



# Naval Shipbuilding and Advanced Manufacturing Center Project Development Process

## General

The NSAM process, from the initial identification of manufacturing issues to management of approved projects, is summarized in Figure 1. The following sections provide additional details that may be helpful in preparing technical and cost proposals in response to NSAM solicitations.



## Identifying the Issues

The first step in the NSAM process is to identify the manufacturing issues that builders and repairers that comprise the Navy industrial base face. The NSAM staff visits with U.S. defense weapons systems manufacturers to identify key issues that impact the time and cost of platform construction and repair. During these visits, project teams present project candidates that describe their highest priority manufacturing technology issues. These project candidates are prepared using a NSAM project candidate template that is provided well in advance of the NSAM staff visit.

After identifying the industry-provided key issues, the appropriate Navy Program Office is offered the opportunity to review the project candidates and provide their input on priorities for funding.

## On-Demand Resource Network Team

Once manufacturing issues have been prioritized by the NSAM staff, the On-Demand Resource Network Team is consulted. The On-Demand Resource Network Team is comprised of NSAM's Director, Technical Director, Business Manager and knowledgeable members from industry, academia and the research community. The team will:

- Identify potential solution sets for each issue,
- Review the project candidates and compare the issues identified with other work that may be ongoing in the DoD manufacturing and repair industry,
- Vet the ideas through NSAM's network of subject matter experts, as appropriate,
- Validate the business case for each manufacturing issue, and
- Recommend feedback be provided to contributing industrial manufacturers regarding their initial project candidate submittal.

As a result of the On-Demand Resource Network Team's effort and the guidance provided by Navy PMs/IPTs, NSAM works with the proposer's team to develop the Project Planning Document (PPD), the basis for the pending solicitation. After



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extensive review, NSAM then forwards the validated candidates in the form of the PPD to the ONR Program Officer (PO) for review and approval.

### **Proposal Solicitation**

When the ONR Program Officer approves the PPD, NSAM will initiate the solicitation process. Since the type and scope of the specific effort required will vary with each project, NSAM will employ the solicitation vehicle most suited to the circumstances. It is anticipated that in most cases, the solicitation will be in the form of a Request for Proposal (RFP). Depending on the circumstances and the number of qualified offerors, the solicitation may be broadly advertised (e.g., FedBizOpps), issued to a limited number of recipients, or pursued as a sole-source procurement.

### **Proposal Submission Date**

NSAM solicitations will include a proposal due date, which may be posted on the NSAM Center web site (<http://www.NSAMCenter.org>), or included in the RFPs issued to participants. Proposals may be submitted anytime between the announcement and the due date. The proposal due date can only be changed by the NSAM Contracts Representative through either a formal modification (e.g., amendment) of the solicitation posting, by revising and re-issuing the RFP, or by written notice (e.g. – email). Unless specifically stated otherwise in the RFP or follow-on written correspondence from the NSAM Contracts Representative, both the technical and cost proposals are due on the same date, as cost and technical proposals are reviewed concurrently. **The published proposal due date is firm.** NSAM reserves the right to reject any late proposals.

### **Proposal Evaluation**

Technical and cost reviews are performed concurrently by technical and cost reviewer(s) selected for the specific solicitation. In some cases, non-NSAM staff/personnel may assist in proposal evaluation. Conflict-of-interest and non-disclosure agreements are executed by all personnel handling proposals. The Compliance Matrix (see NSAM Proposal Guide Section 6.3) is a key tool in helping reviewers evaluate each proposal, using the published evaluation criteria. If the technical reviewers require further information, clarification questions will be generated and forwarded to the offeror for response within a reasonable time.

### **Discussions and Final Proposal Revisions**

NSAM reserves the right to make awards without discussion. While award without discussion is anticipated, and the use of Final Proposal Revisions is not expected, NSAM reserves the right to negotiate with the offeror its proposed cost and scope. For example, NSAM may request that the offeror delete a particular task or travel from the scope of work that is deemed to be inappropriate for NSAM support.

### **ONR Approval**

When technical and cost evaluations are complete, NSAM provides the proposals, the evaluations, and the NSAM Director's recommendations to the ONR Program Officer and Contracting Officer for review and approval. ONR will inform NSAM of project approval and authorize NSAM to award the necessary contract(s). If the Government review results in requests for additional information or cost justification and/or negotiation, the offeror will be notified by an appropriate representative of the NSAM Center of the specific request, including a reasonable deadline for response. Repeated failure to respond or engage in good faith negotiations can be considered grounds for project cancellation, to be determined at the discretion of the NSAM Center and the ONR Program Officer.



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### **Award Process**

Once the ONR Program Officer approves a proposal for award and proper authorization is provided by the ONR Contracting Officer to ATI, NSAM will initiate an agreement with the successful offeror. Depending on the particular circumstances, NSAM will either issue a Task Order against an existing Task Order Agreement (if such an agreement is already in place) or will execute a letter contract. In the latter case, the letter contract will be for a period of 30 to 60 days. The funding value of the letter contract will be agreed to by the offeror and NSAM and will enable the offeror to conduct project kickoff activities and finalize the program management plan while the final agreement is being negotiated. Unless exceptions are authorized by NSAM for unusual circumstances (e.g., significant changes were requested to the SOW), all offerors are expected to sign the final agreement prior to the letter contract end date. Once selected, offerors will be required to submit a Certificate of Current Cost and Pricing Data for awards over \$700,000.

### **Contract Vehicle**

The contract vehicle used to fund awards will be between ATI (as the NSAM Administrator) and the successful offeror. In cases where more than one organization is on the project team, the NSAM Center will generally contract with the project lead only; however, circumstances may arise where ATI awards contracts to individual team members. Offerors are advised to contact the NSAM Contracts Representative if they have any questions about the contractual requirements.

### **Government Furnished Equipment (GFE) or Government Furnished Property (GFP)**

GFE/GFP is not expected in this program and should not be proposed except in rare cases. If GFE/GFP applies, appropriate terms will be included in the resultant Task Order or Subcontract.