



# 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			
Chemical Sciences	Life Sciences	Modeling & Simulation	Physics
Engineering Sciences	Material Sciences	Network Sciences	Psychology
Environmental Sciences	Mathematics	Operations Research	Social Sciences
Electronics & Computer Sciences		Medical & Health Sciences	

- 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  $\leq$  \$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>:
  - 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>
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  
[www.arl.army.mil/www/default.cfm?page=254](http://www.arl.army.mil/www/default.cfm?page=254)
  - Key link SSP Task Initiation Process  
<http://www.arl.army.mil/www/default.cfm?page=255>
  - Key link SSP PWS Template under Documents  
<http://www.arl.army.mil/www/default.cfm?page=517>
- Program changes and updates will be posted periodically on the website

# ARO SSP Points of Contact

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