Fact Sheet

FOIA 06-F- 1162
HQ0006-04-F-0016

MATERIAL REQUESTED:
Period of Performance
Dollar Value
Statement of Work
Number of Modifications
Contract Vehicle

MATERIAL RELEASED:
Period of Performance: July 1, 2004 through June 30, 2006
Dollar Value: $1,959,598.00
Statement of Work: Attached
Number of Modifications: 6 modifications
Contract Vehicle: Firm Fixed Price "F" type contract. HQ0006-04-F-0016.

Devin Barnett
Contract Specialist
CACI Support Contractor

April 5, 2006
Date

STATEMENT OF WORK (SOW)
FOR
MAINTENANCE AND EXPANSION OF THE MISSILE DEFENSE AGENCY (MDA) SMALL BUSINESS INNOVATION RESEARCH (SBIR) AND SMALL BUSINESS TECHNOLOGY TRANSFER (STTR) PROGRAMS DATA BASE AND SUPPORT OF THE OFFICE OUTREACH ACTIVITIES AND SMALL BUSINESS TECHNOLOGY EFFORTS

1.0 INTRODUCTION

Established by Congress in 1982, the SBIR Program was created to strengthen competitive free enterprise and the national economy by assisting small business concerns with research and development, and commercialization expenses for high-risk, innovative technologies. The STTR, created a decade later, is similar in structure to SBIR but funds cooperative research & development projects involving a small business and a research institution. The purpose of STTR is to create, for the first time, an effective vehicle for moving ideas from our nation's research institutions to the market, where they can benefit both private sector and military customers. The MDA Small Business Directorate (MDA SB) is responsible for managing and implementing the MDA SBIR and STTR Programs. The MDA SBIR and STTR programs seek to harness the innovative talents of our nation's small technology companies that support reaching the MDA mission - to develop, test and prepare for deployment a missile defense system.

The MDA Small Business (SB) Directorate is responsible for managing and implementing the MDA SBIR/STTR programs through identified agents in the Military Services and other Government Agencies (OGAs) in accordance with Public Law 102-564 (28 October 92). The MDA/SB is responsible for ensuring that the widest possible audience of small businesses, woman owned businesses, disadvantaged businesses, and minority institutions are aware of the opportunity to participate in these programs. Approximately 2,000 new proposals per year are processed and provided to various government agencies for timely review, evaluation, contract award, and management.

MDA SBIR/STTR programs rely on contractor support to provide program outreach, database development and statistical and financial reporting functions. During 2001-2002, the MDA SBIR/STTR programs have seen tremendous growth in private business participation; an over 400% increase in number of small business proposals submitted. Current year totals are trending toward the same level as 2002, and more growth is expected in 2004.

When the SBIR/STTR program began, the proposal submission, evaluation, review and award process was completely paper-based and manually processed. To handle the increasing number of proposal submissions and the time critical nature of the award process, the MDA SBIR/STTR program created a small internal database, built in MS Access, to handle approximately 1000 SBIR/STTR Proposals it was receiving each year. The SBIR/STTR program challenged the capacity and capability of that database fairly quickly, and migrated, in 2001, to a relational, Microsoft SQL Server database to meet the increased volume of proposals submitted and to provide a scalable, flexible and more robust back end for future growth. This

growth required a four-fold hard drive space upgrade (from 15 Mb to 60 Mb) and three-fold bandwidth upgrade (512 Kb/s to 1.54 Mb/s).

As a result of the program's growth, support requirements have expanded to include business process reengineering services and web application development and support, in addition to the end-to-end program management support.

2.0 OBJECTIVE

The MDA SBIR/STTR Program Office now requires contractor support for five distinct areas: 1) General program management; 2) Enhancement, maintenance, and documentation of the MDA SBIR/STTR Programs Database; 3) Outreach guidance, planning, and documentation; 4) Business Process development and support; and 5) Web application development.

Contractor responsibilities will include, but not be limited to, project management, business process analysis, database design, code development, software documentation, testing, quality assurance, maintenance, configuration management, web application development and customer support for the MDA SBIR/STTR Programs and its associated Outreach Program Support tasks. Contractor shall provide all necessary qualified personnel and supplies to accomplish the work described in this SOW.

3.0 SCOPE

1) General Management Support

a. Administrative – Contractor shall develop and/or maintain program management products and tools such as, but not limited to, schedules/milestone charts, proposed meeting agendas/discussion topics, presentations, process documents, and programs office correspondence. Program reporting details are discussed below.

b. Programmatic – Contractor shall develop and update management plans, including, but not limited to, Outreach Plans, Process reengineering plans, etc., scheduling and execution of outreach events and materials, and coordination with other SBIR/STTR programs as necessary, especially Department of Defense (DoD) SBIR/STTR programs. Extract, analyze, and present data and data analysis in response MDA SB Program Office, other MDA Directorates, and other government agency (OGA) information inquiries.

c. Technical – Contractor shall provide all aspects of technical support for the Program Office, including, but not limited to, development of performance indicators and metrics, user analyses, training, web applications and requirements documentation. Contractor shall review and analysis of Program Office functions and routines recommend industry best practices for migrating to an electronic environment. Coordinate technical and information security aspects of SBIR/STTR Programs Database with SBA, DoD, and any other reporting agency.

d. Program reporting – Contractor shall provide the following program reporting:

- Monthly Status Report: Contractor shall report the status of the SBIR program databases; provide a support summary of outreach activities; and a summary of small business technology transition efforts on a monthly basis (Contract Data Requirements List (CDRL) A001).

- Funds and Man-hour Expenditure Report: Contractor shall provide a Funds Man-hour Expenditure Report on a monthly basis (CDRL A002).

- Presentation Materials: Contractor shall provide briefing and presentation materials as specified in SOW paragraph 2.1.e and 2.2.a on an as required basis (CDRL A003).

2) Enhancement, maintenance, and documentation of the MDA SBIR/STTR Programs Database

a. Contractor shall design, develop and implement a financial database module based on current proposal approval processes that provides 1) fiscal year tracking and reporting, including real-time monthly and quarterly reports; 2) web application interface for data searches, updates and validation; and, 3) monthly e-distro capabilities for data collection from branch agencies.

b. Contractor shall design, develop and implement a small business reporting module which 1) allows firms and MDA support staff the ability to upload monthly, quarterly and yearly proposal reports through a secure log-in; 2) supports firm proposal report tracking, including variance reports to ensure firms meet reporting requirements; and, 3) supports e-distro to contracting agencies for contract close reporting deadlines and final report collection.

c. Contractor maintenance of the MDA SBIR/STTR database shall include daily input and updates on new program information as it becomes available (approximately 4,000 records are created on an annual basis), backup of existing information onto duplicate media daily, and storage of backup media at no less than two locations in case of system failure. Contractor will ensure that current database and website meet the security standards set forth by the Government. Backup materials shall be available for use within one working day after notification from the Government. The current database, provided by the Government, shall be maintained at the Contractor's/government's facility. Contractor shall utilize Microsoft Access, Microsoft Office Professional Suite and Microsoft SQL Server.

d. To maintain database compatibility, Contractor may be required to install new commercial software and convert the existing database to new formats to accommodate increased demands of information storage and retrieval. In an effort to be responsive to other requests from Office of the Secretary of Defense (OSD) and Small Business Administration (SBA), Contractor will ensure that it is able to provide said agencies with data/information necessary to populate their databases and report mechanisms. The Government in conjunction

with advice from the Contractor will determine when any new or upgraded software will be required, the software type and extent of database conversion.

e. Contractor shall respond to daily, weekly, and monthly requests for historical or statistical information readily available from the database. Contractor shall cull information from the database and design and provide reports in non-complex formats, as specified by the Government. Contractor will provide analysis and/or interpretation of the statistical data and database information as required by the Government. These requests for data may come from a variety of sources internal to MDA and from other federal and state governments. Contractor shall provide this information in an electronic format unless another format is required and conveyed to the Contractor by the Government.

f. In addition to providing data extraction and analysis for the MDA Program Manager, the Contractor must also be able to provide data in hard and soft copy to other MDA directorates as well as to outside agencies such as SBA and OSD.

g. Contractor shall collect, document, and report all known changes to the database to support existing or new business applications.

3) Office Outreach Program Activities

a. Contractor shall prepare specific briefing material and literature in various formats including: overheads, slides, brochures, handouts, pamphlet, flyers, multi-media, announcements, newsletters and publications for nationwide targeted distribution to the small business community which may include distribution through state and federal governments. The Government shall approve content, format, and distribution prior to any distribution activity (CDRL A003).

b. Contractor shall maintain, update and expand the MDA public web site to reflect changes in official DoD SBIR/STTR policy and procedures. Updates require continual liaison with State, Federal, national and regional institutions and entities that support the SBIR/STTR program to ensure current point of contact (POC) information on the MDA public web site. The contractor will also maintain a calendar of outreach events on the public web site.

c. Contractor shall research, identify and recommend conferences, trade shows, seminars and meetings to market the MDA SBIR program. This process includes suggestions from MDA, research into industries and associations matching content of solicitation topics, small business industry events, SBIR related events (both national and regional) and other appropriate venues as well as identified geographic target areas. The contractor will attend and or support participations in the National SBIR Conferences with booth, literature, and display materials. There are currently two (2) National SBIR Conference and one (1) DoD SBIR Conference planned each calendar year at a variety of locations in the United States. It is anticipated that the Contractor will be required to support, approximately fifteen (15) to twenty (20) additional trips, consisting of five (5) days duration each, and requiring two or three people during each calendar year, at various locations in the United States. Contractor outreach personnel shall support both the set-up and take down of the display booth, and staff the booth

during conference exhibition and trade show hours. Contractor outreach personnel will also dispense information relevant to MDA SBIR program, track leads via portable business card scanner and provide feedback and associated reports. Attendance at any of these conferences, except the National SBIR Conferences, shall require prior Government approval.

d. Contractor shall maintain, store and inventory all exhibit items to include exhibit booths, banners, traveling cases, media units, marketing support materials (books, CD ROMs, videos, promotional items). Contractor shall monitor condition of graphics, cases, cables, TVs and booths and replace and or repair items as needed. Contractor shall be responsible for all logistics for shipping of display and exhibit items to all shows and events.

e. Contractor shall plan to support the needed option requirement for the design and construction of two matching new MDA SBIR/STTR Program Display Booths that will enhance the image of the Agency. Contractor will research, recommend and implement design and development of displays.

f. Contractor shall provide personnel for outreach support, five (5) days per week, for approximately eight (8) hours per day at the Contractor's facility in order to maintain liaison with federal and state, professional, regional, and local organizations to the fullest extent possible with the intent to attract the greatest number of small high-tech businesses to the MDA SBIR/STTR Program.

g. Contractor will write, edit, and update information for the MDA State Outreach Notebook. This Notebook is published on CD ROM and in limited quantities in hard copy format. Contractor will update, maintain and monitor contact information for MDA SBIR Public Customer website. Contractor will update contact information quarterly via faxes and email alerts. Updated information will also be posted to MDA SBIR Public Customer website.

h. Contractor shall continually investigate and recommend alternative outreach approaches and methods. These are to include the creation, producing, marketing of one (1) to four (4) conferences, workshops or seminars to market the program as well as to educate MDA customers with program changes, trends and insights to current and future solicitations. Contractor will also research and suggest other smaller events to attend including Chamber of Commerce, Technology Council, Small Business and Small and Disadvantaged Business Utilization type events.

i. Contractor will maintain a database of conference attendees and visitors to exhibit booths. This will include an email list of current, former and future MDA SBIR customers. Contractor will send distribution emails to make special announcements regarding the SBIR Program and for internally produced events.

4) Business Process Development and Support for Program Activities

a. MDA SBIR/STTR Manual – Contractor shall create, maintain and update the Operational Users Manual that explains and outlines the MDA SBIR/STTR Programs for the small business SBIR/STTR programs participants. The manual shall address the administration

of the programs and provide guidance for the consistent and accurate implementation of the SBIR/STTR legislation. The purpose of the manual is to establish procedures for documenting the mechanics of program activities in order to maintain program continuity through a specified process. The Operational Users Manual shall be maintained, reviewed, and approved as specified in the Contract Data Requirements List (CDRL A003).

b. E-Office Modernization Plan – Contractor shall prepare an MDA software modernization plan describing the technical approach, organizational resources, and management controls to meet the performance and schedule requirements of the modernization effort. The purpose of the E-Office Modernization Plan is to provide a web-application to support all MDA requirements to manage the MDA SBIR/STTR Programs. The E-Office Modernization Plan shall detail the products, the development methods, staff allocation, and development timeline.

c. Process documentation – Contractor shall prepare program documentation in narrative, route sheet, and flow chart formats detailing the pre- and post- solicitation handoffs, roles and responsibilities to facilitate implementation of the E-Office Modernization Plan.

d. User Analysis/Requirements Definition: Contractor shall analyze each specific functional description for user requirements, program reporting and architectural guidance/constraints, as necessary to implement the E-Office Modernization Plan using SIMILAR principles for analysis and system engineering. The contractor shall determine associated software requirements including the performance, reliability, maintainability, and functional capabilities to be provided by the updated software. The contractor shall document the results of this analysis and provide a Software Requirements Specification for each new console or development module.

e. User Guides and Glossary – Contractor shall create, maintain and update user guides for program functional groups to ensure full understanding of roles, responsibilities and E-Office use. User guides will define the technical, programmatic, and business process aspects of all program activities.

f. Contractor will routinely update Business Process documentation to reflect program changes.

5) Web Application (IT) development.

a. Conduct Data and Process Modeling analysis tasks for a consistent MDA approved SDLC, which addresses the necessary analysis to produce Entity Relationship Diagrams (ERDs), logical and physical data models, and a Data Dictionary containing entities, elements and domains. Process modeling will address all necessary analysis to produce models using a suitable methodology such as Unified Modeling Language. Interfaces between processes (internal) or between process and external entities (external) will be identified. The contractor shall document the results of this analysis and provide MDA PM with three copies.

b. Contractor shall design, engineer, code and implement an Electronic Office System (Web Application) consistent with the E-Office Modernization Plan and

SIMILAR system engineering techniques, while providing uninterrupted program service to the Government. The Electronic Office System shall encompass support for the pre- and post-solicitation processes (including the Recommendation Process, Panel Review, Technical Monitor Assignment, Firm Report Submittal, and Direct .pdf Document Downloads). The E-Office System interface shall be a secure, password-protected site and shall be designed with individual user views, intuitive navigation, help features, posted user guides and glossary, and process documentation. The E-Office System shall provide reporting (numeric, graphical and exportable) for milestones, queue management, financial data, and other reporting requirements determined through the Business Process Development activities.

c. Contractor shall maintain hard copy files of legacy solicitations, proposal submissions, contract awards, program correspondence and various other reports, while developing an integrated records management approach for both the legacy hard copy files and electronic files. Contractor's records management plan shall include details for converting all historically important MDA-solicitation documents into electronic images, indexing those images, and storing them in multiple formats, including CD-ROM, and possible integration into an integrated back-end document or content management system.

d. Contractor will routinely customize the Electronic Office System required to support the Program Office or end user requirements.

4.0 PERSONNEL REQUIREMENTS

1) Program Manager

- Supports the MDA SBIR/STTR program by providing overall leadership, focus for program organization and advancement, and is able to develop and implement both strategic and tactical plans for on-site and outreach activities.
- Possesses a high level of organizational skill and is able to foster cooperation between diverse government entities.
- Creates program schedules, through definition and tracking of key project milestones and ensures deadlines are met.
- Provides and analyzes feedback on cost, schedule, performance and risk issues.
- Provides program control metrics to baseline, track, and manage cost, schedule, performance and risks.
- Interacts with multiple intra-agency and inter-agency groups to meet project objectives.
- Is responsible for guidance and supervision of day-to-day activities of the MDA SBIR/STTR support team, providing clear direction to team: roles, responsibilities and tasks.
- Provides guidance for standardization and documentation of processes, risk analysis and improvement recommendations.
- Is experienced in IT design and implementation.
- Possesses a solid understanding of migrating existing, non- or semi-electronic activities to a full e-office web-interface environment.
- Possesses strong leadership and interpersonal skills.
- Is detail-oriented, with ability to multi-task and work through others.

- Possesses strong verbal and written communication skills.
- Possesses BA/BS or equivalent experience in program management, database design, IT design and implementation and documentation.
- Possesses 4 years or greater experience in direct DBA related work experience.
- Is proficient with Windows NT, 2000, Excel and other Microsoft suite applications.
- Is proficient OLE-DB, ODBC, ADO and DAO application and database connectivity, ASP, VBScript.
- Must be able to travel (once per month average) to attend conferences and meet physical demands for display booth set-up and takedown (lift, drag, or push fifty-pound booth storage containers).
- Possesses active Secret Clearance.

2) Senior System Engineer

- Supports the MDA SBIR/STTR program by providing overall database, system, and interface design direction and integration.
- Performs a combination of programming, network support and management.
- Responsible for direction planning; ensures system(s) meet, anticipate and overcome challenges.
- Is comfortable writing and using other design tools associated with the frequent document creation that occurs in all phases of a system development cycle (SIMILAR).
- Responsible for system(s) integrity and design; ensures cohesion of database structure and user interfaces.
- Possesses demonstrated experience planning and migrating non-electronic processes and procedures to an e-office environment.
- Responsible for systems evaluation; verifies performance and corrects discrepancies.
- Responsible for process design, documentation and implementation.
- Possesses the ability to code, test and maintain system(s).
- Supervises technicians during design and production periods.
- Must possess communication skills both verbal and written; present concepts and designs before a critical audience, using visual aids.
- Must possess strong organizational skills, troubleshooting skills and the ability to deal with customers, staff (both programming and networking) and upper management with tact, decisiveness and timeliness.
- Possesses 5 years progressive IT-related experience with at least 2 years of complex system analysis/design experience.
- Proficient with Windows NT, Windows 2000 Servers, IIS 4.0-5.0 Web Server, including OLE-DB, ODBC, ADO and DAO application and database connectivity.
- Proficient in ASP, VBScript, JavaScript, HTML, XML, PERL/CGI, W3C, Section 508.
- Remains current on best practices for systematic database and web-interface design and implementation.
- Possesses active Secret Clearance.

3) Senior Database Administrator

- Supports the MDA SBIR/STTR program by providing overall database programming and ensuring proper server and database operation.
- Supervises technicians during design and production periods.
- Designs, maintains and supports large-scale relational databases.
- Possesses a strong background in design and administration of Microsoft SQL Server, specifically in the Web Application and Data Warehousing environments.
- Possesses strong database and web application troubleshooting knowledge and techniques.
- Is able to analyze and optimize table structures.
- Is able to develop indexing and performance tuning strategies.
- Is experienced with database updates in a live production environment.
- Is able to write advanced stored procedures, triggers, and SQL queries.
- Is able to create applications to handle database operation and tasks.
- Runs backups and restores on existing databases and schedules database jobs.
- Performs ad-hoc database queries.
- Is proficient with Windows NT 4/2000 and SQL Server 7.0/2000.
- Possesses a BSCS or higher degree, or equivalent directly related work experience.
- Possesses a minimum 4 years experience in direct DBA related work experience.
- Proficient with Windows NT, Windows 2000 Servers, IIS 4.0-5.0 Web Server.
- Proficient with OLE-DB, ODBC, ADO and DAO application and database connectivity.
- Proficient with ASP, VBScript, JavaScript, HTML, XML.
- Possesses active Secret Clearance.

4) <u>Senior Analyst</u>

- Supports the MDA SBIR/STTR program by providing overall database programming and ensuring proper server and database operation.
- Supervises technicians during design and production periods.
- Designs, maintains and supports large-scale relational databases.
- Possesses a strong background in design and administration of Microsoft SQL Server, specifically in the Web Application and Data Warehousing environments.
- Possesses strong database and web application troubleshooting knowledge and techniques.
- Ensures 24x7 server support.
- Is able to analyze and optimize table structures.
- Is able to develop indexing and performance tuning strategies.
- Is experienced with database updates in a live production environment.
- Is able to write advanced stored procedures, triggers, and SQL queries.
- Is able to create applications to handle database operation and tasks.
- Runs backups and restores on existing databases and schedules database jobs.

- Performs ad-hoc database queries.
- Is proficient with Windows NT 4/2000 and SQL Server 7.0/2000.
- Possesses a BSCS or higher degree, or equivalent directly related work experience.
- Possesses a minimum 4 years experience in direct DBA related work experience.
- Proficient with Windows NT, Windows 2000 Servers, IIS 4.0-5.0 Web Server.
- Proficient with OLE-DB, ODBC, ADO and DAO application and database connectivity.
- Proficient with ASP, VBScript, JavaScript, HTML, XML.
- Possesses active Secret Clearance.

5) Analyst

- Supports the MDA SBIR/STTR program by performing a variety of technical, financial and administrative duties, including overall planning, organizing, leading, controlling and reporting of all on-site activities associated with processing proposal submissions, database maintenance, updates, backups, and hard copy records.
- Performs program and system analysis of historical and statistical data in report formats.
- Provides reporting support based on program and system analysis to the Program Manager.
- Performs data validation and normalization tasks utilizing various resources and input interfaces.
- Maintains liaison with Government personnel and remain cognizant of program developments and implementations.
- Performs ad-hoc database queries and updates.
- Supports and trains intra-agency end-users on web interface use.
- Supports end-user technical help requests.
- Provides small business technical query support.
- Performs web site design and implementation during production periods.
- Is experienced with database updates in a live production environment.
- Is proficient with spreadsheets, database and word processing packages, including Excel and Microsoft suite applications.
- Possesses working knowledge of ASP, VB, SQL, HTML, DHTML, JavaScript, W3C and Section 508.
- Possesses BA or BS (technical degree preferred).
- Possesses strong communication skills, written and verbal.
- Possesses active Secret Clearance.

6) Outreach Events and Marketing Coordinator

- Supports the MDA SBIR/STTR program by providing overall organization of all outreach activities, conference coordination, and exhibit booth logistics and ensuring program information is kept current on the MDA web site.

- Liaisons with State, Federal, regional and other SBIR/STTR institutions across the U.S. on a regular basis to obtain current POCs and program support information.
- Updates MDA web site program support POC and calendar information.
- Remains current on exhibit design trends, analyzes challenges to successful outreach programs, and develops solutions.
- Performs regional and state analysis to determine outreach requirements.
- Provides recommendations to MDA on convention participation.
- Works closely with MDA to coordinate reports providing information on cost-per-contract, audience profiles, and representative comments.
- Maintains e-rolodex of 30,000+ small businesses for announcement distribution and reporting.
- Arranges for and/or participates in specific events at national/international conventions held in the U.S.
- Plans and implements exhibits at conventions, exhibits, special events and/or symposia, including arrangement of space, literature, graphics, hotels, equipment rentals, and site set-up/take-down; exhibit route planning, shipping, warehousing, setup and breakdown of exhibit displays; and staffing of exhibit booth and training of additional exhibit personnel.
- Possesses demonstrated experience working with exhibit houses, decorators, union and non-union entities and multiple organizations, as well as ability to handle logistics of 3-5 simultaneous major events.
- Is able to travel 1-2 weeks per month, including work on Saturdays and Sundays in connection with conferences or events.
- Is able to meet physical demands for display booth set-up and takedown (lift, drag, or push fifty-pound booth storage containers).
- Possesses a degree in Liberal Arts or Fine Arts is preferred.
- Possesses experience in technology related assignments and program management.
- Possesses strong written, verbal and personal communication skills.
- Participates in exhibit advisory councils.
- Is proficient in Microsoft Office suite of software, including Microsoft Excel, Word, PowerPoint, Front Page, Outlook, and Microsoft Access.
- Performs Internet and email functions on a daily basis.