



**ARMY RESEARCH OFFICE (ARO)
SCIENTIFIC SERVICE PROGRAM
(SSP)**

SSP Background

- ▶ SSP Contract has existed for 50+ years.
- ▶ Designed primarily for non-traditional researchers and universities:
 - ▶ *“non-government scientists, engineers, analysts, consultants, colleges & universities, and other subject matter experts to be quickly subcontracted to perform short-term, well-defined research efforts and support ARL activities”*
- ▶ “non-traditional researchers” —*by nature unaccustomed to USG R&D*— contract provides one mechanism to help mature technologies from TRL 1 to 6 that pairs researchers with R&D infrastructure and experienced S&T researchers as needed.

SSP Role and Benefits

- ▶ Along with SBIRs/STTRs and grants, SSP is one of the three “legs” of ARL’s ability to contract for specialized research.
- ▶ SSP is the only ARL contracting mechanism that allows a technology to mature from TRL 1-7 under one contract. Most other ARL mechanisms are limited up to TRL 4
- ▶ SSP is the only ARL contracting mechanism that accepts any kind of funding (6.1-6.7, RDTE, OTE, O&M) so long as it is for a specific research purpose. Most other ARL mechanisms are limited to 6.1-6.3 or in some cases 6.4

ARO SSP Scope

- Science & Technology Areas:
 - Chemical Sciences; Life Sciences; Material Sciences; Physics; Medical & Health Sciences; Electronics & Computer Sciences; Environmental Sciences; Engineering Sciences; Mathematics; Network Sciences; Modeling & Simulation; Psychology; Social Science; Operations Research
 - Any lifecycle phase including T&E
 - Studies and analyses, assessments, SME services, independent consultant, Research, Development, Test & Evaluation (RDT&E) services
- Fulfilling federal agency need for highly qualified, experienced efforts with a well-defined research objective
- No SETA, A&AS, staff augmentation, acquisition, or any inherently government functions

Contract Basics

- Single Award R&D Portfolio Management Contract: **W911NF19D0005**
- Users / Requiring Activity: **Any Federal Agency**
- Ordering Period: **28 March 2019 – 27 September 2024**
- Accepts all RDTE (6.1-6.7, DT&E/OT&E) and O&M funds if used for RDT&E.
- Funding: Incrementally funded; ARO/ARL fees upfront
- Delivery Orders: Performed by
 - Competitively awarded to subcontractors (Recommended Performers allowed to be named)
 - Edmond Scientific, our consultants, and team members
- *Desired* Task Order Ceiling: **\$1.5M per order. Possibility for up to \$2M per task order**
- Max PoP: **24 months**
- Government Supervision: Valid COR designation by Requesting Activity
- Deliverables: Monthly and Final Reports (or as specified in specific PWS)
- Security: Up to TS/SCI



SSP Contract Fees and Administration

- FEES

- Total Task Order Fees: 11%
 - Government fee: 8%
 - Prime Contractor Pass-Through fixed fee: 3%
 - Contract Award Cost: TORs issued 28 March 2020 through 27 March 2021: \$7,166.64
- Government 8% Fee is a separate MIPR
- Prime Contractor 3% Pass-Through and award cost must be included in research costs/IGCE

- ADMINISTRATION

- ESC (prime) responsible for subcontractor management, POA&M, cost governance, security documentation, access control and training documentation, managing deliverables, meeting attendance as required, COR coordination, quality, subcontractor cost auditing, reporting, etc.

Task Initiation Process

- FS Form 7600ADD replaced 1144 Support Agreement.
 - Any CCDC Center has an overarching 7600 with ARO
 - Form must be completed for each TOR.
 - Possibility that a “Blanket” 7600A could be submitted by agencies who anticipate having FY requirements
- The following documentation to the ARO SSP portal:
 - Performance Work Statement (PWS)
 - Independent Government Cost Estimate (IGCE) (*Attachment 1 to PWS*)
 - Signatures and Legal Determinations (*Attachment 2 to PWS*)
 - Service Contract Approval forms
 - 7600A MIPR/funding documents
 - COR training courses and requirements for valid certificate (CLC 222)
 - Security assessment checklists (classified, OPSEC, AT/FP)
 - Register to use the Department of Defense (DOD) COR Tool (CORT) (<https://wawf.eb.mil/>)
- Typical processing times for complete packages is 8 – 16 weeks

ARO SSP PWS Guidelines

- 4 page PWS template
- Able to recommend the performer (organization or individual)
- Able to justify sole source

Key Contacts

- Edmond Scientific Contract Administrative Contact
 - Send support requests and Task Order Requests (TORs) to:
 - arosp@edmondsci.com
 - Office 844-294-8944
- ARO Points of Contact
 - Ms. Mesha Tyree, Procurement Assistant
Commercial: 919-549-4212, DSN: 832-4212
Fax: 919-549-4388, Email: mesha.tyree.ctr@mail.mil
 - Dr. Jennifer Becker, Program Manager
Commercial: 703-696-2530
Email: jennifer.j.becker.civ@mail.mil



Additional Information

- Additional information and document templates can be found on the public website:
<https://www.arl.army.mil/www/default.cfm?page=517>
- ARO SSP Homepage:
<https://www.arl.army.mil/www/default.cfm?page=254>
- Key link SSP Task Initiation Process:
<https://www.arl.army.mil/www/default.cfm?page=255>
- Program changes and updates will be posted periodically on the website