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U.S. Army Contracting Command



ARMY EDUCATIONAL OUTREACH PROGRAM (AEOP)

Opportunity Day

26 Feb 2015

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Agreements Officer

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ACC-APG



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Agenda

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- **Award Information**
- **Eligibility Information**
- **Application and Submission Information**
- **Application Review Information**
- **Award Administration Information**
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Introductions

Chief-Edgewood Contracting Division – Debra Abbruzzese

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Agreements Officer – LaVetta Wynn-Smith

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Agreements Specialist – Alex Schupp

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Disclaimer

Nothing said today changes the requirements set forth in the Public Announcement (PA). However, comments and questions are welcome.

Changes to the PA as a result of comments or questions received will be issued by formal amendment to the PA and will be posted both on Grants.gov and the Federal Business Opportunity website. Please note that information posted to Grants.gov governs.

Official (true) copies are maintained by the Edgewood Contracting Division



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Milestones

- **Public Announcement (PA) posted** **28 Jan 2015**
- **Opportunity Day** **26 Feb 2015**
- **Proposal Due** **28 April 2015**
- **Evaluation Conducted** **15 Jun 2015**
- **Negotiations Conducted** **15 Jul 2015**
- **Final Revised Proposals Due** **20 Jul 2015**
- **Cooperative Agreement Prepared** **7 Aug 2015**
- **Cooperative Agreement Review & Approved** **21 Aug 2015**
- **Execution Agreement** **14 Sept 2015**



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Award Information

- **Public Announcement Number: W911SR-15-R-0003**
- **Closing Date: 28 April 2015**
- **Catalog of Federal Domestic Assistance (CFDA) # 12.630**
- **Full and Open Competition: Single Cooperative Agreement**
- **Period of Performance: 10 Years**
- **Cost Sharing – not required but encouraged**
- ***No Profit or Fee (32 CFR 22.205)***



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Award Instrument

A Cooperative Agreement will be awarded:

- **It is an instrument for public purpose of support and stimulation of fundamental research and development projects.**
- **Differs from a Grant in that the Government will be substantially involved throughout performance:**
 - **Each year a Program Plan is jointly developed that describes the milestones and budget.**
 - **Fundamental elements are executed collaboratively.**
 - **Jointly evaluate the effectiveness of programs through combined expertise.**



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Budget Planning Information

Period	Amount (x1000)
Year 1	Up to \$14,505
Year 2	Up to \$15,180
Year 3	Up to \$16,340
Year 4	Up to \$17,340
Year 5	Up to \$18,407
Year 6	Up to \$19,467
Year 7	Up to \$20,519
Year 8	Up to \$21,698
Year 9	Up to \$22,903
Year 10	Up to \$24,075
Total	Up to \$190,432



Eligibility Information

- To be qualified, potential Consortium members must:
- ☐ Be judged to have adequate financial and technical resources, given those that would be made available through the cooperative agreement, to execute the program of activities envisioned;
 - ☐ Have no known record of lack of responsibility or serious deficiency in executing such programs;
 - ☐ Have no known record indicating a lack of integrity or business ethics;
 - ☐ Be otherwise qualified and eligible to receive an award under applicable laws and regulations.



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Application Process

- **Proposals shall be submitted electronically using www.grants.gov**
- **Must be registered in www.grant.gov**
- **Obtain a Bradstreet Data Universal Numbering System (DUNS) number**
- **Register with System for Award Management (SAM)**



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Application Package

- **Standard Form (SF) 424 (R&R)**
- **Research & Related (Other Project Information)**
 - **Item 1 – 6 Self Explanatory**
 - **Item 7 Project Summary**
 - **Item 8 Project Narrative**
 - **Chapter 1: Technical Component – 50 pages**
 - **Chapter 2: Collaboration Plan – 10 pages**
 - **Chapter 3: Cost Component – Unlimited**
 - **Chapter 4: Biographical Sketches – 2 pages**



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Application Package continued

- **Item 9 Bibliography and Reference Cited**
- **Item 10 Facilities and Other Resources**
- **Item 11 Equipment**
- **Item 12 Other Attachments**



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Proposal Due Date

- **DATE: Thursday 28 April 2015**
- **TIME: 4:00pm EST**
- ***Important: Forward email notification # 1 of proposal submission to both Vee and Alex***
 - ***Email:***
 - **Vee – lavetta.d.wynn-smith.civ@mail.mil**
 - **Alex - alex.m.schupp.civ@mail.mil**



Application Review

- **Initial Review – Compliance of the PA**
 - **Failure to comply with the PA may result in an application receiving no further consideration.**
- **Selection Assessment Panel Review**
 - **Scientists, managers and cost specialist will conduct an assessment of each application.**
 - **Each application will be assess against the element and merit definition published in the PA.**
 - **Recommendations will be sent to the Selecting Official**
- **Negotiations if required will be coordinated between Agreements Officer and Applicant**



Definitions

- **Strength** – an aspect of the proposal that has merit or exceeds specified performance or capability in a way that will be advantageous to the Government.
- **Weakness** – a flaw in the proposal that increases the risk of unsuccessful performance.
- **Deficiency** – material failure of a proposal to meet a Government requirement or a combination of weaknesses in a proposal that increases the risk of unsuccessful performance to an unacceptable level.
- **Clarification** – limited exchanges between the Government and the applicant for the purpose of enhancing the Government's understanding without entering into discussions or requesting a revision to the proposal.
- **Discussions** – exchanges between the Government and applicant for the purpose of identifying to the offeror weaknesses, deficiencies and other aspects of its proposal that could, in the opinion of the agreement's officer, be altered or explained to enhance materially the proposal's potential for award.



Risk

- **Proposal Risk – Assesses the degree to which an applicant’s proposed approach may involve risk of schedule disruption, increased costs or degradation of performance.**
 - **Low**
 - **Moderate**
 - **High**

- **Performance Risk – Assesses past performance and the applicant’s ability to successfully complete relevant technical efforts on time and within budget**
 - **Low**
 - **Moderate**
 - **High**



Basis for Award

- The Government intends to make one award based upon the integrated assessment of the applicant's proposal that represents the best value to the Government.
- Technical Merit listed in relative order of importance
 - Element 1 – Plan/Approach to Execution
 - Element 2 – Management
 - Element 3 – Credentials
 - Element 4 – Past Performance
- Cost Realism



Technical Ratings

Rating	Definition
Outstanding	Proposal meets requirements and indicates an exceptional approach and understanding of the requirements. Strengths far outweigh any weaknesses. Risk of unsuccessful performance is very low
Good	Proposal meets requirements and indicates a thorough approach and understanding of the requirements. Proposal contains strengths which outweigh any weaknesses. Risk of unsuccessful performance is low.
Acceptable	Proposal meets requirements and indicates an adequate approach and understanding of the requirements. Strengths and weaknesses are offsetting or will have little or no impact on completing requirements in the PA. Risk of unsuccessful performance is no worse than moderate.
Unacceptable	Proposal does not meet requirements of the PA and contains one or more deficiencies. The proposal is un-awardable.



Past Performance Ratings

Rating	Definition
Low	Has little potential to cause disruption of schedule, increased cost or degradation of performance. Normal recipient effort and normal Government monitoring will likely be able to overcome any difficulties.
Moderate	Can potentially cause disruption of schedule, increased cost or degradation of performance. Special recipient emphasis and close Government monitoring will likely be able to overcome difficulties.
High	Is likely to cause significant disruption of schedule, increased cost or degradation of performance. Is unlikely to overcome any difficulties, even with special recipient emphasis and close Government monitoring.
Unrated	No record of relevant past performance or for whom information on past performance is not available.



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Award Notice

- **Successful applicant will be notified by the Agreements Officer or Specialist via email.**
- **Agreement must be signed by applicant and Agreements Officer**



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Questions