

SOLICITATION, OFFER AND AWARD		1. THIS CONTRACT IS A RATED ORDER UNDER DPAS (15 CFR 700)		RATING DO-C9	PAGE OF PAGES 1 32
2. CONTRACT NUMBER	3. SOLICITATION NUMBER N00173-08-R-DB04	4. TYPE OF SOLICITATION <input type="checkbox"/> SEALED BID (IFB) <input checked="" type="checkbox"/> NEGOTIATED (RFP)	5. DATE ISSUED 10 Jul 08	6. REQUISITION/PURCHASE NUMBER 81-4093-08	
7. ISSUED BY Contracting Officer Naval Research Laboratory Attn: Code 3230:DB Washington, D.C. 20375-5326		CODE N00173	8. ADDRESS OFFER TO (If other than Item 7)		

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

SOLICITATION

9. Sealed offers in original and 3 copies for furnishing the supplies or services in the Schedule will be received at the place specified in Item 8, or if handcarried, in the depository located in Bldg. 222, Room 115 until 4:00 PM local time 11 Aug 08
(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 Dan Brinkworth	B. TELEPHONE (NO COLLECT CALLS)		C. E-MAIL ADDRESS Dan@Contracts.Nrl.Navy.Mil
		AREA CODE 202	NUMBER 767-6746	EXT.

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OFFER (Must be fully completed by offeror)

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

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

13. DISCOUNT FOR PROMPT PAYMENT <small>(See Section I, Clause No. 52.232-8)</small>	10 CALENDAR DAYS (%)	20 CALENDAR DAYS (%)	30 CALENDAR DAYS (%)	CALENDAR DAYS (%)
14. ACKNOWLEDGMENT OF AMENDMENTS <small>(The offeror acknowledges receipt of amendments to the SOLICITATION for offerors and related documents numbered and dated):</small>	AMENDMENT NO.	DATE	AMENDMENT NO.	DATE

15A. NAME AND ADDRESS OF OFFEROR	CODE	FACILITY	16. NAME AND TITLE OF PERSON AUTHORIZED TO SIGN OFFER <small>(Type or print)</small>	
15B. TELEPHONE NUMBER	AREA CODE	NUMBER	EXT.	17. SIGNATURE
				18. OFFER DATE
15C. CHECK IF REMITTANCE ADDRESS IS DIFFERENT FROM ABOVE - ENTER SUCH ADDRESS IN SCHEDULE.				

AWARD (To be completed by Government)

19. ACCEPTED AS TO ITEMS NUMBERED	20. AMOUNT	21. ACCOUNTING AND APPROPRIATION	
22. AUTHORITY FOR USING OTHER THAN FULL AND OPEN COMPETITION: <input type="checkbox"/> 10 U.S.C. 2304(c)) <input type="checkbox"/> 41 U.S.C. 253(c) ()		23. SUBMIT INVOICES TO ADDRESS SHOWN IN (4 copies unless otherwise specified)	ITEM
24. ADMINISTERED BY (If other than Item 7) CODE		25. PAYMENT WILL BE MADE BY CODE	
26. NAME OF CONTRACTING OFFICER (Type or print)		27. UNITED STATES OF AMERICA <i>(Signature of Contracting Officer)</i>	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 conduct Research in accordance with Statement of Work and 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 01 June 2007 which are hereby incorporated by reference. The full text is available at <http://heron.nrl.navy.mil/contracts/13onsite.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-2 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-3 INSPECTION AND ACCEPTANCE

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

**SECTION F
DELIVERIES OR PERFORMANCE**

F-1 DELIVERIES OR PERFORMANCE CLAUSES INCORPORATED BY REFERENCE:

FAR CLAUSE TITLE

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

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

F-2 PERIOD AND PLACE OF PERFORMANCE

- (a) The term of this contract is from Date of Contract Award through twelve (12) Months. Each Option, if exercised by the Government shall extend the term of the contract by twelve (12) months.
- (b) The principal place of performance of this contract shall be at NRL, Washington, D.C.

**SECTION G
CONTRACT ADMINISTRATION DATA**

G-1 PROCURING OFFICE REPRESENTATIVE

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

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

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

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

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

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

* @nrl.navy.mil is hereby designated the cognizant COR who will represent the Contracting Officer in the technical monitoring and administration of this contract. In accordance with Section E, the COR will accomplish inspection and acceptance of deliverables under this contract. The COR is not otherwise authorized to make any representations or commitments of any kind on behalf of the Contracting Officer or the Government. The COR does not have the authority to alter the Contractor's obligations or change the specifications in the contract. If, as a result of technical discussions, it is desirable to alter contract obligations or the statement of work, a modification must be issued in writing and signed by the Contracting Officer. Unless terminated sooner, this appointment is effective for the period of performance of this contract including any options, if exercised. COR authority may not be redelegated. No change in COR assignment shall be made without written notice by the Contracting Officer, who will modify the contract to reflect the change of COR assignment.

(* To be completed at time of award)

G-3 TECHNICAL DIRECTION MEMORANDUM (TDM)

- (a) For the purposes of this clause, technical direction includes the following:
- (1) Direction to the Contractor which shifts work emphasis between work areas or tasks, requires pursuit of certain lines of inquiry, fills in details or otherwise describes work which will accomplish the objectives described in the statement of work;
 - (2) Guidelines to the Contractor, which assist in interpretation of drawings, specifications or technical portions of, work description.
- (b) Technical instructions must be within the scope of work stated in the contract. Technical instructions may not be used to:
- (1) Assign additional work under the contract:

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

G-4 SUBCONTRACTORS/CONSULTANTS

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

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

G-5 INCREMENTAL FUNDING

Pursuant to the Limitation of Funds clause (FAR 52.232-22), the total amount allotted to this contract is \$* and it is estimated that this amount is sufficient for contract performance through * .
*(*this provision will be included and completed at time of award, if applicable)*

G-6 INFORMATIONAL SUBLINE ITEMS

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

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

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

G-8 PAYMENT AND VOUCHER INSTRUCTIONS

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

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

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

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

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

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

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

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

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

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

SECTION H SPECIAL CONTRACT REQUIREMENTS

H-1 TYPE OF CONTRACT

This is a *

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

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

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

(b) The Contractor understands that during the first ninety (90) days of the contract performance period, no personnel substitutions will be permitted unless these substitutions are unavoidable because of the incumbent's sudden illness, death or termination of employment. In any of these events, the Contractor shall promptly notify the Contracting Officer and provide the information described in paragraph (c) below. After the initial ninety (90) day period the Contractor must submit to the Contracting Officer all proposed substitutions, in writing, at least thirty (30) days in advance (sixty (60) days if security clearance must be obtained) of any proposed substitution and provide the information required by paragraph (c) below.

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

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

The following are identified as key personnel: *

(*To be completed at time of award)

Labor Category	First/M/Last Name
Senior Systems Engineer	
Senior Software Engineer	

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 35,180 total hours of direct labor per year for a total of 175,900 hours for the base and four (4) option years if exercised, including subcontractor direct labor for those subcontractors specifically identified in the Contractor's proposal as having hours included in the proposed level of effort. A breakdown of labor categories and hours is set forth in paragraph (k) below.
- (b) The level of effort for this contract shall be expended at an average rate of **2,932** 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:

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

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 for the base and each option year is as follows:

<u>Labor Category</u>	<u>Hours</u>
Systems Engineer	3800
Software Engineer	5700
Network Engineer	1900
Computer Scientist	9500
Configuration Management	1900
Database Administrator	1900
Tech Writer	960
Hardware Engineer	5700
Field Engineer	1900
IT Engineer	960
IT Specialist	960

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 (4) times and each such renewal shall extend the term of the contract by twelve (12) months. The Contractor agrees that performance under each such renewal shall be accomplished in accordance with all of the terms and conditions of this contract and at the estimated cost and fixed fee set forth below:

First Option

Estimated Cost:	\$
Fixed Fee:	\$
Estimated Cost Plus Fixed Fee:	\$

Second Option

Estimated Cost:	\$
Fixed Fee:	\$
Estimated Cost Plus Fixed Fee:	\$

Third Option

Estimated Cost:	\$
Fixed Fee:	\$
Estimated Cost Plus Fixed Fee:	\$

Fourth Option

Estimated Cost:	\$
Fixed Fee:	\$

Estimated Cost Plus Fixed Fee: \$

H-7 ON-SITE USE OF GOVERNMENT PROPERTY

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

H-8 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 may be required to evaluate software and hardware and make recommendations to the government.

(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 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 (3) 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

FAR CLAUSE TITLE

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)
(*will be included if the successful offeror does not propose facilities capital cost of money*)
- 52.215-18 - Reversion Or Adjustment Of Plans For Post-Retirement Benefits (PRB) Other Than Pensions (JUL 2005)
- 52.215-19 - Notification Of Ownership Changes (OCT 1997)
- 52.215-21 - Requirements For Cost Or Pricing Data Or Information Other Than Cost or Pricing Data -Modifications (OCT 1997)
- 52.216-7 - Allowable Cost And Payment (DEC 2002) (fill in 30th)
- 52.216-8 - Fixed-Fee (MAR 1997)
- 52.219-4 - Notice Of Price Evaluation Preference For HUBZone Small Business Concerns (JUL 2005) Offeror elects to waive the evaluation preference.
- 52.219-6 - Notice Of Total Small-Business Set-Aside (JUN 2003)
- 52.219-8 - Utilization Of Small Business Concerns (MAY 2004)
- 52.219-14 - Limitations On Subcontracting (DEC 1996)
- 52.222-2 - Payment For Overtime Premiums (JUL 1990) -The Use Of Overtime Is Authorized Under This Contract If The Overtime Premium Does Not Exceed "0"
- 52.222-3 - Convict Labor (JUN 2003)
- 52.222-21 - Prohibition Of Segregated Facilities (FEB 1999)
- 52.222-26 - Equal Opportunity (MAR 2007)
- 52.222-29 - Notification Of Visa Denial (JUN 2003)
- 52.222-35 - Equal Opportunity For Special Disabled Veterans, Veterans Of The Vietnam Era, And Other Eligible Veterans (SEP 2006)
- 52.222-36 - Affirmative Action For Workers With Disabilities (JUN 1998)
- 52.222-37 - Employment Reports On Special Disabled Veterans, Veterans Of The Vietnam Era, And Other Eligible Veterans (SEP 2006)
- 52.222-50 - 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 (FEB 2006)
- 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)
- 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 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)
- 252.203-7002 - Display Of DoD Hotline Poster (DEC 1991)
- 252.204-7000 - Disclosure Of Information (DEC 1991)
- 252.204-7003 - Control Of Government Personnel Work Product (APR 1992)
- 252.204-7004 - Alternate A Central Contractor Registration (SEP 2007)
- 252.204-7005 - Oral Attestation Of Security Responsibilities (NOV 2001)
- 252.205-7000 - Provision Of Information To Cooperative Agreement Holders (DEC 1991)
- 252.209-7004 - Subcontracting With Firms That Are Owned Or Controlled By The Government Of A Terrorist Country (DEC 2006)
- 252.211-7003 - Item Identification And Valuation (JUN 2005) (*fill in none* in (c)(1)(ii) and (c)(1)(iii)))
- 252.211-7007 - Item Unique Identification of Government Property (SEP 2007) (*fill in none*)
- 252.215-7000 - Pricing Adjustments (DEC 1991)
- 252.215-7002 - 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)
- 252.225-7040 - Contractor Personnel Authorized to Accompany U.S. Armed Forces Deployed Outside the United States (MAR 2008)
- 252.225-7043 - Antiterrorism/Force Protection Policy For Defense Contractors Outside The United States (MAR 2006) (fill in : Naval Criminal Investigative Service (NCIS), Code 24, telephone, DSN 228-9113 or commercial (202)433-9113)
- 252.226-7001 - Utilization of Indian Organizations, Indian-Owned Economic Enterprises, And Native Hawaiian Small Business Concerns (SEP 2004)
- 252.227-7000 - Non Estoppel (OCT 1966)
- 252.227-7001 - Release Of Past Infringement (AUG 1984)
- 252.227-7013 - Rights In Technical Data -- Noncommercial Items (NOV 1995)
- 252.227-7014 - Rights In Noncommercial Computer Software And Noncommercial Computer Software Documentation (JUN 1995)
- 252.227-7016 - Rights In Bid Or Proposal Information (JUN 1995)
- 252.227-7019 - Validation Of Asserted Restrictions--Computer Software (JUN 1995)
- 252.227-7025 - Limitations On The Use Or Disclosure Of Government-Furnished Information Marked With Restrictive Legends (JUN 1995)
- 252.227-7030 - 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 -11 Pages, With Enclosure (1) Personnel Qualifications – 14 Pages.
- J-2** Exhibit A - DD Form 1423, Contract Data Requirements List 1, Page.
- J-3** Attachment (2) - DD Form 254, Contract Security Classification Specification, Ser 031-08 Dated 2008/04/03 - 2 Pages.
- J-4** Attachment (3) Nondisclosure Statement
- J-5** Attachment (4) – 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 541330
- (2) The small business size standard is \$4.5M

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

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

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

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

I. DISCLOSURE STATEMENT—COST ACCOUNTING PRACTICES AND CERTIFICATION

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

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

Caution: In the absence of specific regulations or agreement, a practice disclosed in a Disclosure Statement shall not, by virtue of such disclosure, be deemed to be a proper, approved, or agreed-to practice for pricing proposals or accumulating and reporting contract performance cost data.

(c) Check the appropriate box below:

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

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

(ii) One copy to the cognizant Federal auditor.

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

Date of Disclosure Statement: _____

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

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

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

Date of Disclosure Statement: _____

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

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

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

(4) *Certificate of Interim Exemption.* The offeror hereby certifies that (i) the offeror first exceeded the monetary exemption for disclosure, as defined in (3) of this subsection, in the cost accounting period immediately preceding the period in which this offer was submitted and (ii) in accordance with 48 CFR 9903.202-1, the offeror is not yet required to submit a Disclosure Statement. The offeror further certifies that if an award resulting from this proposal has not been made within 90 days after the end of that period, the offeror will immediately submit a revised certificate to the Contracting Officer, in the form specified under paragraph (c)(1) or (c)(2) of Part I of this provision, as appropriate, to verify submission of a completed Disclosure Statement.

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

II. COST ACCOUNTING STANDARDS—ELIGIBILITY FOR MODIFIED CONTRACT COVERAGE

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

The offeror hereby claims an exemption from the Cost Accounting Standards clause under the provisions of 48 CFR 9903.201-2(b) and certifies that the offeror is eligible for use of the

Disclosure and Consistency of Cost Accounting Practices clause because during the cost accounting period immediately preceding the period in which this proposal was submitted, the offeror received less than \$50 million in awards of CAS-covered prime contracts and subcontracts. The offeror further certifies that if such status changes before an award resulting from this proposal, the offeror will advise the Contracting Officer immediately.

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

III. ADDITIONAL COST ACCOUNTING STANDARDS APPLICABLE TO EXISTING CONTRACTS

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

[] Yes [] No

(End of provision)

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

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

[] (i) A Disclosure Statement Filing Due Date of _____ has been established with the cognizant Federal agency.

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

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

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

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

No
Yes

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

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

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

K-6 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

- 52.214-34 - Submission Of Offers In The English Language (APR 1991)
 52.214-35 - Submission Of Offers In U.S. Currency (APR 1991)
 52.215-1 - Instructions To Offerors- Competitive Acquisition (JAN 2004)
 52.215-5 - Facsimile Proposals (OCT 1997)
 Paragraph (c) is completed as follows: (202) 767-6197 (primary) or (202) 767-0494 (alternate). In addition proposals may be transmitted by e-mail to @nrl.navy.mil in either Microsoft Word (2000 or earlier) or pdf format.
 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 3230:DB

RFP No. N00173-08-R-DB04

Closing Date:

Time:

Naval Research Laboratory

4555 Overlook Avenue, S.W.

Washington, D.C. 20375

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

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

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

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

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

(a) *Exceptions from cost or pricing data.* (1) In lieu of submitting cost or pricing data, offerors may submit a written request for exception by submitting the information described in the following subparagraphs. The Contracting Officer may require additional supporting information, but only to the extent necessary to determine whether an exception should be granted, and whether the price is fair and reasonable.

(i) *Identification of the law or regulation establishing the price offered.* If the price is controlled under law by periodic rulings, reviews, or similar actions of a governmental body, attach a copy of the controlling document, unless it was previously submitted to the contracting office.

(ii) *Commercial item exception.* For a commercial item exception, the offeror shall submit, at a minimum, information on prices at which the same item or similar items have previously been sold in the commercial market that is adequate for evaluating the reasonableness of the price for this acquisition. Such information may include--

(A) For catalog items, a copy of or identification of the catalog and its date, or the appropriate pages for the offered items, or a statement that the catalog is on file in the buying office to which the proposal is being submitted. Provide a copy or describe current discount policies and price lists (published or unpublished), e.g., wholesale, original equipment manufacturer, or reseller. Also explain the basis of each offered price and its relationship to the established catalog price, including how the proposed price relates to the price of recent sales in quantities similar to the proposed quantities.

(B) For market priced items, the source and date or period of the market quotation or other basis for market price, the base amount, and applicable discounts. In addition, describe the nature of the market.

(C) For items included on an active Federal Supply Service Multiple Award Schedule contract, proof that an exception has been granted for the schedule item.

(2) The offeror grants the Contracting Officer or an authorized representative the right to examine, at any time before award, books, records, documents, or other directly pertinent records to verify any request for an exception under this provision, and the reasonableness of price. For items priced using catalog or market prices, or law or regulation, access does not extend to cost or profit information or other data relevant solely to the offeror's determination of the prices to be offered in the catalog or marketplace.

(b) *Requirements for cost or pricing data.* If the offeror is not granted an exception from the requirement to submit cost or pricing data, the following applies:

(1) The offeror shall prepare and submit cost or pricing data and supporting attachments in accordance with Table 15-2 of FAR 15.408.

(2) As soon as practicable after agreement on price, but before contract award (except for unpriced actions such as letter contracts), the offeror shall submit a Certificate of Current Cost or Pricing Data, as prescribed in FAR 15.406-2.

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 INQUIRIES CONCERNING THE RFP

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

L-12 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-13 VOLUME I - TECHNICAL/MANAGEMENT PROPOSAL

REQUIRED COPIES: 1 ORIGINAL AND 3 COPIES .

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

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

Technical subfactor (1):- Qualifications of Project Personnel: The offeror should 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 Statement of Work sets forth the desired qualifications. In particular, the proposal should indicate specific persons and their qualifications and experience in each task area of the Statement of Work, and the amount of effort each will be performing on the contract. It is essential for the offeror to demonstrate that all key personnel will be capable of obtaining a Top-Secret clearance. The proposal will include each person's education level, experience (both general and project related), and software and hardware specific knowledge when appropriate. The proposal must show the availability of sufficient key project professional and technical personnel by the prime contractor as well as any proposed subcontractors and consultants.

Technical subfactor (2): Company Experience: Proposal should provide a narrative description of company experience on projects with scientific and technical tasks similar to those required in the Statement of Work. 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, and (3) the project schedule, plans for each task, and approach to each particular scientific task. Prior experience should be identified by citing contracting agency, period of performance of the contract, and a summary of the nature of the work.

TECHNICAL SUBFACTOR (3): Management Capability: The proposal must provide a narrative description of company management experience on projects with scientific and technical tasks similar to those required in the Statement of Work. This description should clearly show previous performance at meeting instrument performance, cost and schedule goals on these projects.

L-14 VOLUME II - BUSINESS PROPOSAL

REQUIRED COPIES: 1 ORIGINAL AND 3 COPIES

(1) COST PROPOSAL

The offeror shall submit a business proposal that includes a cost proposal with supporting information for each cost element consistent with offeror's cost accounting system. The supporting breakdown should include such elements as materials, direct labor, indirect cost, and other costs such as travel. The offeror shall provide exhibits as necessary to substantiate each cost element. Should rates be used in the proposal which are not DCAA approved, the offeror shall provide complete documentation and the rationale for their use at time of proposal submission. However, offerors are advised to use actual labor rates of proposed personnel as the basis for estimating labor costs when practicable. The Government estimates material and travel cost to be \$600K and \$200K respectively for each year. The offeror shall include the estimated material and travel cost plus applicable indirect cost in their proposal. It is requested that the offeror submit a soft copy readable by Excel.

L-15 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.

SECTION M EVALUATION FACTORS FOR AWARD

M-1 EVALUATION

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

M-2 EVALUATION FACTORS FOR AWARD

Proposals will be evaluated in accordance with the following criteria. The technical factor is more important than the cost factor.

Technical subfactor (1) - Qualifications of Project Personnel; The proposal will be evaluated on the offeror's demonstrated ability to provide personnel with: (1) the appropriate qualifications set forth in the Statement of Work; (2) actual relevant experience in the task areas set forth in the Statement of Work; and (3) the ability to obtain a secret clearance prior to commencing work.

Technical subfactor (2) - Management Capability; The proposal will be evaluated on the offeror's demonstrated company experience in performing projects requiring scientific and technical effort with is closely similar or related to the technical and scientific efforts set forth in the Statement of Work.

TECHNICAL SUBFACTOR (3) - Company Experience; The proposal will be evaluated on the offeror's demonstrated management ability and success in managing projects of similar complexity and duration as that set forth in the Statement of Work.

M-2-2 COST TO THE GOVERNMENT

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

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

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

STATEMENT OF WORK

SATELLITE, AVIONICS AND COMMUNICATIONS SYSTEMS (SACS) SUPPORT

1.0 INTRODUCTION

This Statement of Work (SOW) describes the engineering and technical support services to be provided to the Space Systems Development Department (SSDD) of the Naval Center for Space Technology (NCST) located at the Naval Research Laboratory (NRL) in Washington, D.C.

It covers the effort required to support the development of various ground support systems such as RF emitters and tactical systems. These systems provide support to space and airborne systems. The effort includes development, operation, and maintenance of ancillary test and instrument control systems, used to measure and evaluate the performance parameters of a satellite that is in operation or development. The SOW also requires contractor support for the development of communication systems. The use of state-of-the-art communications devices has become pervasive in all aspects of NRL efforts, and the development of software for those systems is a key element in the cost and risk reduction of every major project. Within a project, a variety of engineering requirements are needed to support its life cycle phases, from design, concept validation, code development, software product assurance, integration and testing, to final deployment and post-deployment support. It is necessary that NRL have the ability to assess the quality of all their products and be able to assure the quality of those products when delivered.

The requirements of this Statement of Work (SOW) include a wide range of hardware and software activities supporting diverse projects. NRL has established strong reusability goals to maximize productivity and minimize hardware and software life cycle costs. Thus, reuse of existing NRL components and development of new components with a view towards potential reuse on other projects is required. Several related tasks have been included in this SOW to provide the Contractor with as wide a development base as practical to achieve reusability goals.

1.1 Scope

The contractor shall provide scientific, technical and engineering services for development of hardware and software for satellite, avionics and communications systems and subsystems in two basic areas:

- RF Emitter Control Systems
- Tactical Communications

The tasks defined in this SOW are anticipated to require on-site support at the NRL and at NRL field sites. Additionally, the Contractor will have to support NRL tasks at other geographically dispersed locations, as necessary.

2.0 TECHNICAL REQUIREMENTS

2.1 RF Emitter Control Systems

The Contractor shall design and develop selected systems for satellite, avionics and communications programs. In some instances, the Contractor will be required to develop the

electronic designs given a set of design specifications. In other instances, the Contractor will be required to implement the NRL-provided design and to complete the development effort through test and integration. These systems shall include, but not be limited to, the following:

- RF Transmitter Systems
- RF Receiver Systems
- Digital Modem Systems
- Digital Signal Processor Systems
- Embedded COMSEC and TRANSEC Systems
- Satellite and Communications Test Equipment
- Prototype Hardware and Software Systems

These systems shall maximize the advantages of proven, high efficiency, fault tolerant design topologies that have evolved on the SSDD programs over the past ten years. Each subsequent development effort shall correspond to the system's requirements, schedule and/or development and shall be accomplished in system qualification, and flight production phases.

2.2 Software Engineering Support

In-depth knowledge of current and proposed satellite architectures, planning and specific approaches to system implementation is required. Software engineering efforts shall also include identification and development of software for various associated systems. The Contractor shall provide the following software engineering capabilities and expertise:

- In-depth knowledge of Satellite and aircraft calibration techniques
- In-depth knowledge of RF generation and signal processing
- In-depth knowledge of test and measurement equipment
- Object-oriented analysis and design of instrument control systems
- In-depth knowledge of Rational Unified Process
- Produce procedures, surveys and analyses pertaining to the existing and future performance of systems under formulation
- Design of software for new satellite, avionics and communications systems, or modifications and upgrades to existing systems

2.3 Satellite System Support - ADIOS/PIOUS

The Contractor shall perform work required for the continued use of the Advanced Launch Aerospace Ground Equipment (ALAGE) Data Input Output System (ADIOS)/Peripheral Input Output Utility System (PIOUS), known as the ADIOS/PIOUS. ADIOS/PIOUS consists of mature products that are used in a wide variety of test applications. ADIOS/PIOUS products are GFE to Contractors and are adapted for use in all large-scale test applications. However, the government does not own the development tools necessary to upgrade this software. Therefore, the Contractor shall be required to provide all ADIOS/PIOUS software development including a Motorola EXORMACS Software Development System as Contractor Furnished Equipment

(CFE).

The purpose of ADIOS/PIOUS is to provide a generic set of embedded support software services that can be reused across several programs, thereby reducing the development and maintenance costs and promoting interoperability among systems. The package consists of FORTRAN, Assembly, Pascal, and C language code.

The Contractor shall have responsibility for the maintenance of the ADIOS/PIOUS system. This task consists of correction of software errors and incorporation of minor enhancements. Implementations of major system changes are described separately below. Maintenance, as used here, involves relatively small changes, generally not requiring over a few man-weeks of effort per change. Incorporation of support for a new spacecraft type may require several such changes and is included as a maintenance activity. Integration of new spacecraft support involves directly interfacing with the spacecraft developer to assure that support requirements are fully understood by the ADIOS/PIOUS Contractor and the spacecraft developer understands capabilities.

2.4 Tactical Communications Development and Engineering Support

The Contractor shall provide the engineering support services identified herein at local and remote NRL facilities, or at the Contractor's facilities as required. The tactical communications development and engineering support efforts are delineated in the following sections.

2.4.1 Tactical Systems

2.4.1.1 Miniaturized Radio Frequency (RF) Design

Current and emerging digital radio technology makes the development of miniaturized transceivers a possible solution for NRL communications applications. Therefore, the Contractor must have extensive experience in designing, developing, and packaging RF and digital solutions for mobile communications applications.

Specifically, the Contractor will be responsible for providing miniaturized RF and digital designs, and meeting stringent physical system requirements (i.e., lightweight, a few ounces to less than 5 pounds; small size, from a few cubic inches to 20 cubic inches; and environmentally hardened), as well as solid approaches for providing the following:

- Mixed RF/Digital Receiver technology
- Mixed RF/Digital Transmitter technology
- Stand-alone RF, Receiver and Transmitter technology
- Stand-alone Digital technology
- Featureless Direct Sequence Spread Spectrum technology
- Wide and Narrowband Network Waveform

Additionally, the Contractor must have the capability of manufacturing, packaging, assembling, and testing the subsystems and systems.

2.4.1.2 Embedded COMSEC

The Contractor will be required to support embedded COMSEC capabilities within tactical radio communications architectures. Therefore, the Contractor must be experienced in the following CRYPTO technologies:

- Embedded CRYPTO Devices – CDH, HAYFIELD, CORNFIELD, SIERRA I and II, RAILMAN, and others.
- External CRYPTOs – KGR-96, KG-84, KG-40A, KY-57/58, KGV-11, KYV-5, and others as appropriate.

Additionally, the Contractor must have a Certified Module Evaluator (CME), approved by the National Security Agency (NSA), on-staff and available to support NRL embedded COMSEC applications. This will provide the Contractor with the ability to design CRYPTO systems, review and evaluate CRYPTO systems, and prepare recommendations to NSA for endorsement.

2.4.2 Tactical Software

2.4.2.1 Software Definable Radio (SDR) Communications Application Software

The Contractor shall provide advanced systems engineering services to support NRL in the development of communications systems involved with link reception and processing of the waveforms defined in the following sections. The Contractor shall provide all waveform software development engineering activities related to message processing functions and architecture integration support. Additionally, the Contractor shall provide Graphical User Interface (GUI) controller software development for interfacing with NRL communications systems. The Contractor shall provide all related System Requirements Documents, Interface Control Documents (ICDs), system design specifications, requirements review documentation, and other system and design documents as appropriate. All Contractor-provided software must be Software Communications Architecture (SCA) compliant where applicable, and be supported by a structured development process equivalent to an SEI-3 process with full configuration management and quality assurance practices.

2.4.3 Tactical Waveform Development

The following sections list the tactical dissemination waveforms that the Contractor will support NRL in developing and/or supporting.

- Tactical Information Broadcast Service (TIBS)
- Demand Assigned Multiple Access (DAMA)
- Tactical Related Applications (TRAP) Data Dissemination System (TDDS)
- Tactical Digital Information Link (TADIL)-A/B (Link-11)

- Tactical Digital Information Exchange System-B (TADIXS-B)
- Secondary Image Dissemination (SIDS)
- Combat Track
- Officers and Tactical Command Information Exchange System (OTCIXS)

2.4.4 Tactical Support Components

2.4.4.1 Graphical User Interface (GUI) Controller Software

The Contractor shall provide Graphical User Interface (GUI) controller software as required to interface with NRL tactical communications systems.

2.4.4.2 Communications Hardware

The Contractor shall provide the technical expertise and advanced systems engineering to supply NRL with communications hardware products for Command, Control, Communications, Computers, and Intelligence (C⁴I) applications. The Contractor shall be experienced with emerging communications standards (e.g., JTRS and SCA) and shall be capable of designing and delivering new systems compliant with those standards, as required by NRL.

2.4.4.3 Performance Testing Capability

The Contractor shall design and build test beds to perform the signal level and frequency conversions necessary to provide an environment that supports simultaneous communication between equipment operating at baseband, 70 MHz IF, and UHF.

The contractor shall have expertise with the GFE special test equipment listed below and support testing of TRE/TRAP, TADIXS-B, MIL-STD-188-181A, -182, -183, -184, TADIL-A, SIDS, and TIBS.

Typical special test equipment needed for testing these waveforms are listed in Table 1.

Table 1. Special Test Equipment

Qty	Type/Model	Description / Use
2	TD-1271 B/U	MIL-STD-188-183A DAMA Network Controller
x	Satsim USS-101-001	UHF Satellite Simulator providing programmable Delay, Doppler rate, and UL/DL frequency conversion
2	MD-1324	MIL-STD-188-182A DAMA Network Controllers, one primary, one alternate
2	MD-1324 Workstation	MD-1324 Control and Operation Interface equipment
1	AN/PSC-5 SPITFIRE	Manpack UHF DAMA, LOS, Tactical Satellite Communications Terminal
1	LST-5D	DAMA Satellite Transceiver, Support waveform development of MIL-STD-188-181B and 188-184
1	MX-512PV Link 11	Link-11 Data Terminal Equipment
18	Fireberd 6000A-10	TTC6000A Communication Analyzer – measures BER, pattern slip, sync loss, throughput delays, data losses
18	449/530 Data Interface	TTC41400 Data Interface module (plug-in) for the Fireberd 6000A Comm. Analyzer – use for estimate, exact model and numbers may change
3	UHF C/No Test Set	Carrier-to-noise generator test equipment for UHF

1	KG-96	GFE Cryptographic Equipment, including connectors
1	KGR-96	GFE Cryptographic Equipment, including connectors
1	KG-84A	GFE Cryptographic Equipment, including connectors
1	KY-58	GFE Cryptographic Equipment, including connectors
2	KG-40	GFE Cryptographic Equipment
2	MT-4417/S	GFE Cryptographic Equipment, tray with key load, power interface and remote control, including connectors
1	AN/WSC-3	UHF Transceiver, AM, FM Modulation, must include Operations Manuals

2.4.4.4 Communication System Simulation Capability

The Contractor shall perform computer simulation for the purpose of predicting the system performance. Simulation capability shall include system simulation for both design verification and system performance parameter predictions such as bit error rates and message error rates.

The Contractor shall generate custom simulation tools, as well as proven past use of GFE or commercially-available simulation tools such as PSPICE, MATLAB, SIMULINK, Touchstone, and the Cadence suites.

2.4.4.5 Software Defined Radio Design and Development

The contractor shall provide engineering design and development expertise in support of the Naval Research Laboratory's software defined radio program activities. The contractor shall provide engineering expertise to perform electrical, RF, and software engineering design tasks that utilize the latest technological developments associated with the design and development of software defined radio products. The contractor shall at a minimum possess the following qualifications:

- **Software Defined Radio Development** The contractor shall have implemented at least three separate software defined radio products that have been successfully designed, developed, and deployed within the DoD community.
- **JTRS SCA Development** The contractor shall have implemented at least one Joint Tactical Radio System (JTRS) Software Communications Architecture (SCA) compliant waveform.
- **Integrated Broadcast System Development** The contractor shall have designed and developed software defined radio systems that host the Integrated Broadcast System-Interactive (IBS-I), Integrated Broadcast System-Simplex (IBS-S), and TADIXS-B software defined waveforms.
- **Demand Assign Multiplexed Access (DAMA) Waveform Development.** The contractor shall have developed and deployed at least the MIL-STD 188-181 and MIL-STD 188-183 DAMA waveforms as software defined waveforms.
- **SATCOM Waveform** The contractor shall have independently designed

developed, and deployed, an original SATCOM software defined waveform supporting a satellite based communications network capable of supporting global, secure, communications on a continuing basis.

- **Embedded Cryptographic System Development** The contractor shall have designed, developed, and achieved National Security Agency (NSA) certification for embedment of multiple NSA certified cryptographic engines. The contractor shall have achieved NSA certification for cryptographic devices required to support the software defined waveforms identified above.
- **Ricebird, Hayfield, Cornfield** The contractor shall have successfully designed and implemented an NSA certified embedded cryptographic system based upon at least one of these devices.
- **CTIC, CDH** The contractor shall have successfully designed and implemented an NSA certified embedded cryptographic system based upon at least one of these devices.
- **Railman, Indictor, Windster, Sierra I** The contractor shall have successfully designed and implemented an NSA certified embedded cryptographic system based upon at least one of these devices.
- **Programmable Cryptographic Devices** The contractor shall have completed a program to design develop, and implement an NSA certified embedded programmable cryptographic system based upon an NSA approved programmable cryptographic engine. Given the state of the art and available NSA support, the contractor shall have at least initiated such a program with the knowledge and support of the NSA.
- **Certified Module Embedder** The contractor shall have at least one individual on staff that has been designated by NSA as a Certified Module Embedder.
- **Software Defined Radio RF Design and Development** In order to support the various NRL radio development programs, the contractor shall have designed, developed, and deployed at least three Software Defined Radio RF systems covering various areas of the frequency spectrum with differing modulation and encoding techniques currently used within DoD. The contractor must demonstrate experience with the following communications modes and techniques:
- **Direct Sequence Spread Spectrum** The contractor shall have designed, developed, and deployed at least multiple copies of a Software Defined Radio RF system that employed a DSSS waveform.
- **SATCOM** The contractor shall have designed, developed, and deployed at least multiple copies of a Software Defined Radio RF system that employed a SATCOM waveform with appropriate coding/decoding to assure link closure.
- **Line-of-Site** The contractor shall have designed, developed, and deployed at least

multiple copies of a Software Defined Radio RF system that employed a line of site waveform with appropriate coding/decoding to assure a useful bit error rate.

- **Multi-Band, Multi-Mode** The contractor shall have designed and developed a Software Defined Radio RF system that covers a range of the frequency spectrum of at least 400 MHz, expandable to beyond 2.0 GHz with the operating modes dependent only upon software definition. The RF components must support the frequency agility and range requirements for a majority of the waveforms defined for the JTRS radios.
- **Multi-channel, Multi-Mode** The contractor shall have designed and developed a Software Defined Radio RF system consisting of multiple receive and transmit channels covering a selected bandwidth of the frequency spectrum with the operating modes dependent only upon software definition. This requirement is meant to demonstrate the contractor's mastery of the unique facets and characteristics of a multi-channel, multi-mode software defined radio.

3.0 Program Control and Status Reporting

3.1 Technical Status

The Contractor shall provide NRL with a Technical Status Report (CDRL A001). The Contractor shall provide highlights of significant actions that occurred during the reporting period relative to contract performance. Significant actions include any that will impact, or have impacted, the projected performance, cost or schedule of the program effort.

The Contractor shall provide information on planned technical deliveries, meetings and schedules versus actual activities performed. Actual and projected schedule changes shall be reported along with their actual and projected impact on overall contract performance. The Contractor shall provide details on the progress of each contract task or item including hardware and software design, development, configuration management, quality control, integration and test and/or other actions needed to fulfill contract requirements. The status of materials, data items, and subcontracting must also be reported, including an update of any previously reported unresolved problems.

3.2 Financial Management

The Contractor shall provide the management resources, as well as utilize a government approved accounting system, required to maintain the financial reporting system and assure delivery of contractual items.

The Contractor shall provide information on contract financial and staffing levels. The cost data shall include current month as well as cumulative monthly cost data and manpower usage reporting (CDRL A002). The cost data shall be correlated to the CWBS elements. A narrative explanation shall accompany the charts.

3.3 Contract Closeout

The Contractor shall provide a Final Technical Report (CDRL A003) at the completion of the contract detailing significant accomplishments of the contract to include issues or concerns, any metrics collected on the performance of the work and cost data.

4.0 PERSONNEL REQUIREMENTS

Desired personnel qualifications are specified on Enclosure (1). These individuals must have the capability to obtain and maintain a clearance permitting access to information classified SECRET or higher. The number and type of clearances required are described in the attached DD254.

ACRONYM LISTING

ADIOUS	Data Input Output System
ALAGE	Advanced Launch Aerospace Ground Equipment
C/SRR	Cost/Schedule Status Report
CDR	Critical Design Review
CFE	Contractor Furnished Equipment
CM	Configuration Management
CO	Contracting Officer
COR	Contracting Officer's Representative
CSCI	Computer System Configuration Item
CWBS	Contract Work Breakdown Structure
DAMA	Demand Assigned Multiple Access
DCE	Distributed Computing Environment
DOD	Department of Defense
EAGE	Electrical Aerospace Ground Equipment
ELSE	Electrical Launch Support Equipment
FAME	Full-Sky Astrometric Mapping Explorer
FDR	Final Design Review
FTE	Factory Test Equipment
GFE	Government Furnished Equipment
HTML	HyperText Markup Language
ICD	Interface Control Documents
ICM	Interim Control Module
IV & V	Independent Verification and Validation
JCIT	Joint Communications Interface Terminal
JCIT	Joint Communications Interface Terminal
J-TIDS	Joint Tactical Information Distribution System
MIS	Management Information Systems
MIS	Management Information Systems
NCST	Naval Center for Space Technology
NRL	Naval Research Laboratory
OTCIXS	Officer's Tactical Communication Information Exchange System
PDMS	Payload Data Management System
PDR	Preliminary Design Review
PIOUS	Peripheral Input Output Utility System
PMR	Program Management Review
POSIX	Portable Operating System Interface
PTG	Pulse Train Generator
QA	Quality Assurance
RFP	Request for Proposal
RSS	Range and Synchronization System
RTC	Remote Telemetry Command
SACS	Satellite, Avionics and Communications Systems
SDF	Software Development File
SDP	Software Development Plan

SDP	Software Development Plans
SEMP	Systems Engineering Management Plan
SOW	Statement of Work
SPA	Software Product Assurance
SPS	Software Product Specification
SRR	System Requirements Review
SSDD	Space Systems Development Department
STD	Software Test Descriptions
STE	Satellite Test Equipment
STF	Special Test Fixture
TADIL-A,B	Tactical Data Information Link A,B
TADIX-A	Tactical Data Information Exchange System – A
TDDS	Tactical Data Dissemination System
TEMP	Test Engineering Management Plan
TIBS	Tactical Information Broadcast System
TLD	Titan Launch Dispenser
TLD	Titan Launch Dispenser
TM	Technical Manager
TRIXS	Tactical Relay Information Exchange System
WS	WindSat

PERSONNEL QUALIFICATIONS

Systems Engineer

Position Description

This senior professional position primarily requires the application of knowledge of (a) systems engineering sciences of satellite, avionics and communications systems (b) system development and integration, and (c) data processing techniques utilizing computers, microprocessors, data busses and interfaces to SACS equipment. Work pertains primarily to assessing and demonstrating the effectiveness of new concepts and ideas for equipment in achieving particular mission goals; formulating overall design concepts and criteria which establish the baseline for advancement of state-of-the-art engineering developments; and reviewing and assessing overall progress in the development effort. This position requires resolving technical difficulties that can occur due to changes in characteristics, approach, criteria, and requirements.

Education/Qualifications

Bachelor's degree, in Engineering, Computer Science, Physics, and/or Math is required. Minimum of 10 years experience in the engineering development environment is required.

Clearances

These individuals must have the capability to obtain and maintain a clearance permitting access to information classified SECRET or higher. The number and type of clearances required are described in the attached DD254.

Relevant Experience Considerations

Experience in the resolution of technical problems and the development of systems for use in digital communication is desirable. Experience relevant to tactical digital communication systems and satellite communication systems is especially desirable. Previous experience providing systems engineering applications in the following technology areas is highly desirable: tactical technology programs, such as the Joint Communications Interface Terminal (JCIT), satellite flight and ground station development, such as the Interim Control Module (ICM) and WindSat, and satellite ground station and instrument control system development.

Illustrative Assignments

The following are examples of the kinds of assignments performed by systems engineers:

1. Plans, organizes and executes mission related advanced system planning for assigned missions or program areas. Performs a range of functions, such as:
 - Conducts a continuous analysis of present and future capabilities for assigned area and establishes requirements, ground rules, and assumptions for future programs and

initiates changes or reorientation in objectives of programs

- Conceives and plans new concepts, methods and techniques which can provide a significant technical or operational impact or breakthrough in the assigned area. Advises and justifies the best feasible approach to be taken for each program recommended
 - Formulates and recommends specific work requirements, priorities and resource allocations necessary to accomplish long-range plans for the assigned areas
 - Leads an integration and test team for satellite flight and ground station development programs to ensure program and mission requirements are satisfied
 - Develops System Flowdown Requirements specifying top level system requirements and their flowdown relationships with individual subsystems
2. Utilizes a broad knowledge of specialties within a discipline of a field to assure system integrity by establishing compatibility between equipment, other subsystems and components.
 3. Provides overall leadership and direction to pioneering development efforts in achieving new equipment with previously unattainable capabilities and characteristics.

Software Engineer

Position Description

This professional position primarily requires the application of knowledge in the areas of; (a) software development methodologies and practices, including traditional structured programming techniques as well as object oriented programming capability (b) software development metrics for cost and production, (c) software development tools, environments, and technical skills. The work pertains primarily to planning, design, development, testing, installation, and maintenance of complex technical software systems. Additional related responsibilities include the production of technical and user documentation, training and system orientation, and consultation with related development teams throughout the software development life cycle.

This position encompasses all aspects of software development from initial planning and design to final installation and maintenance. Furthermore, software engineers must possess the full spectrum of skills required for the development of software systems.

Education/Qualifications

Bachelor's degree, in Engineering, Computer Science, Physics, and/or Math is required. Minimum of 7 years experience in the software engineering development environment is required. Minimum of 5 years experience using Object Oriented Design and the Rational Unified Process.

Clearances

In some cases, individuals must have the capability of obtaining and maintaining a clearance permitting access to information classified SECRET or higher pending the requirements of each particular task order supported within the scope of this contract. The type of clearances required are described in the attached DD254.

In other cases, clearances will not be required.

Relevant Experience Considerations

Experience in designing and developing software systems using various development environments, object oriented programming techniques, and knowledge of distributed and centralized system architectures is required. Specific experience in the design, development, and maintenance of software for tactical radio systems, COMSEC/TRANSEC systems, satellite/communications test and calibration systems for satellites or high-speed communications systems are required. Experience in designing and implementing Satellite Test Equipment (STE) and Satellite Ground Station Terminals is highly desirable. Experience relevant to NCST tactical technology systems such as the Joint Communication Interface

Terminal (JCIT), and the satellite calibration systems are particularly desirable.

Illustrative Assignments

1. Analyze system requirements, identify software-engineering requirements, and perform trade off studies. Prepare impact studies related to the addition, deletion, or modification of software requirements to existing and new NRL SACS programs.
2. Provide independent analysis, verification and validation of systems software from other developers. Analyze software design documentation and test results to verify compliance with systems requirements. Review test plans and procedures to verify test results will properly validate conformance to requirements.
3. Design, develop and implement system software for NRL satellite test and calibration programs. Develop detailed modular software designs for each CSCI pertaining to the NRL SACS programs. Document top level and detailed design or update existing detailed designs for each CSCI in all appropriate formal documents. Provide software metrics and develop risk management procedures.

Network Engineer

Position Description

This professional position requires a strong background in the administration of LANs, WANs, and remote networks including a strong working knowledge of network hardware, software, protocols, and network security in a client/server environment. A strong working knowledge of servers, modems, switches, firewalls, and routers is required. Experience includes diagnosing, troubleshooting, and correcting problems with LAN/WAN services in order to install, configure, maintain and upgrade software on network systems.

Education/Qualifications

Bachelor's degree, in Engineering, Management Information Systems (MIS), Computer Science, Physics, and/or Math is required. Computer or network related certificates (e.g. Cisco, Bay, Microsoft) are desirable. A minimum of 3-5 years experience in a network support role in a multi-platform environment, including thorough knowledge/experience with network protocols (specifically TCP/IP).

Clearances

Individuals must have the capability to obtain and maintain clearances permitting access to information classified SECRET or higher. The number and type of clearances required are described in the attached DD254.

Relevant Experience Considerations

Must possess experience with Cisco and/or related Hubs/Routers and have a solid background in PC technology including, but not limited to, the following: desktop PC, PC server hardware & software selections, installation, administration, control, troubleshooting, and support. Solid knowledge of LAN and WAN interconnecting hardware and network security issues.

Previous experience in designing, developing and implementing network topologies for a broad range of user and customer environments in support of NCST systems and programs are desirable.

Illustrative Assignments

1. Network Engineers are characterized by their concern for implementation and operation of new and improved concepts, principles and techniques that will advance the performance of network communications on NRL SACS programs.
 - Development of criteria for the utilization of network, database, and MIS related topologies
 - Development of advanced concepts of automation and information processing, control

and transfer

- Development of Network Security Plan and supporting documentation
- Demonstrated ability to troubleshoot network systems and devices and implement quick turn around solutions for rapid user on-line access

Integration and Test Engineer

Position Description

Individuals performing this function systematically analyze data, test developmental and operational hardware characteristics and performance of components under various environmental conditions and for functional compliance, and test the interaction of software modules and interfaces to ensure operational compliance with predefined program requirements. Responsibilities include flowing down system level requirements to individual tests for requirement verification and validation, and logistical equipment planning for integrated testing. Additional responsibilities include testing individual subsystems and integrating them into a system level tests which verify proper interaction of all subsystem interfaces.

Education/Qualifications

Bachelors degree in Engineering, Management Information Systems (MIS), Computer Science, Physics, and/or Math is required. A minimum of 7 years experience in an engineering integration and test role in a multi-platform environment.

Clearances

Individuals must have the capability to obtain and maintain clearances permitting access to information classified SECRET or higher. The number and type of clearances required are described in the attached DD254.

Relevant Experience Considerations

Individuals must possess experience in testing and evaluating flight and ground hardware and software used in satellite communication systems. These integration and test efforts must be formally documented in technical reports and memoranda, and individuals shall be required to actively participate in working programmatic meetings. Also, individuals shall be responsible for briefing the customer as the status of the system and subsystem level integration process, troubleshooting the system and identifying potential problems.

Illustrative Assignments

1. Assignments primarily reflect one of the following broad areas:
 - Testing and troubleshooting complex communications systems, and providing formal problem reports
 - Integrating new hardware and software design changes
 - System and subsystem level independent verification and validation (IV&V)

- Launch and orbital based operations support
2. Technicians may perform work in systems development, computer or laboratory maintenance and operations, systems certification, and new system integration.

Field Engineer

Position Description

Individuals performing this function typically provide systems integration, troubleshooting, deployment, and installation and demonstration at local and remote customer sites. Additionally, individuals may be required to provide logistical support on a programmatic or an NRL SACS departmental level. Responsibilities include the ability to properly package the system for shipment for field site delivery, installation of the system at the field site, operational system testing, and troubleshooting/repair as necessary based on operational defects identified at the field site.

Education/Qualifications

Bachelors degree in Engineering or equivalent is preferred. A minimum of 5 years experience in a field engineering and/or integration and test role required.

Clearances

Individuals must have the capability to obtain and maintain clearances permitting access to information classified SECRET or higher. The number and type of clearances required are described in the attached DD254.

Relevant Experience Considerations

Experience in the resolution of technical problems and the development and maintenance of systems for use in satellite, avionics and communications is desirable. Previous experience in the following technology areas is highly desirable: tactical technology programs, such as the Joint Communications Interface Terminal (JCIT), satellite flight and ground station development, such as the Interim Control Module (ICM) and WindSat, and satellite ground station and instrument control system development.

Illustrative Assignments

1. Assignments primarily reflect one of the following broad areas:
 - Responsible for the deployment and installation of NRL system assets, as well as operations and maintenance necessary to successfully perform system demonstrations
 - Perform electrical test and troubleshooting for satellite, avionics, and communications equipment
2. Field Engineers may perform work in developmental or operational facilities. Assignments include drafting Standard Operating Procedures (SOPs), test plans, and system validation and acceptance processes.

Computer Scientist

Position Description

This professional position involves experience in supporting government projects with specialized skills in simulation technologies, distributed systems, software engineering, software architectures, and the management of large-scale software-based systems for satellite, avionics and communications systems and test systems.

Education/Qualifications

Bachelor's degree in Engineering, Computer Science, Physics, and/or Math is required. Minimum of 7 years experience is required. Minimum of 5 years experience using Object Oriented Design and the Rational Unified Process.

Clearances

Individuals must have the capability to obtain and maintain clearances permitting access to information classified SECRET or higher. The number and type of clearances required are described in the attached DD254.

Relevant Experience Considerations

Experience in systems architecture and infrastructure design and development of centralized and distributed systems. Experience in resolving engineering problems and developing systems for use in satellite, avionics and communications systems is desirable. Experience relevant to tactical digital communication systems and satellite communication systems is especially desirable. Previous experience providing systems engineering applications in the following technology areas is highly desirable: tactical technology programs, such as the Joint Communications Interface Terminal (JCIT), satellite flight and ground station development, such as the Interim Control Module (ICM) and WindSat, and satellite ground station and instrument control system development.

Illustrative Assignments

1. Computer Scientists are characterized by their expertise in the development of new and improved technology concepts, principles and techniques that will advance the body of knowledge applicable to computing. Examples of typical assignments include:
 - Requirements definition for the development of system architectures
 - Development of object-oriented languages to increase the scope and effectiveness of computer applications applicable to satellite, avionics and communications systems
 - Development of advanced concepts of automation and information processing display,

control and transfer

- Research into computational complexity and the analysis of algorithms to explore data structures that lead to highly efficient combinational algorithms

Information Technology (IT) Specialist

Position Description

Participate in the analysis, design, development, testing, and deployment of IT-based applications and services. Also perform interactive prototyping, pilot project testing, and Java programming in an integrated application development environment. Must be well versed in software development methodologies, and be knowledgeable in a structured application development process.

Additionally, responsible for the production, management, and maintenance of multiple web sites and applications. Oversee content on multiple web sites and ensure that web sites are consistent with overall goals, design, and technical standards. Implement designs and content designed by team members and performs necessary solutions to problems. Work closely with development groups to ensure compliance of technical interfaces with the product.

Education/Qualifications

Bachelor's degree in IT, MIS or equivalent required. Minimum 3 years experience required.

Clearances

Individuals must have the capability to obtain and maintain clearances permitting access to information classified SECRET or higher. The number and type of clearances required are described in the attached DD254.

Relevant Experience Considerations

Experience relevant to satellite, avionics and communications systems and programmatic support; such as the JCIT Program is highly desirable.

Illustrative Assignments

1. Responsible for IT testing, maintenance (bug fixing) of existing applications, basic configuration, and support.
2. Responsible for the technology selection, design, and architecture of application deliverables.

Resume Requirements/Format

Each period of work experience should be listed in the format shown below:

Dates of Employment:

Average number of hours per week:

Title of Position:

Employer and Place of Employment:

Name of Supervisor and his/her Phone Number:

Annual Salary (NOT HOURLY RATE)

Kind of Business or Organization:

Security Clearance (type and date):

Reason for Leaving the Position:

Description of Duties, Responsibilities and Accomplishments:

Awards (Monetary or other types) (include reason for and title of award, date presented by and nature of award. Publications, patents, consultation services, etc: If the individual for whom the resume is being submitted has had articles published, indicate the title of the article, where it was published and in what year. Describe any patents the individual has obtained (include the year the patent was awarded) describe the individual's experience in serving as a consultant to private industry and the government. Indicate the type of consultant services the individual provided and the fee that was received. How frequently did the individual provide the consulting services?

Managerial/Leadership: Describe the supervisory responsibilities. Include (1) the number and kinds of workers directed/supervised, (2) the complexity of the work directed, i.e. was it a small unit performing one basic function or a large organization composed of a diversity of functional and product areas, (3) the number of years of supervisory experience, (4) Individual experience as it relates to estimating material, manpower, and equipment needs, scheduling work flow and work assignments, (5) financial management responsibilities (including size of annual budget), (6) special awards or accomplishments received as a supervisor, and (7) other information relative to skills as a manager/supervisor.

Enclosure (1)

CONTRACT DATA REQUIREMENTS LIST

Form Approved
OMB No. 0704-0188

The public reporting burden for this collection of information is estimated to average 440 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. 0002	B. EXHIBIT A	C. CATEGORY: TDP _____ TM _____ OTHER _____
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D. SYSTEM/ITEM	E. CONTRACT/PR NO. 81-4093-08	F. CONTRACTOR
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1. DATA ITEM NO. A001	2. TITLE OF DATA ITEM Technical Status Report	3. SUBTITLE
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4. AUTHORITY (Data Acquisition Document No.)	5. CONTRACT REFERENCE SOW Paragraph 3.1	6. REQUIRING OFFICE NRL COR
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7. DD 250 REQ N/A	9. DIST STATEMENT REQUIRED	10. FREQUENCY Monthly	12. DATE OF FIRST SUBMISSION 30 DAC	14. DISTRIBUTION		
8. APP CODE N/A		11. AS OF DATE Contract Aw	13. DATE OF SUBSEQUENT SUBMISSION	a. ADDRESSEE	Draft	b. COPIES
					Reg	Repro

16. REMARKS The contractor shall provide monthly project management reports that provide a summary of the tasks scheduled/completed, projected tasks scheduled for next period, identification of problems and issues along with proposed resolution				NRL 8146		1	
				15. TOTAL →	0	1	0

17. PRICE GROUP
18. ESTIMATED TOTAL PRICE

1. DATA ITEM NO. A002	2. TITLE OF DATA ITEM Financial Program Management Report	3. SUBTITLE
---------------------------------	---	--------------------

4. AUTHORITY (Data Acquisition Document No.)	5. CONTRACT REFERENCE SOW Paragraph 3.2	6. REQUIRING OFFICE NRL COR
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7. DD 250 REQ N/A	9. DIST STATEMENT REQUIRED	10. FREQUENCY Monthly	12. DATE OF FIRST SUBMISSION 30 DAC	14. DISTRIBUTION		
8. APP CODE N/A		11. AS OF DATE Contract Aw	13. DATE OF SUBSEQUENT SUBMISSION	a. ADDRESSEE	Draft	b. COPIES
					Reg	Repro

16. REMARKS The contractor shall provide monthly financial status reports that provide a break down of costs/hours associated with the work scheduled/completed, projected tasks scheduled for next period, and cumulative costs for contractor and all sub-contracts				NRL 8146		1	
				15. TOTAL →	0	1	0

17. PRICE GROUP
18. ESTIMATED TOTAL PRICE

1. DATA ITEM NO. A003	2. TITLE OF DATA ITEM Final Technical Report	3. SUBTITLE
---------------------------------	--	--------------------

4. AUTHORITY (Data Acquisition Document No.)	5. CONTRACT REFERENCE SOW Paragraph 3.3	6. REQUIRING OFFICE NRL COR
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7. DD 250 REQ N/A	9. DIST STATEMENT REQUIRED	10. FREQUENCY Once	12. DATE OF FIRST SUBMISSION Once	14. DISTRIBUTION		
8. APP CODE N/A		11. AS OF DATE See Blk 16	13. DATE OF SUBSEQUENT SUBMISSION	a. ADDRESSEE	Draft	b. COPIES
					Reg	Repro

16. REMARKS Provide final technical report upon completion				NRL 8146		1	
				15. TOTAL →	0	1	0

17. PRICE GROUP
18. ESTIMATED TOTAL PRICE

1. DATA ITEM NO.	2. TITLE OF DATA ITEM	3. SUBTITLE
-------------------------	------------------------------	--------------------

4. AUTHORITY (Data Acquisition Document No.)	5. CONTRACT REFERENCE	6. REQUIRING OFFICE
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7. DD 250 REQ	9. DIST STATEMENT REQUIRED	10. FREQUENCY e	12. DATE OF FIRST SUBMISSION	14. DISTRIBUTION		
8. APP CODE		11. AS OF DATE	13. DATE OF SUBSEQUENT SUBMISSION	a. ADDRESSEE	Draft	b. COPIES
					Reg	Repro

16. REMARKS						1	
				15. TOTAL →	0	1	0

17. PRICE GROUP
18. ESTIMATED TOTAL PRICE

G. PREPARED BY NRL Code 8146	H. DATE	I. APPROVED BY	J. DATE
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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 NONE				
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)
b. SUBCONTRACT NUMBER						b. REVISED <i>(Supersedes all previous specs)</i>		REVISION NO.
c. SOLICITATION OR OTHER NUMBER		DUE DATE (YYYYMMDD)				c. FINAL <i>(Complete Item 5 in all cases)</i>		DATE (YYYYMMDD)
<input checked="" type="checkbox"/>		81-4093-08						
4. IS THIS A FOLLOW-ON CONTRACT? <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO. If Yes, complete the following:				Classified material received or generated under <u>N00173-02-D-6029</u> <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				b. CAGE CODE		c. COGNIZANT SECURITY OFFICE <i>(Name, Address, and Zip Code)</i>		
FOR RFP PURPOSES ONLY, NOT VALID FOR ACTUAL CONTRACT AWARD						N/A		
7. SUBCONTRACTOR								
a. NAME, ADDRESS, AND ZIP CODE				b. CAGE CODE		c. COGNIZANT SECURITY OFFICE <i>(Name, Address, and Zip Code)</i>		
N/A						N/A		
8. ACTUAL PERFORMANCE								
a. LOCATION				b. CAGE CODE		c. COGNIZANT SECURITY OFFICE <i>(Name, Address, and Zip Code)</i>		
N/A						N/A		
9. GENERAL IDENTIFICATION OF THIS PROCUREMENT								
SATELLITE AVIONICS AND COMMUNICATIONS (SACS) SUPPORT								
10. CONTRACTOR WILL REQUIRE ACCESS TO:								
	YES	NO	11. IN PERFORMING THIS CONTRACT, THE CONTRACTOR WILL:				YES	NO
a. COMMUNICATIONS SECURITY (COMSEC) INFORMATION	<input checked="" type="checkbox"/>	<input type="checkbox"/>	a. HAVE ACCESS TO CLASSIFIED INFORMATION ONLY AT ANOTHER CONTRACTOR'S FACILITY OR A GOVERNMENT ACTIVITY	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
b. RESTRICTED DATA	<input type="checkbox"/>	<input checked="" type="checkbox"/>	b. RECEIVE CLASSIFIED DOCUMENTS ONLY	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
c. CRITICAL NUCLEAR WEAPON DESIGN INFORMATION	<input type="checkbox"/>	<input checked="" type="checkbox"/>	c. RECEIVE AND GENERATE CLASSIFIED MATERIAL	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
d. FORMERLY RESTRICTED DATA	<input type="checkbox"/>	<input checked="" type="checkbox"/>	d. FABRICATE, MODIFY, OR STORE CLASSIFIED HARDWARE	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
e. INTELLIGENCE INFORMATION	<input type="checkbox"/>	<input type="checkbox"/>	e. PERFORM SERVICES ONLY	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
(1) Sensitive Compartmented Information (SCI)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	f. HAVE ACCESS TO U.S. CLASSIFIED INFORMATION OUTSIDE THE U.S., PUERTO RICO, U.S. POSSESSIONS AND TRUST TERRITORIES	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
(2) Non-SCI	<input type="checkbox"/>	<input checked="" type="checkbox"/>	g. BE AUTHORIZED TO USE THE SERVICES OF DEFENSE TECHNICAL INFORMATION CENTER (DTIC) OR OTHER SECONDARY DISTRIBUTION CENTER	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
f. SPECIAL ACCESS INFORMATION	<input type="checkbox"/>	<input checked="" type="checkbox"/>	h. REQUIRE A COMSEC ACCOUNT	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
g. NATO INFORMATION	<input type="checkbox"/>	<input checked="" type="checkbox"/>	i. HAVE TEMPEST REQUIREMENTS	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
h. FOREIGN GOVERNMENT INFORMATION	<input type="checkbox"/>	<input checked="" type="checkbox"/>	j. HAVE OPERATIONS SECURITY (OPSEC) REQUIREMENTS	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
i. LIMITED DISSEMINATION INFORMATION	<input type="checkbox"/>	<input checked="" type="checkbox"/>	k. BE AUTHORIZED TO USE THE DEFENSE COURIER SERVICE	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
j. FOR OFFICIAL USE ONLY INFORMATION	<input checked="" type="checkbox"/>	<input type="checkbox"/>	l. OTHER <i>(Specify)</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
k. OTHER <i>(Specify)</i>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	SECURE VOICE CAPABILITY REQUIRED.					<input type="checkbox"/>

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*)

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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 VICKI CICALA	b. TITLE CONTRACTING OFFICER, SECURITY	c. TELEPHONE (<i>Include Area Code</i>) (202) 767-2240/2576
d. ADDRESS (<i>Include Zip Code</i>) NAVAL RESEARCH LABORATORY 4555 OVERLOOK AVE. SW WASHINGTON, DC 20375-5320	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, 8102, 8146	
e. SIGNATURE 		

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 Determined

