AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT

1. CONTRACT ID CODE	PAGE	OF	PAGES
B	1		17

2. AMENDMENT/MODIFICATION NUMBER	3. EFFECTIVE DATE	4. REQUISITION/PURCHASE REQUISITION NUMBER	5. PROJECT NUMBER *(If applicable)*
0001	09 Jun 2026	See Continuation Sheet	

6. ISSUED BY CODE N00014

OFFICE OF NAVAL RESEARCH
SUITE 1425, 875 NORTH RANDOLPH STREET
ARLINGTON, VA 22203-1995
UNITED STATES
Vivian Truman, Email: vivian.m.truman2.civ@us.navy.mil Telephone: 564-226-8805

7. ADMINISTERED BY *(If other than Item 6)* CODE

SCD: PAS:

8. NAME AND ADDRESS OF CONTRACTOR *(Number, street, county, State and ZIP Code)*

CODE FACILITY CODE

(X)

☒ 9A. AMENDMENT OF SOLICITATION NUMBER N0001426R4005

9B. DATED *(SEE ITEM 11)* 26 May 2026

☐ 10A. MODIFICATION OF CONTRACT/ORDER NUMBER

10B. DATED *(SEE ITEM 13)*

11. THIS ITEM ONLY APPLIES TO AMENDMENTS OF SOLICITATIONS

☒ The above numbered solicitation is amended as set forth in Item 14. The hour and date specified for receipt of Offers ☐ is extended. ☒ is not extended.

Offers must acknowledge receipt of this amendment prior to the hour and date specified in the solicitation or as amended, by one of the following methods: (a) By completing items 8 and 15, and returning 1 copies of the amendment; (b) By acknowledging receipt of this amendment on each copy of the offer submitted; or (c) By separate letter or electronic communication which includes a reference to the solicitation and amendment numbers. FAILURE OF YOUR ACKNOWLEDGMENT TO BE RECEIVED AT THE PLACE DESIGNATED FOR THE RECEIPT OF OFFERS PRIOR TO THE HOUR AND DATE SPECIFIED MAY RESULT IN REJECTION OF YOUR OFFER. If by virtue of this amendment you desire to change an offer already submitted, such change may be made by letter or electronic communication, provided each letter or electronic communication makes reference to the solicitation and this amendment, and is received prior to the opening hour and date specified.

12. ACCOUNTING AND APPROPRIATION DATA *(If required)*

See Section G - Contract Administration Data

13. THIS ITEM APPLIES ONLY TO MODIFICATIONS OF CONTRACTS/ORDERS. IT MODIFIES THE CONTRACT/ORDER NUMBER AS DESCRIBED IN ITEM 14.

CHECK ONE	
☐	A. THIS CHANGE ORDER IS ISSUED PURSUANT TO: *(Specify authority)* THE CHANGES SET FORTH IN ITEM 14 ARE MADE IN THE CONTRACT ORDER NUMBER IN ITEM 10A.
☐	B. THE ABOVE NUMBERED CONTRACT/ORDER IS MODIFIED TO REFLECT THE ADMINISTRATIVE CHANGES *(such as changes in paying office, appropriation data, etc.)* SET FORTH IN ITEM 14, PURSUANT TO THE AUTHORITY OF FAR 43.103(b).
☐	C. THIS SUPPLEMENTAL AGREEMENT IS ENTERED INTO PURSUANT TO AUTHORITY OF:
☐	D. OTHER *(Specify type of modification and authority)*

E. IMPORTANT: Contractor ☐ is not ☐ is required to sign this document and return _____ copies to the issuing office.

14. DESCRIPTION OF AMENDMENT/MODIFICATION (*Organized by UCF section headings, including solicitation/contract subject matter where feasible.)*

See Schedule

Except as provided herein, all terms and conditions of the document referenced in Item 9A or 10A, as heretofore changed, remains unchanged and in full force and effect.

15A. NAME AND TITLE OF SIGNER *(Type or print)*		16A. NAME AND TITLE OF CONTRACTING OFFICER *(Type or print)*	
		Vivian Truman	
15B. CONTRACTOR/OFFEROR	15C. DATE SIGNED	16B. UNITED STATES OF AMERICA	16C. DATE SIGNED
(Signature of person authorized to sign)		*(Signature of Contracting Officer)*	09 Jun 2026

Previous edition unusable

STANDARD FORM 30 (REV. 11/2016)
Prescribed by GSA FAR (48 CFR) 53.243

SECTION SF 30 BLOCK 14 CONTINUATION PAGE

SUMMARY OF CHANGES

Block 14 (Description of Amendment/Modification): The purpose of amendment 0001 to N0001426R4005 is to:
1) Attach responses to contractor questions and answers to Section J (as Attachment 8)
2) Revise Section C, Item 3.0 "Specific Tasks and Requirements": tasking #9 is split between 2 tasks thus this section is renumbered to show the new tasking numbering. See Section C for corrections.
3) Revise Section C, Item 4.0 Personnel Qualifications (Table): correct the Hours per FTE for the Technology Analyst to read 3,840 vice 3,640.
4) Revise Section C, Item 4.1 "Specific Personnel Requirements & Qualifications": the Lead Technology Specialist Minimum Experience has been corrected. See Section C for correction.
5) Revise Section C, Item 4.1 "Specific Personnel Requirements & Qualifications": the System Tester Minimum Experience and Additional Preferred Criteria have been corrected. See Section C for correction.
6) Revise Section J, Attachment 3: Section E, Paragraph 3). See attachment for revision.
7) Revise Section J, Attachment 5: Add additional preferred criteria language. See attachment for addition.
8) Revise Section J, Attachment 7: correcting labor category to CLIN and correcting ODC CLIN from 3000 to 7000. See attachment for correction.
9) Revise Section L, Table in Item 7: correcting the Attachment no. for Factor 1.2 to Attachment 5, correcting the subfactor 1.3 Volume contents and Document Order to read 1.3 vice 1.2.
10) Revise Section L, Item 8 "Proposal Contents": removed Section B Fill Ins (excel), revised Pricing Summary Sheet (excel) - Prime and revised ONR Service Contract Metrics (excel). See Section L for changes.

Section C - Description/Specifications/Statement of Work

Miscellaneous text in this section has been modified to:

1.0 BACKGROUND

The Office of Naval Research (ONR) Research Protections Division (Code 343), a component of the Department of the Navy (DON) Human Research Protection Program (HRPP), has implemented the DON Research Protections Information Technology Management System (RPITMS), hereafter referred to as the "System." This PWS outlines the non-personal services required to operate, maintain, and, as needed, enhance and update the System on behalf of the government.

RPITMS is a critical information system that supports the DON HRPP mission. The System has been fully re-engineered from a legacy SharePoint 2019 application to a modern solution utilizing the Microsoft Power Platform (Power Apps, Power Automate, Power BI) within the DoW Microsoft 365 (M365) Navy Flank Speed (NFS) cloud-hosted tenant. RPITMS is subject to constraints imposed by the unique DON user environment and must be Navy and Marine Corps Intranet (NMCI) compliant.

The current operational architecture consists of separate development (MBA-RPITMS-DEV) and production (CP-ONR-PROD) environments. Data is stored and managed within corresponding SharePoint Online (SPO) sites.

2.0 SCOPE OF WORK

The contractor shall provide all necessary personnel, supervision, and non-personal services required for the complete software development lifecycle management of RPITMS. The scope includes overall program management, maintenance and sustainment, system architecture and design, full software development lifecycle management, configuration management, deployment, testing and quality assurance, help desk operations, and user training and support. The work will be managed using an established Agile Scrum methodology that ensures consistent, repeatable, and quality-controlled delivery.

3.0 SPECIFIC TASKS AND REQUIREMENTS

The contractor shall provide operations and maintenance support for the System, which includes the following tasks:

1. Provide overall program management to plan, coordinate, and oversee all activities, resources, and deliverables in support of RPITMS and the Government's mission and objectives.

2. Establish, document, and manage standard procedures for all project processes, including the integration of ONR 343 work instructions (WI), DON HRPP standard operating procedures (SOPs), or other written materials for work simplification.

3. Manage the project using Agile Scrum processes, including facilitating daily scrums, sprint planning, and backlog grooming using Azure DevOps.

4. Facilitate a government-led Change Control Board (CCB) process by providing administrative and technical support. The contractor shall manage the tools and procedures for users to submit, track, and manage System Change Requests (SCRs) for Government review and disposition.

5. Collect key metrics and provide project performance reports, including monthly status reports.

6. Respond to all contract and project-related data calls and provide ad-hoc reports as necessary.

7. Coordinate with ONR 343 to identify and plan for M365 platform upgrades, license changes, or feature adoptions; provide recommendations to the Contracting Officer's Representative (COR) at least one year in advance of deprecations affecting RPITMS.

8. Maintain and enhance RPITMS to support DON's regulatory requirements for human research protection oversight.

9. Analyze Government-issued SOPs and written materials to assess potential impacts on RPITMS. The contractor shall develop and submit corresponding System Change Requests (SCRs) with recommendations to the Government for approval. No implementation shall occur without explicit direction from the COR.

10. Manage and document the RPITMS data structure, including all SPO lists and libraries. Maintain historical data from legacy on-premises SharePoint environments.

~~10.~~ **11.** Ensure all development aligns with established user interface (UI) design standards and Section 508 accessibility compliance guidelines.

~~11.~~ **12.** Maintain separate DEV and PROD environments within the Navy Flank Speed (NFS) M365 tenant to support controlled development, testing, and deployment.

~~12.~~ **13.** Monitor system health and availability; notify the COR of outages or service degradation and support restoration until normal operations resume.

~~13.~~ **14.** Monitor RPITMS usage and user activity to identify data quality issues, anomalous patterns, and process/workflow problems; report findings to the COR.

~~14.~~ **15.** Perform full system development lifecycle management, including requirements identification, analysis, implementation, testing, and deployment of approved SCRs, bug fixes, and technical upgrades.

~~15.~~ **16.** Develop, test, and maintain custom RPITMS solutions exclusively within approved Navy-managed environments using authorized NFS M365 cloud solutions (Power Apps, Power Automate, Power BI, SPO).

~~16.~~ **17.** Develop and maintain automated notifications to alert compliance staff of review completions.

~~17.~~ **18.** Provide users with the ability to search and locate a complete online record of Protocol/Study History, including submissions, document revisions, board actions, decision letters, project status, and communications.

~~18.~~ **19.** Maintain and provide online search capabilities for protocols, submissions, personnel, and other RPITMS data, including searchable access to Collaborative Institutional Training Initiative (CITI) data.

~~19.~~ **20.** Implement a configuration management process for all solution elements, maintaining a current system baseline including all descriptive and operational documentation.

~~20.~~ **21.** Manage the deployment of managed solutions from the development to the production environment, including pre- and post-deployment quality checks, and update release notes.

~~21.~~ **22.** Create, update, and maintain executable test plans derived from RPITMS requirements. Test plans shall be updated to reflect changes in requirements, architecture, or functionality.

~~22.~~ **23.** Conduct testing activities, including formal test plan execution, ad hoc testing, and facilitating User Acceptance Testing (UAT) as required by RPITMS stakeholders.

~~23.~~ **24.** Document and track defects through resolution, coordinating with the development team to ensure comprehensive requirements coverage.

~~24.~~ **25.** Perform QA reviews of all development tasks, documentation, and test plans.

~~25.~~ **26.** Assist in troubleshooting performance, workflow, and user-reported issues.

~~26.~~ **27.** Develop and maintain a user support capability that provides system users with access to assistance, documentation, and system information.

~~27.~~ **28.** Provide daily help desk support for all RPITMS users, managing requests through a ticketing system and meeting established service level objectives.

~~28.~~ **29.** Conduct end-user training for Navy and Marine Corps Command HRPP and DON HRPP staff, including periodic reviews and refresher training.

~~29.~~ **30.** Develop and maintain user training materials, online "how-to" guides, and embedded in-app guidance.

~~30.~~ **31.** Coordinate Navy and Marine Corps Command outreach, working with DON HRPP personnel to plan and schedule online training sessions and conduct demonstrations of RPITMS for stakeholders.

~~31.~~ **32.** Enable users to subscribe to system change notifications and release notes.

4.0 PERSONNEL QUALIFICATIONS

Labor Category	**Number of FTEs**	**Hours Per FTE**	**Location**	**Key or Non KeyNon-Key**
Technology Specialist	1	1,920	Off-site (contractor's facility)	Non KeyNon-Key
Senior Technology Analyst	1	1,920	Off-site (contractor's facility)	Key
Lead Technology Specialist	1	1,920	Off-site (contractor's facility)	Key
Technology Analyst	2	1,920 X 2 = ~~**3,640**~~ **3,840**	Off-site (contractor's facility)	Non KeyNon-Key

System Tester	1	1,920	Off-site (contractor's facility)	Non KeyNon-Key

LABOR QUALIFICATIONS

All personnel working under this task order shall:

The Contractor shall provide qualified personnel to manage and execute all aspects of the Performance Work Statement (PWS).

All personnel proposed under this requirement shall:

Be a US Citizen;

Have experience and be proficient in the following:

Microsoft Office 365 (specifically, Word, Power Point, Outlook, SharePoint Online, Teams, and Excel);

Communicating clearly, effectively, both orally verbally and in writing;

Being effective working independently and collaboratively;

Demonstrating creativity, foresight, professionalism, and mature judgment in anticipating and addressing scientific, or program management tasks; and,

Be required to demonstrate professionally polite, proficient and effective verbal and written communications skills that are void of slang, colloquialisms and/or phases that could be interpreted as vulgar or offensive.

4.1 Specific Personnel Requirements & Qualifications

1. Technology Specialist (Non Key Personnel)

Minimum Education:

The document does not specify a degree as a mandatory minimum but lists it as a highly rated criterion.

Minimum Experience:

Four (4) years of experience in developing and supporting management information systems.

Additional Preferred Criteria:

Bachelor's or master's degree from an accredited college or university.

Current and active Microsoft Power Platform certification.

Experience developing, testing, and troubleshooting MS Power Platform applications.

Experience with Microsoft SharePoint.

Experience working with DoW or DON systems and management.

Experience with Federal, DoW, and DON human research protection requirements.

2. Senior Technology Analyst (Key Personnel)

Minimum Education:

Possess a bachelor's degree from an accredited college or university in computer science, information science, information systems management, technology management, or similar math, science or technology discipline.

Minimum Experience:

Eight (8) years of experience in developing and supporting management information systems, and experience in the phases of product lifecycle, to include analysis and design, coding, testing, documentation, and configuration management.

Possess experience developing, testing, and troubleshooting MS Power Platform applications.

Possess experience with administration of Microsoft SharePoint sites and data.

Additional Preferred Criteria:

A master's degree in a relevant field.

Possess a current and active Microsoft Power Platform Developer Associate (PL-400) or Solution Architect Expert (PL-600) certification, or an equivalent successor certification.

Possess experience working with DoW or DON systems and management.

Possess experience with Federal, DOW, and DON human research protection requirements.

3. Lead Technology Specialist (Key Personnel)

Minimum Education:

Possess a bachelor's or master's degree from an accredited college or university.

Minimum Experience:

Shall have a minimum of eight (8) years of experience in leading the development of management information systems, of which at least three (3) years shall have been in a technical lead or supervisory capacity. At least three (3) years of the required experience shall have been obtained within three (3) years prior to the date of proposal submission.

At least three (3) years of experience developing, testing, and troubleshooting MS Power Platform applications, including Power Apps, Power Automate, and Power BI. At least two (2) years of the required experience shave have been obtained within two (2) years prior to the date of proposal submission.

~~Experience developing IT systems that must operate in compliance with the requirements of SECNAVINST 3900.39E series regulations. The contractor will be responsible for implementing technical solutions based on Government-provided interpretations of this instruction.~~

Experience developing IT systems in compliance with strict regulatory frameworks.

Possess experience with administration of Microsoft SharePoint sites and data.

Additional Preferred Criteria:

Possess bachelor's or master's degree from an accredited college or university in computer science, information science, information systems management, or technology management.

Possess a current and active Microsoft Power Platform certification.

At least five (5) years working with DoW or DON systems and management, with at least three (3) of those years occurring within the three-year period immediately prior to the proposal submission date.

At least five (5) years of experience working with Federal, DoW, and DON human research protection requirements submission.

Experience developing IT systems that must operate in compliance with the requirements of SECNAVINST 3900.39E series regulations.

4. Technology Analyst (Non Key Personnel)

Minimum Education:

The document does not specify a degree as a mandatory minimum but lists it as a highly rated criterion.

Minimum Experience:

Four (4) years of experience developing and supporting management information systems, and experience in the phases of product lifecycle, to include analysis and design, coding, testing, documentation, and configuration management.

Experience developing, testing, and troubleshooting MS Power Platform applications.

Experience with Microsoft SharePoint.

Additional Preferred Criteria:

Bachelor's or master's degree from an accredited college or university

Current and active Microsoft Power Platform Developer Associate (PL-400) or Solution Architect Expert (PL-600) certification, or an equivalent successor certification.

Experience working with DoW or DON systems and management.

Experience with Federal, DoW, and DON human research protection requirements.

5. System Tester (Non Key Personnel)

Minimum Education*:*

The document does not specify a degree as a mandatory minimum but lists it as a highly rated criterion.

Minimum Experience:

Four (4) years of experience with information technology systems.

Experience testing and debugging information technology systems.

Additional Preferred Criteria:

Bachelor's or master's degree from an accredited college or university

Current and active Microsoft Power Platform certification.

~~Experience testing and debugging information technology systems.~~

Experience with Microsoft SharePoint.

Experience working with DoW or DON systems and management.

Experience with Federal, DOW, and DON human research protection requirements.

5.0 Reports, Data and Other Deliverables

See to DD 1423, Section J - List of Attachments for reference.

Section J - List of Attachments

The following attachments were added:

Attachment 8 - Q and A
C5.Attachment 3 - Past Performance Information Form rev1
C5.Attachment 5 - Technical Evaluation Form Sub-Factor 1.2 (Excel) rev1
C5.Attachment 7 - Pricing Spreadsheet (Excel) rev 1

The following attachments were deleted:

Attachment 3 - Past Performance Information Form
Attachment 5 - Technical Evaluation Form Sub-Factor 1.2 (Excel)
Attachment 7 - Pricing Spreadsheet (Excel)

Section L - Instructions, Conditions, & Notices to Offerors or Quoters

Miscellaneous text in this section has been modified to:

***1. GENERAL NOTICES**

a. This solicitation is reserved for **100% Small Business concerns** with IDIQ contracts under Navy Seaport Next Gen. The contracting officer has determined there is a reasonable expectation of adequate competition for this acquisition. Submission of offers from other sources will not be evaluated or considered for award.

b. Proposals shall be sufficiently detailed to enable the Government to perform an accurate and complete evaluation strictly from the proposal contents.

c. After receipt of proposals, the Government will conduct a solicitation compliance review on all proposals. Offerors that are not compliant with the solicitation will not be evaluated and are not eligible for award. The Government is not obligated to inform the offeror of noncompliance to the solicitation.

d. The evaluation of this effort will be conducted in a phased approach. See Section M for additional details.

e. Late proposals from a prime contractor and/or subcontractor/consultant will not be considered.

f. The Government shall not reimburse, as a direct cost, the Offeror's bid and proposal costs associated with proposals under this solicitation.

2. PROPOSAL SUBMISSION

Proposals shall be submitted electronically via the PIEE Solicitation Module. Any proposal received after the date and time specified for receipt of offers will be considered "late" and shall be rejected. It is the responsibility of the offeror to ensure that its proposal, to include submissions by subcontractors, is received in a timely manner.

a. This requirement is for Navy Seaport contractors with the required set aside status (if any). All other offerors will not be considered.

b. ONR is no longer accepting proposals from using the Seaport website.
c. Prime offerors shall provide their electronic proposal via PIEE Solicitation Module. Offerors shall follow the PIEE registration instructions and posting instructions provided by PIEE below. The proposal must be received by the date and time specified in Block 9 of the Standard Form 33, Solicitation, Offer and Award.
d. Emailed proposals and hard copy proposals are not accepted.
e. Registration Instructions: https://www.acq.osd.mil/asda/dpc/ce/cap/docs/piee/PIEE_Solicitation_Module_Vendor_Access_Instructions.pdf
f. Submitting an Offer: https://pieetraining.eb.mil/wbt/sol/Posting_Offer.pdf
g. For assistance with the Solicitation module, contact the PIEE helpdesk at disa.global.servicedesk.mbx.eb-ticket-requests@mail.mil (866)-618-5988.
h. Subcontractor(s) and/or consultant(s) submissions should be included in the prime submission package.

i. Subcontractor(s) and/or consultant(s) that do not wish to submit their proprietary rates to the prime may submit their unsuppressed proposal to the PCO and the CS via email by the date and time established on the SF33.

j. Subcontractor(s) and/or consultant(s) that submit a proprietary rate package shall follow the same instructions established below.
k. Subcontractor(s) and/or consultant(s) are notified that Navy cannot receive .zip files.
l. Should the package be received AFTER the deadline for submission, the information provided will not be used in the evaluation and only the information in the prime submission will be reviewed.

3. SUBMISSION OF QUESTIONS

a. ONR will no longer receive questions regarding the solicitation through Navy Seaport. Any/all questions regarding this solicitation must be submitted via email to the Contracting Officer and Contract Specialist.

b. ONR requests that offerors provide limited emails with questions and urge offerors to thoroughly review the solicitation and send

c. In order to allow sufficient time to answer questions, questions must be submitted no later than Tuesday, 2 June 2026 at 2:00 pm local time, Washington D.C. The Government has the final discretion to extend or not extend the solicitation deadline and any deadline extensions will be done via a formal amendment.

d. Answers to solicitation questions will be posted via an amendment to the solicitation and posted in the PIEE Solicitation module.

e. Offeror's who continue to submit questions asking for extensions will not be answered date.

f. Offerors shall not direct any questions concerning this solicitation to any Office of Naval Research (ONR) personnel with the exception of the

Contracting Officer.

4. SOLICITATION AMENDMENTS

It is the offeror's responsibility to regularly check the PIEE Solicitation module for any postings of solicitations, amendments and questions and answers for this solicitation. Offerors shall acknowledge, via signature, all amendments to the solicitation in their proposal. Any unacknowledged amendments in the offeror's proposal will render the proposal deficient and ineligible for award.

5. ANTICIPATED AWARD DATE

The anticipated date of award is on/around 21 Sep 2026.

6. POINT OF CONTACT
The primary point of contact for this solicitation is Ms. Mary Helen Dent; **mary.h.dent.civ@us.navy.mil**.

7. PROPOSAL FORMAT AND PAGE LIMITS

a. Offerors shall conform to the following Volumes.

i. Volume I - Business/Administrative
ii. Volume II - Technical Proposal
iii. Volume III - Past Performance Proposal
iv. Volume IV - Price Proposal

b. All volumes containing text shall have single-spaced pages ("Exactly" spacing is not permitted), on an 8 1/2 x 11 inch sheet with a minimum one-inch margin all around.
c. Font shall be Times New Roman no less than 12 point.
d. Text within tables, diagrams, pictorial charts, or graphic material may use no smaller than 10- point font. 11 x 17 inch foldout pages are allowed for tables, diagrams, pictorial charts or other graphic material and will be counted as two pages.
e. Every figure and table shall be numbered and included in a list of tables in the Table of Contents.
f. Pages shall be numbered consecutively within each volume. The page limits prescribed are maximum page limits for each volume.
g. When both sides of a sheet display printed material, it shall be counted as two (2) pages.
h. Cover pages, tables of contents, cross-reference matrix, tabs, and glossaries shall not be counted against prescribed page limits.
i. Pages submitted in excess of these limits will not be read or considered in the Government's evaluation of the proposal.
j. Each volume shall be submitted as a separately labeled electronic file.
k. All text within Volumes shall be in or compatible with Microsoft Word 2010 or Adobe Acrobat.
l. All spreadsheets in Volume IV shall be capable of being manipulated in Microsoft Excel 2010 format, and shall be submitted with all formulas intact and unlocked. Offerors shall round up to the nearest dollar with the exception of individual labor rates. All labor rates shall be rounded to the nearest penny.
m. Offerors shall submit all signature pages as scanned documents. Signatures must comply with the term "signature" as defined in FAR Subpart 2.101 and clearly express the Offeror's present intention to bind the Offeror to perform in accordance with the solicitation. Typed text or initials do not constitute a signature. Proposals with such markings will be considered as lacking a required signature.
n. Offerors must ensure that pricing information is only included in the price proposal. Do NOT include any Pricing information in any other Volume of the proposal.
o. All unit and extended prices provided shall be rounded to the nearest dollar. Extended prices must be divisible by the number of units proposed.

p. All electronic submissions shall reference the complete solicitation number in the subject line.
q. No classified information shall be included in the proposal.

r. Proposals shall be limited to four (4) volumes and shall be submitted electronically via PIEE SOLICITATION MODULE:

Proposal Volume	Factor and/or Sub-Factor	Volume Contents and Document Order	Page Limitation
		1. Cover Page* 2. Table of Contents* 3. Signed Offer 4. Any/All Signed Solicitation Amendments	

I	Business/Administrative	5. VETS 4212 Report 6. NIST SP 800-171 Department of Defense Assessment showing a minimum Basic Rating Screenshot 7. Cybersecurity Maturity Model Certification (CMMC) Screenshot 8. OCI Attestation 9. OCI Mitigation Plan (if attestation is Yes) 10. Data Rights Assertion (if any) using DFARS Table 227)	Unlimited
II	**Factor 1** - Technical Proposal Subfactor 1.1	1. Cover Page* 2. Table of Contents 3. Response to subfactor 1.1 - Technical Capability and Approach	20 Pages Total
II	**Factor 1** - Technical Proposal Subfactor 1.2	1. Key Personnel Matrix (~~Excel - Attachment 7~~ **Excel - Attachment 5**)* - Key Personnel Qualifications 2. Resumes for Key Personnel 3. Statement from Contingent Hires*	Resumes NTE 2 Pages per person Contingent Hire Statement NTE 1 Page per contingent hire
II	**Factor 1** - Technical Proposal Subfactor 1.3	1. Response to sub-factor ~~**1.2**~~ **1.3** - Management, Operations, and Maintenance Support	10 pages
III	**Factor 2** Past Performance Proposal	1. Cover Page* 2. Table of Contents* 3. Example 1 PPIF, CPARS or PPQ, and SOW/PWS 4. Example 2 PPIF, CPARS or PPQ, and SOW/PWS 5. Example 3 PPIF, CPARS or PPQ, and SOW/PWS	Unlimited
IV	**Factor 3** Price	1. Cover Page* 2. Table of Contents* 3. Section B Fill Ins	Unlimited

		4. Excel Pricing Summary Sheet **(Attachment 7)** 5. Pricing Narrative Form 6. Subcontractor/Consultant submissions	

*These documents do NOT count towards the overall page count per volume

**If more than one subcontractor is proposed, each additional subcontractor shall follow the same format as noted above.

VOLUME I - BUSINESS AND ADMINISTRATIVE has an unlimited page count and the contents shall include:

1. Cover Page
2. Table of Contents
3. Signed Offer
4. Any/All Signed Solicitation Amendments
5. VETS 4212 Report
6. NIST SP 800-171 Department of Defense Assessment showing a minimum Basic Rating Screenshot

7. Screen shot showing at least CMMC Level 2 (self) certified or higher

8. OCI Attestation
9. OCI Mitigation Plan (if attestation is Yes)
10. Data Rights Assertion (if any) using DFARS Table 227)

VOLUME II - FACTOR 1 - TECHNICAL

1. Cover Page
2. Table of Contents
3. Response to Factor 1 Technical Proposal Subfactor 1.1
4. Response to Factor 1 Technical Proposal Subfactor 1.2 (Excel)
5. Response to Factor 1 Technical Proposal Subfactor 1.3

VOLUME III - FACTOR 2 - PAST PERFORMANCE

1. Cover Page
2. Table of Contents
3. Example 1 PPIF, CPARS or PPQ, and SOW/PWS
4. Example 2 PPIF, CPARS or PPQ, and SOW/PWS
5. Example 3 PPIF, CPARS or PPQ, and SOW/PWS

VOLUME IV - FACTOR 3 - PRICE

1. Cover Page
2. Table of Contents
3. Section B Fill Ins
4. Excel Pricing Summary Sheet
5. Pricing Narrative Form
6. Subcontractor/Consultant submissions

8. PROPOSAL CONTENTS

a. VOLUME I - BUSINESS AND ADMINISTRATIVE

i. The Cover Page shall include:

a. Solicitation Number
b. Requirement Name
c. Business Point of Contact - Name, Email, Phone
d. Technical Point of Contact - Name, Email, Phone
e. Cage Code and Unique Entity Identifier Number for offeror and proposed subcontractors
f. If an affiliate per SeaPort CONOPS Affiliate Rule, state as such
g. Name of any/all subcontractors

ii. Table of Contents

iii. Signed Offer: The offer shall indicate the offeror's unconditional agreement to the terms and conditions in this solicitation. It shall state proposal validity through **245** days. Finally it shall acknowledge and accept the terms and conditions reflected in any amendments to the solicitation. The Offer may be submitted in PDF format.

a Signed Offer from authorized representative
b. Any/All signed Amendments

iv. VETS 4212 Report: In accordance with FAR 52.222-35, Equal Opportunity for Veterans, the offer must provide evidence regarding their submission of the required annual VETS-4212, Federal Contractor Veterans' Employment Report with respect to the preceding fiscal year if the offer was subject to the reporting requirements of 38 U.S.C. 4212 (d) for that fiscal year. Evidence of this submission may be submitted in PDF format.

v. NIST SP 800-171 Department of Defense Assessment showing a minimum Basic Rating

vi. Cybersecurity Maturity Model Certification (CMMC): Offerors shall include a screenshot from the Supplier Performance Risk System (SPRS) demonstrating a current CMMC assessment.

vii. Organizational Conflict of Interest Attestation: ONR has determined that an actual or potential organizational conflict of interest (OCI) exists when a contractor (including its parent, subsidiaries, and affiliates) performs for ONR both scientific and engineering technical assistance (SETA) or other support services and Research and Development (R&D) work. Such situations give rise to OCIs or potential OCIs based on impaired objectively, biased ground rules, and unequal access to information. ONR prefers that companies avoid such situations altogether by choosing to do only one type of work for ONR.

a. Disclosure. An offeror shall state in its proposal whether it is aware of any information bearing on the existence of any actual or potential OCI as defined in FAR 2.101 and further explained in FAR Subpart 9.5 as to itself and any proposed subcontractors, partners, affiliates or consultants. See also ONR's Statement of Policy on OCIs, which can be found at the following address: https://www.nre.navy.mil/work-with-us/how-to-apply/compliance-protections/organizational-conflicts-of-interest.

b. An OCI may exist if an offeror, its subcontractors, affiliates, or consultants were previously or are currently under a contract, subcontract, or other agreement (e.g., grants, Other Transactions Agreements (OTA), Cooperative Agreements) that relates in any way to this solicitation and the work required thereunder. Offerors performing systems engineering and technical assistance (SETA) for ONR are considered to have an OCI that may not be susceptible to mitigation.

c. The nondisclosure or misrepresentation of an interest creating an OCI may result in the disqualification of an offeror for award, or if such nondisclosure or misrepresentation is discovered after award, the Government may terminate the contract for default, recommend that the contractor be disqualified from subsequent related contracts, or be subject to such other remedial actions as may be permitted or provided by law (see 18 U.S.C. (S) 1001 and 31 U.S.C. (S) 3802(a)(2)). Therefore, offerors should interpret the requirements of this provision broadly.

d. An offeror who does not provide support services to ONR or concludes no actual or potential OCI exists shall include the following statement in its proposal: "I [NAME] as an authorized negotiator on behalf of [NAME OF OFFEROR] certify that NO actual or potential organizational conflict of interest (OCI) exists under [SOLICITATION NUMBER]. I understand that the failure to disclose the existence of actual or potential OCI shall result in the offeror not being considered for award."

e. An offeror who does provide support services to ONR or is aware of circumstances that may hinder its ability to render impartial, technically sound, and unbiased assessments, recommendations, and evaluations; or that circumstances exist that may result in the appearance that it may have an unfair competitive advantage shall submit the following with its proposal:

- The name of the entity the offeror, its subcontractors, partners, consultants or affiliates supports.

- The number of the contract, subcontract, or agreement that creates the actual or potential OCI. If ONR did not award the contract or agreement, provide a copy of the document. If ONR awarded the contract, provide the name of the technical point of contact.

- A description of the actual or potential OCI. The statement must describe in a concise manner all relevant facts concerning any past, present or currently planned interest (financial, contractual, organizational, or otherwise) relating to the work to be performed hereunder and bearing on whether the offeror has a possible organizational conflict of interest with respect to impartial, technically sound, and unbiased assessments, recommendations, or evaluations, or being given an unfair competitive advantage. If relevant, offerors shall address the personal conflicts of their employees.

- A Mitigation Plan. Offerors should refer to FAR Subpart 9.5 for policies and procedures for avoiding, neutralizing, or mitigating organizational conflicts of interest.

- A concluding statement as follows: "I [NAME] as an authorized negotiator on behalf of [NAME OF OFFEROR] certify that I have, to the best of my knowledge and belief, disclosed all actual or potential organizational conflicts of interest (OCI) under [SO LICITATION NUMBER]. I understand that the failure to disclose the existence of an actual or potential OCI shall result in the offeror not being considered for award."

viii. OCI Mitigation Plan (if attestation is Yes) OCI Mitigation Plan Contents. At a minimum, a Mitigation Plan shall:

a. Provide organizational charts showing the offeror's (and, as appropriate, those of its subcontractors, partners, consultants, and affiliates)

structure as it relates to performance of the contract awarded under this solicitation and all contracts and agreements relevant to the OCI, highlighting those elements that create the actual or apparent OCI.

b. Demonstrate how the elements that create the actual or apparent OCI will be isolated from the resources that will perform the contract awarded under this solicitation.

c. Provide information showing whether the organizational elements that will perform the contract awarded under this solicitation will be geographically or physically separated from the elements that create the actual or apparent OCI.

d. For each contract or agreement relevant to the OCI, describe the process for reassigning personnel, including those belonging to subcontractors, partners, consultants, and affiliates, from one organization to another. Include restrictions that apply.

e. For each contract or agreement relevant to the OCI, describe the controls, including nondisclosure agreements, that are exercised over the future employment of departing employees as it relates to the OCI.

f. For each contract or agreement relevant to the OCI, describe any OCI training the employees are offered or required to attend, along with the timing (before or after starting work on a government contract), frequency, length, and content of such training.

g. Provide evidence of facts and circumstances that the offeror asserts mitigate or address the concerns related to the actual or potential OCI.

VOLUME II - FACTOR 1 - TECHNICAL

i. The Cover Page shall include:

a. Solicitation Number
b. Requirement Name
c. Business Point of Contact - Name, Email, Phone
d. Technical Point of Contact - Name, Email, Phone
e. Cage Code and Unique Entity Identifier Number for offeror and proposed subcontractors
f. If an affiliate per SeaPort CONOPS Affiliate Rule, state as such
g. Name of any/all subcontractors

ii. Table of Contents

A. Response to Factor 1 Technical Proposal Subfactor 1.1 - Technical Capability and Approach

- The offeror shall include their overall technical capabilities and approach to meeting the requirement.

- The offeror shall also include responses to the following areas:

* Platform Expertise: Demonstrated experience and proficiency with the Microsoft Power Platform (Power Apps, Power Automate, Power BI) and SharePoint Online (SPO) administration.

* Environment Compliance: Experience deploying and managing applications within the Microsoft 365 (M365) Navy Flank Speed (NFS) cloud-hosted tenant, ensuring Navy and Marine Corps Intranet (NMCI) and Section 508 accessibility compliance.

* SDLC & Methodology: A clear approach to full software development lifecycle (SDLC) management using Agile Scrum methodology, including sprint planning, backlog grooming, and utilizing Azure DevOps for tracking.

* Testing & Quality Assurance: Approach to executable test plans, defect tracking, Quality Assurance (QA) reviews, and facilitating User Acceptance Testing (UAT).

B. Response to Factor 1 Technical Proposal Subfactor 1.2 - Key Personnel Qualifications

i. Using the Key Personnel matrix in Section J, the offeror shall identify how their proposed personnel meet the minimum required experience. Should the offeror have Key Personnel that meet the "Additional Desired Qualifications," the offeror shall annotate how the Key Personnel meet the additional qualifications.

ii. The offeror shall also provide resumes for the following Key Personnel:

***Lead Technology Specialist**

***Senior Technology Analyst**

The Government will review the proposed Key Personnel for the Lead Technology Specialist and Senior Technology Analyst resumes against the minimum and preferred requirements as identified in the PWS.

The resumes must be sufficiently detailed to permit assessment of the capability of the proposed personnel. At a minimum, the resume should include information that supports the Key Personnel matrix inputs.

iii. The resumes shall also include a statement regarding if the proposed Key Personnel are current employees or if they are contingent hires not currently employed by the offeror.

iv. In addition, the contingent hire shall sign a document stating they are aware their resume will be used for proposal purposes. The contingent hire letters are required to demonstrate the offeror's ability to satisfy personnel requirements on the first day of the task order period of performance. A letter of intent to accept the position is also needed stating that they will accept the position should the offeror be awarded the contract.

v. The contractor shall return the Personnel Matrix to the Government in an Excel format.

vi. Contractors are reminded that some labor categories include multiple key individuals to be named.

vii. A failure of proposed Key Personnel to meet the minimum requirements will result in a deficiency and an overall Factor rating of Unacceptable.

C. Response to Factor 1 Technical Proposal Subfactor 1.3 - Management, Operations, and Maintenance Support

- The offeror shall include their proposed plans for day-to-day operations, governance, and user support.

-The offeror shall also include responses to the following areas:

*Program Management & Governance: Ability to facilitate a government-led Change Control Board (CCB), manage System Change Requests (SCRs), and maintain strict configuration management between distinct DEV (MBA-RPITMS-DEV) and PROD (CP-ONR-PROD) environments.

*Help Desk & User Support: Capability to provide daily help desk support through a ticketing system, meet service level objectives, and generate project performance metrics/reports.

*Training Capabilities: Approach to developing and conducting end-user training, maintaining "how-to" guides, embedded in-app guidance, and coordinating outreach with DON HRPP personnel.

VOLUME III - FACTOR 2 - PAST PERFORMANCE

i. The Cover Page shall include:

a. Solicitation Number
b. Requirement Name
c. Business Point of Contact - Name, Email, Phone
d. Technical Point of Contact - Name, Email, Phone
e. Cage Code and Unique Entity Identifier Number for offeror and proposed subcontractors
f. If an affiliate per SeaPort CONOPS Affiliate Rule, state as such
g. Name of any/all subcontractors

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iii. Past Performance Example 1
a. Past Performance Information Sheet. See Section J for reference.
b. CPARS or Past Performance Questionnaire. See Section J for reference.
c. Statement of Work for Example 1

iv. Past Performance Example 2
a. Past Performance Information Sheet. See Section J for reference.
b. CPARS or Past Performance Questionnaire. See Section J for reference.
c. Statement of Work for Example 2

v. Past Performance Example 3
a. Past Performance Information Sheet. See Section J for reference.
b. CPARS or Past Performance Questionnaire. See Section J for reference.
c. Statement of Work for Example 3

Offerors shall provide information relative to previous work for the same or similar services provided for all past and on-going work in Government and Non-Government contracts for technical, financial and program management support services.

Offerors must complete the Past Performance Information Form to detail and summarize the past performance information requested in this volume. See Section J for reference.

Offerors shall provide three (3) relevant past performance examples of contract efforts performed with similar size, scope, and complexity. Past performance examples must have been performed within the past three (3) years as of the date of the solicitation. Relevant past performance is defined as efforts performed in the past three (3) years that directly track to the functional areas of the PWS (Section C) for this effort. Data concerning the offeror shall be provided first, followed by the proposed major subcontractor (if applicable), in alphabetical order. A major subcontractor is defined as one who is performing at least $1M worth of the total proposed price, excluding ODCs and profit/fee. Past performance information from subcontractors will not be considered unless the subcontractor is performing at least $1M worth of the total proposed price, excluding ODC's and profit/fee. Subcontractor past performance can only replace one (1) past performance example for the offeror. The offeror is still required to provide two (2) past performance examples if a major subcontractor is providing one (1) past performance example.

Offerors citing an IDIQ award as an example shall also include the Task Order number work is performed under.

If the offeror does not have three (3) recent and relevant contract efforts, the offeror shall make such a statement in this section of the proposal.

Offerors can elect to submit their most recent final CPARS or a PPQ. If submitting a PPQ, Offerors shall request customer POC's to complete past performance questionnaires on their behalf. See questionnaire template in Section J. Completed Past Performance Questionnaires shall be e-mailed directly from the client (POC/COR) to vivian.m.truman2.civ@us.navy.mil on or prior to the closing date of this solicitation.

Questionnaires received after the due date for submission of proposals may not be considered.

While the Government may elect to consider data from other sources, the burden of providing detailed, current, accurate and complete past performance information rests with the Offeror.

VOLUME IV - FACTOR 3 - PRICE

i. The Cover Page shall include:
a. Solicitation Number
b. Requirement Name
c. Business Point of Contact - Name, Email, Phone
d. Technical Point of Contact - Name, Email, Phone
e. Cage Code and Unique Entity Identifier Number for offeror and proposed subcontractors
f. If an affiliate per SeaPort CONOPS Affiliate Rule, state as such
g. Name of any/all subcontractors

ii. Table of Contents

iii. Pricing Summary Sheet - Prime - Excel - Includes ONR Service Contract Metrics aka Tripwire and Section B Fill Ins

iv. Pricing Narrative Form - Includes Prime's Compliance with FAR 52.219-14, Calculation of SeaPort Rate Caps, Prime's Analysis of Subcontractor Proposal

v. Subcontractor Submissions

~~**Section B Fill Ins (Excel)**~~

~~ONR is no longer using Seaport. As such, the offeror will not fill in the labor rates in Seaport Section B. As such, the offeror will be required to submit Section B fill-ins which is included in the price volume (Excel). Section B fill-ins may be submitted in PDF format. The Section B fill-ins must match the amounts proposed in Pricing Spreadsheet or the Price volume may be considered incomplete and non-responsive, rendering the prime's proposal ineligible for award.~~

Pricing Summary Sheet (Excel) - Prime (includes Pricing Worksheet, Subcontractor worksheet and Tripwire worskeet)

Offerors shall bid the Not-to-Exceed amount of **$100,000** for each Other Direct Costs (Travel/Misc) (ODC) **CLINs (7000, 7100, 7200, 7300 and 7400)**. The NTE amount shall be proposed inclusive of G&A if required by the offeror's accounting practices, but without profit, fee, or any other burdens. Offerors shall not propose any higher or lower ODC amounts.

Offerors shall complete the Pricing Spreadsheet in Section J.

~~The price proposal submitted by offerors shall consist of the following: a general worksheet, a total amount worksheet, separate worksheets for each of the five (5) years of contract performance (Base through O-IV). To evaluate the option to extend services (FAR 52.217-8) CLINs, one-half of the proposed price for the last year of the performance period shall be added to the Total Evaluated Cost. No offeror input on the Excel form is required.~~

All formulas shall remain in the spreadsheet(s), so as to allow for the Government's evaluation of cost. For example, the Government should be able

to change a cell containing a specific labor rate for an individual and have the change flow through the spreadsheet automatically. However, offerors may revise the formulas to accurately reflect their proposed accounting practices. If offerors revise the formulas, the offeror must provide a detailed narrative explaining the changes made to formulas and the worksheet(s) impacted by the changes. Offerors who manipulate formulas without a narrative explanation of what is revised may be ineligible for award.

Any proposal that does not contain subcontractor price information (if applicable) may be considered incomplete and non-responsive, rendering the prime's proposal ineligible for award.

ONR Service Contract Metrics ~~(Excel)~~ (include in Pricing Spreadsheet)

The Office of Naval Research (ONR) has established service contracting tripwires for service contracts funded and executed at ONR. The service contracting tripwire applicable to the base and all option periods for this solicitation is a fully burdened labor rate of $250 per hour. This tripwire applies to prime, subcontract, and consultant labor inclusive of all subcontractor, consultant, and prime contractor indirect costs and applicable fee or profit.

~~Offerors and their subcontractors must provide their fully burdened labor rate computations, via a separate worksheet within the Pricing Spreadsheet (see Section J) which shall be labeled "Tripwire Data". The worksheet will demonstrate how the fully burdened proposed labor rate(s) were computed by the offeror and subcontractor(s) in order to show compliance or non-compliance with ONR's service contracting tripwire requirement. This separate worksheet can be provided in contractor format and must be added to the Pricing Spreadsheet (see Section J) by the offeror and subcontractor in each of their respective cost proposal spreadsheets.~~

Offers and subcontractors who propose fully burdened labor rates in excess of $250 per hour for the base and option periods identified within this solicitation must provide a written narrative to support the rationale for proposing fully burdened labor rates in excess of $250 per hour. Offerors and subcontractors who propose fully burdened labor rates in excess of $250 per hour shall be subject to additional analysis and a higher level of review to assess cost/price reasonableness.

Pricing Narrative Form - Prime (Use the Section J, Pricing Narrative Form)

All primes shall fill out Pricing Narrative Sheet (See Section J).

Prime's Compliance with FAR 52.219-14 (Use the Section J, Pricing Narrative Form)

Prime offerors are responsible for providing the applicable certification or assurance in accordance with FAR 52.219-14, that at least 50% of the cost of contract performance incurred for personnel shall be expended for employees of the concern. Prime offerors must demonstrate in the cost volume narrative how this will be accomplished; however, if the prime and subcontractor are similarly situated they should state as such in the document.

Calculation of SeaPort Rate Caps (Use the Section J, Pricing Narrative Form)

Offerors shall detail how their proposal is compliant with any/all Seaport IDIQ contract rate caps as they apply.

Prime's Analysis of Subcontractor Proposal (Use the Section J, Pricing Narrative Form)

The prime contractor shall include a detailed analysis of their proposed subcontractor(s) and/or consultants to determine the price the prime has included is fair and reasonable. At a minimum, this should include how the subcontractor(s) and/or consultants were selected, the type of contract they will be awarded, and analysis of the overall price. Subcontractor(s) and/or consultants that are selected on a sole source basis require additional scrutiny from the prime contractor. Primes that fail to provide this information, or do not perform an adequate analysis may be deemed to be non compliant with the solicitation and removed from consideration.

Applicability of Documents to Proposed Subcontractors and Consultants

All proposed subcontractors and/or consultants shall use all pricing documents which are consistent with the prime offeror. See Section J for reference. Any proposal that does not contain subcontractor price information (if applicable) may be considered incomplete and non-responsive, rendering the prime's proposal ineligible for award.

FAR 52.201-1 Acquisition 360 Voluntary Survey (Sep 2023)

(a) All actual and potential offerors are encouraged to provide feedback on the preaward and debriefing processes, as applicable. Feedback may be provided to agencies up to 45 days after award. The feedback is anonymous, unless the participant self-identifies in the survey. Actual and potential offeror scan participate in the survey by selecting the following link: https://www.acquisition.gov/360.

(b) The Contracting Officer will not review the information provided until after contract award and will not consider it in the award decision. The survey is voluntary and does not convey any protections, rights, or grounds for protest. It creates a way for actual and potential offerors to provide the Government constructive feedback about the preaward and debriefing processes, as applicable, used for a specific acquisition.

(End of provision)