

SOLICITATION NO. N00173-00-R-MA02
Enclosure (5)

WORKLOAD ESTIMATES (for twelve months)

PRODUCTS/SERVICES	EST QTY (Jobs)	EST QTY (Hours)	EST QTY (Pieces)	PWS Paragraph
ADMINISTRATIVE SERVICES				4.0
Work Order Control				4.3
Input data into at least 8 data fields in LABMIS. Input data into work order status and work assignments system. Coordinate with requestor the production process and schedule.	2461			4.3, 4.3.2, 4.3.3, 5.1.1
Information Technology Services				4.6
Computer systems and software support; hardware and software troubleshooting; installation, upgrading, and operational maintenance. Provide user training and testing. Develop new and/or maintain operating procedures and guidelines.		1632		4.6, 4.6.1, 4.6.2, 4.7.1
PUBLICATIONS SERVICES				5.1
Edit and Publish a Formal Report, defined as approximately 81 double spaced pages including, images, tables, and equations.	38		3078	5.1.2, 5.1.3, 5.1.4, 5.1.7, 5.1.8, 5.1.9
Edit and/or compose a journal article for professional journal.	5		200	5.1.2, 5.1.3, 5.1.4, 5.1.7.1
Edit a Memorandum Report.	2		86	5.1.2, 5.1.3, 5.1.4, 5.1.7, 5.1.9
Prepare and publish the <i>NRL Review</i> defined as 220-260 pages with 120-150 images, several tables and equations, and involving 4 to 8-color design and commercial printing.	1			1.10.1, 5.1.2, 5.1.3, 5.1.4, 5.1.5, 5.1.6, 5.1.7, 5.1.8
Prepare and publish every two years the <i>NRL Fact Book</i> defined as 130-150 pages with 215-225 images, and involving 2 to 4-color design and commercial printing.	1			1.10.1, 5.1.2, 5.1.3 5.1.5, 5.1.7, 5.1.8
Edit, prepare and publish the <i>Journal of Underwater Acoustics</i> defined as a quarterly, each issue comprising approximately 16 articles, each article comprising approximately 38 double-spaced pages, containing line art, photographs, and equations.	4		2432	1.10.1, 5.1.2, 5.1.3, 5.1.4, 5.1.5, 5.1.7, 5.1.8
Prepare and publish other special-purpose publications, such as brochures, journals, and larger booklets.	13		437	1.10.1, 5.1.2, 5.1.3, 5.1.4, 5.1.5, 5.1.7, 5.1.8
Desktop Publishing/Artwork/Printing Preparation				5.1.7
Prepare Memorandum Reports for copying, including preparing a cover, Report Documentation Page, and Table of Contents and ensuring that all pieces are present and in order.	87		5,137	5.1.7, 5.1.9
Miscellaneous artwork, preparation of digital files for publishing, Posters, business cards, preflight for printing jobs.		995		5.1.7
Printing and reprinting preparation and coordination.		174		5.1.7

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Reproduction				5.1.10
B&W copies (impressions).			1,188,851	5.1.10.1
Color copies (impressions).			152,577	5.1.10.2
Binding				5.1.11
Provide a variety of binding/finishing services including but not limited to three-hole punch, GBC binding, stapling, and folding.	33		138,827 (pages)	
VISUAL INFORMATION SERVICES				5.2
Presentation Graphics				5.2.5 - 5.2.6
Defined as preparing high-quality presentation graphics.		562		
Posters				5.2.7
Defined as designing large-format, high-resolution digitally-produced posters incorporating a mix of typography, illustrations, and photography.		489		
Framing/Matte Cutting Services				5.2.8
Cut mattes for photographs and artwork; mount in frames; provide nameplates and engraving; cut and mount acrylic plastic to size.	128		636	
Cover Design				5.2.9
Design and create artwork for CD-ROMs and videotapes.		4		
Sign Maker Lettering				5.2.10
Create vinyl lettering for posters, banners, and labels.	28		91	
Certificates				5.2.11
Design certificates for required events.	5			
Mounting Services				5.2.12
Mount viewgraphs and transparencies; dry mount photographs, drawings, maps, etc.	163		548	
Electronic Photographic Prints and Transparencies				5.2.13
Print full-color or B&W 8x10 output on a dye sublimation printer at 300 dpi or higher.			881	
Print full-color 8x10 transparencies on a dye sublimation printer at 300 dpi or higher.			492	
Wide-Format Color Prints and Lamination				5.2.14 - 5.2.15
Print wide-format color prints on paper or translucent material up to 58" wide at up to 600 dpi. (square feet).			1,797 sq. ft.	
Print lamination (1- or 2-sided) for wide-formatted output. (square feet).			1,908 sq. ft.	

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CD-ROM Duplication				5.2.16
Provide CD-ROM duplicating services; design labels with identifying information.			692	
EXHIBITS				5.3
Consulting and Staffing	31			5.3.1., 5.3.3
Design & Layout =	*21			5.3.1., 5.3.3
Staffing of Exhibits requiring long distance travel =	22	880		1.10.1
*Of the 21 designed, 2 were two-paneled exhibits; 2 were four paneled; 2 were five-paneled; 1 was six paneled; 1 was eight paneled; 2 were nine-paneled; 2 were ten-paneled; 1 was eighteen-paneled; 1 was a six pop-up display; 4 were three pop-up displays; and 3 were equipment displays (typically, computers and satellite equipment). Panels and pop-ups average approximately 10 to 15 research subjects.				
	TOTAL 31			
Prepare and arrange for Shipping of Exhibits	36			5.3.5
Planning				5.3.2
Establish annual schedule of exhibitions to attend.	1			
Support				5.3.3
Support includes developing support materials (fliers, brochures, handouts, etc.), and ensuring videos and CD-ROMs are up to date.	31	392		
Other Support				5.3.4
Designing, developing, and updating display cases.	72	216		
MULTIMEDIA PRODUCTS				5.4
Develop and create a variety of multimedia productions including advanced on-screen or projected presentations, kiosks, and CD-ROM productions. Productions may include video footage, digital editing, static and animated 3-D images, sound, transitions, and interactive elements.	6	252		
PHOTOGRAPHIC LIBRARY				5.5
Support a Web-based photographic library by inputting new digital images in both low and high resolution; retrieve high-resolution images upon request; assign unique file number to each image; maintain existing storage of more than 326,000 original negatives and photographic images.			240	

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AUDITORIUM AND CONFERENCE FACILITIES				5.6
Provide daily operational support for auditoriums, conference facilities, Science Lounge, Quarters A, and Exhibit Room. There are, on average, 66 events per month. Of this number, an average of 5 events per month require assistance intermittently throughout an entire day; 11 events, on the average, require assistance up to ½ day; 37 events require assistance for approximately ¼ of the day. The remaining 13 events, on average, are of a short duration and require minimal assistance, i.e., lock and unlock rooms and set-up rooms with appropriate seating and equipment. Approximately 94% of the time, events will run where some overlap occurs, requiring assistance in more than one location. On average, assistance is not complex and is for events of a duration lasting ¼ of a day.	798			5.6.1 5.6.3
Scheduling				5.6.2
Schedule use of facilities and act as liaison with R&D Services Division and other NRL divisions. Maintain and update auditorium schedule on NRL web-site. Provide for maintenance of facilities.		260		
VIDEO TELECONFERENCING				5.7
Provide operational support for video teleconferencing systems. The average support required is 2 hours per event.	168			
IMAGING SERVICES				5.8
Studio Photography				5.8.2
Provide studio photography for portraits, official military service records.	123		1016	5.8.2.1, 5.8.2.2
Provide passport and visa photography.	133		133	5.8.2.3
Provide tabletop photography, and macro and large-item photography. Formats include color negatives and prints, transparencies, and B&W.		30		5.8.2.4, 5.8.2.5
Location Photography				5.8.3
Perform location photography for emergency photography, aerial photography, macro and large-item photography, tented photography, awards and group photography, retirements and other ceremonies, newsworthy photography, and commercial and product photograph.	283			5.8.3
	1	40		5.8.3. & 1.10.1
Digital Photography				5.8.4
Capture images digitally.	76		791	
Digital Scanning/Manipulation				5.8.5 - 5.8.6
Provide digital scans of photographic film and prints and provide post-capture digital manipulation for color correction, cropping, and resizing.			186	

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Copy Photography				5.8.7
Provide copy photography products in B&W and color negatives/prints and/or transparencies of photographs, original artwork, or printed materials.			67	
Photo Finishing Services				5.8.8
Provide photofinishing services for film processing, prints, and reprints in B&W or color negatives and/or transparencies.			18,972	
Control Strips				5.8.8.1
Setup and control strip calibration.	Daily			
Custom Photographic Products				5.8.9
Provide for finished photographic products including B&W and color negatives, prints, and transparencies.			4473	
Special Effects and Specialized Photography				5.8.10
Provide special effects photography using unusual or special techniques in studio, location, and/or reproduction photography. Includes high-speed motion picture photography, tracking photography.	12 Studio 1 High Speed 4 Tracking TOTAL 17			5.8.10, 5.8.10.1 5.8.10.1 & 1.10.1 5.8.10.2 & 1.10.1
Video Services				5.8.11
Set up, test, and operate single/multi-camera VHS, SVHS and Beta SP and recording equipment. Provide live video recording and/or transmission of events, meetings, and symposia; video documentation of NRL events and R&D requests; includes the planning and production of video programs.	41 5 TOTAL 46	48	1,763 Finished Minutes	5.8.11.1 5.8.11.1, 1.10.1
Video Duplication				5.8.11.2
Produce videotape duplication services as directed.	91		1,519	
Video Editing				5.8.11.3
Edit, rearrange video clips, cut-in graphic or still images, add stock footage, provide titles, text, sound and voice over as required.	19	120		
Digital Video Editing				5.8.11.4
Produce a wide range of high-quality video editing products on the digital editing equipment, including editing, creating titles and special effects, adding graphics and pictures, editing or adding voice-over, sound effects, and background music. (NOTE: Of these jobs, 7 minutes was the average for a completed video and ten quick time movies were generated).	19 (See Note)			