Army Research Office (ARO)  
Scientific Services Program (SSP)  
FY14
ARO SSP IDIQ Contract Basics

• **ID/IQ Single Award R&D Contract:** W911NF-11-D-0001
• **Users / Requiring Activity:** Any Federal agency
• **Ordering Period:** 25 April 2011 – 24 April 2016 (Last DO can be awarded on 4/24/16 with 18 – 24 mo PoP, depending on task size)
• **Delivery Orders:** Performed by Battelle or competitively awarded to subcontractors
• **Max Ceiling:** $1M, excluding ARO contract admin fee
• **Max PoP:** 24 months for tasks >$750K, otherwise it is 18 months
• **Award Type:** IDIQ with CPFF and FFP CLIN for TO’s
• **Deliverables:** Monthly and Final Reports (or as specified in specific PWS)
• **Funding:** Incremental funding allowed; pay admin fees upfront
• **Security:** Up to TS/SCI
• **Contractor Manpower Reporting (CMR):** DoD requirement
ARO SSP Scope (PWS)

- Research, Development, Test & Evaluation (RDT&E) services with a well-defined research objective

SSP Science & Technology Areas

<table>
<thead>
<tr>
<th>Chemical Sciences</th>
<th>Life Sciences</th>
<th>Modeling &amp; Simulation</th>
<th>Physics</th>
</tr>
</thead>
<tbody>
<tr>
<td>Engineering Sciences</td>
<td>Material Sciences</td>
<td>Network Sciences</td>
<td>Psychology</td>
</tr>
<tr>
<td>Environmental Sciences</td>
<td>Mathematics</td>
<td>Operations Research</td>
<td>Social Sciences</td>
</tr>
</tbody>
</table>

- Fulfilling federal agency short-term requirements for highly qualified, experienced SME efforts for RDT&E
- No SETA, A&AS, training delivery, staff augmentation, acquisition, or any inherently government functions

Send draft PWS to ARO COR and KO for an advance review
ARO SSP Contract Admin Fees

1. New DO contract admin fee % (includes ARO & Prime)
   - 4%  Award (Ceiling) Amount > $150K, up to $1M
   - 7%  Award (Ceiling) Amount ≤ $150K

2. Modifications for increased technical scope and LOE are assessed at the new TO % rate above
ARO SSP Task Initiation

To initiate a new TO, the Contracting Officer Representative (COR) must:

1. Upload the following documentation to the ARO SSP portal [https://extranet.aro.army.mil/SSP](https://extranet.aro.army.mil/SSP):
   a) Performance Work Statement (PWS)
   b) Independent Government Cost Estimate (IGCE) (SOW Attachment 1)
   c) Signatures and Determinations (PWS Attachment 2)
   d) Service Contract Approval forms
   e) 2 MIPRs or other funding documents (admin fee & tech task funding)
   f) COR Training certificates
   g) Security assessment checklists (classified, OPSEC, AT/FP)

2. Register to use the Department of Defense (DOD) Contracting Officer Representative Tracking Tool (COR TOOL) [https://cor.army.mil](https://cor.army.mil)

3. Typical processing times for complete packages is 6 – 8 weeks
ARO SSP PWS Guidance

• Use the latest PWS template; complete all sections or mark them N/A

• Clearly articulate the technical problem to be solved and the anticipated outcome of the research

• Be succinct when describing the specific technical tasks but provide enough detail so that the tasks are recognizable as R&D

• Minimize and combine tasks ancillary to the research and/or related administration (e.g., clean lab, prepare briefings, attend meetings)

• For paper studies (non-lab work), emphasize the analytics or underlying mathematics, and the data analysis needed for the R&D
ARO SSP Website

• Additional information and templates can be found on the public website:

• ARO SSP Homepage
  ▪ Key link SSP Task Initiation Process
  ▪ Key link SSP PWS Template under Documents

• Program changes and updates will be posted periodically on the website
ARO SSP Points of Contact

Chris Justice, ARO SSP Contracting Officer
christopher.d.justice4.civ@mail.mil / 919-549-4287
Dr. Brian Ashford, ARO SSP COTR
brian.m.ashford.civ@mail.mil / 919-549-4228

Send draft PWS to ARO COR and KO for an advance review

Gina Bonner, Battelle SSP Program Manager
bonnerr@battelle.org / 505-270-6921

Susan Burns, Battelle SSP Deputy Program Manager
burnss@battelle.org / 410-306-8361