

SOLICITATION, OFFER AND AWARD	1. THIS CONTRACT IS A RATED ORDER UNDER DPAS (15 CFR 700)	RATING	Page 1 of 33
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2. CONTRACT NUMBER	3. SOLICITATION NUMBER DTMA1R04014	4. TYPE OF SOLICITATION <input type="checkbox"/> SEALED BID (IFB) <input checked="" type="checkbox"/> NEGOTIATED (RFP)	5. DATE ISSUED 03/30/2004	6. REQUISITION/PURCHASE NUMBER
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7. ISSUED BY DOT/Maritime Administration, MAR-380 400 Seventh Street, SW., Room 7310 Washington, DC 20590 TEL: (202) 366-5757 ext. FAX: (202) 366-3237 ext.	CODE 00091	8. ADDRESS OFFER TO (If other than item 7) DOT/Maritime Administration, MAR-380 400 Seventh Street, SW., Room 7310 Washington, DC 20590
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NOTE: In sealed bid solicitations "offer" and "offeror" mean "bid" and "bidder".

SOLICITATION

9. Sealed offers in original and _____ 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 http://voa.marad.dot.gov until 5:00 PM local time 04/30/2004
(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 Rilla Gaither	B. TELEPHONE (NO COLLECT CALLS) AREA CODE: 202 NUMBER: 366-1942 EXT.:	C. E-MAIL ADDRESS rilla.gaither@marad.dot.gov
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11. TABLE OF CONTENTS

(X)	SEC.	DESCRIPTION	PAGE(S)	(X)	SEC.	DESCRIPTION	PAGE(S)
PART I - THE SCHEDULE				PART II - CONTRACT CLAUSES			
X	A	SOLICITATION/CONTRACT FORM	1	X	I	CONTRACT CLAUSES	28
X	B	SUPPLIES OR SERVICES AND PRICES/COSTS	2	PART III - LIST OF DOCUMENTS, EXHIBITS AND OTHER ATTACH.			
X	C	DESCRIPTION/SPECS./WORK STATEMENT	15	X	J	LIST OF ATTACHMENTS	J1
X	D	PACKAGING AND MARKING	17	PART IV - REPRESENTATIONS AND INSTRUCTIONS			
X	E	INSPECTION AND ACCEPTANCE	18	X	K	REPRESENTATIONS, CERTIFICATIONS, AND OTHER STATEMENTS OF OFFERORS	31
X	F	DELIVERIES OR PERFORMANCE	19				
X	G	CONTRACT ADMINISTRATION DATA	21	X	L	INSTRS., CONDS., AND NOTICES TO OFFERORS	37
X	H	SPECIAL CONTRACT REQUIREMENTS	25	X	M	EVALUATION FACTORS FOR AWARD	42

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 (See Section I, Clause No. 52-232-8)	10 CALENDAR DAYS (%)	20 CALENDAR DAYS (%)	30 CALENDAR DAYS (%)	CALENDAR DAYS (%)
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14. ACKNOWLEDGMENT OF AMENDMENTS (the offeror acknowledges receipt of amendments to the SOLICITATION for offerors and related documents numbered and dated):	AMENDMENT NO.	DATE	AMENDMENT NO.	DATE

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

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 (Signature of Contracting Officer)	28. AWARD DATE

IMPORTANT - Award will be made on this Form, or on Standard Form 26, or by other authorized official written notice.

Line Item Summary	Document Number DTMA1R04014	Title Naval War College Advisor	Page 2 of 33
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Line Item Number	Description	Delivery Date (Start Date to End Date)	Quantity	Unit of Issue	Unit Price	Total Cost (Includes Discounts)
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0001	BASE YEAR	0.00	\$ _____	\$ _____
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Perform the duties of the Emory S. Land Chair of Merchant Marine Affairs at the Naval War College, Newport, Rhode Island as stated in Section C for the base contract period of one (1) year.

0002	Option Year 1	0.00	\$ _____	\$ _____
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0003	Option Year 2	0.00	\$ _____	\$ _____
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0004	Option Year 3	0.00	\$ _____	\$ _____
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0005	Option Year 4	0.00	\$ _____	\$ _____
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Line Item Summary	Document Number DTMA1R04014	Title Naval War College Advisor	Page 3 of 33
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Line Item Number	Description	Delivery Date (Start Date to End Date)	Quantity	Unit of Issue	Unit Price	Total Cost (Includes Discounts)
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0006	Reimbursable supplies and services to include travel		0.00		\$ _____	\$ _____
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Solicitation	Document No. DTMA1R04014	Document Title Naval War College Advisor	Page 4 of 33
---------------------	------------------------------------	--	--------------

TABLE OF CONTENTS

COMMERCIAL CLAUSES	5
1 Clauses By Reference	5
2 Contract Terms and Conditions Required to Implement Statutes or Executive Orders - Commercial Items (June 2003) - Alternate I	5
SECTION C -- Descriptions and Specifications	9
C.1 Descriptions/Specifications/Work Statement	9
SECTION D -- Packaging and Marking	11
D.1 Packaging and Marking	11
SECTION E -- Inspection and Acceptance	12
E.1 Inspection and Acceptance	12
SECTION F -- Deliveries or Performance	13
F.1 Clauses By Reference	13
F.2 Deliveries or Performance	13
SECTION G -- Contract Administration Data	15
G.1 Contract Administration Data	15
SECTION H -- Special Contract Requirements	19
H.1 STANDARDS OF EMPLOYEE CONDUCT	19
H.2 Special Contract Requirements	19
SECTION I -- Contract Clauses	22
I.1 Clauses By Reference	22
SECTION K -- Representations, Certifications and Other Statements of Offerors	23
K.1 Clauses By Reference	23
K.2 Offeror Representations And Certifications - Commercial Items.	23
SECTION L -- Instructions, Conditions and Notices to Bidders	29
L.1 Clauses By Reference	29
L.2 Type Of Contract	29
L.3 Service Of Protest	29
L.4 Instructions for the Preparation of Technical and Cost Proposals	29
SECTION M -- Evaluation Factors for Award	32
M.1 Clauses By Reference	32
M.2 Evaluation Factors for Award	32

Solicitation	Document No. DTMA1R04014	Document Title Naval War College Advisor	Page 5 of 33
---------------------	------------------------------------	--	--------------

COMMERCIAL CLAUSES

1 52.252-02 CLAUSES INCORPORATED BY REFERENCE

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/current/html/FARMTOC.html>

Clause	Title	Date
52.203-06 Alt I	Restrictions on Subcontractor Sales to the Government (Jul 1995) - Alternate I	October 1995
52.212-01	Instructions to Offerors--Commercial Items	January 2004
52.212-04	Contract Terms and Conditions--Commercial Items	October 2003

2 52.212-05 CONTRACT TERMS AND CONDITIONS REQUIRED TO FEBRUARY 2000
 ALT I IMPLEMENT STATUTES OR EXECUTIVE ORDERS -
 COMMERCIAL ITEMS (JUNE 2003) - ALTERNATE I

(a) The Contractor shall comply with the following Federal Acquisition Regulation (FAR) clause, which is incorporated in this contract by reference, to implement provisions of law or Executive orders applicable to acquisitions of commercial items: 52.233-3, Protest after Award (AUG 1996) (31 U.S.C. 3553).

(b) The Contractor shall comply with the FAR clauses in this paragraph (b) that the Contracting Officer has indicated as being incorporated in this contract by reference to implement provisions of law or Executive orders applicable to acquisitions of commercial items:

[Contracting Officer shall check as appropriate.]

X (1) 52.203-6, Restrictions on Subcontractor Sales to the Government (JUL 1995, with Alternate I (OCT 1995) (41U.S.C. 253g and 10 U.S.C. 2402).

___ (2) 52.219-3, Notice of Total HUBZone Small Business Set-Aside (JAN 1999) (15 U.S.C 657a).

___ (3) 52.219-4, Notice of Price Evaluation Preference for HUBZone Small Business Concerns (JAN 1999) (if the offeror elects to waive the preference, it shall so indicate in its offer) (15 U.S.C 657a).

___ (4)(i) 52.219-5, Very Small Business Set-Aside (JUNE 2003) (Pub. L. 103-403, section 304, Small Business Reauthorization and Amendments Act of 1994).

___ (ii) Alternate I (MAR 1999) of 52.219-5.

___ (iii) Alternate II (JUNE 2003) of 52.219-5.

X (5) (i) 52.219-6, Notice of Total Small Business Set-Aside (JUNE 2003) (15 U.S.C. 644).

___ (ii) Alternate I (OCT 1995) of 52.219-6.

___ (6) (i) 52.219-7 Notice of Partial Small Business Set-Aside (JUNE 2003) (15 U.S.C. 644).

___ (ii) Alternate I (OCT 1995) of 52.219-7.

Solicitation	Document No. DTMA1R04014	Document Title Naval War College Advisor	Page 6 of 33
---------------------	------------------------------------	--	--------------

(7) 52.219-8, Utilization of Small Business Concerns (OCT 2000) (15 U.S.C. 637 (d)(2) and (3)).

(8) (i) 52.219-9, Small Business Subcontracting Plan (JAN 2002) (15 U.S.C. 637(d)(4)).

(ii) Alternate I (OCT 2001) of 52.219-9.

(iii) Alternate II (OCT 2001) of 52.219-9.

(9) 52.219-14, Limitations on Subcontracting (DEC 1996) (15 U.S.C. 637(a)(14)).

(10)(i) 52.219-23, Notice of Price Evaluation Adjustment for Small Disadvantaged Business Concerns (JUNE 2003) (Pub. L. 103-355, section 7102, and 10 U.S.C. 2323) (if the offeror elects to waive the adjustment, it shall so indicate in its offer).

(ii) Alternate I (JUNE 2003) of 52.219-23.

(11) 52.219-25, Small Disadvantaged Business Participation Program--Disadvantaged Status and Reporting (OCT 1999) (Pub. L. 103-355, section 7102, and 10 U.S.C. 2323).

(12) 52.219-26, Small Disadvantaged Business Participation Program--Incentive Subcontracting (OCT 2000) (Pub. L. 103-355, section 7102, and 10 U.S.C. 2323).

(13) 52.222-3, Convict Labor (JUNE 2003) (E.O. 11755).

(14) 52.222-19, Child Labor—Cooperation with Authorities and Remedies (SEP 2002) (E.O. 13126).

(15) 52.222-21, Prohibition of Segregated Facilities (FEB 1999).

(16) 52.222-26, Equal Opportunity (APR 2002) (E.O. 11246).

(17) 52.222-35, Equal Opportunity for Special Disabled Veterans, Veterans of the Vietnam Era, and Other Eligible Veterans (DEC 2001) (38 U.S.C. 4212)

(18) 52.222-36, Affirmative Action for Workers with Disabilities (JUN 1998) (29 U.S.C. 793).

(19) 52.222-37, Employment Reports on Special Disabled Veterans, Veterans of the Vietnam Era, and Other Eligible Veterans (DEC 2001) (38 U.S.C. 4212).

(20)(i) 52.223-9, Estimate of Percentage of Recovered Material Content for EPA-Designated Products (AUG 2000) (42 U.S.C. 6962(c)(3)(A)(ii)).

(ii) Alternate I (AUG 2000) of 52.223-9 (42 U.S.C.6962(i)(2)(C)).

(21) 52.225-1, Buy American Act—Supplies (JUNE 2003) (41 U.S.C. 10a - 10d).

(22)(i) 52.225-3, Buy American Act—North American Free Trade Agreement—Israeli Trade Act (JUNE 2003) (41 U.S.C. 10a - 10d, 19 U.S.C. 3301 note, 19 U.S.C. 2112 note).

(ii) Alternate I (MAY 2002) of 52.225-3.

(iii) Alternate II (MAY 2002) of 52.225-3.

(23) 52.225-5, Trade Agreements (JUNE 2003) (19 U.S.C. 2501, et seq., 19 U.S.C. 3301 note).

(24) 52.225-13, Restriction on Certain Foreign Purchases (JUNE 2003) (E.O. 12722, 12724, 13059, 13067, 13121, and 13129).

(25) 52.225-15, Sanctioned European Union Country End Products (FEB 2000) (E.O. 12849).

(26) 52.225-16, Sanctioned European Union Country Services (FEB 2000) (E.O. 12849).

Solicitation	Document No. DTMA1R04014	Document Title Naval War College Advisor	Page 7 of 33
---------------------	------------------------------------	--	--------------

X (27) 52.232-29, Terms for Financing of Purchases of Commercial Items (FEB 2002) (41 U.S.C. 255(f), 10 U.S.C. 2307(f)).

X (28) 52.232-30, Installment Payments for Commercial Items (OCT 1995) (41 U.S.C. 255(f), 10 U.S.C. 2307(f)).

X (29) 52.232-33, Payment by Electronic Funds Transfer—Central Contractor Registration (MAY 1999) (31 U.S.C. 3332).

X (30) 52.232-34, Payment by Electronic Funds Transfer—Other than Central Contractor Registration (MAY 1999) (31 U.S.C. 3332).

X (31) 52.232-36, Payment by Third Party (May 1999) (31 U.S.C. 3332).

X (32) 52.239-1, Privacy or Security Safeguards (AUG 1996) (5 U.S.C. 552a).

X (33) (i) 52.247-64, Preference for Privately Owned U.S.-Flag Commercial Vessels (APR 2003) (46 U.S.C. Appx 1241 and 10 U.S.C. 2631).

X (ii) Alternate I APR 1984) of 52.247-64.

(c) The Contractor shall comply with the FAR clauses in this paragraph (c), applicable to commercial services, that the Contracting Officer has indicated as being incorporated in this contract by reference to implement provisions of law or Executive orders applicable to acquisitions of commercial items:

[Contracting Officer check as appropriate.]

X (1) 52.222-41, Service Contract Act of 1965, as Amended (MAY 1989) (41 U.S.C. 351, et seq.).

X (2) 52.222-42, Statement of Equivalent Rates for Federal Hires (MAY 1989) (29 U.S.C. 206 and 41 U.S.C. 351, et seq.).

X (3) 52.222-43, Fair Labor Standards Act and Service Contract Act--Price Adjustment (Multiple Year and Option Contracts) (MAY 1989) (29 U.S.C. 206 and 41 U.S.C. 351, et seq.).

X (4) 52.222-44, Fair Labor Standards Act and Service Contract Act--Price Adjustment (FEB 2002) (29 U.S.C. 206 and 41 U.S.C. 351, et seq.).

X (5) 52.222-47, SCA Minimum Wages and Fringe Benefits Applicable to Successor Contract Pursuant to Predecessor Contractor Collective Bargaining Agreement (CBA) (MAY 1989) (41 U.S.C. 351, et seq.).

(d) (1) Notwithstanding the requirements of the clauses in paragraphs (a), (b), or (c) of this clause, the Contractor is not required to flow down any FAR clause, other than those in paragraphs (i) through (vi) of this paragraph in a subcontract for commercial items. Unless otherwise indicated below, the extent of the flow down shall be as required by the clause--

(i) 52.219-8, Utilization of Small Business Concerns (OCT 2000) (15 U.S.C. 637(d)(2) and (3)), in all subcontracts that offer further subcontracting opportunities. If the subcontract (except subcontracts to small business concerns) exceeds \$500,000 (\$1,000,000 for construction of any public facility), the subcontractor must include 52.219-8 in lower tier subcontractors that offer subcontracting opportunities.

(ii) 52.222-26, Equal Opportunity (APR 2002) (E.O. 11246).

(iii) 52.222-35, Equal Opportunity for Special Disabled Veterans, Veterans of the Vietnam Era, and Other Eligible Veterans (DEC 2001) (38 U.S.C. 4212).

(iv) 52.222-36, Affirmative Action for Workers with Disabilities (JUNE 1998) (29 U.S.C. 793).

(v) 52.222-41, Service Contract Act of 1965, as Amended (MAY 1989), flow down required for all subcontracts subject to the Service Contract Act of 1965 (41 U.S.C. 351, et seq.).

(vi) 52.247-64, Preference for Privately-Owned U.S.-Flag Commercial Vessels (APR 2003) (46 U.S.C. Appx 1241 and 10 U.S.C. 2631). Flow down required in accordance with paragraph (d) of FAR clause 52.247-64.

Solicitation	Document No. DTMA1R04014	Document Title Naval War College Advisor	Page 8 of 33
---------------------	------------------------------------	--	--------------

(2) While not required, the contractor may include in its subcontracts for commercial items a minimal number of additional clauses necessary to satisfy its contractual obligations.

Solicitation	Document No. DTMA1R04014	Document Title Naval War College Advisor	Page 9 of 33
---------------------	------------------------------------	--	--------------

SECTION C -- DESCRIPTIONS AND SPECIFICATIONS

C.1 DESCRIPTIONS/SPECIFICATIONS/WORK STATEMENT

C.1 Statement of Work

1.1 The Contractor shall perform the duties of the Emory S. Land Chair of Merchant Marine Affairs at the U. S. Naval War College (NWC). This involves development and execution of courses of instruction on the merchant marine and the U.S. maritime industry for senior military and civilian students at the NWC, including development of curricula, preparation of teaching materials, conduct of seminars, lectures, and classes, and evaluation of student performance. The Contractor shall focus his or her efforts, whenever appropriate, on the Maritime Administration's (MARAD's) role regarding military logistics including intermodalism, strategic sealift, naval control and protection of shipping, NATO and national security related programs. In addition to conducting and supervising research programs related to the general curriculum of the NWC, the Contractor will encourage and support student research that focuses on national security related programs that have MARAD involvement.

1.1.1 The Government requires the services of a single individual, whether or not self employed, who will serve as the Contractor for the full term of the contract, including options, if exercised. The individual selected shall possess a Government Top Secret Security clearance upon notice to proceed. Failure to obtain a Top Secret Security Clearance will render the Contractor non-compliant with the contract requirements and will result in a termination for default in accordance with the Clause at 52.249-8.

1.2 Tasks

1.2.1 Develop, maintain and expand as appropriate the curriculum for U.S. maritime industry (merchant marine) courses as well as the general education curriculum at the Naval War College, to emphasize the importance of maritime logistics material on such subjects as merchant marine capabilities for reliance upon the commercial sealift support and operation as a naval auxiliary, shipbuilding and repair peacetime mobilization capability, merchant marine manpower, the functions of the National Shipping Authority, and NATO emergency shipping procedures.

1.2.2 Prepare teaching materials and training aids, including case studies, teaching notes, examinations and visual aids. This function may also include the use of electronic simulators at the Naval War College in connection with merchant marine related instruction.

1.2.3 Conduct case studies, discussions, seminars, lectures, and other classroom activities. Due to the emphasis on student participation at the Naval War College, the Contractor must use effective teaching techniques that enable students to gain experience in analyzing data, defining problems, formulating solutions and designing effective means of implementation.

1.2.4 Evaluate students and advise them on their progress and performance. Design methods of progress appraisal and apply them in a manner that strengthens and increases student motivation.

1.2.5 Formulate and conduct a broad program of academic research on merchant marine affairs with special emphasis on areas of common interest to the U.S. maritime industry and the U.S. Navy. The incumbent advises students who participate in this program of research and assists them in activities, such as choosing topics, defining the research strategy, collecting and analyzing data and presenting results. Endorse research topics which can increase the visibility of the historical and future importance of the U.S. merchant marine and related maritime industry infrastructure.

1.2.6 Represent the Maritime Administration and the U.S. maritime industry to the broad Naval and Joint Service community. This will require appearances before Naval and other military audiences in various forums. The ability to build and maintain a rapport with military and civilian leaders and students is critical.

1.2.7 Establish and maintain necessary contacts with government officials at MARAD, Department of Defense (DoD), other government agencies and the maritime industry in order to enhance his or her ability to communicate MARAD's National Security interests to the students, faculty and President of the NWC.

1.2.8 Work with MARAD staff and other maritime industry sources to ensure that MARAD's contributions in maritime related areas of strategic sealift, merchant marine manpower, intermodalism, ship operations, and ship industrial support infrastructure are properly presented to students, President of NWC, faculty and staff of the NWC.

Solicitation	Document No. DTMA1R04014	Document Title Naval War College Advisor	Page 10 of 33
---------------------	------------------------------------	--	---------------

1.2.9 Expose students to the U.S. marine industry's importance to the art of logistics. This shall include, at the strategic level, the commercial development of transportation and, at the operational level, its integration with government owned/controlled transportation. The Contractor shall focus on the critical role played by the maritime transportation industry in ensuring the delivery of units, personnel, equipment, and supplies from 'the fort to the foxhole' or wherever the commander might direct. Students should receive instruction which includes a full description of the Voluntary Intermodal Sealift Agreement (VISA) program; the Maritime Security Program (MSP) and the Jones Act and associated commitments in assuring that commercial transportation resources and U.S. mariners will be available to DoD during a military contingency.

1.2.10 Integrate maritime intermodal and strategic logistics into the general education curriculum at the NWC. This includes expansion of the general education curriculum that covers all aspects of transportation for the DoD community.

1.2.11 Highlight MARAD's management of the Ready Reserve Force (RRF) and its improvements since Operation Desert Shield/Storm as the government's most cost efficient component of the organic fleet. Advocate the RRF program in terms of readiness improvements, Reduced Operating Status (ROS) crews, maintenance programs, and DoD's RRF requirements for readiness, siting, sizing and composition.

1.2.12 Provide MARAD officials with feedback on developments at the NWC and elsewhere that could enhance MARAD's visibility as a player in both the commercial and strategic sealift organic fleet arenas. Offer potential solutions and advice on how MARAD can achieve a more prominent role at the NWC.

1.2.13 Promote the Maritime Administrator's attendance at various NWC events and address the student population on an annual basis.

C.2 Travel

2.1 Travel will be as directed by the Contracting Officer's Technical Representative (COTR). Travel costs will be reimbursed by MARAD in accordance with clause G.14.

C.3 Deliverables

3.1 All documents required by C.1.2, above, shall be delivered to the designated Government representative(s) at the U.S. Naval War College in accordance with the schedule established by that institution. Designation of the Government representative will be made at time of Notice to Proceed.

3.2 Copies of deliverables will be provided to the COTR in accordance with F.

Solicitation	Document No. DTMA1R04014	Document Title Naval War College Advisor	Page 11 of 33
---------------------	------------------------------------	--	---------------

SECTION D -- PACKAGING AND MARKING

D.1 PACKAGING AND MARKING

Marking Requirements

Each package shall be marked with the appropriate delivery address, contract number, and name and address of the contractor, for return address purposes, on the outside of the packing container.

D.2 Marking of Reports

All Quarterly Progress Reports (see Section F.2) shall be identified with the contract number and period the report addresses (i.e. 01 July 2004 - 30 September 2004).

Solicitation	Document No. DTMA1R04014	Document Title Naval War College Advisor	Page 12 of 33
---------------------	------------------------------------	--	---------------

SECTION E -- INSPECTION AND ACCEPTANCE

E.1 INSPECTION AND ACCEPTANCE

Delegation of Inspection and Acceptance

The Contracting Officer's Technical Representative (COTR) shall be delegated the responsibility and authority to conduct inspection and acceptance duties for this contract. (See COTR clause in Section G.)

E.2 Inspection and Acceptance

2.1 The Contracting Officer or the duly authorized representative will perform inspection and acceptance of supplies and/or services to be provided under this contract.

2.2 Inspection will be performed at:

U.S. Naval War College, Newport, Rhode Island

2.3 Acceptance will be performed at:

U.S. Naval War College, Newport, Rhode Island

E.3 Final Acceptance

Final acceptance of all services provided under this contract shall be made only upon certification of the Final Invoice as defined in the invoicing provisions contained in Section G. Such certification shall be made by the Contracting Officer or the designated representative.

Solicitation	Document No. DTMA1R04014	Document Title Naval War College Advisor	Page 13 of 33
---------------------	------------------------------------	--	---------------

SECTION F -- DELIVERIES OR PERFORMANCE

F.1 52.252-02 CLAUSES INCORPORATED BY REFERENCE

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/current/html/FARMTOC.html>

Clause	Title	Date
52.242-15	Stop-Work Order	August 1989
52.242-17	Government Delay Of Work	April 1984

F.2 DELIVERIES OR PERFORMANCE

Reports

The Contractor shall provide a written Quarterly Progress Report (report) on accomplishments and activities which demonstrate that the NWC, its President, faculty and students appreciate the role of the U.S. Merchant Marine, U.S. merchant mariners, Ready Reserve Force (RRF), and other MARAD programs in improving the United States ability to provide cost effective sealift for national security purposes. The report will address one of the following reporting periods: January through March; April through June; July through September; and October through December. Each report shall be received by MARAD no later than one month following the end of the most recent quarter. The Contractor shall prepare one (1) copy of the report and submit it to the COTR. As a minimum, the report will cover the following items:

- (a) A synopsis of work performed during the previous quarter including copies of teaching aids and materials prepared under C.1.2.2, any materials prepared for use in C.1.2.3, and reports of any completed research projects conducted under C.1.2.5.
- (b) Significant findings, problems, delays, inclusions, events, trends, etc. of the reporting period which result from or affect the performance of the contract.
- (c) A brief description of work planned for the next reporting period.
- (d) Specific action required by the Government to assist in the resolution of a problem or to effect the timely progression of the contract.

F.3 Review of Documents

All documents, including research reports under C.1.2.5 which may be destined for publication must be submitted for approval to the Contracting Officer's Technical Representative (COTR), who will require four weeks for review.

F.4 Period of Performance

The base period of performance of this contract is from Notice to Proceed through 31 July 2005 with four (4) one-year options at the Government's option.

F.5 Effective Date

The effective date for the contract is the date the contract is signed by the Contracting Officer.

Solicitation	Document No. DTMA1R04014	Document Title Naval War College Advisor	Page 14 of 33
---------------------	------------------------------------	--	---------------

F.6 Delivery Location

Shipment of deliverable items, other than reports, shall be to:

The Government representative(s) at the U.S. Naval War College, Newport, Rhode Island as designated by the Contracting Officer's Technical Representative (COTR).

F.7 Work Hours

Performance of this contract will be during the regular work week as established by the U.S. Naval War College, except as authorized/directed by the Contracting Officer's Technical Representative (COTR).

F.8 Place of Performance

All work shall take place at the Naval War College, Newport, Rhode Island except as authorized/directed by the Contracting Officer's Technical Representative (COTR).

F.9 Data

Any data developed in performance of the this Contract shall be delivered to the U.S. Naval War College.

F.10 Notice to Proceed

No work shall be performed except pursuant to a Notice to Proceed given by the Contracting Officer.

F.11 Performance Quality Control

Performance deemed by the Contracting Officer or the Contracting Officer's Technical Representative (COTR) to be below the acceptable requirements as set forth in this contract shall be subject to penalties, in accordance with the terms and conditions of the contract. Instances shall be judged on a case by case basis and remedies may include, but are not limited to:

- (a) Re-performance by the Contractor, for his account.
- (b) Re-performance by the Government and charged to the Contractor's account.
- (c) Reduction in price.
- (d) Termination for default.

The foregoing shall not be construed as a waiver or modification of any rights available to the Government under other clauses.

Solicitation	Document No. DTMA1R04014	Document Title Naval War College Advisor	Page 15 of 33
---------------------	------------------------------------	--	---------------

SECTION G -- CONTRACT ADMINISTRATION DATA

G.1 CONTRACT ADMINISTRATION DATA

Contracting Officer's Technical Representative (COTR)

1.1 The COTR is responsible for the technical aspects of the project and technical liaison with the Contractor. The COTR is also responsible for the final inspection and acceptance of all reports, and such other responsibilities as may be specified in the contract.

1.2 The COTR is not authorized to make any commitments or otherwise obligate the Government or authorize any changes which affect the contract price, terms or conditions. Any Contractor request for changes shall be referred to the Contracting Officer directly or through the COTR. No such changes shall be made without the expressed prior written authorization of the Contracting Officer. The COTR may designate assistant COTR(s) to act for him by naming such assistant in writing and transmitting a copy of such designation through the Contracting Officer to the Contractor.

1.3 The COTR for this contract will be:

William G. Kurfehs
Program Analyst
Maritime Administration
MAR-632, Room 7304
400th Seventh Street, S.W.
Washington, DC 20590

1.4 The COTR may be changed by the Government at any time, but notification of the change, including the name and address of the successor COTR, will be promptly provided to the Contractor by the Contracting Officer in writing.

G.2 Address of Correspondence

All correspondence except as otherwise specified shall be directed to the Contracting Officer at the following address:

Rilla A. Gaither
Contracting Officer
Maritime Administration
MAR-380, Room 7310
400 Seventh Street, S.W.
Washington, DC 20590

The Contract Administrator for this contract is:

Barbara Gillum
Purchasing Agent
Maritime Administration
MAR-380, Room 7310
400 Seventh Street, S.W.
Washington, DC 20590

G.3 Government-Furnished Property

The Government will provide the following item(s) of Government property to the Contractor for use in the performance of this contract. This property shall be used by the Contractor in accordance with provisions of the "Government Property" clause (See Section I). Notwithstanding the requirements of the Government Property clause, the Government shall maintain the property.

Solicitation	Document No. DTMA1R04014	Document Title Naval War College Advisor	Page 16 of 33
---------------------	------------------------------------	--	---------------

Word Processing Equipment to be identified at time of Notice to Proceed.

G.4 Control of Government Furnished Property

Control of Government property shall be accomplished in accordance with the Government Property clause of this contract (See Section I) and Transportation Acquisition Regulations (TAR) 1245.5 "Management of Government Property in the Possession of Contractors". The designated Property Administrator for this contract is:

Jerome D. Davis
 Chief, Division of Supply, Space, and Office Services
 Maritime Administration
 MAR-313, Room 7313
 400 Seventh Street, S.W.
 Washington, DC 20590

G.5 Communications

5.1 Except as specified in paragraph 5.2 below, no order, statement, or conduct of Government personnel who communicate with Contractor personnel during the performance of this contract shall constitute a change under the "Changes" clause of this contract.

5.2 The Contractor shall not comply with any order, direction or request of Government personnel unless it is issued in writing and signed by the Contracting Officer, or is pursuant to specific authority otherwise granted in writing by the Contracting Officer or included as part of the contract.

G.6 Accounting Data

The appropriate data for this contract is as follows:

303 9 04 30 40TECO 254T 043000461

G.7 Progress Meetings

The Contractor shall participate in progress reviews at the Maritime Administration (MARAD) headquarters or other sites as deemed appropriate. (Also see clause F.2.) These reviews shall address the categories of materials, products, and outstanding contractual matters. The Contractor shall take minutes of these meetings and, if required by the Government, make them available to the Contracting Officer and all those who participated in the meetings.

G.8 Payment Due Date

8.1 Payments under this contract will be due on the 30th calendar day after the date of actual receipt of a proper invoice in the office designated to receive the invoice or the 30th day after services have been provided, whichever is later.

8.2 The date of the check issued in payment shall be considered to be the date payment is made.

8.3 Payments under this contract will not be paid earlier than the date specified herein unless the Contractor offers a discount. The Government will take discounts only when economically justified under the provisions of Volume I, Treasury Fiscal Requirements Manual 6-8040.30.

G.9 Invoice Requirements

Invoices shall be submitted in an original and one (1) copy to: U.S. Department of Transportation, Maritime Administration, Division of Accounting Operations, MAR-333 Room 7325, 400 7th Street, S.W., Washington, DC 20590. To constitute a proper invoice, the invoice must include the following information and/or attached documentation:

Solicitation	Document No. DTMA1R04014	Document Title Naval War College Advisor	Page 17 of 33
---------------------	------------------------------------	--	---------------

- (a) Name of the business concern, invoice date, and invoice number.
- (b) Contract Number, Contract Line Item Number (CLIN), or other authorization for delivery of property or services.
- (c) Description, price, and quantity of property and services actually delivered or rendered.
- (d) Shipping and payment terms.
- (e) Name (where practicable), title, phone number, and complete mailing address of responsible official to whom payment issues could be asked.
- (f) Other substantiating documentation or information as required by the Contracting Officer.

G.10 Method of Payment

10.1 General. The Contractor shall forward the information required herein and any changes in the information to the Department of Transportation, Maritime Administration, MAR-333, Room 7325, 400 7th Street, S.W., Washington, DC 20590, not later than seven (7) days after receipt of the notice of award. It is the Contractor's responsibility to furnish changes promptly to avoid payments to erroneous addresses or bank accounts.

10.2 ELECTRONIC FUNDS TRANSFER PAYMENT METHODS. Payments under this contract will be made by the Government by electronic funds transfer (through the Treasury the Automated Clearing House (ACH)). No later than 14 days after award, the Contractor shall submit a completed Standard Form (SF) 3881, Attachment J-1, to MAR-333. The SF 3881 designates a financial institution for receipt of electronic funds transfer payments.

10.2.1 If the financial institution referenced in the SF 3881 does not have access to the Federal Reserve Communications System, name, address, and telegraphic abbreviation of the correspondent financial institution through which the financial institution receiving payment obtains wire transfer activity, provide the telegraphic abbreviation and American Bankers Association (ABA) identifying number for the correspondent institution.

10.2.2 In the event the Contractor, during the performance of this contract, elects to designate a different financial institution for the receipt of any payment made using electronic funds transfer procedures, notification of such change and a new SF 3881 sent to MAR-333 30 days prior to the date such change is to become effective.

10.2.3 The documents furnishing the information required in this clause must be dated and contain the signature, title, and telephone number of the Contractor official authorized to provide it, as well as the Contractor's name and contract number.

10.2.4 Contractor failure to properly designate a financial institution or to provide appropriate payee bank account information may delay payments of amounts otherwise properly due.

G.11 Compensation

This is a Firm Fixed Price Service contract. Invoices for fixed-price Contract Line Item Numbers (CLINs) 0001 through 0005 may be submitted in twenty-four (24) equal parts on the fifteenth (15th) and the last day of each calendar month for each year, including options, if exercised. Reimbursable invoices submitted for CLIN 0006 may be submitted concurrent with, but separate from, fixed-price invoices. Reimbursable items are listed in C.2.

G.12 Travel Requirements

Travel required by and performed by the Contractor in direct performance of this contract will be reimbursed on a reasonable, actual, allowable basis in accordance with the Federal Travel Regulations. Travel costs may include transportation, subsistence and lodging. The Contractor shall use only economy fare accommodations (coach or tourist) while performing travel under this contract, unless otherwise authorized. For travel performed in a cost reimbursable basis all cost documentation must accompany invoices for reimbursement.

Solicitation	Document No. DTMA1R04014	Document Title Naval War College Advisor	Page 18 of 33
---------------------	------------------------------------	--	---------------

G.13 Ordering Procedures for Reimbursable Supplies or Services

Reimbursable supplies or services previously approved by the Contracting Officer's Technical Representative (COTR) may be submitted on a separate invoice, not to exceed the amount specified in CLIN 0006, at actual cost on a monthly basis. All appropriate receipts must accompany the request for payment.

Solicitation	Document No. DTMA1R04014	Document Title Naval War College Advisor	Page 19 of 33
---------------------	------------------------------------	--	---------------

SECTION H -- SPECIAL CONTRACT REQUIREMENTS

H.1 1252.223- STANDARDS OF EMPLOYEE CONDUCT 81

FEBRUARY 2000

The Contractor shall be responsible for maintaining satisfactory standards of employee competency, conduct, and integrity, and shall be responsible for taking such disciplinary action with respect to its employees as may be necessary.

H.2 SPECIAL CONTRACT REQUIREMENTS

Duplication of Effort

The Contractor hereby certifies that cost for work to be performed under this contract and any subcontract hereunder are not duplicative of any costs charged against any other Government contract, subcontract, or other Government source. The Contractor will include the provisions of this paragraph in every subcontract issued hereunder which exceeds \$2,500.00. The Contractor agrees to advise the Contracting Officer, in writing, of any other Government contract or subcontract it has performed or is performing which involves work directly related to the purpose of this contract.

H.3 Nondisclosure of Data and Information

The Contractor, and any of its subContractors in performance of this contract, may have need for access to and use of various types of data and information in the possession of the Government which the Government obtained under conditions which restrict the Government's right to use and disclose the data and information, or which may be of such a nature that its dissemination or use other than in the performance of this contract, would be adverse to the interests of the Government or other parties. Therefore, the Contractor and its subContractors agree to abide by any restrictive use conditions on such data and not to:

- (a) Knowingly disclose such data and information to others without written authorization from the Contracting Officer, unless the Government has made the data and information available to the public; and
- (b) Use for any purpose other than the performance of the contract that data which bears a restrictive marking or legend.

Except as the Contracting Officer specifically authorizes in writing, upon completion of all work under this contract the Contractor shall return all such data and information, including all copies, modifications, adaptations, or combinations thereof, to the Contracting Officer. The Contractor shall further certify in writing to the Contracting Officer that all copies, modifications, adaptations or combinations of such data or information which cannot reasonably be returned to the Contracting Officer, have been deleted from the Contractor's (and any subContractor's) records.

These restrictions do not limit the Contractor's or subContractor's right to use and disclose any data and information obtained from another source without restriction.

As used herein, the term "data" has the meaning set forth in Department of Transportation Procurement Regulations, 48 CFR 1252.227-71, "Rights in Data - General", and includes, but is not limited to, computer software, as also defined in 48 CFR 1252.227-71.

H.4 Operation on Other's Property

The Contractor agrees to comply with the requirements of other organizations while on their property in the performance of the work called for by this contract.

H.5 Identification of Contractor's Vehicles

Solicitation	Document No. DTMA1R04014	Document Title Naval War College Advisor	Page 20 of 33
---------------------	------------------------------------	--	---------------

After contract award the Contractor shall coordinate with the Security Officer at NWC for the issuance of vehicle passes for vehicles.

H.6 Exclusion from Future Government Contracts

6.1 Work under this contract may provide the Contractor with access to advance information about future Government procurements, which information is not generally available to other persons or firms. In addition, the work may involve the definition of requirements for, or the preparation of specifications for, various computer-based systems. Without the following restrictions, 1.) the Contractor's objectivity in performing the work may be impaired by its other business activities, 2.) the nature of the work to be performed may result in unfair competitive advantage to the Contractor in future Government procurements, or 3.) the Contractor's ability to perform work required under future Government contracts in an objective manner may be impaired by its performance of work under this contract.

6.2 In order to prevent a potential bias, unfair competitive advantage, or other potential conflict of interest, the Contractor shall be subject to the following restrictions as determined by the Government on a case by case basis.

6.2.1 The Contractor shall be excluded from competition for, or award of, any contracts as to which, in the course of performance of this contract, the Contractor has received advance procurement information which has not been made generally available to other persons or firms.

6.2.2 The Contractor shall be excluded from competition for, or award of, any contract for which the Contractor actually assists in the development of the Request for Quotation, Specifications or Statement of Work.

6.2.3 The Contractor shall be excluded from competition for, or award of, any contract which calls for the evaluation of system requirements, system definitions, or other products developed by the Contractor under this contract.

6.2.4 The Contractor shall be excluded from competition for, or award of, any contract which calls for the construction or fabrication of any system for which the Contractor developed system requirements or system definitions pursuant to this contract.

6.2.5 This clause shall not exclude the Contractor from performing work under any amendment or modification to this contract or from competing for an award for any future contract or work which is the same or similar to work performed under this contract.

6.2.6 The term "Contractor", as used in this clause, refers only to the individual or the individual's employer who has been awarded this contract.

6.2.7 The Government may, at its sole discretion, waive any provisions of this clause if deemed in the best interest of the Government. The exclusions contained in this clause shall apply for the duration of this contract and for three (3) years after completion and acceptance of all work performed hereunder.

6.2.8 If any provision of this clause excludes the Contractor from competition for, or award of, any contract, the Contractor will not be permitted to serve as a subContractor, at any tier, on such contract.

H.7 Change-Over Agreement

The Contractor recognizes that it may be replaced by a successor Contractor in the performance of work of the kind and type provided herein. The Contractor agrees to use its best efforts to effect an orderly and efficient transition from the Contractor to such successor Contractor and its employees during a transition period to be specified by the Contracting Officer.

H.8 Printing

Unless otherwise specified, the Contractor shall utilize the services of the U.S. Naval War College for all printing.

H.9 Organizational Conflicts of Interest

Solicitation	Document No. DTMA1R04014	Document Title Naval War College Advisor	Page 21 of 33
---------------------	------------------------------------	--	---------------

9.1 The Contractor warrants that, to the best of the Contractor's knowledge and belief, there are no relevant facts or circumstances which could give rise to an organizational conflict of interest, as defined in FAR Subpart 9.5, or that the Contractor has disclosed all such relevant information.

9.2 The Contractor agrees that if an actual or potential organizational conflict of interest is discovered after award, the Contractor will make a full disclosure in writing to the Contracting Officer. This disclosure shall include a description of actions which the Contractor has taken or proposes to take, after consultation with the Contracting Officer, to avoid, mitigate, or neutralize the actual or potential conflict.

9.3 Remedies - The Government may terminate this contract for convenience, in whole or in part, if it deems such termination necessary to avoid an organizational conflict of interest. If the Contractor was aware of a potential organizational conflict of interest prior to award or discovered an actual or potential conflict after award and did not disclose or misrepresented relevant information to the Contracting Officer, the Government may terminate the contract for default, debar the Contractor from Government contracting, or pursue such other remedies as may be permitted by law or this contract.

H.10 Insurance

The Contractor shall secure, pay the premiums for and keep in force until the expiration of this contract, and any renewal thereof, adequate insurance as required for all station employees by the Commanding Officer, Naval Station, Newport, Rhode Island.

H.11 Contract Not Affected by Oral Agreement

No oral agreement of any person shall modify or otherwise affect the Scope of Work or other terms and conditions, as herein stated. All modifications shall be in writing by the Contracting Officer.

H.12 Security Clearance

12.1 The Contractor shall currently possess a secret level clearance and must to able to obtain and maintain a security clearance at the TOP SECRET level throughout the life of the contract, including options, if exercised. The Government will provide a background investigation at no cost to the Contractor. Failure of the Contractor to obtain a security clearance at the TOP SECRET level will be cause for a no cost contract termination at the mutual convenience of the Contractor and Government in accordance with Federal Acquisition Regulation 52.249-4, Termination for Convenience of the Government (Services)(Short Form)(APR 1984). Failure of the Contractor to maintain a security clearance at the TOP SECRET level will result in contract termination in accordance with the Default clause listed in Section I.

12.2 The Contractor shall submit a security application to the MARAD Security Officer at:

Department of Transportation
Maritime Administration
Attn: MAR-300.3
400 7th Street, SW
Washington, DC 20590

The MARAD Security Officer will review the security application and either return it for additional information, or forward it to the applicable Government agency for processing. The Contractor should contact Mr. Gibbs at (202) 366-5812 or the MARAD COTR and advise them that assistance is required for the individual security clearance.

Solicitation	Document No. DTMA1R04014	Document Title Naval War College Advisor	Page 22 of 33
---------------------	------------------------------------	--	---------------

SECTION I -- CONTRACT CLAUSES

I.1 52.252-02 CLAUSES INCORPORATED BY REFERENCE

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/current/html/FARMTOC.html>

Clause	Title	Date
52.202-01	Definitions	December 2001
52.203-05	Covenant Against Contingent Fees	April 1984
52.203-06	Restrictions On Subcontractor Sales To The Government	July 1995
52.203-07	Anti-Kickback Procedures	July 1995
52.204-02	Security Requirements	August 1996
52.216-24	Limitation Of Government Liability	April 1984
52.216-25	Contract Definitization (See Note 1.)	October 1997
52.217-08	Option To Extend Services	November 1999
52.217-09	Option To Extend The Term Of The Contract	March 2000
52.223-14	Toxic Chemical Release Reporting	August 2003
52.225-13	Restrictions on Certain Foreign Purchases	December 2003
52.232-01	Payments	April 1984
52.232-18	Availability Of Funds	April 1984
52.232-23	Assignment Of Claims	January 1986
52.232-33	Payment by Electronic Funds Transfer--Central Contractor Registration	October 2003
52.233-01	Disputes	July 2002
52.233-03	Protest After Award	August 1996
52.237-03	Continuity Of Services	January 1991
52.244-06	Subcontracts for Commercial Items	April 2003

Solicitation	Document No. DTMA1R04014	Document Title Naval War College Advisor	Page 23 of 33
---------------------	------------------------------------	--	---------------

SECTION K -- REPRESENTATIONS, CERTIFICATIONS AND OTHER STATEMENTS OF OFFERORS

K.1 52.252-01 SOLICITATION PROVISIONS INCORPORATED BY REFERENCE

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/current/html/FARMTOC.html>

Clause	Title	Date
52.223-13	Certification of Toxic Chemical Release Reporting	August 2003

K.2 52.212-03 OFFEROR REPRESENTATIONS AND CERTIFICATIONS - JANUARY 2004 COMMERCIAL ITEMS.

(a) Definitions. As used in this provision:

"Emerging small business" means a small business concern whose size is no greater than 50 percent of the numerical size standard for the NAICS code designated.

"Forced or indentured child labor" means all work or service-

- (1) Exacted from any person under the age of 18 under the menace of any penalty for its nonperformance and for which the worker does not offer himself voluntarily; or
- (2) Performed by any person under the age of 18 pursuant to a contract the enforcement of which can be accomplished by process or penalties.

"Service-disabled veteran-owned small business concern"--

(1) Means a small business concern--

- (i) Not less than 51 percent of which is owned by one or more service-disabled veterans or, in the case of any publicly owned business, not less than 51 percent of the stock of which is owned by one or more service-disabled veterans; and
- (ii) The management and daily business operations of which are controlled by one or more service-disabled veterans or, in the case of a veteran with permanent and severe disability, the spouse or permanent caregiver of such veteran.

(2) Service-disabled veteran means a veteran, as defined in 38 U.S.C. 101(2), with a disability that is service-connected, as defined in 38 U.S.C. 101(16).

"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 size standards in this solicitation.

"Veteran-owned small business concern" means a small business concern--

- (1) Not less than 51 percent of which is owned by one or more veterans (as defined at 38 U.S.C. 101(2)) or, in the case of any publicly owned business, not less than 51 percent of the stock of which is owned by one or more veterans; and
- (2) The management and daily business operations of which are controlled by one or more veterans.

Solicitation	Document No. DTMA1R04014	Document Title Naval War College Advisor	Page 24 of 33
---------------------	------------------------------------	--	---------------

"Women-owned business concern" means a concern which is at least 51 percent owned by one or more women; or in the case of any publicly owned business, at least 51 percent of its stock is owned by one or more women; and whose management and daily business operations are controlled by one or more women.

"Women-owned small business concern" means a small business concern--

(1) That is at least 51 percent owned by one or more women; or, in the case of any publicly owned business, at least 51 percent of the stock of which is owned by one or more women; and

(2) Whose management and daily business operations are controlled by one or more women.

(b) Taxpayer Identification Number (TIN) (26 U.S.C. 6109, 31 U.S.C. 7701). (Not applicable if the offeror is required to provide this information to a central contractor registration database to be eligible for award.)

(1) All offerors must submit the information required in paragraphs (b)(3) through (b)(5) of this provision to comply with debt collection requirements of 31 U.S.C. 7701(c) and 3325(d), reporting requirements of 26 U.S.C. 6041, 6041A, and 6050M, and implementing regulations issued by the Internal Revenue Service (IRS).

(2) The TIN may be used by the Government to collect and report on any delinquent amounts arising out of the offeror's relationship with the Government (31 U.S.C. 7701(c)(3)). If the resulting contract is subject to the payment reporting requirements described in FAR 4.904, the TIN provided hereunder may be matched with IRS records to verify the accuracy of the offeror's TIN.

(3) Taxpayer Identification Number (TIN).

TIN: _____.

TIN has been applied for.

TIN is not required because:

Offeror is a nonresident alien, foreign corporation, or foreign partnership that does not have income effectively connected with the conduct of a trade or business in the United States and does not have an office or place of business or a fiscal paying agent in the United States;

Offeror is an agency or instrumentality of a foreign government;

Offeror is an agency or instrumentality of the Federal Government.

(4) Type of organization.

Sole proprietorship;

Partnership;

Corporate entity (not tax-exempt);

Corporate entity (tax-exempt);

Government entity (Federal, State, or local);

Foreign government;

International organization per 26 CFR 1.6049-4;

Other _____.

(5) Common parent.

Offeror is not owned or controlled by a common parent;

Name and TIN of common parent:

Name _____.

TIN _____.

(c) Offerors must complete the following representations when the resulting contract will be performed in the United States or its outlying areas. Check all that apply.

(1) Small business concern. The offeror represents as part of its offer that it is, is not a small business concern.

(2) Veteran-owned small business concern. [Complete only if the offeror represented itself as a small business concern in paragraph (c)(1) of this provision.] The offeror represents as part of its offer that it is, is not a veteran-owned small business concern.

(3) Service-disabled veteran-owned small business concern. [Complete only if the offeror represented itself as a veteran-owned small business concern in paragraph (c)(2) of this provision.] The offeror represents as part of its offer that it is, is not a service-disabled veteran-owned small business concern.

Solicitation	Document No. DTMA1R04014	Document Title Naval War College Advisor	Page 25 of 33
---------------------	------------------------------------	--	---------------

(4) Small disadvantaged business concern. [Complete only if the offeror represented itself as a small business concern in paragraph (c)(1) of this provision.] The offeror represents, for general statistical purposes, that it is, is not a small disadvantaged business concern as defined in 13 CFR 124.1002.

(5) Women-owned small business concern. [Complete only if the offeror represented itself as a small business concern in paragraph (c)(1) of this provision.] The offeror represents that it is, is not a women-owned small business concern.
Note: Complete paragraphs (c)(6) and (c)(7) only if this solicitation is expected to exceed the simplified acquisition threshold.

(6) Women-owned business concern (other than small business concern). [Complete only if the offeror is a women-owned business concern and did not represent itself as a small business concern in paragraph (c)(1) of this provision.] The offeror represents that it is a women-owned business concern.

(7) Tie bid priority for labor surplus area concerns. If this is an invitation for bid, small business offerors may identify the labor surplus areas in which costs to be incurred on account of manufacturing or production (by offeror or first-tier subcontractors) amount to more than 50 percent of the contract price:

(8) Small Business Size for the Small Business Competitiveness Demonstration Program and for the Targeted Industry Categories under the Small Business Competitiveness Demonstration Program. [Complete only if the offeror has represented itself to be a small business concern under the size standards for this solicitation.]

(i) [Complete only for solicitations indicated in an addendum as being set-aside for emerging small businesses in one of the four designated industry groups (DIGs).] The offeror represents as part of its offer that it is, is not an emerging small business.

(ii) [Complete only for solicitations indicated in an addendum as being for one of the targeted industry categories (TICs) or four designated industry groups (DIGs).] Offeror represents as follows:

(A) Offeror's number of employees for the past 12 months (check the Employees column if size standard stated in the solicitation is expressed in terms of number of employees); or

(B) Offeror's average annual gross revenue for the last 3 fiscal years (check the Average Annual Gross Number of Revenues column if size standard stated in the solicitation is expressed in terms of annual receipts).

(Check one of the following):

Average Annual Gross

Number of Employees

50 or fewer

51--100

101--250

251--500

501--750

751--1,000

Over 1,000

Revenues

\$1 million or less

\$1,000,001--\$2 million

\$2,000,001--\$3.5 million

\$3,500,001--\$5 million

\$5,000,001--\$10 million

\$10,000,001--\$17 million

Over \$17 million

(9) [Complete only if the solicitation contains the clause at FAR 52.219-23, Notice of Price Evaluation Adjustment for Small Disadvantaged Business Concerns, or FAR 52.219-25, Small Disadvantaged Business Participation Program--Disadvantaged Status and Reporting, and the offeror desires a benefit based on its disadvantaged status.]

(i) General. The offeror represents that either--

(A) It is, is not certified by the Small Business Administration as a small disadvantaged business concern and identified, on the date of this representation, as a certified small disadvantaged business concern in the database maintained by the Small Business Administration (PRO-Net), and that no material change in disadvantaged ownership and control has occurred since its certification, and, where the concern is owned by one or more individuals claiming disadvantaged status, the net worth of each individual upon whom the certification is based does not exceed \$750,000 after taking into account the applicable exclusions set forth at 13 CFR 124.104(c)(2); or

(B) It has, has not submitted a completed application to the Small Business Administration or a Private Certifier to be certified as a small disadvantaged business concern in accordance with 13 CFR 124, Subpart B, and a decision on that application is pending, and that no material change in disadvantaged ownership and control has occurred since its application was submitted.

Solicitation	Document No. DTMA1R04014	Document Title Naval War College Advisor	Page 26 of 33
---------------------	------------------------------------	--	---------------

(ii) Joint Ventures under the Price Evaluation Adjustment for Small Disadvantaged Business Concerns. The offeror represents, as part of its offer, that it is a joint venture that complies with the requirements in 13 CFR 124.1002(f) and that the representation in paragraph (c)(9)(i) of this provision is accurate for the small disadvantaged business concern that is participating in the joint venture. [The offeror shall enter the name of the small disadvantaged business concern that is participating in the joint venture: _____.]

(10) HUBZone small business concern. [Complete only if the offeror represented itself as a small business concern in paragraph (c)(1) of this provision.] The offeror represents, as part of its offer, that—

(i) It is, is not a HUBZone small business concern listed, on the date of this representation, on the List of Qualified HUBZone Small Business Concerns maintained by the Small Business Administration, and no material change in ownership and control, principal office, or HUBZone employee percentage has occurred since it was certified by the Small Business Administration in accordance with 13 CFR part 126; and

(ii) It is, is not a joint venture that complies with the requirements of 13 CFR part 126, and the representation in paragraph (c)(10)(i) of this provision is accurate for the HUBZone small business concern or concerns that are participating in the joint venture. [The offeror shall enter the name or names of the HUBZone small business concern or concerns that are participating in the joint venture: _____.] Each HUBZone small business concern participating in the joint venture shall submit a separate signed copy of the HUBZone representation.

(d) Representations required to implement provisions of Executive Order 11246--(1) Previous contracts and compliance. The offeror represents that--

(i) It has, has not participated in a previous contract or subcontract subject to the Equal Opportunity clause of this solicitation; and

(ii) It has, has not filed all required compliance reports.

(2) Affirmative Action Compliance. The offeror represents that--

(i) It has developed and has on file, has not developed and does not have on file, at each establishment, affirmative action programs required by rules and regulations of the Secretary of Labor (41 CFR parts 60-1 and 60-2), or

(ii) It has not previously had contracts subject to the written affirmative action programs requirement of the rules and regulations of the Secretary of Labor.

(e) Certification Regarding Payments to Influence Federal Transactions (31 U.S.C. 1352). (Applies only if the contract is expected to exceed \$100,000.) By submission of its offer, the offeror certifies to the best of its knowledge and belief that no Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress or an employee of a Member of Congress on his or her behalf in connection with the award of any resultant contract.

(f) Buy American Act Certificate. (Applies only if the clause at Federal Acquisition Regulation (FAR) 52.225-1, Buy American Act--Supplies, is included in this solicitation.)

(1) The offeror certifies that each end product, except those listed in paragraph (f)(2) of this provision, is a domestic end product and that the offeror has considered components of unknown origin to have been mined, produced, or manufactured outside the United States. The offeror shall list as foreign end products those end products manufactured in the United States that do not qualify as domestic end products. The terms "component", "domestic end product", "end product", "foreign end product", and "United States" are defined in the clause of this solicitation entitled "Buy American Act--Supplies."

(2) Foreign End Products:

Line Item No.	Country of Origin
_____	_____
_____	_____
_____	_____

[List as necessary]

(3) The Government will evaluate offers in accordance with the policies and procedures of FAR Part 25.

(g)(1) Buy American Act--Free Trade Agreements--Israeli Trade Act Certificate. (Applies only if the clause at FAR 52.225-3, Buy American Act--Free Trade Agreements--Israeli Trade Act, is included in this solicitation.)

Solicitation	Document No. DTMA1R04014	Document Title Naval War College Advisor	Page 27 of 33
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(i) The offeror certifies that each end product, except those listed in paragraph (g)(1)(ii) or (g)(1)(iii) of this provision, is a domestic end product and that the offeror has considered components of unknown origin to have been mined, produced, or manufactured outside the United States. The terms "component", "domestic end product", "end product", "foreign end product", and "United States" are defined in the clause of this solicitation entitled "Buy American Act--Free Trade Agreements--Israeli Trade Act"

(ii) The offeror certifies that the following supplies are FTA country end products or Israeli end products as defined in the clause of this solicitation entitled "Buy American Act--Free Trade Agreements--Israeli Trade Act":

FTA Country or Israeli End Products:

Line Item No.	Country of Origin
_____	_____
_____	_____
_____	_____

[List as necessary]

(iii) The offeror shall list those supplies that are foreign end products (other than those listed in paragraph (g)(1)(ii) of this provision) as defined in the clause of this solicitation entitled "Buy American Act--Free Trade Agreements--Israeli Trade Act." The offeror shall list as other foreign end products those end products manufactured in the United States that do not qualify as domestic end products.

Other Foreign End Products:

Line Item No.	Country of Origin
_____	_____
_____	_____
_____	_____

[List as necessary]

(iv) The Government will evaluate offers in accordance with the policies and procedures of FAR Part 25.

(2) Buy American Act--Free Trade Agreements--Israeli Trade Act Certificate, Alternate I (JAN 2004). If Alternate I to the clause at FAR 52.225-3 is included in this solicitation, substitute the following paragraph (g)(1)(ii) for paragraph (g)(1)(ii) of the basic provision:

(g)(1)(ii) The offeror certifies that the following supplies are Canadian end products as defined in the clause of this solicitation entitled "Buy American Act--Free Trade Agreements--Israeli Trade Act":

Canadian End Products:

Line Item No.	
_____	_____
_____	_____
_____	_____

[List as necessary]

(3) Buy American Act--Free Trade Agreements--Israeli Trade Act Certificate, Alternate II (JAN 2004). If Alternate II to the clause at FAR 52.225-3 is included in this solicitation, substitute the following paragraph (g)(1)(ii) for paragraph (g)(1)(ii) of the basic provision:

(g)(1)(ii) The offeror certifies that the following supplies are Canadian end products or Israeli end products as defined in the clause of this solicitation entitled "Buy American Act--Free Trade Agreements--Israeli Trade Act":

Canadian or Israeli End Products:

Line Item No.	Country of Origin
_____	_____
_____	_____
_____	_____

[List as necessary]

(4) Trade Agreements Certificate. (Applies only if the clause at FAR 52.225-5, Trade Agreements, is included in this solicitation.)

Solicitation	Document No. DTMA1R04014	Document Title Naval War College Advisor	Page 28 of 33
---------------------	------------------------------------	--	---------------

(i) The offeror certifies that each end product, except those listed in paragraph (g)(4)(ii) of this provision, is a U.S.-made, designated country, Caribbean Basin country, or FTA country end product, as defined in the clause of this solicitation entitled "Trade Agreements."

(ii) The offeror shall list as other end products those end products that are not U.S.-made, designated country, Caribbean Basin country, or FTA country end products.

Other End Products:

Line Item No	Country of Origin
_____	_____
_____	_____
_____	_____

[List as necessary]

(iii) The Government will evaluate offers in accordance with the policies and procedures of FAR Part 25. For line items subject to the Trade Agreements Act, the Government will evaluate offers of U.S.-made, designated country, Caribbean Basin country, or FTA country end products without regard to the restrictions of the Buy American Act. The Government will consider for award only offers of U.S.-made, designated country, Caribbean Basin country, or FTA country end products unless the Contracting Officer determines that there are no offers for such products or that the offers for such products are insufficient to fulfill the requirements of the solicitation.

(h) Certification Regarding Debarment, Suspension or Ineligibility for Award (Executive Order 12549). (Applies only if the contract value is expected to exceed the simplified acquisition threshold.) The offeror certifies, to the best of its knowledge and belief, that the offeror and/or any of its principals--

(1) Are, are not presently debarred, suspended, proposed for debarment, or declared ineligible for the award of contracts by any Federal agency; and

(2) Have, have not, within the three-year period preceding this offer, been convicted of or had a civil judgment rendered against them for: commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a Federal, state or local government contract or subcontract; violation of Federal or state antitrust statutes relating to the submission of offers; or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, tax evasion, or receiving stolen property; and

(3) Are, are not presently indicted for, or otherwise criminally or civilly charged by a Government entity with, commission of any of these offenses.

(i) Certification Regarding Knowledge of Child Labor for Listed End Products (Executive Order 13126). [The Contracting Officer must list in paragraph (i)(1) any end products being acquired under this solicitation that are included in the List of Products Requiring Contractor Certification as to Forced or Indentured Child Labor, unless excluded at 22.1503(b).]

(1) Listed end products.

Listed End Product	Listed Countries of Origin
_____	_____
_____	_____

(2) Certification. [If the Contracting Officer has identified end products and countries of origin in paragraph (i)(1) of this provision, then the offeror must certify to either (i)(2)(i) or (i)(2)(ii) by checking the appropriate block.]

(i) The offeror will not supply any end product listed in paragraph (i)(1) of this provision that was mined, produced, or manufactured in the corresponding country as listed for that product.

(ii) The offeror may supply an end product listed in paragraph (i)(1) of this provision that was mined, produced, or manufactured in the corresponding country as listed for that product. The offeror certifies that it has made a good faith effort to determine whether forced or indentured child labor was used to mine, produce, or manufacture any such end product furnished under this contract. On the basis of those efforts, the offeror certifies that it is not aware of any such use of child labor.

Solicitation	Document No. DTMA1R04014	Document Title Naval War College Advisor	Page 29 of 33
---------------------	------------------------------------	--	---------------

SECTION L -- INSTRUCTIONS, CONDITIONS AND NOTICES TO BIDDERS

L.1 52.252-01 SOLICITATION PROVISIONS INCORPORATED BY REFERENCE

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/current/html/FARMTOC.html>

Clause	Title	Date
52.204-06	Data Universal Numbering System (DUNS) Number	October 2003
52.232-38	Submission of Electronic Funds Transfer Information with Offer	May 1999

L.2 52.216-01 TYPE OF CONTRACT APRIL 1984

The Government contemplates award of a Firm Fixed Price contract resulting from this solicitation.

L.3 52.233-02 SERVICE OF PROTEST AUGUST 1996

(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 General Accounting Office (GAO), shall be served on the Contracting Officer (addressed as follows) by obtaining written and dated acknowledgment of receipt from Rilla A. Gaither, Contracting Officer, Office of Acquisition (MAR-380), Room 7310, 400 7th St., SW, Wasington, DC 20590.

(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.4 INSTRUCTIONS FOR THE PREPARATION OF TECHNICAL AND COST PROPOSALS

INSTRUCTIONS FOR THE PREPARATION OF TECHNICAL AND PRICE PROPOSALS

The Request for Proposal along with any related documents for this procurement are made available only through electronic media available for downloading via the Internet at the U.S. Maritime Administration Virtual Office of Acquisition (VOA) Website: <http://voa.marad.dot.gov>. Proposals are due by 5:00 p.m. Eastern Daylight Time April 30, 2004. No paper copies of proposals will be accepted.

One electronic copy of the proposal must be prepared in four (4) parts: (1) Standard Form 33 (SF33) Solicitation, Offer, and Award; (2) technical proposal including past performance (resume); (3) price proposal, and, (4) representations and certifications outlined in Section K. Offerors are to provide a detailed description for each part of the proposal in the designated space(s) provided on the VOA website. Information required to be submitted but left out of the offeror's proposal submission to the VOA website, shall be deemed

Solicitation	Document No. DTMA1R04014	Document Title Naval War College Advisor	Page 30 of 33
---------------------	------------------------------------	--	---------------

to have been omitted from the proposal, and may render the proposal non-responsive. Each of the parts shall be separate and complete in itself so that evaluation of one may be accomplished independently from evaluation of the other.

Minimum hardware requirements to interface with VOA are:

- Microsoft Internet Explorer 5.5 or higher
- Netscape Navigator 6.0 or higher
- Javascript must be enabled
- Java applets must be enabled
- Cookies must be enabled

Both technical assistance and acquisition content assistance are available through VOA.

INQUIRIES

Inquiries and all correspondence concerning this solicitation document shall be submitted electronically via the VOA website. Questions shall be submitted via VOA under the Naval War College "Q&A Section." Answers will be posted on the VOA. Assistance to VOA will be provided through the VOA help desk as listed on the website.

PROPOSAL SUBMISSION

Proposals in response to this Solicitation must be submitted through the VOA website. In order to submit a proposal, offerors must first register with the VOA to receive a secure password. Offerors registered on VOA and the Naval War College Bidder's Mailing List, shall submit proposals electronically via VOA. Hard copies of proposals or submission via any other medium, unless specifically specified in the Solicitation, **SHALL NEITHER BE ACCEPTED NOR EVALUATED.**

Proposals must be submitted through VOA by the date and time specified in Block 9 of the SF-33. VOA will not allow proposal submissions or revisions after the designated time for submission of proposals (see FAR 52.214-7, Late Submissions, Modifications, and Withdrawals of Bids (Nov 1999)). **CAUTION: Offerors must accomplish a "Final Submit" in the VOA for the proposal to be considered. Once a "Final Submit" has been accomplished, no further revisions to the proposal can be made. Offerors are cautioned to allow sufficient time for electronic proposal completion and supporting document uploading. Once a "Final Submit" has been accomplished, VOA will indicate that "The Proposal Has Been Successfully Submitted."**

Offerors are encouraged to carefully read and follow the proposal submission instructions outlined on the VOA website. Proposal submission information must be provided in the appropriate spaces/sections designated on VOA. The Government will not be responsible for looking for and evaluating proposal information provided in spaces/sections other than those designed on VOA.

The Government will evaluate electronic proposals submitted via VOA in accordance with the criteria established in Section M of this Solicitation. Offerors are cautioned that the Government may elect to award contracts resultant from the initial proposals, without holding discussions.

If revisions are requested, they will be submitted electronically via VOA, and evaluated on the same basis as previous submissions. The Government reserves the right to reject any proposal if any data submitted with a revision is inadequate to establish the acceptability of the revised offer. Any revision received after the closing date and time specified will be considered a late offer in accordance with FAR 52.214-7.

PROPOSAL INSTRUCTIONS - GENERAL

The Government requires the services of a single individual, whether or not self-employed, who will serve as Contractor for the full term of the contract, including options, if exercised.

Mandatory Requirement: At the time of proposal submission, offerors must possess a current Government Secret Security Clearance. In order to ensure compliance with this requirement, offerors must submit as part of their technical proposal evidence, in the form of the Name of the Agency from which the Secret Security Clearance was obtained, and the name and phone number of the Security Officer. Any proposal submitted without this information will be determined non-responsive. Should the Government be unable to confirm the Government Secret Security clearance by the time the Contracting Officer establishes the competitive range, the proposal will be removed from further evaluation consideration.

Solicitation	Document No. DTMA1R04014	Document Title Naval War College Advisor	Page 31 of 33
---------------------	------------------------------------	--	---------------

Complete the following blocks of the SF 33: 13, as applicable; 14, as applicable; 15A; 15B; 15C; 16; 17; 18; 19; and 20.

Part II - Technical Proposal (Resume)

Due to the nature of the services provided, the technical proposal consists of the offeror's resume. The resume shall be in sufficient detail to provide a clear and concise presentation of relevant experience and education, and existing or previous level of security clearance attained. The proposal page limitation is defined on the VOA website. The resume shall address the following areas:

Technical Expertise

Address relevant technical experience, including but not limited to, military service/experiences (active and/or inactive); government service/experiences; teaching/instruction; maritime industry/legislation; maritime operations and/or logistics experience; and, similar or related contracts, subcontracts, and/or grants; practical experiences; educational level attained; professional organizations; and major accomplishments.

Address relevant education, including, but not limited to, maritime, teaching, international studies, history, economics, or law degree from an accredited institution; postgraduate degree from an accredited institution; military war college; professional seminars; and, workshops.

Past Performance

Offeror shall submit recent (not older than 3 years) past performance information, in the format below, on contracts you consider relevant in demonstrating your ability to perform the proposed effort. Include rationale supporting your rationale of relevance.

- (a) Customer names and address; and
- (b) Contract number and dollar amount; and,
- (c) Average number of technical personnel (by labor skill) involved; and,
- (d) Brief description of contract work scope and responsibilities; and,
- (e) Method which the offeror used to acquire the contract - noncompetitive or competitive; and
- (f) Nature of contract award, whether it was an initial award or follow-on to an existing contract; and,
- (g) Names and telephone number of the project officer and contracting/grants officer.

Only those offerors who have been determined by the Contracting Officer to possess a current Government Secret Security Clearance and acceptable resume will be considered eligible for award consideration. The Contractor must possess a Top Secret Security Clearance by issuance of Notice to Proceed. In order to ensure this requirement is met, the Government, at time of contract award, shall take the necessary steps to immediately commence the Top Secret Security Clearance process.

Part III - Price Proposal

Offerors shall provide a total contract price per year for the base year and all option years as outlined in the designated section on the VOA.

Part IV - Representations and Certifications

Offerors shall complete and submit the representations and certifications provided in Section K.

The Government will evaluate proposals in accordance with the evaluation criteria set forth in Section M of this solicitation.

Solicitation	Document No. DTMA1R04014	Document Title Naval War College Advisor	Page 32 of 33
---------------------	------------------------------------	--	---------------

SECTION M -- EVALUATION FACTORS FOR AWARD

M.1 52.252-01 SOLICITATION PROVISIONS INCORPORATED BY REFERENCE

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/current/html/FARMTOC.html>

Clause	Title	Date
52.217-05	Evaluation Of Options	July 1990

M.2 EVALUATION FACTORS FOR AWARD

The Government will award a contract resulting from this solicitation to the responsible offeror whose offer conforming to the solicitation will be most advantageous to the Government, price and other factors considered. The following factors shall be used to evaluate offers:

MANDATORY REQUIREMENT

Security Clearance - Offeror must currently possess a Government Secret Security clearance at time of proposal and must either possess or be able to obtain a Government Top Secret Security clearance by issuance to proceed. Evidence submitted must include the Name of the Agency from which it was obtained and the name and phone number of the Security Officer. Any proposal submitted without this information will be determined non-responsive. Should the Government be unable to confirm the Government Secret Security clearance by the time the Contracting Officer establishes the competitive range, the proposal will be removed from further evaluation consideration.

TECHNICAL EVALUATION FACTORS

The Technical Expertise Factor and Past Performance Factor are of equal importance.

Technical expertise and past performance combined are significantly more important than price.

Price is significantly less important than technical expertise and past performance when combined.

Factor 1 Technical Expertise (including education)

Technical Resume will be evaluated for understanding and compliance with the solicitation requirement and comprehensiveness of the response, as it relates to maritime experience including knowledge of Maritime Industry/Legislation and Laws; involvement in logistics operations; practical experiences; government/military experiences; teaching/instruction; educational level attained; professional organizations; major accomplishments and education. The areas to be used in determining which proposal is most advantageous are listed below in descending order of importance:

- (a) Maritime Experience and Teaching/Instruction will be weighted the same.
- (b) Government/Military Experience will be weighted slightly lower.
- (c) Education Level Attained, Professional Organizations and Major Accomplishments will be weighted the same, but significantly less than (a) or (b).

Solicitation	Document No. DTMA1R04014	Document Title Naval War College Advisor	Page 33 of 33
---------------------	------------------------------------	--	---------------

Factor 2 Past Performance

Past Performance Evaluation - Past Performance will be evaluated on the degree to which the offerors past performance on other recent relevant contracts provide the Government with confidence that the offeror will successfully accomplish the requirements of the contract. Proposals will be evaluated for recent (not older than 3 years), relevant past performance of an offeror's present and past work record to assess the Government's confidence in the offeror's probability of successfully performing as proposed. To this end it will be used as an indicator of risk. Relevant past performance will be evaluated based on the offeror's resume and from obtaining relevant information from sources documented in the resume.

Factor 3 - Price

Price will be evaluated for reasonableness. In evaluating price, the Contracting Officer will conduct a price analysis against other offerors to establish reasonableness.

Although price is considered in the award decision, the award may not necessarily be made to that offeror submitting the lowest price. Although price is significantly less important than technical expertise and past performance combined, the Government reserves the right to award to the lower priced, technically qualified offeror when proposed price(s) by a higher technically qualified/higher price offeror is so high as to exceed the benefit to the Government.

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).