

# **Ordering Guide**

**FA8730-21-D-0001**

**Essential Engineering Research & Development Support**

**Georgia Tech Applied Research Center (GTARC)**

**April 14, 2021**

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## **1.1 Background**

This Indefinite Delivery Indefinite Quantity (IDIQ) contract with Georgia Tech Applied Research Center (GTARC) is a follow-on to FA8527-16-D-0001. There is a continued need for GTARC to continue supporting mission objectives. This includes electro-optical sensor systems research and development; test and evaluation, integration, validation and operations; data analysis, data exploitation and data fusion; phenomenology measurements; sensor modeling and simulation; communications, cyber and counter-cyber warfare; and small/micro components and systems. This list, along with the 17 core competencies identified in Appendix A, is described as a basic expression of the work to be performed.

## **1.2 Purpose**

This guide provides the basic process and procedures framework for ordering under this IDIQ contract FA8730-21-D-0001. This document also defines the basic roles and responsibilities of all parties involved in the ordering process. This guide does not replace or supersede any acquisition requirement to abide by regulatory, statutory, policy or best practices, and does not take precedence over the Terms and Conditions of the IDIQ contract.

## **2. IDIQ INFORMATION**

### **2.1 Using this IDIQ**

All Hanscom AFB Program Executive Officer's and their GSUs are authorized to use this IDIQ. Organizations outside of Hanscom may submit a request to use the IDIQ. All requests will be reviewed and either approved or denied. This review will take into consideration the requested ceiling, Performance Period and scope. Requesting organizations may be required to submit additional documentation to support the approval process.

- All orders will be issued on a decentralized basis
- There is no usage fee

### **2.2 Security**

The IDIQ includes a Class type DD 254 (and attachments there-to). This DD 254 is intended to support all HB, HN, and NC3 contract activities. What is not included with the DD 254 are program specific Security Classification Guides. All necessary SCGs must be included in your RFP package. It is not envisioned or anticipated that DO specific DD254's will be required. However, it is understood there may be conditions which require a unique Delivery Order DD 254. To this end, DD 254s are permitted and are the responsibility of the cognizant Ordering Office.

**2.3 Small Business Considerations**

This IDIQ includes a Blanket DD 2579 which covers all Delivery Orders issued under this IDIQ. Small Business goals shall be evaluated and established at the Delivery Order Level as required. Request for an Individual Small Business Plan must be included in your RFP package.

**2.4 Ordering Period / Performance Period**

The IDIQ has a ten (10) year ordering period. The basic ordering period is for five (5) years with a five (5) year Option to be awarded at any time. The period of performance for orders may extend one year beyond the last date to order.

- Basic Ordering Period: 22 FEB 2021 – 21 FEB 2026
- Basic Performance Period End: 21 FEB 2027
- Option Ordering Period: 22 FEB 2026 – 21 FEB 2031
- Option Performance Period End: 21 FEB 2032

**2.5 Contract Types**

The IDIQ includes pre-established Contract Line Item Numbers (CLINs). Although these exist the Ordering Contracting Officer has the latitude to establish CLINS appropriate for their Delivery Order. Deviation from the Pre-established CLIN structure may be necessary.

The IDIQ allows Contract Types including, but are not limited to, Cost Plus Fixed Fee, Cost-Reimbursable (No Fee), and Firm Fixed Price based on individual requirements. Other Contract Types may be determined appropriate and included with the Delivery Order.

**3. ROLES & RESPONSIBILITIES**

**3.1 IDIQ Management Team**

The IDIQ Management Team consists of Contracting Officer, Buyer, Program Manager, and Contractor Support. The IDIQ Management Team is located at AFLCMC/HBS, Hanscom AFB, MA. Team responsibilities include: monitoring and managing the IDIQ ceiling, period of performance, and completing IDIQ Modifications; and providing guidance and support to Ordering Offices. The recommendation is that all inquiries use the following group mailbox.

IDIQ PCO	Ms. Latoya Siples	
IDIQ Buyer	Mr. Chris Kearney	AFLCMC/HBS EIDIQ Mgmt <AFLCMC.HBS.EIDIQMgmt@us.af.mil>
IDIQ PM	Ms. Katie O’Connell	

**3.2 Document Access**

The IDIQ Management Team has established two document repositories: SharePoint and KT FileShare. SharePoint will be used for general purpose while KT FileShare will provide the IDIQ Contract Files. KT FileShare will require an access request be completed. Links to the document

repository and KT FileShare are provided below. Recommend copying and pasting the hyperlink into web browser of your choice.

SharePoint Link:

<https://org2.eis.af.mil/sites/21560/551ELSG/OM/Program%20Control/2%20-%20GTRI%20Enterprise%20IDIQ/0%20-%20FA8730-21-D-0001%20Dashboard>

KT File Share Link:

<https://usaf.dps.mil/teams/ktfs1/app/index.aspx#!/contracts/118/409310/elements>

### **3.3 Ordering Office**

The Ordering Office is the program office issuing the Delivery Order. It is the responsibility of the Ordering Office to ensure technical requirements are within scope of the IDIQ. It is also Ordering Offices responsibility to follow statute, regulatory, agency-specific policy.

### **3.4 External Organizations**

AFLCMC/HB Service Designated Official (SDO) is the approval authority for external organization use of the IDIQ. Non Hanscom PEO IDIQ use will be approved on a case by case basis. Approval factors include available ceiling and period of performance. An Electronic Staff Summary Sheet (eSSS), with the Essential Capability Worksheet as an attachment, will be provided to the IDIQ Management Team. The eSSS will be routed to the HB SDO for approval. As a result, short approval delays may be incurred. Appendix D provides an example eSSS. An editable version can be downloaded from the SharePoint link above.

## **4. ORDERING PROCEDURES**

Step 1: The Ordering Office will complete all appropriate acquisition tasks including completing and submitting an Essential Capability Worksheet to the IDIQ Management Team. Appendix E provides an example ECW. An editable version can be downloaded from the SharePoint link above.

Step 2: The IDIQ Management Team will approve or disapprove the Ordering Offices request based upon the IDIQs available ceiling and period of performance. In both situations, the IDIQ Management Team will sign and return the Essential Capability Worksheet to the Ordering Office.

Step 3: If approved, the Ordering Office proceeds with RFP release and DO award as required.

Step 4: After award, the Ordering Office will provide the IDIQ Management Team the actual Delivery Order value and period of performance.

Step 5: The Ordering Office MUST submit a revised Essential Capability Worksheet prior to awarding a Delivery Order modification which either increases the DO's dollar value or extends the period of performance.

## **Appendix A: Core Competencies**

DoD University Affiliated Research Center (UARC)  
Georgia Tech Research Institute

1. Basic and applied research, exploratory, and advanced development of RF, MMW, IR, EO missile sensors, ultraviolet and acoustical airborne and ground sensors, and guidance and control systems (including simulation and modeling for design and performance predictions of the complete missile weapon system).
2. Basic and applied research, exploratory, and advanced development of phenomenology analysis tools, measurement methodologies, and instrumentation implementation techniques related to natural and man-made environments.
3. Materials and electronics manufacturing technology to meet the unique requirements of missile system environments for portable, air, and ground-launched applications.
4. Advanced electronics design and packaging for very compact, high performance signal processing, automatic target recognition, and guidance and control subsystems.
5. Next generation photonics components and subsystems for radar control.
6. Computer and physical modeling and analysis of threat systems/subsystems based on sensor spectrum, missile-target geometry, and natural and man-made environmental features.
7. Performance analysis, simulation, and modeling of weapon and sensor interactions.
8. System accessibility, susceptibility, and vulnerability analysis, modeling, and counter-countermeasure development.
9. Missile endgame modeling and analysis.
10. Hardware-in-the-loop, hybrid, and real-time simulation and analysis of major Army missile systems.
11. Independent evaluation, modeling, and testing of ballistic missile defense phased-array radar systems at the system, subsystem, and component levels.
12. Analysis, modeling, and development of adaptive digital beamforming techniques and technologies for missile defense applications.
13. Prototype and proof-of-principle hardware design and development, including component test fixtures and advanced technology subsystems and systems for missile defense systems.
14. Basic and applied research, exploratory, and advanced development in generic databases, networks, software engineering, telecommunications, and information infrastructure.
15. Technical and software developmental activities associated with the Digital Infrared Seeker and Missile Simulation/Georgia Tech Synthetic Imaging simulations (DISAMS/GTSIMS) family of IR missile and systems models.
16. Applied research in technologies affecting sustainment decision processes, secure communications, and communication systems.
17. Analysis, systems engineering, integration, and rapid cyber tool development to address defensive/offensive cyber operations and cyber mission assurance requirements

## **Appendix B: GTARC Recommended Task Requirement Notice CLIN Structure and Procedure**

### **TRN Implementation Process and Procedures**

This Appendix to the Ordering Guide describes GTARCs recommended process/structure to establish a TASK REQUIREMENT NOTICE (TRN) capability under this contract. This Appendix provides recommendations only.

*The Ordering Office Contracting Officer (OCO) has sole discretion on how Delivery Orders and TRNs are structured.*

### **Process/Procedures to Implement TRNs**

Should the Ordering Office anticipate the need for TRN based requirements, nominally to support Quick Reaction type efforts, then it is recommended a TRN based CLIN be considered.

1. This could be simply a TRN CLIN within a Delivery Order: **OR**
2. An entire Delivery Order dedicated specifically to TRNs. This type of Delivery Order may include a “B” table showing GTARC labor rates

### **CLIN Structure**

Contact your GTARC representative for recommended CLIN structure

- GTARC’s Delivery Order proposal will address the generic technical needs in the request, and propose an estimated ceiling to perform TRN efforts. It will include the Labor, ODC and Travel.
- This information will provide the Government OCO adequate cost information (in the Proposal) to conduct a cost analysis and to determine a fair and reasonable cost to establish a *Priced CLIN*.

### **Example:**

- One example is to include a single CLIN with a cost ceiling to support all TRNs for that Delivery Order. Another example is to include a TRN Option CLIN and provide funding (if exercised) for Labor and ODCs, with a separate CLIN for Travel.
  - An Option CLIN would not have to be funded initially
  - After the overall value of the TRN Option CLIN is determined (and the Delivery Order issued), sub-CLINs could be established for each new TRN authorized. One Sub-CLIN could be used to cover Labor, ODC, and another Sub-CLIN for Travel.
  - GTARC will propose current labor rates for the TRN CLINS which are audited and approved annually by the Defense Contract Audit Agency.

### **Mechanics: Establishing a TRN (once a TRN Ceiling is established)**

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- Establishing an actual TRN occurs after (or in conjunction with) issuance of a Delivery Order
- The Ordering Office will identify the need for TRN request
- The OCO will ensure the envisioned TRN requirements are within scope
- The Ordering Office will determine the urgency (Critical, Quick Reaction, General, or other) for each TRN. The IDIQ PWS sets forth TRN response requirements. **The Ordering Office has the authority to relax the TRN requirements contained within the IDIQ PWS but, does not have authority to restrict the requirements further.**
- GTARC encourages the Government to discuss the content of the technical effort, deliverables, and period of performance for the TRN as early in the process as possible. These discussions foster a no surprise environment
- An example of a TRN Form is included in Appendix D. The Government will complete Blocks 1-11 on the TRN form. The fillable form is attached and reflects current audited and approved rates for GTARC.
- The Ordering Office will deliver the TRN form the GTARC Contracting Office. This action may serve as the Government's TRN request (RFP) for cost estimate.
  - This will initiate the proposal response timeline response period
- GTARC will review and internally coordinate the TRN form, complete the labor hour estimate, provide costing based on validated labor / approved indirect rates, and estimate travel and ODC for this specific TRN.
- GTARC's Program Director will sign the TRN form. The completed TRN form will be "turned-around" and provided back to the Government within the proposal timeline required for that TRN. The completed TRN form shall serve as GTARC's TRN cost proposal
  - This email action will complete the proposal response timeline response period
  - GTARC will copy both the Government COTR and the GTARC Contracting Official
- The OCO will evaluate the TRN cost proposal and then modify or award a Delivery Order which will allocate a portion of the CLIN's ceiling to that specific TRN and obligate the funds required to perform the TRN Task.
- GTARC will establish a separate cost account within our approved cost accounting system to track the TRN's effort to budget (and / or create any sub-budgets for tracking as desired by the Government). The Government will have complete access to this data
- Execution of the work scope delineated in the TRN will start after receipt of the contract award, or as otherwise directed by the OCO

**Note:** Many of the above actions can be accomplished in parallel, and GTARC highly encourages the Ordering Office to do so.

## Appendix C: Example TRN Form

### TASK REQUIREMENTS NOTICE (TRN) Request IDIQ Contract FA8730-21-D-0001

1. DO CONTRACT NO: [REDACTED]		2. TRN NO GTRI- [REDACTED]	
3. CONTRACTOR: Georgia Tech Research Institute (GTRI)		4. CLIN NO: [REDACTED]	
5. PROGRAM: [REDACTED]			
6. TRN TITLE: [REDACTED]			
7. START DATE: [REDACTED]		8. EST COMPLETION: [REDACTED]	
9. GOVERNMENT CONTR: [REDACTED]			
10. DESCRIPTION OF WORK: [REDACTED]			
11. END PRODUCT AND COMPLETION DATES		[REDACTED]	
12. PERSONNEL COSTS:			
CATEGORY	On-Site Hours	Off-Site Hours	LABOR COST
Director, Research	[REDACTED]	[REDACTED]	[REDACTED]
Principal Research Engineer (PRE)	[REDACTED]	[REDACTED]	[REDACTED]
Senior Research Engineer (SRE)	[REDACTED]	[REDACTED]	[REDACTED]
Research Engineer II (RE II)	[REDACTED]	[REDACTED]	[REDACTED]
Research Engineer I (RE I)	[REDACTED]	[REDACTED]	[REDACTED]
Engineering/Management Support	[REDACTED]	[REDACTED]	[REDACTED]
Technical Support	[REDACTED]	[REDACTED]	[REDACTED]
Admin/Clerical Support	[REDACTED]	[REDACTED]	[REDACTED]
Graduate Research Assistant	[REDACTED]	[REDACTED]	[REDACTED]
<b>TOTALS</b>	<b>0</b>	<b>0</b>	<b>\$ 0</b>

## TASK REQUIREMENTS NOTICE (TRN) Request

<b>13. OTHER DIRECT COSTS (ODC) – (Travel, Sub-Contractor, etc.):</b>			
a.	\$ 0		Overhead (OH)
b.	\$ 0		G&A
c.	\$ 0	\$ 0	Labor-CoM
d.	\$ 0		G&A-CoM
e.	\$ 0		
<b>14. TRN WILL BE FULLY FUNDED UPON AWARD: YES: <input type="checkbox"/> NO: <input type="checkbox"/></b>			
	Subtotal costs: \$	\$ 0	
	Fee (7.25%) \$		
	<b>TOTAL \$</b>	<b>\$ 0</b>	
<b>15. Remarks:</b>			
<b>16. THE PRICE OF THIS TRN IS:</b>			
<b>17. APPROVALS:</b>			
Ordering Contract Officer (OCO)	Contracting Officer Technical Representative (COTR)	GTRI Project Director	
OCO Name	COTR Name	GTRI PD Name	
OCO Office	COTR Office	GTRI PD Lab	



## Appendix E: Example Essential Capability Worksheet

### Essential Capability Requirement\* Defense Research, Engineering, Science and Technology Development

\*Essential Capability LAW FAR 6.302-3: (I) To establish or maintain an essential engineering, research, or development capability to be provided by an educational or other nonprofit institution of a federally funded research and development center

**Requiring Organization**

**DO / TO Number:**

**Point of Contact/Phone Number**

**Total Estimated Cost:**

**Description of Requirement (Please include total estimate and attach preliminary Market Research Report):**

**Choose applicable Functional category:**

Essential Engineering

Research & Development

Other (Describe in Requirements Section)

**HBS IDIQ Manager Approval:**

Pursue award to GTRI using Contract FA8730-21-D-0001 as deemed to be in accordance with FAR 6.302-3

Pursue award through other means as effort is NOT LAW FAR 6.302-3 or not mission consistent

By signing this document HBS has determined there is available ceiling and the effort is in accordance with FAR 6.302-3

Ordering Contracting Officer

NOVA HBS

Date

IDIQ Program Manager

NOVA HBS

Date

IDIQ Contracting Officer

NOVA HBS

Date

## Appendix F: ACRONYM LIST

ACRONYM	ACRONYM NAME
ASD (R&E)	ASD Research and Engineering
CLIN	Contract Line Item Number
CO	Contracting Officer
COTR	Contracting Officer Technical Representative
D&F's	Determination and Findings
DISAMS	Digital Infrared Seeker and Missile Simulation
DO	Delivery Order
DOD	Department of Defense
DORP	Delivery Order Request Package
ECR	Essential Capability Requirement
EN	Engineering
EO	Electro-Optics
FAR	Federal Acquisition Regulation
FM	Financial Management
FP	Fixed Price
GTARC	Georgia Technical Applied Research Center
GTSIMS	Georgia Tech Synthetic Imaging simulations
IDIQ	Indefinite Delivery Indefinite Quantity
IR	Infra-Red
J&A	Justification and Approval
MMW	Millimeter Waves
NC3	Nuclear Command, Control & Communications
OCO	Ordering Contracting Officer
PEO	Program Executive Officer
PM	Program Manager
POC	Points of Contact
PoP	Period of Performance
PR	Purchase Request
PWS	Performance-based Work Statement
RA	Requiring Activity
RF	Radio Frequency
SOO	Statement of Objectives
T&M	Time and Material
UARC	University Affiliated Research Center