Electronic Warfare System Support

University Affiliated Research Center

UARC

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Rev 8

ORDERING GUIDE

CONTRACT NO. FA8523-19-D-0006

Georgia Tech Research Institute (GTRI)

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Electronic Warfare (EW) System Support
Georgia Tech Applied Research Corporation (GTARC)
University Affiliated Research Center (UARC)
Contract No. FA8523-19-D-0006

Task Order No._____

Project Title:_____

Customer: _____

No	DOCUMENT	CHECK OR N/A
1	UARC Approval Form	
2	Task Order Level Market Research	
3	Acquisition Strategy	
4	Acquisition Decision Memo (ADM)(if applicable)	
5	Order Performance Work Statement (PWS) to include applicable CDRLs	
6	Independent Government Cost Estimate (IGCE) to cover entire task	
7	Funding Document (MIPR or PR)	
8	Availability of Funds Memo (if funding cannot immediately be placed on a Form 9)	
9	Cost Breakdown Form	
10	Options Sheet	
11	Government Furnished Property Attachment (if applicable)	
12	Non-Severable Service Determination Memo (if services are non-severable)	
13	DD 254 needed if you have additional locations not listed on IDIQ DD 254 (Only Applicable if not using “default” contract DD 254)	
14	Security Classification Guide (Unclassified), if not listed in Security Classification Guide List in DD 254	
15	Organizational Conflict of Interest (OCI) memo (if applicable)	
16	Facility Space Letter (if contractor requires desk space on base)	

1 CHAPTER 1: GENERAL INFORMATION

1.1 Purpose

This ordering guide is intended to assist Department of Defense (DoD) organizations in establishing a contract vehicle task order (TO) with Georgia Tech Research Institute (GTRI) as the prime contractor.

1.2 Background

The original DoD-sponsored UARC laboratories evolved from World War II era research programs. They proved to be very effective in executing national security research initiatives. This capability continues today, with UARCs operating as strategic partners with their DoD sponsors, serving in the public interest, and combining technical excellence with objectivity. UARCS serve as subject matter experts that function as independent trusted advisors and honest brokers answerable only to their DoD customers. These Subject Matter Experts (SME's) are highly specialized and are very important to meeting requirements but also maintaining a technological edge. GTRI's core competencies in the areas of research, development, test and evaluation, systems engineering, and other scientific and engineering capabilities are essential to EW and the DoD. This contract is awarded to Georgia Tech Applied Research Corporation (GTARC), a not-for-profit organization that serves as the contracting entity for GTRI.

A provision of the Competition in Contracting Act (CICA) of 1984, as codified in 10 U.S.C. 2304(c)(c)(B) and implemented by Federal Acquisition Regulation (FAR) 6.302-3, Industrial Mobilization; Engineering, Developmental, or Research Capability; or Expert Services, authorizes non-competitive contracts with educational institutions in order to establish or maintain essential engineering, research or development capability.

UARCs maintain a special, long-term strategic relationship with the DoD. The characteristics of this special relationship are:

- Responsiveness to evolving sponsors requirements
- Comprehensive knowledge of sponsors requirements and problems
- Broad access to information, including proprietary data
- Broad corporate knowledge
- Independence and objectivity
- Quick response capability
- Current operational experience
- Freedom from real and/or perceived conflicts of interest

The EW System Support contract with the GTARC, with work performed by GTRI, operates under a sole-source, Indefinite Delivery/Indefinite Quantity (IDIQ)

contract. Other Air Force, DoD, and non-DoD federal agencies may utilize this contract for services that fall within the scope of the core competencies, with approval from the EW UARC Team.

1.3 Scope

Proposed tasks must fall within GTRI's core competencies as listed in section **1.4 GTRI UARC Core Competencies**. Some of the GTRI Core Competencies are intentionally broad. The following is an incomplete list of things GTRI will NOT be tasked to do under the UARC:

1.3.1 Perform acquisition or business management functions that are inherently governmental responsibilities of the task sponsor.

1.3.2 Hiring of A&AS type contractor employees

1.3.3 Production beyond the prototype phase

1.3.4 Procurement of materials (unless incidental to a service)

1.3.5 Perform major in-service engineering functions

1.3.6 Prepare detailed production designs

1.3.7 Manufacture production hardware

1.3.8 Place subcontracts with commercial firms where GTRI serves primarily as the buying agent.

1.4 GTRI UARC Core Competencies

- Basic and applied research, exploratory, and advanced development of Radio Frequency (RF), Millimeter Wave (MMW), Infrared (IR), Electro-Optic (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)
- 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
- Materials and electronics manufacturing technology to meet the unique requirements of missile system environments for portable, air, and ground-launched applications
- Advanced electronics design and packaging for very compact, high performance signal processing, automatic target recognition, and guidance and control subsystems
- Next generation photonics components and subsystems for radar control

- Computer and physical modeling and analysis of threat systems/subsystems based on sensor spectrum, missile-target geometry, and natural and man-made environmental features
- Performance analysis, simulation, and modeling of weapon and sensor interactions
- System accessibility, susceptibility, and vulnerability analysis, modeling, and counter- countermeasure development
- Missile endgame modeling and analysis
- Hardware-in-the-loop, hybrid, and real-time simulation and analysis of major missile systems
- Independent evaluation, modeling, and testing of ballistic missile defense phased array radar systems at the system, subsystem, and component levels
- Analysis, modeling, and development of adaptive digital beamforming techniques and technologies for missile defense applications
- Prototype and proof-of-principle hardware design and development, including component test fixtures and advanced technology subsystems and systems for missile defense systems
- Basic and applied research, exploratory, and advanced development in generic databases, networks, software engineering, telecommunications, and information infrastructure
- 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
- Applied research in technologies affecting sustainment decision processes, secure communications, and communication systems
- Analysis, system engineering, integration, and rapid tool development to address defensive/offensive cyber operations and cyber mission assurance requirements

1.5 Contract Terms

1.5.1 **Contract Ceiling**: The total amount of all orders placed against this contract over the 10 year period shall not exceed $1,530,000,000.00.

1.5.2 **Period of Performance:** This IDIQ contract was awarded on 08 July 2019 and has a 10-year period of performance ending on 07 July 2029.

1.5.3 **Pricing Structure:** Cost Plus Fixed Fee

1.5.4 **Ordering Period:** The period of performance will be cited in each individual task order and may extend beyond the expiration date of this IDIQ contract as long as the task order is issued and funded prior to expiration of the contract (Federal Acquisition Regulation (FAR) 16.505(a)(2)).

1.6 Government Furnished Property (GFP)

Control of GFP will be accomplished consistent with FAR Part 45. Any GFP to be provided will be specified in each task order. When programs require the government to provide GFP, A GFP attachment must be completed IAW DFARS PGI 245.103-72. Go to http://dodprocurementtoolbox.com/site-pages/gfp-attachments for the downloadable forms.

1.7 Secure Environment Contracting (SEC)

Many Task Orders issued under this contract will require GTRI to have access to classified information at the Special Access Program (SAP) or Sensitive Compartmented Information (SCI) level. The classified information is necessary to produce the product or service required by the task order, but the product or service is not classified at the SAP or SCI level. An exception has been granted to perform these actions outside of the SEC cell, if the following conditions are met:

1.7.1 The action is not executed pursuant to the authority of FAR 6.302-6, National Security.

1.7.2 The task order PWS and the work product (deliverable) are not classified SAP or SCI.

1.7.3 There is no requirement for SAP or SCI storage and/or protection by the PCO.

1.7.4 The PCO does not require access to SAP or SCI to effectively award and administer the contract.

1.7.5 The contract documentation is not classified SAP or SCI by compilation. There is no increased security risk to classified information in such an arrangement.

1.7.6 The cognizant Security Manager is qualified to monitor the classified information and equipment required by the Task Order.

If these conditions do not apply, i.e. the task order PWS and/or deliverables are classified at the SAP or SCI level, the task order will require award by the SEC cell. Contact the EW&A UARC Team for further instructions.

1.8 Quality Assurance Plan (QASP)

Day-to-day surveillance on the UARC IDIQ will be performed at the task order level by the Tasking PM or Site Monitor. The Tasking PM will serve as or designate a Site Monitor for all Task Orders. The Site Monitor will document Contractor performance. The Site Monitor will complete and submit to the COR a **monthly** Site Monitor Report NLT the 5th of each month. The COR will complete the UARC IDIQ contract surveillance. IAW the QASP, the COR will complete the quarterly PAR.

2 CHAPTER 2: ROLES AND RESPONSIBILITES

2.1 EW UARC Procurement Contracting Officer (PCO):

- Has the overall responsibility for the contract, negotiates and issues all task orders subject to the terms and conditions of the contract and is the only person authorized to commit the Government.
- Provides advice and guidance to Tasking PMs and GTRI regarding contract scope, acquisition regulation requirements and contracting policies.
- Issues task orders and contract modifications.
- Represents the Government's position at negotiating sessions and meetings regarding the contract.

2.2 Tasking Program Manager (PM) / Site Monitor:

- Internal ES PM briefs ESYC (Electronic Warfare Branch) Leadership before Approval form signed
- Performs all day-to-day Program Manager duties on their task order.
- Adheres to the requirements and procedures defined in the contract and these ordering guidelines.
- Accomplishes day-to-day surveillance of GTRI performance.
- Provides defined requirements.
- Submits all documents required for requirements package to EW UARC Team.
- Provides applicable funding for their task order.
- Provides personnel to evaluate proposals submitted.
- Provides technical guidance in direction of the work, but is not authorized to change any of the terms and conditions of the overall contract or task order.

- Informs the EW UARC team of any potential performance problems.
- Completes Monthly Site Monitor report and submits to the COR NLT 5th of each month.
- Serves as the COR's eyes and ears in monitoring task order performance.
- Informs the COR if there are any performance issues.

2.3 EW UARC Contracting Officer Representative (COR):

- Self-nominates using Procurement Integrated Enterprise Environment (PIEE).
- Compiles monthly submitted site monitor report to complete quarterly PAR.
- Informs the PCO of any potential performance problems.
- Maintains contract file in PIEE.
- Obtains required Defense Acquisition University (DAU) COR training (or Agency equivalent) and refresher training when needed.
- Trains the Site Monitors after task order award.

2.4 EW UARC Team:

- Briefs ESYC Leadership on external customers requirements.
- Routes UARC Approval Form for Approval/Disapproval.
- Ensures that requirements fall within GTRI's core competencies.
- Provides instructions, samples and assistance to the Tasking PM for preparation of requirements package documents.
- Reviews, performs quality checks, and coordinates with the Tasking PM as needed, and forwards requirements package to PCO.
- Briefs Leadership on external customers requirements updates before advising PCO to release RFP
- Tracks UARC IDIQ ceiling and usage, and reports to WNY leadership as requested.

2.5 Georgia Tech Research Institute (GTRI):

- Submits proposals in accordance with the requests from the EW UARC PCO.
- Performs services that meet requirements and/or achieve objectives/outcomes described in Task Orders issued under the contract.
- Adheres to terms and conditions set forth in the contract.
- Submits monthly reports for each task order that include technical and financial updates.
- Submits monthly cost vouchers through Invoicing, Receipt, Acceptance and Property Transfer (iRAPT) (formerly Wide Area Workflow).
- Collects and reports data for the Contractor Manpower Report (CMR) requirement.

3 CHAPTER 3: ORDERING GUIDANCE

3.1 Requirements Package:

Please contact the EW UARC Team to initiate a request to issue a task order on the EW IDIQ. The **EW UARC Ordering Guide** and the **EW UARC Contract DD254** will be provided to the Tasking PM for review. If there are requirements not covered in the EW Contract DD254 (for example: additional work locations, Security Classification Guide (SCG) not listed on the SCG List, etc.), the Tasking PM must complete a DD254 for their effort. This may be completed in parallel to task order contracting activities after the request to use the UARC is approved. If there are SAP requirements, please contact EW Engineering.

The next step would be to submit a **UARC Approval Form and PWS**. The EW UARC Team will setup a meeting to brief ESY Leadership. The EW UARC team will brief customers that are external to ESY. Internal customer to ESY will brief ESY Leadership. Once briefing is complete and Approval Form signed, the EW UARC Team will email the requester a copy of the needed forms for the requirements package.

Contents of a Requirements Package are as follows:

3.1.1 UARC Approval Form

The UARC Approval Form will be completed by the Tasking PM. There is a USAF UARC Approval form and a different FMS UARC Approval Form. Once completed, submit via email with the finalized task PWS to the EW UARC Team.

Customers external to ES: The EW UARC Team will brief ESYC Leadership for external customer requirements and approval before Approval form is signed. The Acquisition Strategy and Market Research will be required to be completed before the briefing to ESY Leadership.

Internal ES programs: the PM for the new effort will brief ESY Leadership the New Task Order briefing.

A review and determination will be made whether the requirement aligns within GTRI's Core Competencies and ESYC Leadership requirements. If the requirement is approved for use on the EW UARC, the UARC Approval Form will then be routed for approval by the Electronic Warfare Programs Material Leader. If approved, the PCO will assign a Control Number and the Tasking PM will be notified.

3.1.2 Task Order Level Market Research

Market Research must be completed at the task order level.

3.1.3 Acquisition Strategy

An approved Acquisition Strategy is required.

3.1.4 Acquisition Decision Memo (ADM) (If applicable)

3.1.5 Task Order Performance Work Statement (PWS) with CDRLS

The task order PWS shall be performance-based unless otherwise approved (DFARS 237.170-2). A performance-based task order PWS shall identify required services in terms of output and include any supporting data clarifying the requirements. Detailed procedures that dictate how the work is to be accomplished or number of hours to be provided shall not be included. The task order PWS shall be written in such a way to allow GTRI the latitude to utilize innovation and creativity in order to accomplish the end results. The requirements shall be stated in clear, concise, easily understood and measurable terms. The desired task(s) must fall within the scope of the GTRI core competencies and within the remaining contract ceiling. Use the template provided by the EW UARC Team.

3.1.6 Task Order Independent Government Cost Estimate (IGCE):

The IGCE is required and will include a breakdown of labor / travel / material / subcontractor / consultant costs and cover memo with certifications.

3.1.7 Funding Document (MIPR/PR)

3.1.8 Availability of Funds Memo (if applicable)

3.1.9 Cost Breakdown Form

3.1.10 Number of Options and Period of Performance

Identify the number of options and the period of performance for each option on the UARC Approval Form.

3.1.11 Government Furnished Property Attachment (if applicable)

Go to http://dodprocurementtoolbox.com/site-pages/gfp- attachments for the downloadable forms.

3.1.12 Non-Severable Service Determination Memo (if applicable)

Complete the Non-Severable Service Determination Memo and identify on the Request to Use UARC form.

3.1.13 Form DD254 (if applicable – only if not using "default" contract DD254)

3.2 Templates and Contract Documents

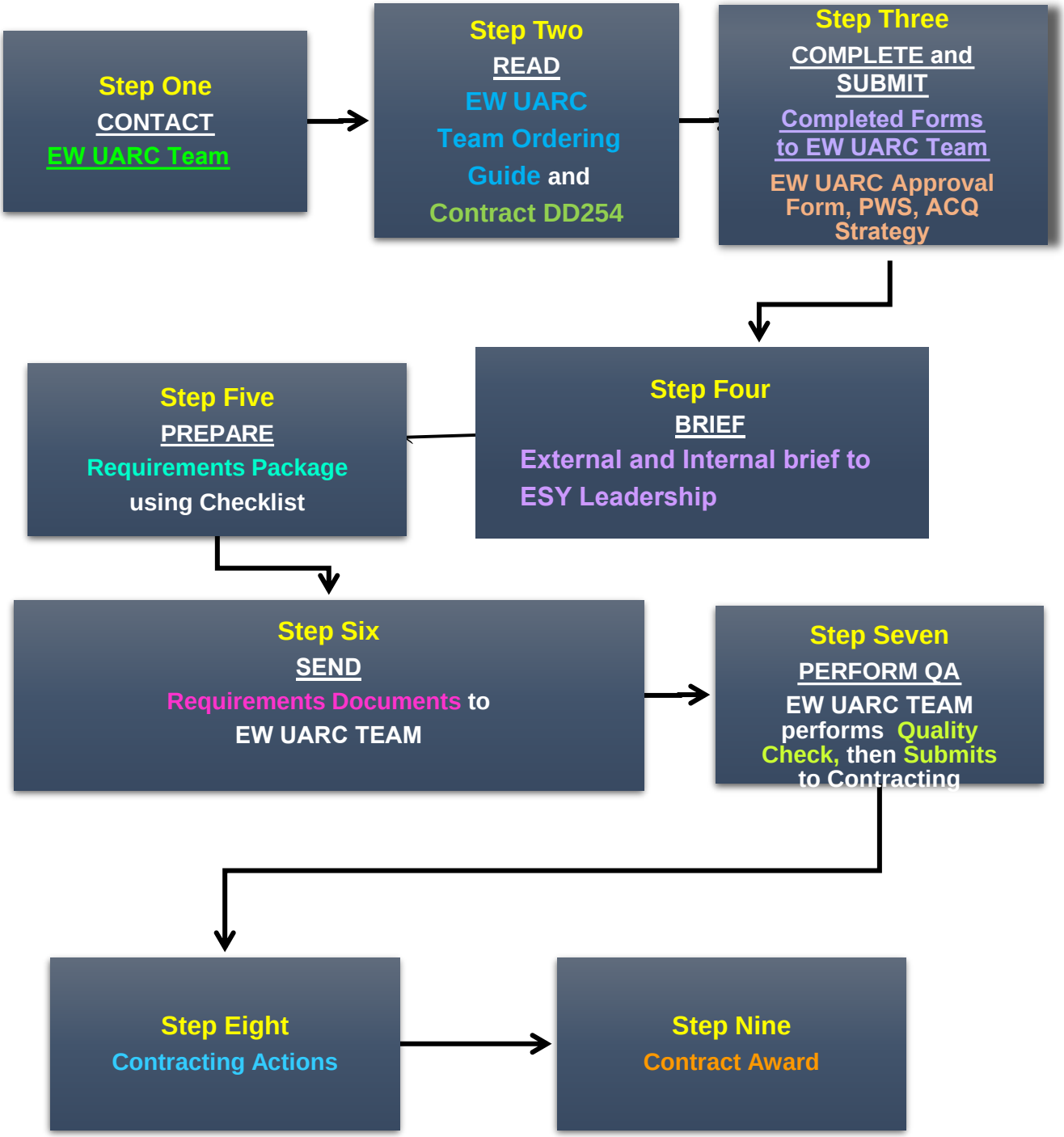
UARC templates and other contract documents will be provided by the EW UARC Team upon request.

3.3 Milestone Schedule

Milestone Schedule	Days
After Receipt of final PR package in PK	
SB Coordination(DD2579)	5
Issue Synopsis	
Business Clearance / Legal Review	5
Business Clearance Policy Review	
Briefing to Clearance Authority	
Clearance Authority Approval	
Issue Final Solicitation	2
Receipt of Proposal 30 days	30
Initial Evaluations Completed – Team	5
Receive technical evaluation	14
Prepare PPNM	21
Business Clearance Legal Review	5
Business Clearance Policy Review	5
Briefing to Clearance Authority	5

Complete negotiations	14
MIRT for draft Competitive Range Brief	
Initial Technical Eval/PPET (PCAG) Review (ACE, PKCF, JA)	
Briefing to SSA (Comp Range or Approval to ender discussions)	
Release Discussion EN's	
Receive Responses to Discussion EN's	
Evaluate Responses	
Draft Tech/PCAG Reports - Team	
Draft Final Tech/PPET (PCAG) Reports Review (ACE, PKCF, JA)	
MIRT for Final Proposal Revisions Request	
Contract Clearance Review to Issue FPR	
Contract Clearance Review Obtained	
Briefing to SSA to issue FPR	
Issue FPR Requests	
FPRs Received	
Finalize Reports and Prepare SSDD	
Final Tech/PPET (PCAG) Review and SSDD Review (ACE, PKCF, JA)	
MIRT for draft Source Selection Decision Brief	
Contract Clearance - Legal Review	5
Contract Clearance Policy Review *for SSA to Make Award Decision*	5
Contract Clearance Approval *for SSA to make decision*	5
Brief SSA on Award Decision	
SSA Decision Approval	
DD1279 Notification to Congress	5
Contract Award	2
Contract Award Buffer	

Timeline from Submission to Award:

- **At least 4 months (est) for $5M or less**
- **At least 6 months (est) for $10M or less**
- **At least 10 months (est) for $25M or more**

3.4 Task Order Award Process Flowchart