have at least three years of directly related experience with the following: The individual shall have; demonstrated capability to apply graphics concepts for presentation, multimedia layouts, paste-ups, panels, color selection, and pay layout principles, theories and concepts, demonstrated capability to coordinate and interface with engineering and scientific personnel to develop, prepare, edit, and to collect, compile, and track graphically related files, clip art, and support files using automated tools, experience demonstrating proficiency with PC and Macintosh cross-platform graphics, word processing, spreadsheet, and database programs and demonstrated capability with graphics programs (Adobe Illustrator and Photoshop), non-linear editing programs, and 3-D presentation programs.

Administrative and Clerical Specialist – Two years of experience with non-technical writing, word processing, spreadsheets, proofreading, general computer art, and database maintenance. Individual shall have specific experience with standard PC and Macintosh cross-platform applications software like Microsoft Word, Excel, PowerPoint, FileMaker Pro, and graphics software.

Component Engineer / Parts Procurement Specialist – B.Sc., Electrical Engineering. It is desired that this individual have at least six years of directly related experience performing parts engineering, including parts list and component reviews, parts selection, developing screening and qualification procedures, and reviewing test data to determine component acceptability. The individual shall have; demonstrated capability to initiate and track material and component procurements including interfacing with vendor identification, and parts procurement of electrical, electronic, and electro-mechanical items, as well as mechanical assemblies and components and demonstrated capability to coordinate, prepare, edit, and proof technical specifications, drawings, plans, procedures, and documents related to the specification and procurement of spaceflight materials, including a working knowledge of the requirements for component specification.

Senior Intranet and Networking Specialist (Key Position) – B.A. or B.Sc., Engineering, Computer Science, or Graphic Design. It is desired that this individual have at least six years of directly related experience in the specification and setup of domains, servers, telecommunications networks, remote access systems, and mail servers. The individual shall have; working knowledge of Java, JavaScript, PHP, and PERL to support networking solutions, working knowledge of web page authoring tools, coupled with a demonstrated capability to develop graphically oriented solutions to internal Intranet needs, and demonstrated capability to design, develop, program, and maintain custom home pages supporting a variety of links and types of content, including audio, animation, and text.

Intranet and Networking Specialist - B.A. or B.Sc., Engineering, Computer Science, or Graphic Design. It is desired that this individual have at least two years of directly related experience in the specification and setup of domains, servers, telecommunications networks, remote access systems, and mail servers. The individual shall have; demonstrated ability to support both PC and Macintosh users for the installation and testing of operating systems and software applications, working knowledge of Java, JavaScript, PHP, and PERL to support networking solutions, working knowledge of web page authoring tools, coupled with a demonstrated capability to develop graphically oriented solutions to internal Intranet needs and demonstrated capability to design, develop, program, and maintain custom home pages supporting a variety of links and types of content, including audio, animation, and text.

SER:093-08

DEPARTMENT OF DEFENSE CONTRACT SECURITY CLASSIFICATION SPECIFICATION <i>(The requirements of the DoD Industrial Security Manual apply to all security aspects of this effort.)</i>		1. CLEARANCE AND SAFEGUARDING	
		a. FACILITY CLEARANCE REQUIRED TOP SECRET	
		b. LEVEL OF SAFEGUARDING REQUIRED SECRET	
2. THIS SPECIFICATION IS FOR: <i>(X and complete as applicable)</i>		3. THIS SPECIFICATION IS: <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) 2008/08/25
b. SUBCONTRACT NUMBER		b. REVISED <i>(Supersedes all previous specs)</i>	REVISION NO. DATE (YYYYMMDD)
c. SOLICITATION OR OTHER NUMBER N00173-08-R-SE08	DUE DATE (YYYYMMDD)	c. FINAL <i>(Complete Item 5 in all cases)</i>	DATE (YYYYMMDD)
4. IS THIS A FOLLOW-ON CONTRACT? <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO. If Yes, complete the following: Classified material received or generated under _____ <i>(Preceding Contract Number)</i> is transferred to this follow-on contract.			
5. IS THIS A FINAL DD FORM 254? <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO. If Yes, complete the following: In response to the contractor's request dated _____, retention of the classified material is authorized for the period of _____.			
6. CONTRACTOR <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	
7. SUBCONTRACTOR			
a. NAME, ADDRESS, AND ZIP CODE N/A	b. CAGE CODE	c. COGNIZANT SECURITY OFFICE <i>(Name, Address, and Zip Code)</i> N/A	
8. ACTUAL PERFORMANCE			
a. LOCATION N/A	b. CAGE CODE	c. COGNIZANT SECURITY OFFICE <i>(Name, Address, and Zip Code)</i> N/A	
9. GENERAL IDENTIFICATION OF THIS PROCUREMENT SYSTEMS ENGINEERING, ANALYTICAL AND TECHNICAL SUPPORT FOR AEROSPACE-MILITARY SYSTEMS TASKS.			
10. CONTRACTOR WILL REQUIRE ACCESS TO:		11. IN PERFORMING THIS CONTRACT, THE CONTRACTOR WILL:	
a. COMMUNICATIONS SECURITY (COMSEC) INFORMATION	YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>	a. HAVE ACCESS TO CLASSIFIED INFORMATION ONLY AT ANOTHER CONTRACTOR'S FACILITY OR A GOVERNMENT ACTIVITY	YES <input type="checkbox"/> NO <input checked="" type="checkbox"/>
b. RESTRICTED DATA	YES <input type="checkbox"/> NO <input checked="" type="checkbox"/>	b. RECEIVE CLASSIFIED DOCUMENTS ONLY	YES <input type="checkbox"/> NO <input checked="" type="checkbox"/>
c. CRITICAL NUCLEAR WEAPON DESIGN INFORMATION	YES <input type="checkbox"/> NO <input checked="" type="checkbox"/>	c. RECEIVE AND GENERATE CLASSIFIED MATERIAL	YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>
d. FORMERLY RESTRICTED DATA	YES <input type="checkbox"/> NO <input checked="" type="checkbox"/>	d. FABRICATE, MODIFY, OR STORE CLASSIFIED HARDWARE	YES <input type="checkbox"/> NO <input checked="" type="checkbox"/>
e. INTELLIGENCE INFORMATION	YES <input type="checkbox"/> NO <input type="checkbox"/>	e. PERFORM SERVICES ONLY	YES <input type="checkbox"/> NO <input checked="" type="checkbox"/>
(1) Sensitive Compartmented Information (SCI)	YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>	f. HAVE ACCESS TO U.S. CLASSIFIED INFORMATION OUTSIDE THE U.S., PUERTO RICO, U.S. POSSESSIONS AND TRUST TERRITORIES	YES <input type="checkbox"/> NO <input checked="" type="checkbox"/>
(2) Non-SCI	YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>	g. BE AUTHORIZED TO USE THE SERVICES OF DEFENSE TECHNICAL INFORMATION CENTER (DTIC) OR OTHER SECONDARY DISTRIBUTION CENTER	YES <input type="checkbox"/> NO <input checked="" type="checkbox"/>
f. SPECIAL ACCESS INFORMATION	YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>	h. REQUIRE A COMSEC ACCOUNT	YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>
g. NATO INFORMATION	YES <input type="checkbox"/> NO <input checked="" type="checkbox"/>	i. HAVE TEMPEST REQUIREMENTS	YES <input type="checkbox"/> NO <input checked="" type="checkbox"/>
h. FOREIGN GOVERNMENT INFORMATION	YES <input type="checkbox"/> NO <input checked="" type="checkbox"/>	j. HAVE OPERATIONS SECURITY (OPSEC) REQUIREMENTS	YES <input type="checkbox"/> NO <input checked="" type="checkbox"/>
i. LIMITED DISSEMINATION INFORMATION	YES <input type="checkbox"/> NO <input checked="" type="checkbox"/>	k. BE AUTHORIZED TO USE THE DEFENSE COURIER SERVICE	YES <input type="checkbox"/> NO <input checked="" type="checkbox"/>
j. FOR OFFICIAL USE ONLY INFORMATION	YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>	l. OTHER <i>(Specify)</i>	YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>
k. OTHER <i>(Specify)</i>	YES <input type="checkbox"/> NO <input checked="" type="checkbox"/>	SECURE VOICE CAPABILITY	YES <input type="checkbox"/> NO <input type="checkbox"/>

DD FORM 254, DEC 1999

PREVIOUS EDITION IS OBSOLETE.

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 8202

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 TOP 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. TITLE	c. TELEPHONE (Include Area Code)
VICKI CICALA	CONTRACTING OFFICER, SECURITY	(202) 767-2240/2576

d. ADDRESS (Include Zip Code)

NAVAL RESEARCH LABORATORY
4555 OVERLOOK AVE. SW
WASHINGTON, DC 20375-5320

e. SIGNATURE



17. REQUIRED DISTRIBUTION

<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 type="checkbox"/>	e. ADMINISTRATIVE CONTRACTING OFFICER
<input checked="" type="checkbox"/>	f. OTHERS AS NECESSARY 1226.2, 8202, 1223

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), personally identifiable information subject to the Privacy Act of 1974, 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)

*To be included at time of award