DOING BUSINESS WITH THE OFFICE OF NAVAL RESEARCH

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**Distribution/Availability Statement:** Approved for public release; distribution unlimited

**Supplementary Notes:**

**Security Classification of:**
- Report: Unclassified
- Abstract: Unclassified
- This Page: Unclassified

**Limitation of Abstract:** Same as Report (SAR)

**Number of Pages:** 17

**Form Approved OMB No. 0704-0188**
FUNDING OPPORTUNITIES

- Broad Agency Announcements (BAAs)
- Request for Information (RFIs)
- Request for Proposals (RFPs)
- Request for Quotes (RFQs)
- Seaport-e
- Special Notices
BROAD AGENCY ANNOUNCEMENT (BAA)
GENERAL INFORMATION

- Response Date
- Research Opportunity Description
- Instrument Type
- Type of Funds
  - Budget Activity 1 - Basic Research (6.1)
  - Budget Activity 2 - Applied Research (6.2)
  - Budget Activity 3 - Advanced Research (6.3)
- Eligibility Information
- Application and Submission Information
  - White Papers
  - Full Proposals
  - White Papers and Full Proposals
BROAD AGENCY ANNOUNCEMENT (BAA)  
GENERAL INFORMATION

- Evaluation Information
- Award Administration Information
  - Central Contractor Registration (CCR)
  - One-Line Representations and Certifications (ORCA)
  - ONR Specific Representations and Certifications
- Other Information
  - Government Property/Government Furnished Equipment (GFE) and Facilities
  - Security Classification
  - Organizational Conflicts of Interest
Application and Submission Information

Application and Submission Process

Content and Format

White Papers and Full Proposals

Instructions for Contract and Grant Submissions are Different

White Papers are submitted by e-mail, hand delivery, United States Postal Service, or commercial carrier.

Proposals Submitted for Contracts are submitted by hand delivery, United States Postal Service, or commercial carrier. **NOTE: No electronic proposal submissions.**

Proposals Submitted for Grants are submitted electronically through Grants.gov.
BROAD AGENCY ANNOUNCEMENT (BAA)
REQUIRED TECHNICAL AND COST PROPOSAL TEMPLATE

- The format and requirements have been developed to streamline and ease both the submission and the review of proposal packages.
- The template and spreadsheet have instructions imbedded into them that will assist in completing the documents.
- The template and spreadsheet require completion of cost-related information and both documents must be fully completed to constitute a valid proposal package.
- Subcontractors are required to provide a separate cost proposal spreadsheet to support proposed costs.
Fillable pdf form

Self explanatory

Problems or Questions

Specific BAA

Contact the primary and/or secondary business point of contact(s) stated in the BAA

ONR BAA webpage

Email your feedback web link

baa-proposal-feedback@onr.navy.mil

Message sent directly to Susan Sutherland (Director, Contracts and Grant Awards) and Ellen Simonoff (Deputy Director, Contracts and Grant Awards)
BROAD AGENCY ANNOUNCEMENT (BAA)
MOST COMMON MISTAKES FOUND IN PROPOSAL PACKAGES

- General Information
  - Not registering or updating the Central Contractor Registry (CCR)
  - Not completing the Online Representations and Certifications (ORCA)
  - University, Non-Profit, or Large for Profit entity not submitting a Small Business Subcontracting Plan in accordance with FAR 52.219-9
BROAD AGENCY ANNOUNCEMENT (BAA)
MOST COMMON MISTAKES FOUND IN PROPOSAL PACKAGES

- General Information continued
  - University, Non-Profit, or Large for Profit entity not submitting a Small Business Subcontracting Plan in accordance with FAR 52.219-9
  - Not providing the applicable Defense Contract Audit Agency (DCAA) information
Technical Proposal

- Statement of Work and deliverable not clearly identified or clearly defined
- Background, Scope/Objective, Requirements, and Deliverable

NOTE: The Offeror is responsible for providing a Statement of Work in accordance with the Research Opportunity Description stated in the BAA. The Statement of Work will be incorporated as an attachment to the resultant award without restrictive markings of affirmation of non-proprietary and releasable in response to Freedom of Information Act (FOIA) requests.
Technical Proposal continued

- Does not provide the destination for the deliverable
- Statement of Work contains acronyms that are not spelled out
- Statement of Work does not separate the base from the option(s)
- Contract Data Requirements List (CDRL) information not provided
Technical Proposal continued

- Assertion of Data Rights
  - DFARS 252.227-7013
  - DFARS 252.227-7014
  - DFARS 252.227-7018

  *Note: Clauses may be accessed at [http://farshite.hill.af.mil/VFDARA.HTM](http://farshite.hill.af.mil/VFDARA.HTM)*

- Government may challenge assertions
- Improper format
- Do no properly acknowledge earlier funding of related research
BROAD AGENCY ANNOUNCEMENT (BAA)
MOST COMMON MISTAKES FOUND IN PROPOSAL PACKAGES

- Cost Proposal
  - Template not used or filled out correctly
    - Total Effort
    - Escalation and Indirect Rates
    - Subcontractor
    - Consultants
    - Materials-Supplies
    - Contractor Acquired Equipment
    - Travel
    - ODC Details
BROAD AGENCY ANNOUNCEMENT (BAA)
MOST COMMON MISTAKES FOUND IN PROPOSAL PACKAGES

- Cost Proposal continued
  - Costs are not properly separated by base and option(s)
  - Does not include detailed (unburdened) subcontractor cost proposal
    - Subcontractors can submit their detailed (unburdened) cost proposal directly to the Government
  - Does not include the consulting agreements
    - Name
    - Description of effort to be performed
    - Number of hours
    - Hourly rate
    - Travel costs
BROAD AGENCY ANNOUNCEMENT (BAA)

SITUATIONS THAT CAN CAUSE A DELAY IN AWARD

- Not using the technical and cost proposal template
- Contractor that has never done business with the government
  - Audit can take up to 60 days or more
- Subcontractors not submitting their detailed (unburdened) cost proposal
WEB-SITES

- Office of Naval Research
  - https://www.onr.navy.mil

- US Federal Contractor Registration
  - https://www.uscontractorregistration.com

- Grants.gov
  - https://grants.gov
QUESTIONS – COMMENTS – SUGGESTIONS