

# Panel Project Guide

## Volume 1 - Offerors

*FY25*

*May 24, 2024*

### MISSION

- ❖ Employ a unique collaborative framework to research, develop, mature, and implement industry-relevant shipbuilding and sustainment technologies and processes, improving efficiency across the U.S. shipyard industrial base and meeting future demand.

**TABLE OF CONTENTS**

BACKGROUND ..... 2

    PANEL STRUCTURE ..... 2

    PANEL MEETINGS ..... 3

    PANEL PROJECTS ..... 3

PANEL PROJECTS SOLICITATION AND SELECTION ..... 3

    DEFINITIONS ..... 4

    WHITE PAPER REQUIREMENTS ..... 4

    COST DATA TABLE ..... 6

    SUBMISSION PROCESS ..... 6

    NOTICE to FOREIGN-OWNED FIRMS ..... 7

    OTHER SPECIAL REQUIREMENTS ..... 7

    REVIEW ..... 7

    SELECTION AND AWARD ..... 8

POST-AWARD GUIDELINES ..... 8

    CONTRACTING ..... 8

    PROJECT OVERSIGHT ..... 8

ATTACHMENTS ..... 9

    ATTACHMENT 1 – White Paper Template ..... 10

    ATTACHMENT 2 – Supporting Cost Data Table ..... 13

    ATTACHMENT 3 – Cost Data Table Example ..... 16

    ATTACHMENT 4 – Cost Data Table TEMPLATE ..... 17

    ATTACHMENT 5 – White Paper Checklist ..... 19

    ATTACHMENT 6 – BIDS Submission Process ..... 20

## BACKGROUND

This guide has been created to assist potential Offerors with developing and submitting a compliant R&D Panel Project White Paper to the National Shipbuilding Research Program (NSRP) during the formal solicitation while providing guidance once project funding has been awarded.

## PANEL STRUCTURE

The NSRP Panel structure defines NSRP communities of practice that correspond to narrow technical and/or process areas, while being aligned to the three broader major initiatives of the multi-year NSRP [Strategic Investment Plan](#) (SIP) and as amplified by the annual [Technology Investment Plan](#) (TIP), as shown in Figure 1. The Panels form the working groups of the program and are considered the program’s front line communication source for engaging with industry, Navy, other Government organizations, and the commercial sector. Each Panel elects a chair and vice-chair who lead and coordinate the Panel activities, which include open industry meetings and execution of smaller-scale projects.

The NSRP website includes individual [panel webpages](#), which publish meeting information and other pertinent data. Below are the nine Panels and their alignment with the Major Initiatives of the Program.

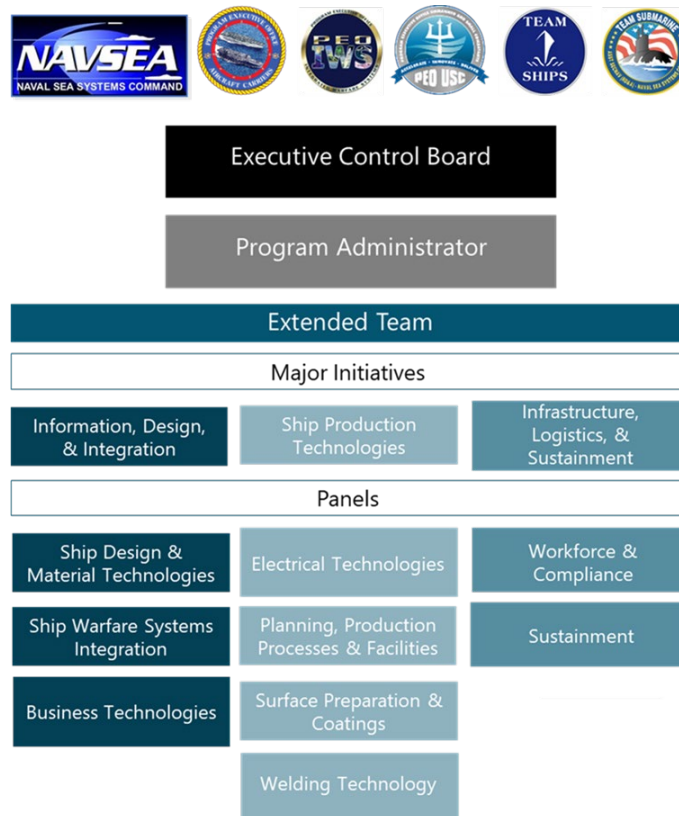


Figure 1 - Panel Alignment with Major Initiatives

## PANEL MEETINGS

As with the Major Initiative Team Leaders, the Panel Officers provide input and recommendations on key elements of the Program. However, the core focus of the Panels is open interaction with industry at large, as well as Government representatives and members of academia engaged in their respective functional areas.

This interaction is accomplished primarily through two to four open meetings per panel per year. These meetings serve a critical role within the Program by providing a public forum for industry-wide networking, technology transfer and discussion of current Government and industry topics of interest. Panel Meetings provide a forum for issues, ideas, and teaming.

## PANEL PROJECTS

Panel meeting discussions regularly reveal project opportunities that are important to ship design, shipbuilding and ship repair industry, but are smaller in scope, lower in cost, and of a shorter duration than NSRP Research Announcement (RA) projects. The Executive Control Board (ECB) typically sets aside a specific amount of money each year to fund these relatively small, short-term projects recommended by the Panel Chairs.

Current and historical projects for all of the NSRP solicitations (Panel Projects, RA Projects, and Rapid Adoption Projects (RAPs)) can be found in the NSRP [Project Portfolio](#).

## PANEL PROJECTS SOLICITATION AND SELECTION

The solicitation for each cycle will be announced via email to the Panel Officers and published on the NSRP program website. The solicitation will include a due date for Offerors to submit their White Papers to the Program Administrator, via its BAA Information Delivery System (BIDS) site, as well as the due date for Panel Chairs to submit their panel's top three White Papers and potentially one joint White Paper with another Panel. No formal Request for Proposals will be issued. The proposed program funding amount **must not** exceed \$200,000 for any one project, and a proposed project must not exceed 12 months in duration.

At the ECB's discretion, any ongoing NSRP Working Group or other *ad hoc* team may also compete in the Panel Project solicitation process.

Below is a flow chart illustrating the panel project white paper submission and selection process:

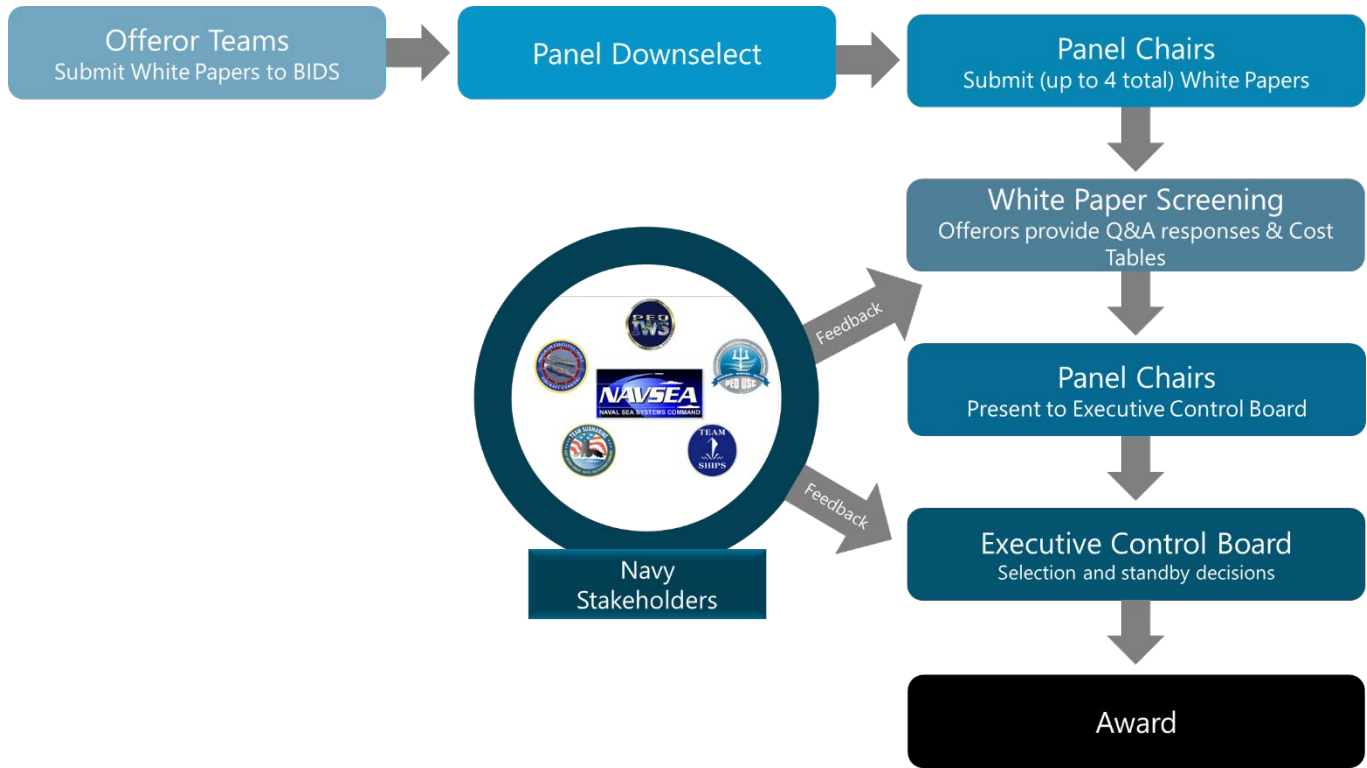


Figure 2 - Panel Project Selection Process

**DEFINITIONS**

Certain terms, with commonly-used definitions, are described below:

**Shipyard** - an organization that is primarily engaged in operating shipyards. Shipyards are fixed facilities with drydocks (or similar ship lifting structures) and fabrication equipment capable of building or repairing a ship, defined as watercraft typically suitable or intended for other than personal or recreational use. Activities of shipyards include the construction of ships, their repair, conversion and alteration, the production of prefabricated ship and barge sections, and specialized services, such as ship scaling. For this solicitation, "Shipyard" includes all public Naval Shipyards, U.S. Coast Guard Yard, and all organizations doing work under Department of Labor **2022 North American Industry Classification System** (NAICS 2022) code 336611 "Ship Building and Repairing."

"Technology Readiness Level (TRL)" is an industry standard metric that assesses the maturity of a technology, product, process, or service. TRL definitions can be found at <https://acqnotes.com/acqnote/tasks/technology-readiness-level>.

**WHITE PAPER REQUIREMENTS**

White Paper requirements for this solicitation include the following:

- Cover Page with Project Lead point(s) of contact information and any required signatures and/or endorsements
  - Identification of Project Prime’s Technical Lead (full name, title, email address, phone number)
  - Identification of Project Prime’s Contracts point of contact (full name, title, email address, phone number)
  - Identification of point of contact for each participating shipyard (full name, title, email address, phone number)
  - Identification of participating Government agencies (agency, POC full name, title, email address, phone number)
  - Identification of point of contact for all other project participants (full name, title, email address, phone number)
  - Connection to the Technology Investment Plan (TIP)
  - Connection to Panel and Panel’s mission
    - Address how this project fits and relates to the mission of that Panel. Descriptions of each panel are found in the SIP and TIP documents.
- No more than three pages (not including cover page and endorsement pages)
  - The White Paper should fully describe the topics itemized below at a level of detail appropriate for executive-level decision making. Extensive technical details are not required ([Attachment 1 – White Paper Template](#)):
    - Problem Statement/Concept Description
    - Goals and Objectives
    - Methods and Procedures Required for Accomplishing Goals and Objectives
    - Previous and Current Related Work (e.g., previous NSRP projects, follow-on projects, Navy SBIR and/or ONR ManTech projects)
    - Deliverables
    - Project Benefits
    - Customer Involvement
    - Foreign involvement (explain how compliance with ITAR and other applicable regulations will be achieved, and describe the likely impact on schedule)
    - All projects, if applicable, **shall** include Government Purpose Rights as defined in the [NSRP Base Task Order Agreement](#). Unless otherwise specifically negotiated and approved in advance of award, the Government will obtain Government Purpose Rights to all intellectual property (IP) developed under the NSRP Program including IP developed using cost share sources. Any request for specially-negotiated rights other than Government Purpose Rights must be disclosed in the White Paper for consideration and approval. Specially-negotiated rights are subject to approval by the NAVSEA NSRP Agreements Officer prior to award.
    - Technology Transfer and Implementation Approach
    - Expected Duration (not to exceed 12 months)
    - Program Funds not to exceed \$200,000
      - Fee or profit associated with the work is not allowed for Panel Project awards to NSRP ECB member shipyards, or other recipients who are

performing research deemed substantive to the goals of NSRP program. On a case-by-case basis, fee/profit on Panel Project awards to small businesses (using SBA size standards) and commercial organizations that do not typically do Government business may be authorized. Payment of reasonable fee or profit, when making purchases from suppliers of goods (e.g., supplies and equipment) or services needed to carry out the research, is allowable. The NSRP Agreements Officer **must** approve any fee/profit on proposed Panel Projects **in advance of award**.

- Cost Share (if applicable)
- At least one U.S. **shipyard shall** be lead or a project participant – **multiple shipyard participation, including ECB member shipyards, is strongly encouraged**. An endorsement email for each participating shipyard must be attached.
  - From member shipyards, the endorsement will be provided by the NSRP Shipyard Delegate (NSD).
  - From non-member shipyards, the endorsement will be provided by a member of leadership able to commit the shipyard to participate.
  - These endorsement pages do not count toward the three page limit.

White Papers must contain all required information which will enable ECB decision-making that meets their accountability to funding stakeholders and responsibility for sound resource allocation. Panel Officers will screen the proposals received and may, at their discretion, remove non-compliant technical proposals from consideration by the Panel. Panel Officers will have the ability to add proposals submitted to other Panels for consideration by their Panel, as long as that project meets the mission of that Panel.

## COST DATA TABLE

Offerors must submit the Cost Data Table and required attachments directly to ATI (NSRP-Contracts@ati.org) after notification by the Panel Chair that their White Paper was down selected for submission to the ECB, but **no later than** 4:00 p.m. ET on **October 2, 2024**. Offerors will not provide the completed Cost Data Table to the Panel Chair with their White Paper submission. Ideally, Offerors should have this Cost Table developed by the deadline for submission of White Papers to the Panel Officers, indicating that proposal development is complete in all respects.

Offerors are strongly encouraged to consider all elements of cost and obtain concurrence from their contracting staffs well in advance of the White Paper down-select decisions. This cost table (shown as [Attachment 2](#) and as an example in [Attachment 3](#)) will be an official proposal; there will not be a formal request for proposal (RFP) associated with this solicitation.

## SUBMISSION PROCESS

The deadline for Offerors to submit White Papers is 4:00 p.m. ET on **August 26, 2024**. Offerors shall submit White Papers directly to the BIDS site, using the template outlined in [Attachment 1](#) and after complying with the checklist provided in [Attachment 4](#). Panel Officers and their Panel members

then conduct a Panel down-selection and prioritization of the White Papers submitted. After the Panel down-selection is complete, the Panel Chair will submit up to three rank-ordered White Papers and one joint White Paper, with NSRP member shipyard voting results and NSRP Shipyard Delegate endorsement(s), directly to the ATI NSRP Staff via the White Paper Submission Form within BIDS.

#### NOTICE TO FOREIGN-OWNED FIRMS

Project leads are asked to immediately notify the NSRP Program Administrator point of contact ([NSRP-Contracts@ati.org](mailto:NSRP-Contracts@ati.org)) after deciding to respond to this announcement if any intended project participant is a foreign-owned firm. These project participants should be aware that prior Government approval may be required before their proposals can be considered.

#### OTHER SPECIAL REQUIREMENTS

NSRP is not authorized to store or handle classified information. Do not include any classified material in either white papers or deliverables. Due to the open nature of the panel project selection process, do not include any Controlled Unclassified Information (CUI), International Traffic in Arms Regulations (ITAR), or other limited distribution information in your white paper submissions.

Offerors are advised that research findings and technology developments arising under this project may constitute a significant enhancement to the national defense, and to the economic vitality of the United States. As such, in the conduct of all work under this project, the Offeror will comply with the Export Administration Regulation (15 CFR 730-774) (the EAR) or the International Traffic in Arms Regulation (22 CFR 120-130) (the ITAR), the DoD Instruction 5220.22, "National Industrial Security Program (NISP)," March 18, 2011, National Industrial Security Program Operating Manual (DOD 5220.22R) (the NISPOM), insofar as the EAR, the ITAR and the NISPOM apply to various activities performed in the execution of the project, to include marking, handling, and exchange of any project notes, documents, and deliverables.

#### REVIEW

In addition to the Panel review, the ATI NSRP Staff will conduct a review to identify any non-compliance issues. Any White Paper that is deemed as non-compliant will be eliminated from further consideration for award.

Once the down-selected White Papers are identified, Navy and other Government funding sponsors will be given the opportunity to review them. Additionally, the ATI NSRP Staff will notify the Offerors of any potential issues and/or questions regarding the down-selected White Papers, with a copy to the appropriate Panel Chair. The Offerors will submit responses to any issues raised to the ATI NSRP Staff, with copies to the appropriate Panel Chair(s), by October 10, 2024. **The failure to provide complete and timely responses to potential issues and/or questions will result in a removal of the White Paper from further consideration for award.**

Clarifications from the Offeror to the Panel Chair will help the Panel Chair prepare for their oral presentations to the ECB during the Panel Project Selection Meeting.



## SELECTION AND AWARD

Panel Chairs or their appointed representative will present all compliant and selected White Papers to the ECB. The ECB will select Panel Projects for award based on **strategic fit and value to the shipbuilding and ship repair industry, Navy, other Government stakeholders, and the commercial sector** according to the evaluation criteria cited in the solicitation.

Please refer to the current [Panel Project Solicitation](#) for evaluation criteria.

## POST-AWARD GUIDELINES

### CONTRACTING

The ECB employs Advanced Technology International (ATI) as Program Administrator for NSRP operations, including contracting. Funds are distributed to NSRP project participants through Task Order awards managed by the Program Administrator.

A description of the payment methods available may be found in Article V of the [Base Task Order Agreement](#). The preferred Payment Method is "Expenditure Based". Use of the "Fixed-Support" Payment Method is limited only to organizations whose accounting systems do not have the capability to collect and invoice based on actual costs incurred. Offerors who request Fixed Support task orders will have to complete a [Business System Information Questionnaire](#) that is subject to review and approval by the Program Administrator.

Note: The payment method identified in the white paper may or may not be the type approved for award.

Offerors can contact [NSRP-Contracts@ati.org](mailto:NSRP-Contracts@ati.org) for additional information related to the types of agreements available. The [Base Task Order Agreement](#) is available for review to ensure their organization can agree to the NSRP terms and conditions. **These mandatory terms and conditions should be reviewed in detail prior to proposing.** For additional contracting questions, please contact [NSRP-Contracts@ati.org](mailto:NSRP-Contracts@ati.org).

Any proposed Project Leads shall ensure all project participants will agree to the terms and conditions of NSRP's standard [Base Task Order Agreement](#) **prior** to submission of a White Paper. To ensure selected projects can be awarded, all project participants shall:

- Ensure that contracting/legal departments agree with the terms and conditions of the agreement in advance. Resolve questions/issues ahead of time wherever possible.
- Ensure all project participants' (if applicable) contracting/legal departments are ready to contract once the project has been selected by the ECB. In most cases, this involves engaging with cost-estimating personnel to validate the cost summary.

## PROJECT OVERSIGHT

Once proposals are selected for award, Panel Officers are responsible for promptly notifying the Project's Technical and Contracts Leads and assigning the Program Technical Representative (PTR) for each project.

The Project Lead, as designated in the White Paper, will be responsible for ensuring project objectives are being met, including:

- Once selected for award, submitting a Statement of Work (SOW) for review and approval. (Any review comments must be addressed in a revised SOW.)
- Completing deliverables and Project Status Reports according to the approved SOW
- Conducting Technology Transfer activities
- Submitting deliverables to the ATI NSRP Project Manager and PTR via the NSRP Deliverable Submission Module (DSM)
- Submitting invoices in a timely manner through ATI's Accounting and Finance Group (AFG) via email ([afgforms@ati.org](mailto:afgforms@ati.org)).

The Panel Officer will propose a PTR for Program Administrator approval. Although normally the PTR role will fall to the Panel Officer population, conflict-of-interest concerns and Panel Officer workload may require the assignment of a panel member or other suitably-qualified individual to this role.

To preclude against even the appearance of a conflict of interest, the PTR shall not be an employee of the company that is prime on the project. Additionally, as a general rule, the PTR should not be an employee of any company or organization receiving program funding on the project. Exceptions to this rule may be considered on a case-by-case basis, where the PTR is sufficiently insulated from their company's project activity, but only after receiving concurrence from the ATI Head of Contracts and Procurement or his/her delegate.

The PTR will act in a role similar to the model of a Government Contracting Officer's Technical Representative. As a representative of the ECB, the PTR is responsible for overseeing a project's technical activities, adherence to schedule, and project resource usage in accordance with a contractually-approved Statement of Work. PTRs **do not** hold the authority to change the project's scope of work or make any other contractual decisions. The PTR will review and sign off on the SOW. The PTR will also review deliverables submitted via the NSRP Delivery Submission Model (DSM) and approve acceptable submissions or identify where corrections or revisions are needed.

## ATTACHMENTS

The attachments on the following pages can also be found on the [Solicitation Resources](#) page of the NSRP website. These attachments are provided to facilitate submission of a compliant Panel Project White Paper.

## ATTACHMENT 1 – WHITE PAPER TEMPLATE

**NOTE:**

- *Minimum font size is 11 pt*
- *Cover page and endorsements are not included in the three page limit*

**Title of Project:** Provide a brief descriptive title that allows the reader to identify what is unique in that project.

**Offeror Identification:** Clearly identify by organization, Prime Contractor Technical and Contracts POCs' names, email addresses, and phone numbers. Include Technical POC information for all other organizations who will participate including Government organizations (e.g., NRL, NSWC).

**Problem Statement/Concept Description:** What problem is being solved; what are the expected benefits? Avoid going into too much background detail. Identify industry members who have agreed to support this effort indirectly (e.g., list organizations that have agreed to participate in a survey or provide needed data). Examples of problems that need to be solved include:

- There is an industry need that is not being met
- There is an industry need to change an existing practice
- There is an industry need to develop new technology/ practice in ship construction and/or ship repair

**Project Goals and Objectives:** Why is the project being done? Provide goals and objectives that support why. Avoid going into detail about the benefits, covered in a subsequent section. Write to senior executives who may not be familiar with narrow technical details. Examples of specific project goals and objectives are:

- Improve welding rate from x to y
- Reduce costs associated with procedure x
- Implement process z

**Methods and Procedures Required for Accomplishing Goals and Objectives:** How are the project's goals/objectives going to be accomplished and who is doing what? **Outline a simple breakdown of the work activities (task descriptions) of the proposed project.** All panel members/shipyard team members/Government agency employees that will perform the effort should be named in this section. For example:

- Develop technical requirements with XX group...
- Fabricate test articles using ...
- Conduct testing in accordance with XX...
- Analyze test results using XX and review with YY...
- Present results to panel membership and other appropriate audiences...
- Gain approval from Navy/Government agency

**Previous and Current Related Work:** How does the project build on, complement, or differentiate itself from previous and current work in this area? This will avoid the question "Hasn't this already been done by someone else?" that inevitably comes up when a proposed project is dealing in the same technical area as previous projects conducted by NSRP or other R&D activities. Offerors shall identify

previous, current or follow-on NSRP Projects by Title and Agreement Number (refer to [NSRP Project Portfolio](#)).

- This project will take the results from project X and make them better by....
- This project will help project X by providing them with XXX which is beyond their project scope
- This project is different from project X because...

**Project Benefits:** This section describes the business opportunity that your project will address. Include new product(s) and/or improved operation(s) or process(es), and the intended beneficiar(ies) of the project. A statement of intended benefits is mandatory. This statement should clearly demonstrate why the project is most compelling amongst all other projects under consideration.

Where defined metrics for the intended benefit are available, provide these in terms of dollars savings and a return on investment (ROI). ROI calculations should be based on the predicted cost reduction for a 5-year period that starts at initial implementation or one year after the project concludes, whichever is earlier. Include assumptions or bases of estimates used in determining the ROI.

**Deliverables:** What is the tangible output of this project? Who is the intended audience/user? Types of deliverables can include:

- Guidelines that any industry member can use to implement X
- New process to handle steel plate processing

**Customer Involvement:** Offeror should identify and include involvement of appropriate Navy representatives, such as NAVSEA 05 staff or field organizations, including the Technical Warrant Authority(ies) (TWAs). Offeror **must** provide the name and contact information for the Government point of contact who agreed to provide oversight or will provide specific task effort in the Statement of Work. If there is no such involvement, provide an explanation as to why not. If there is any issue with obtaining this information, Offerors should contact the NAVSEA NSRP Program Engineer, Mr. Derek Opel, at [derek.w.opel.civ@us.navy.mil](mailto:derek.w.opel.civ@us.navy.mil) for early coordination.

*Please keep in mind that, if the proposed effort will utilize efforts (testing, lab work, etc.) by Government field organizations (specifically working capital-funded organizations), these efforts might require funding for these government organizations. This funding is provided by the NAVSEA NSRP Program Office, and must be included under the \$200,000 ceiling. This funding must also be documented on the Supporting Cost Table ([Attachment 2](#)) to ensure that the Government participants are funded along with the team members.*

**Technology Transfer and Implementation Approach:** How will the results of this project be made available to the industry at large? How will the intended audience/user be targeted? What platforms will benefit from the results? What steps need to be completed before the results of the project can be used (include any actions that would need to be taken in a follow-on project)? Assuming a successful outcome to the R&D effort, what specific plans are there for implementation in one or more shipyards?

**Include the starting TRL and projected TRL at completion.** Examples include:

- Panel meeting or workshop will be held in X to showcase results
- Results posted to a website that can be accessed by X with the following restrictions

- Training on the new process will be offered to key supervisors of U.S. shipyards
- Shipyards X and Y have indicated a demand for this technology or capability subsequent to successful project completion
- The starting TRL is X; the projected TRL at completion of this project is Y.

**Expected Duration** Overall duration, ***must*** be in months **[Must not exceed 12 months]**

**Program Funds:** Bottom line proposed funding request **[Must not exceed \$200K]**

**Cost Share:** Bottom line industry cost share. Cost share is not required and will not be used as an evaluation factor. If the Offeror chooses to contribute cost share, and meeting participation will be used, include **only** project-specific steering/review committee meeting labor, travel and other expenses. This project-specific labor would be separate from more generic panel meeting participation labor.

**ATTACHMENT 2 – SUPPORTING COST DATA TABLE**

Offerors of White Papers selected for presentation to the ECB will be notified by the appropriate Panel Officer. After notification of selection but **no later than** 4:00 p.m. ET on **October 2, 2024**, Offerors **must** submit the Cost Data Table directly to ATI (NSRP-contracts@ati.org).

Sufficient cost information to substantiate the proposed cost as realistic and reasonable for the proposed effort must be provided to ensure that a complete and fair evaluation of the cost or price can be conducted. **Every effort must be made to ensure the cost data is sufficiently accurate such that the Offeror’s contracting office will be willing and able to expeditiously execute a task order with ATI (See Post Award Guidelines) once the project is selected. Consultation by the Offeror’s contracting office with the ATI contracting POC is encouraged if there are questions BEFORE the White Paper is submitted.**

Use the table format below to provide sufficient cost data for each cost element proposed. If the project is selected for funding by the ECB, supplemental information may be required.

**UEI Number:** On April 4, 2022, the unique entity identifier used across the federal government changed from the DUNS Number to the Unique Entity ID (UEI). The UEI is a 12-character alphanumeric ID assigned to an entity by SAM.gov. This ID is used by ATI for SAM.gov searches and contract reporting.

**CAGE Code:** A Commercial and Government Entity (CAGE) code is a five-character alpha-numeric, unique identifier assigned by the Defense Logistics Agency (DLA). CAGE codes provide a standardized method of identifying a given facility at a specific location.

**Project Lead:** The information provided in the below table for labor, travel, other direct costs, and indirect costs, information should be entered for *project lead only*.

**Team Members:** Team members should be included *only* in the “Team Member” section of the table. If the project prime is an NSRP ECB Member Shipyard and will be working with other NSRP ECB Member Shipyards, ATI may do the subcontracting with the Member Shipyards **if** the anticipated individual team member subcontract award value is over \$10,000 and a request for this provision is made to ATI. Please include the below table for each organization requiring funding. Travel for team members should be included in this section.

**Labor Rates (Lead Only):** **Unburdened** labor rates and hours are required for each labor category proposed. (The labor rate information will not be disclosed beyond ATI.)

**Travel (Lead Only):** Include a list of all of the trips included for the proposed project. In this list, include the number of days and travelers per trip, the destination of the trip, the purpose of the trip, and the cost per trip.

**Material/Equipment:** Include an **itemized list** (i.e. item description, quantity, unit of measure, unit price) of material and equipment required by **ALL** project team members to support the project, along with a basis for the cost estimates. All material equipment items proposed over \$10,000 **must** provide backup documentation supporting the quoted price (e.g., catalog price, previous invoice). Budget estimates for material/equipment items with an acquisition value greater than \$50,000 **must be described and justified separately** (including items proposed by Team Members and Subcontractors). The \$50,000 threshold also applies to the manufacture/assembly of components during the project that, when completed, will produce property which exceeds \$50,000 in value. The value of equipment should be prorated according to the share of total use dedicated to carrying out the proposed work. Include a brief explanation of the proration methodology used.

**For any software proposed for purchase with NSRP funding the following information must be provided:**

- State how the software will be used in support of the project;
- State whether the software purchase is a full software suite or just a limited-use license. For limited-use license purchases, provide the period for the use of the license;
- Provide supporting documentation (commercial pricelist, quote, etc.) to support how the proposed cost was derived.

**Other Direct Costs (Lead Only):** Include an **itemized list** (i.e. item description, quantity, unit of measure, unit price) of any remaining Other Direct Costs (ODCs), not included above, required to support the project, along with a basis for the cost estimates. For each proposed ODC exceeding \$10,000, the Offeror **must** provide backup documentation supporting the quoted price (e.g., catalog price, previous invoice).

**Indirect Rates (Lead Only):** Provide an estimate of the total indirect costs and provide data to support indirect cost rates by one of the following methods:

- a. Provide a copy of certification from a Federal agency indicating these indirect rates are approved by the Federal agency; or
- b. Provide a letter from an Administrative Contracting Officer, in lieu of a rate certificate, stating these indirect rates are approved by a Federal agency;
- c. If the Offeror does not have Government-approved indirect rates, but submits such rates on a consistent basis to the Government for review, the Offeror shall provide a copy of its rate submittal letter to demonstrate the Offeror's most recent indirect rate set has been provided to the Government for review; or
- d. If an Offeror does not have approved rates, provide detailed supporting data to include (1) indirect rates and all pricing factors that were used; (2) methodology used for determining the

rates (e.g., current experience in the offeror's organization or the history base used); and, (3) all escalation, by year, applied to derive the proposed rates. If computer usage is determined by a rate, identify the basis and rationale used to derive the rate.

**Government Participants:** Government Participants are Project Participants from a Federal, state or local Government entity that will require Program Funds for their participation. Government Participants include such entities as public shipyards, Naval Warfare Center elements, Regional Maintenance Centers, Government labs, etc. NSRP Program funds to be provided to Government Participants are segregated in the Cost Data Table but are included in the Total Program Funds amount. These are NOT funded through the Lead.

**Cost Share:** Cost share is not a requirement on Panel Projects, but may be included at the Offeror's option. The **same level of detail** is required for each cost element as required above. Acceptable forms of cost share are defined in the Base Task Order Agreement.

**NOTE:** As the NSRP program is an Other Transaction Agreement with mandatory cost-sharing provisions, fee/profit on research is not necessary to achieve the objectives of NSRP. Payment of reasonable fee or profit when making purchases from suppliers of goods (e.g., supplies and equipment) or services needed to carry out the research, including Program Administrator costs, is allowable. On a case-by-case basis, fee/profit on panel project awards to small businesses (using SBA size standards) and commercial organizations that do not typically do Government business may be authorized. With written approval from the Agreements Officer, fee may be allowable on sub-awards for non-substantive program performance.



**ATTACHMENT 3 – COST DATA TABLE EXAMPLE**

The following is provided as an **EXAMPLE** and represents the level of detail required for each element of cost:

| <b>SUPPORTING COST DATA</b>      |   |                                |
|----------------------------------|---|--------------------------------|
| <b>PROGRAM FUNDS</b>             |   |                                |
| <b>Type</b>                      | <b>Description</b>  | <b>Amount</b>                  |
| Labor                            | Senior Engineer, 250 hrs @ \$100/hr<br>Level 1 Engineer, 500 hrs @ \$50/hr  | \$50,000                       |
| Travel                           | Five 2-day trips @ \$1,000/trip/person, for 3 people from Charleston, SC to Washington, DC for Panel Meeting  | \$15,000                       |
| Team Members                     | Shipyard A, \$20,000<br>Shipyard B, \$15,000<br>Subcontractor \$25,000  | \$60,000                       |
| Material/Equipment               | Prime: 50 test nozzles @ \$100 each based on catalog pricing<br>Shipyard A: 10 brackets @ \$50 each based on catalog pricing<br>Shipyard B: 20 gallons of paint @ \$100 each based on catalog pricing | \$ 5,000<br>\$ 500<br>\$ 2,000 |
| Other Direct Costs               | 1,500 color copies @ \$1.25 a copy based on previous purchase<br>500 color tri-fold brochures @ \$4.25 each based on vendor quote   | \$ 2,500                       |
| Indirect Costs                   | Overhead based on forward pricing approved by SUPSHIPS, January 2022.<br>Letter attached  | \$20,000                       |
|                                  | <b>Subtotal – Program Funds</b>   | <b>\$155,000</b>               |
| Government Participants          | Naval Surface Warfare Center Dahlgren Division (NSWCDD)   | \$5,000                        |
|                                  | <b>Total Program Funds</b>  | <b>\$ 160,000</b>              |
| <b>COST SHARE (not required)</b> |   |                                |
| <b>Type</b>                      | <b>Description</b>  | <b>Amount</b>                  |
| Cash (labor, travel)             | (Prime) – Senior Engineer labor, 150 hrs @ \$100/hr   | \$ 15,000                      |
| In- Kind                         |   |                                |
|                                  | <b>Total Cost Share</b>   | <b>\$ 15,000</b>               |

ATTACHMENT 4 – COST DATA TABLE TEMPLATE

**[INSERT WHITE PAPER TITLE]**

**SUPPORTING COST DATA**

**OFFEROR NAME**

**OFFEROR UEI AND CAGE CODE (IF APPLICABLE)**

**PROGRAM FUNDS**

| <b>Type</b>                               | <b>Description – <i>The below information is required to describe each proposed cost.</i></b>   | <b>Amount</b> |
|---|---|---------------|
| Labor – LEAD only                         | [List each labor category with associated <b>unburdened</b> labor rate and hours.]  |               |
| Travel – LEAD only                        | [List # of trips, # of days and travelers per trip, origin, destination, purpose of trip, and cost per trip.]   |               |
| Team Members                              | [List each team members and their associated funding less material/equipment.]  |               |
| Material/Equipment – For all team members | [List all items (including item description, quantity, unit of measure, and unit price) and provide basis of cost for each (i.e., catalog pricing, vendor quote, previous purchase, etc.) Additional support documentation is required for any item proposed over \$10,000.]  |               |
| Other Direct Costs – LEAD only            | [List all items (including item description, quantity, unit of measure, and unit price) and provide basis of cost for each (i.e., catalog pricing, vendor quote, previous purchase, etc.). Additional support documentation is required for any item proposed over \$10,000.] |               |
| Indirect Costs – LEAD Only                | [Provide an estimate of the total indirect costs and provide data to support indirect cost rates by one of the required methods (see Panel Project Guide Vol 1).]   |               |
|   | <b>Subtotal – Program Funds</b>   |               |
| Government Participants                   | [List each Government Participant and their required funding.]  |               |
|   | <b>Total Program Funds – not to exceed \$200,000</b>  |               |

**COST SHARE (not required-and does NOT count against the “Total Program Funds” line above)**

| Type  | Description                                      | Amount |
|---|--|--------|
| Cash (labor, travel, etc.)  | Identify the contributing project participant(s) |        |
| In Kind (Use of equipment, space/ buildings, intellectual property) | Must provide basis of cost.                      |        |
|   | <b>Total Cost Share</b>                          |        |

*Required Cost Data Table Certifications*

**1. Prime contractor and all subcontractors will abide by the terms and conditions of the NSRP Base Task Order Agreement.**

If not, please provide reason here.

---

**2. Request ATI to do the Contracting on this project (only applicable to ECB Member Shipyards who are prime contractors and have ECB Member Shipyards as subcontractors over \$10K)**

Insert request in this block and list the ECB Member Shipyards.

---

**3. The Government will obtain Government Purpose Rights to all intellectual Property (IP) developed under this NSRP Project. Any request for specifically negotiated rights other than Government Purpose Rights must be disclosed in White Paper Submission.**

If not, please provide reason here.

---

**4. The preferred Payment Method is “Expenditure Based”. Use of the “Fixed-Support” Payment Method is limited only to organizations whose accounting systems do not have the capability to collect and invoice based on actual costs incurred. Offerors who request Fixed Support task orders will have to complete a Business System Information Questionnaire.**

Insert preferred Payment Method in this block.

---

**5. I certify that the proposed costs included with this Cost Table do not contain any fee or profit.**

**6. I certify that the proposing organization is a [INSERT TYPE] (Small Business or Commercial Organization).**

Authorized Signature: \_\_\_\_\_  
 Printed Name: \_\_\_\_\_  
 Printed Title: \_\_\_\_\_  
 Date: \_\_\_\_\_

## ATTACHMENT 5 – WHITE PAPER CHECKLIST

Offerors are encouraged to utilize the checklist to ensure that all items listed below are included or adhered to in all White Papers submitted for this solicitation.

*Failure to submit the required documents and adhere to the requirements may result in the White Paper being removed from consideration.*

| No. | Item  | Included in White Paper? |
|-----|---|--------------------------|
| 1.  | Font Size is not smaller than 11 pt   |                          |
| 2.  | Title of Project on first page  |                          |
| 3.  | Offeror Identification is on first page (POC name, title, email address, and phone number)  |                          |
| 4.  | POC information for all other organizations who will participate including Government organizations.  |                          |
| 5.  | NSRP Shipyard Delegate email endorsement(s) included with white paper <i>(if applicable)</i>  |                          |
| 6.  | Concept Description   |                          |
| 7.  | Project Goals and Objectives  |                          |
| 8.  | Methods and Procedures to complete Goals and Objectives   |                          |
| 9.  | Previous and Current related work is included and identified by project title and NSRP agreement number <i>(if applicable)</i>  |                          |
| 10. | Benefits  |                          |
| 11. | Deliverables  |                          |
| 12. | Customer Involvement – Identified with a POC or explanation provided if not involved  |                          |
| 13. | Technology Transfer and Implementation Approach   |                          |
| 14. | Starting and ending TRL are listed  |                          |
| 15. | Expected Duration shown in months and does not exceed 12 months   |                          |
| 16. | <i>After Panel downselect:</i> Complete Cost Table information is shown and attached; does not exceed \$200,000. <b>Required attachments (indirects approval, etc.) provided.</b> |                          |
| 17. | <i>After Panel downselect:</i> Cost Share is shown <i>(if applicable)</i>   |                          |
| 18. | <i>After Panel downselect:</i> Cost Table Certifications are completed and signed   |                          |

**ATTACHMENT 6 – BIDS SUBMISSION PROCESS**

For this solicitation, the sole proposal submission method is upload via the BAA Information Delivery System (BIDS) site as described below. Proposals transmitted by any other means will not be accepted.

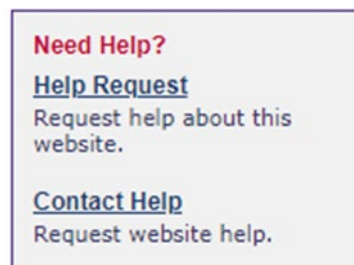
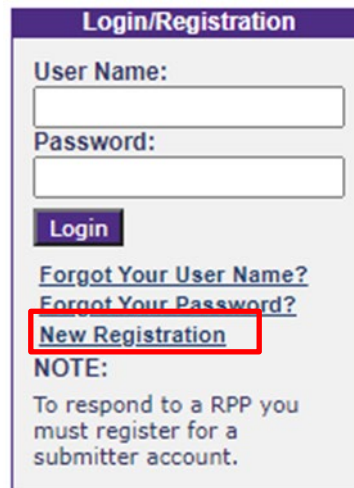
***BIDS site***

BIDS is a web-accessible, secure, fully-automated, and paperless knowledge management application that streamlines solicitation dissemination and proposal collection while allowing real-time, online evaluations, thereby reducing the demand on personnel resources. BIDS will allow Offerors to quickly and safely upload files (particularly large documents) from their own computers via the ATI secure server that houses proposals for all programs that ATI administers.

***NOTE: Offerors will need to register on the BIDS Site prior to uploading proposals.***

***Registering:***

1. Go to the [BIDS](#) site
2. Click on “New Registration” Button in the box located in the top right corner of the screen.



3. This will open a new window where you will need to fill out all information tied to your company/shipyard.
  - a. BIDS gives you two options for the type of account to create:
    - i. Government Requirement Submitter/Evaluator/AOR

- ii. Submitter
- b. Choose Submitter
- c. It will ask for Programs Requested and NSRP should be selected

\* Programs Requested:

What area do you belong to? Please select all that apply:

- AMTC
- CWMD
- IWRP
- MCDC
- MSTIC
- MTEC
- NAC-DOTC
- NEST
- NSC
- NSRP**
- NSTIC
- PCN
- UTIC

***NOTE: it is recommended that Offerors use their primary/work email address, to facilitate retrieval of relevant information. Also, the site will prompt users to choose a strong password for increased security.***

4. Hit "Submit Registration" button
5. An email will be sent to the email address entered when registering

***Submitting:***

1. In the upper right hand corner of the BIDS screen, you will select and enter in your username and password

**Login/Registration**

User Name:

Password:

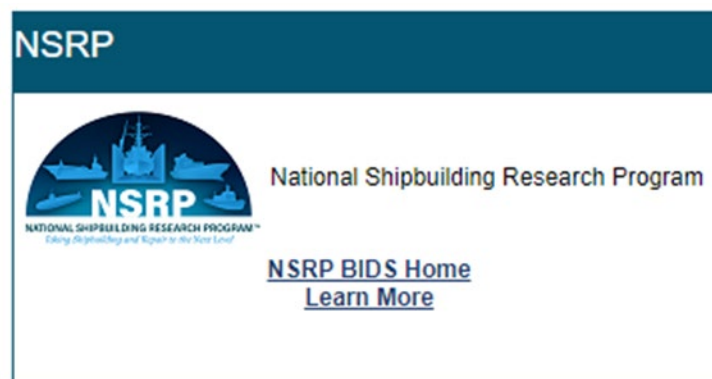
**Login**

[Forgot Your User Name?](#)  
[Forgot Your Password?](#)  
[New Registration](#)

**NOTE:**  
To respond to a RPP you must register for a submitter account.

**Need Help?**  
[Help Request](#)  
Request help about this website.  
[Contact Help](#)  
Request website help.

2. Click the "Login" button
3. This will keep you in the main screen where you will need to click the NSRP BIDS Home link



4. This will take you to the NSRP BIDS Page
5. On the left hand side of the screen, you will see a Submitter Tools section. The Offeror will click on the Respond to PPS link.
6. That link will take you to a checklist to ensure that the Offeror has everything ready for submission
7. To confirm, click the Continue button

8. This will take you to a final screen for the Offeror to put in the pertinent information for your white paper submission.
  - a. Please follow the directions associated with the information in that section to ensure your submissions meets all criteria needed for the White Paper.
9. Hit the Submit button at the very bottom of the screen.

**DO NOT SUBMIT ANY CLASSIFIED INFORMATION.**