Office of Naval Research (ONR) MATOC Services

The Office of Naval Research's (ONR's) mission is to plan, foster, and encourage scientific research and technology development in recognition of their paramount importance as related to the maintenance of future naval power and the preservation of national security. ONR provides for the continuing technological superiority of U.S. naval forces, by providing the Department of the Navy (DoN) and United States Marine Corps (USMC) with mission-relevant, affordable new capabilities that create and exploit scientific breakthroughs, respond to fleet requirements, and support strategic U.S. industries. ONR requires contractor services and support in order to meet these requirements. The services/support that may be provided to ONR by contractor personnel are as follows:

(a) Technical, Programmatic and Engineering Support Services

As noted, the Office of Naval Research's (ONR's) mission is to plan, foster, and encourage scientific research and technology development in recognition of their paramount importance as related to the maintenance of future naval power and the preservation of national security. Each of the Science and Technology (S&T) Departments within ONR has its own standard and unique requirements for Technical, Engineering and Programmatic services depending on the nature of its Program Area focus. One should go to the ONR website at http://www.onr.navy.mil/sci_tech/ to understand and learn more about the various S&T Department areas of interest, the sponsored programs, and the Program objectives.

The Technical, Programmatic and Engineering services/support that is required to be provided by contractor personnel are as follows:

1)   Provide technical and engineering support services to ONR supported programs and systems. These include providing specific engineering, software engineering, systems analysis, and operational technical assistance to support S&T disciplines. Also, requirement includes, but is not limited to, providing programmatic analyses, determining system performance specifications, identifying and resolving interface problems, developing requirements, developing work statements, determining parameters, resolving technical controversies.

2)   Provide test/demonstration services for ONR test activities and programs. The support tasks include: test/demonstration design and development, test/demonstration coordination and execution, and test/demonstration assessment, evaluation and reporting. This requirement includes, but is not limited to, the Wargaming of various technologies to assess their potential for effective and efficient integration into the fleet.

3)   Provide Systems Engineering and Integration (SE&I) services to ONR supported programs and systems. These services include integration support of new technologies with legacy systems and programs, support for advanced technology demonstrations and advanced concept technology demonstrations, support of initiatives through which

a suite of programs will support a capability, systems transition support to operational forces, and support for planning and building prototype equipment with advanced technology capabilities for demonstration.

4)   Assist ONR personnel in overall technical program management support on matters and issues consistent with ONR sponsored development projects, which includes, but is not limited to, the following: assisting in the program/project planning, program staff coordination, program/project/financial reviews, technology assessments, earned value management system (EVMS) analyses, data analyses, conference and seminar activities, and program-specific financial issues. Includes assistance and support with preparing and drafting analyses, presentations, testimonies, speeches, and reports relative to project and program management goals, objectives, and results (examples: Defense Technology Area Plans (DTAP), Defense Technology Objectives (DTO's), response to Governmental inquiries, etc.).

5)   Provide services to assist ONR in planning, executing and evaluating investment strategies and organizational resource allocations. This includes, but is not limited to, conducting engineering and programmatic assessments of ONR's investment portfolio and operations, providing evaluations and assessments of program balance and return on investments, and reviewing and assessing operational procedures.

6)   Provide services to identify, recommend, coordinate and prepare applicable assessments, plans, strategies and opportunities for the transition of technology programs for further development and deployment in the fleet. This includes, but is not limited to, providing coordination and technical support to the Future Naval Capabilities (FNC) transitional areas of interest.

7)   Review, identify and assess emerging requirements, technologies, capabilities, concepts, tactics of interest, and possible teaming relationships in areas related to ONR's objectives for selected technology programs.

8)   Participate, host and/or support ONR in preliminary and critical design reviews, program and financial reviews, Governmental and industry events, and sponsored or non-sponsored key demonstrations or tests, as requested by ONR.

9)   Facilitate dialogue and interface with key decision makers and/or their staffs (Example: Congress, OPNAV and Joint Staffs, Warfare Centers, Systems Commands, Program Executive Offices) and various technical subject matter experts. Provide and coordinate access to individuals or panels of senior technology area experts, both domestic and international, to support objectives or for analyses of S&T programs.

10)   Develop program/project management tools that help define, observe, and assess actions that move ONR programs toward strategic goals both affordably and speedily, including the development and presentation of capability and technology roadmaps.

11)   Provide assistance and advisory services for the purpose of evaluating proposals. Includes evaluation of alternative proposals or initiatives for technical merit, life cycle costs, transition potential and integration into program and financial objectives of ONR.

12)   Collect, analyze, report and archive regulations, policy, guidance, legislation, laws and Congressional language related to supported programs and systems. Maintain a library of current Operational Requirement Documents, Mission Need Statements, and related material, as required.

(b)   Business and Finance Support Services

The Office of Naval Research requires Business and Finance services to support the various ONR S&T, BIZOPS and Organization mission and objectives. The purpose of these services, unlike the tasks described in CLIN 0001, are not intended to the direct support of a single S&T Program. Tasks under these services provide for business, financial, general management and professional support services.

The services/support that may be provided to ONR by contractor personnel are as follows:

1) Review, analyze and prepare draft business, planning or strategic documentation (Examples include: Impact Statements; Briefing materials/issue papers/point papers/adhoc reports; Future year financial program plans; Navy budgetary programming processes; POA&Ms; Command/Programmatic budget justifications and Reprogramming requests and modifications).

2) Provide analytical assessments, studies and evaluations to improve financial and business policy development and decision making. (Example: Conduct financial and management risk analyses and evaluation, and recommend techniques to mitigate risk exposure or impact.)

3) Develop and prepare draft responses to Congressional inquiries, Navy, DoD and other government agency questions, audits, or requests for financial/organizational information. (Example: Budget formulation documentation and recommendations in support of the Navy, OSD and Congressional Program and Budget processes)

4) Provide and conduct financial accounting and management support services. Requirement includes tasks in the preparation of ledger reports, ledger tracking, as well as the monitoring, maintenance and operation of specified financial management information systems or websites (example: Standard Accounting Reporting System (STARS)). Accounting support requirements also include, but are not limited to, tasks to manage disbursements and expenditures, prepare and amend spending plans and funding documents, manage, support and execute commitment/obligation/expenditure actions, prioritize unfunded requirements, support and execute account closure activities, provide maintenance support for unique obligation validation websites,

support efforts to become and to maintain CFO compliance as directed by ASN(FM&C), and track and provide recommendations for execution of the financial systems (Example: Navy Industrial Accounting and budgeting systems)

5) Provide analyses and direct support for contract and programmatic financial execution. Includes addressing commitment, obligation, expenditure, invoicing and payment items and issues tied to the financial administration of DoD, ONR and other agency awards (either directly through an ONR award vehicle or other agency award vehicle).

6) Provide pre award contract and grant support services in accordance with applicable acquisition law, guidance or policies. Includes tasks to conduct market research, to prepare draft solicitations and synopses, to advise and assist in proposal management and source selection actions, to prepare pre and post-negotiation memorandums for negotiation, prepare drafts of various contract type and Contract Data Requirements List (CDRL) documents, and to provide and monitor data entry into specific acquisition information systems. Perform research and conduct investigations in the areas of Acquisition policy and guidance, and document findings and recommendations. Provide support, coordinate activities and perform duties in accordance with Small Business Agency rules and guidance (Includes support awards under SBIR and STTR Program, etc).

7) Provide post award contract and grant support services in accordance with the award terms and conditions, Acquisition law, guidance and/or policies. Includes tasks to administer and closeout awards, provide and monitor data entry into acquisition specific information systems, to monitor financial obligations and expenditures, to communicate and act as post-award business point of contact to awardees and other Government entities, and to negotiate and prepare modifications to existing awards.

8) Facilitate and participate in business and financially related IPTs, special advisory boards, off-sites, working groups, audit teams, etc.

9) Provide contract-invention surveillance support services for the ONR legal department. This includes requirements to review documents, conduct interviews, conduct targeted research, and advise on matters tied to contracts, patents, intellectual property, and the FAR and DFARS.

10) Provide support for the planning and the implementation of initiatives for Command Improvements to reduce overall costs, including, but not limited to, business case analysis, cost benefit analysis, e-business solutions.

11) Provide business consultant services in the areas of planning, management, integration, and/or general business practices. These services could be provided to any level of ONR management, including the executive level. Services may include providing expert advice, assistance, guidance or counseling in support of agencies' management, organizational, and business improvement efforts.

12) Design, develop, maintain and support various software and web-based (intranet/internet) applications and databases in support of ONR business and financial management initiatives and objectives. Provide electronic data interchange support services between ONR management information systems and various Navy/DoD budget, accounting, and allocation systems.

13) Develop and support conduction of ONR directed reviews/inquires/inspections. Analyze data and prepare preliminary reports on ONR directed reviews/inquiries/inspections.

14) Provide support in business transformation effort, including business/financial management modernization and work to integrate the products of business transformation into the acquisition process.

15) Provide public information support to portray and communicate ONR's S&T programs. Requirement entails providing constituent services, performing technical writing (science and technology related), as well as editorial, publications management, meeting, and desktop publishing support.

16) Provide commercialization/transition assistance to ONR and other organizations (such as Navy SBIR/STTR Phase II companies). Includes performing support tasks in market research, marketing, strategic business planning, business forum planning and execution, and general commercialization/transition consultation and support.