

DEPARTMENT OF DEFENSE
BROAD AGENCY ANNOUNCEMENT
FOR
OPERATION OF
SHOCK AND VIBRATION INFORMATION ANALYSIS CENTER
(SAVIAC)

THIS BROAD AGENCY ANNOUNCEMENT (BAA) HAS THE PURPOSE OF SOLICITING COMPETITIVE PROPOSALS FOR THE OPERATION OF THE SHOCK AND VIBRATION INFORMATION ANALYSIS CENTER TO BE AWARDED AS A COOPERATIVE AGREEMENT.

POTENTIAL OFFERORS SHOULD READ THIS BAA IN ITS ENTIRETY PRIOR TO PREPARING THEIR OFFERS TO ENSURE FULL UNDERSTANDING OF THE SOLICITATION, THE EVALUATION PROCESS, AND THE BASIS FOR SELECTION.

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**OPERATION OF THE
SHOCK AND VIBRATION INFORMATION ANALYSIS CENTER
(SAVIAC)**

I. General

The U. S. Army Engineer Research and Development Center (ERDC) often selects its research related efforts through the Broad Agency Announcement (BAA) process. This BAA will appear in the at the Vicksburg Consolidated Contracting Office (VCCO) web site at <http://www.mvk.usace.army.mil/offices/contract> (click on "other opportunities") and the Army Single Face to Industry web site at <https://acquisition.army.mil> .

This BAA for the Operation of the Shock and Vibration Information Analysis Center (SAVIAC) has an issue date of 16 August 2006. Proposals are due by 2:00 PM CST on 19 September 2006 at the U. S. Army Corps of Engineers, Vicksburg District Office, Vicksburg Consolidated Contracting Office, Attention: Amanda Irwin, 4155 Clay Street, Vicksburg, MS 39183-3435.

II. Background

ERDC directs the SAVIAC. SAVIAC is the oldest forum for shock and vibration within the DoD and is over 50 years old. It was started by the U.S. Navy on 20 December 1946 as a vehicle for technology exchange to support Naval ship shock and vibration research. Through the intervening years, other DoD agencies and Services took advantage of SAVIAC to exchange information on a variety of additional shock and vibration topics including airblast, groundshock, land-based structural response, penetration mechanics, and dynamic material properties. SAVIAC transitioned from Navy management to Army management on 3 May 1996 and is supported by the Navy, Army, Air Force, Department of Energy, and DoD agencies such as the Defense Threat Reduction Agency.

SAVIAC is currently operated by a private concern under a competitive cooperative agreement. This agreement will expire on 14 March 2007.

III. Program Needs

Information Acquisition Centers (IACs) are concerned with the scientific and technical information content of worldwide

engineering, technical and scientific documents and databases. Each IAC collects, analyzes, uses and stores available information and attempts to fill the gaps identified in the knowledge base by creating the missing information. They use and enlarge upon existing information resources and collections rather than try to duplicate them.

The objective of this IAC is the sustained growth of a center for information exchange and information archival in the field of shock and vibration, providing users with the opportunity to exchange technical and scientific information services within the stated scope. While the complete field of shock and vibration is of interest, this IAC must be DoD centric in its primary focus. The recipient that operates this IAC must maintain this capability. By sustained superior performance within its mission and scope, the IAC will provide long-term corporate memory for the Government and the opportunity to avoid the creation of duplicate Service operations in various Government agencies.

The primary goals are associated with the day-to-day operation of SAVIAC, such as maintaining the electronic bulletin board; publishing and distributing the "Shock and Vibration Journal"; sharing technical information throughout the SAVIAC community via the "Critical Technology Journal"; supporting and conducting seminars and tutorials, publishing and distributing the monthly newsletter; organizing, coordinating, and overseeing the annual Shock and Vibration Symposium; publishing and distributing annual Symposium proceedings; responding to user inquiries; and selling and distributing SAVIAC products such as the SAVIAC monographs or symposia proceedings.

It is imperative that an approach is developed that will continue to increase the overall effectiveness and presence of SAVIAC in the shock and vibration community. The recipient will be expected to defray a portion of the operation cost of SAVIAC via increased Symposium attendance and through increased sales of informational materials and services. Symposium fees, training sessions at the Symposium, booth fees, etc., may all be used by the recipient to offset the cost of SAVIAC operations in support of the overall SAVIAC program. The Government is interested in a comprehensive proposal that outlines goals and strategies to increase Symposium attendance and overall visibility of SAVIAC in the shock and vibration community, particularly as these relate to the DoD problems. A secondary,

but growing area of interest, is in shock and vibration as it relates to Homeland Security.

The technical goals of SAVIAC are in the field of shock and vibration. Specific technologies of interest include vibration of rotating machinery, blast-induced shock, detonation physics, explosions, explosives, underwater explosion shock, ground shock, shipboard shock and vibration, blast mitigation strategies, blast prediction methods, transportation and vehicular vibration, missile and torpedo flight vibration, earthquake engineering technology, airblast, satellite or other space vehicle vibration and dynamics, and structural dynamics. These technical areas are covered across the spectrum of technical developments including experiments, theoretical analysis, finite element modeling, finite difference modeling, experimental modal analysis, field environment definition, laboratory test and evaluation procedures, data analysis, and instrumentation. SAVIAC is also concerned with the economic aspects of the shock and vibration industry, economic considerations with respect to selection of techniques and processes, and industrial trends in applying current safety monitoring and failure prevention of in-service material and equipment.

This IAC can create and distribute products and offer reference services based on its expertise, data collections, and sources. Simple reference services and current awareness are provided free to users, but service charges are imposed on more extensive products and time-consuming services to offset preparation costs. SAVIAC products and services can include such items as data books, handbooks, announcement abstracts and indexes, state-of-the-art reports, special studies and tasks, conference proceedings, technical journals, special analysis and evaluation reports, bibliographies, technical inquiry answers, referrals, and current awareness newsletters. SAVIAC has been established to predominantly serve the DoD and other Government agencies. One role in doing this is to foster knowledge exchange between the Government, academic, and private communities so that the Government is aware of private and academic resources, and so that private industry and academia are aware of the Government's technology challenges in order to offer technology solutions or development. In some cases, where allowed by security and distribution policy, SAVIAC can also provide a mechanism for informing private industry and State and local governments of technology developed by the Federal sector. These are, of

course, secondary roles to serving the interests of the DoD.

SAVIAC receives technical direction and management from the Grants Officer's Technical Representative, who is the SAVIAC Director. The SAVIAC Director is advised by a Technical Advisory Group (TAG) comprised of DoD staff elements, laboratories, and agencies with leading competence in the fields of science and technology within SAVIAC's function. In addition, technical expertise is provided by practicing scientists and engineers directly employed by or associated with SAVIAC.

Early after its inception, SAVIAC emerged from a predominantly Navy-centric organization to become a DoD-centric organization. SAVIAC is currently managed by the U.S. Army ERDC who also provides the SAVIAC Director. Other DoD organizations have managed SAVIAC for the DoD in the past. Future management, and the DoD organization contributing the SAVIAC Director, could change to meet the demands and funding responsibilities of the DoD government community.

Of particular interest in this solicitation are the following areas.

1. Operational approach: This area shall address how SAVIAC may be most efficiently operated to collect, review, analyze, appraise, summarize, and disseminate pertinent information in a timely fashion. Primary emphasis should be placed on achieving and maintaining an information base that will enable SAVIAC to contribute to ongoing R&D efforts in the fields of shock and vibration, and in applications to U.S. Defense systems design, development, and production. Pertinent information shall have widespread dissemination throughout the SAVIAC community.
2. Efforts to increase Symposium participation: This area should address proposed efforts to increase Symposium participation. The recipient shall use existing IAC data--and any additional information acquired--to provide the products and services and maintain the user relation program specified in this BAA. As the national resource of shock and vibration technology, the recipient shall be able to connect requests for information to knowledgeable experts.
3. Efforts to increase resources and support: This area should address the recipient's proposed efforts to increase resources

and support, such as increasing Symposia attendance, and researching innovative approaches to locating additional sources of participation. It is in the Government's interest for the recipient to research additional resources for the operation of SAVIAC while simultaneously increasing the influence and effectiveness of SAVIAC to the DoD.

IV. Specific Minimum Program Requirements

a. Technical Meetings

1. Technical Symposia The recipient will be responsible for conducting technical symposia as required but no less frequently than annually. These meetings shall bring together shock and vibration technologists from Government, industry and universities for the purpose of presenting state-of-the-art work in relevant technical areas. The annual Shock and Vibration Symposium will have featured Government agencies that shall provide for meeting spaces for classified sessions (up to and including SECRET). The meetings will be organized with the help of a program committee whose members are selected from participating Government and commercial agencies. In addition to presentation of contributed technical papers, keynote addresses and invited presentations shall be presented by leaders in the fields of shock and vibration. These leaders shall be suggested and arranged for by the recipient with concurrence of the SAVIAC Director. In some instances the SAVIAC Director will arrange for the invited speaker or keynote speaker. Special feature sessions may be organized to focus attention on current themes. Panel discussions hosted by Government and industry leaders shall be organized to discuss topics of current interest or of a controversial nature. Proceedings of these symposia shall be published in a timely manner by the recipient, including volumes for unlimited distribution as well as classified or limited distribution volumes as required. The Symposium proceedings will be published and distributed in electronic form, currently Adobe format, on CDs within 8 months after the associated Symposium by the recipient, in accordance with applicable laws and regulations. This includes distribution of the Limited Distribution Proceedings which are distributed according to DoD 5230.24 (Limited Distribution, Statement C, export controlled). Any change to the publication format, the general make-up of the symposia, or the publication and distribution date must be approved by the SAVIAC Director. The Symposium location and

date must be approved by the SAVIAC Director. In general, the place and the date for the symposia will be chosen such as to provide for widest DoD and DoD Contractor participation and to strengthen the shock and vibration community.

At the symposia, the recipient will arrange for technical short courses in addition to the technical sessions. Subject matter for the courses will be such as to serve the needs of the community. Instructors for the short courses are normally given free attendance to the Symposium but are otherwise not paid. The recipient can charge reasonable fees for the short courses to help defray costs. Changes to the existing course fee schedules and changes to the existing Symposium fee schedule must be approved by the SAVIAC Director.

The SAVIAC Director will have allocated 52 free Symposium admissions for those Government agencies that provide funding for SAVIAC and will, himself, have free admission to the Symposium. Other free admissions to the Symposium will be approved jointly by the recipient and the SAVIAC Director and will be used for Keynote Speakers, Elias Klien Speakers, or other high profile participants to improve the Symposium, increase Symposium attendance, or to increase community interest in the Symposium.

SAVIAC has a rich history of honorary awards given each year at the annual Shock and Vibration Symposium. These include the Mel Baron Award, the Henry Pusey Award, and the SAVIAC Lifetime Achievement Award. The recipient will continue these awards in accordance with the existing policy. These awards have associated plaques or medallions that will be provided by the recipient. All awards are subject to final approval by the SAVIAC Director. The recipient may develop additional non-monetary honorary awards in concurrence with the SAVIAC Director to recognize other individuals or activities in order to promote technical excellence or to nurture technical areas of shock and vibration.

Important Note: The 2007 Shock and Vibration Symposium location and date will be chosen prior to the conduct of the 2006 Symposium so that it can be adequately advertised to the shock and vibration community. The successful offeror may coordinate with the current cooperative agreement recipient to pursue planning and tentative hotel arrangements with the planned hotel or to develop their own plans proximate to the advertised

location with concurrence of the SAVIAC Director.

2. Technical Advisory Group Meetings/Program Committee Meetings The recipient will be responsible for making all arrangements for a Technical Advisory Group (TAG) meeting and a Government-Only TAG (GTAG) meeting immediately following the TAG meeting during each annual Symposium, and TAG and GTAG meetings each winter. The TAG and GTAG meetings allow the SAVIAC community to provide feedback to the SAVIAC Director and to the recipient on ways to improve SAVIAC's services to the community. At each TAG, the recipient will provide a briefing on the current status of SAVIAC activities, and at each GTAG, the current status of SAVIAC finances including Symposium attendance and SAVIAC funding details. The meeting arrangements, agenda, and briefings will be approved by the SAVIAC Director prior to the meetings. The recipient shall produce and disseminate notes of the meeting results. These shall be reviewed and edited by the SAVIAC Director prior to dissemination.

The recipient will also be responsible for making all arrangements for a Program Committee Meeting each summer approximately two months before the annual Symposium. The Program Committee Meeting will be used to help organize and coordinate the annual Symposium, assess the quality of the abstracts submitted by the date of the Meeting, and provide community input to the running of the Symposium to the SAVIAC Director and the recipient. At the Program Committee Meeting the recipient will present an initial plan of activities, keynote and invited speakers, and an agenda for the Symposium. The Program Committee Meeting will be immediately followed by a GTAG Meeting. All material presented at the Meetings will be coordinated with and approved by the SAVIAC Director prior to presentation. Location and arrangements for all meetings will be coordinated with and approved by the SAVIAC Director.

At the time and location of the Winter TAG and the Program Committee Meetings, the recipient will arrange for short courses normally 3 hours per subject) or introductory tutorials (normally 1-hour exposes per subject) in the field of shock and vibration. Instructors for these are voluntary. The recipient will provide for hand-out materials from the courses. The introductory courses are used to inform and to increase interest and participation in the shock and vibration symposia and community. The recipient, in coordination with the SAVIAC Director, may choose to charge reasonable fees for short

courses. Charging a fee for the introductory courses is not advised and will have to be coordinated with the SAVIAC Director.

b. Journal Publications

1. "**Journal of Shock and Vibration**" The recipient will be responsible for the publication once every two months of a peer-reviewed, publicly-releasable journal in shock and vibration. The journal will provide a source for the publication of original, archival articles on shock, vibration, sound, structural dynamics, biodynamics, crashworthiness, and earthquake engineering, and all other technical areas covered by SAVIAC. The journal will be edited by a nationally-known person in the community and will have a national board to evaluate submitted articles for publication. Selection of the editor and editorial board members will be subject to approval of the SAVIAC Director. Among the specific areas to be covered are vibration testing and control, vibration condition monitoring and diagnostics, shock hardening, modal technology, shock testing, data acquisition, fluid-structure interaction, isolation, noise generation and control, damping, statistical energy analysis, identification (inverse) problems, impact biodynamics, and crashworthiness. Articles can cover computational, analytical, and/or experimental technology. Authoritative, critical review articles will be published, which include abstracts of important papers. This journal will be an unclassified, publicly-releasable distribution. Each participant at the yearly Symposium will be provided a one-year subscription to the journal. The recipient may seek out individuals in the community to provide articles of special interest to the community for publication in the journal. It is highly recommended that the recipient continue with an existing arrangement in which IOS Press publishes the Journal in return for the subscriptions acquired by SAVIAC for all paid participants at the annual Shock and Vibration Symposium. Changes in publisher are to be reviewed and approved by SAVIAC Director.

2. "**Journal of Critical Technology in Shock and Vibration**" A separate Government contract exists for publication and editorialship of the "Journal of Critical Technology in Shock and Vibration." The recipient of this cooperative agreement will be responsible for technology transfer and sharing information

and knowledge utilizing this Journal. The Journal will be published and distributed approximately twice each year by the Government. Dependent on the number of articles approved for publication and community response, publication rates may be increased. Critical technology includes those articles that are unclassified but are deemed national security sensitive because of the material they contain. These articles are made available only to U.S. Government agencies and their recipients and the material they contain is subject to export controls (Limited Distribution, Statement C). Technical areas covered by this journal are the same as those for the Shock and Vibration Journal. Distribution of the journal must be handled according to DoD 5230.24 (Limited Distribution, Statement C), so that the export-sensitive nature of the material will be safeguarded.

3. "Current Awareness Newsletter" The objective of the "Current Awareness Newsletter" is to maintain interest in the annual Shock and Vibration Symposium and to keep SAVIAC's users apprised of the latest and most significant developments within SAVIAC's scope. Accordingly, the recipient will be responsible for publishing and distributing the "Current Awareness Newsletter" on a monthly basis to its user community in hard copy and via email. These newsletters shall contain the following: synopses and critiques of significant, newly-acquired reports and/or journal articles; summaries of the initiation of new research and development programs; listings of future conferences, symposia, etc.; summaries of significant technological breakthroughs; significant new technological applications; information on available training courses; calendar of current events; and highlights of any other outstanding developments within SAVIAC's technical area which will contribute toward providing current awareness. Precautions shall be taken to ensure that no security sensitive material is included in these newsletters. Costs associated with development and production of the recipient's newsletters may be offset by the recipient by offering advertisements in the newsletter; however, any such publication must state that advertisements contained in the publication do not imply an endorsement by the DoD or any Service member of any of the products or technologies so advertised. All advertisements and the associated newsletters must be approved by the SAVIAC Director prior to publishing.

c. User Inquiries The SAVIAC recipient will provide responses to user inquiries in the shock and vibration technical areas.

These responses can be handled by connecting inquirers to technical source experts or fielding the questions with their staff. Frequent inquiries will include availability and capability of test facilities, environmental requirements for new systems, technology base developments, instrumentation and data analysis system capabilities, dissemination of Government program requirements, and foreign technical reviews. User inquiries will not normally require more than 8 hours per inquiry to answer. The recipient shall provide a referral service for qualified users to other sources of data or additional data that are not contained in SAVIAC but that may satisfy the user's needs.

d. Information Systems and Files The recipient will be responsible for the organization, control for retrieval, and utilization of existing and acquired SAVIAC source information. Databases proposed, created, and maintained to meet requirements under this program will be incorporated with the SAVIAC holdings. Classified abstracts and unclassified abstracts of classified technical reports shall be included subject to special handling restrictions.

At expiration or termination of this cooperative agreement, SAVIAC's information systems and files, exclusive of recipient-owned or leased computer hardware, software, and office equipment, developed under this cooperative agreement at the expense of the Government, shall constitute a deliverable item as directed by the SAVIAC Director.

e. SAVIAC INTERNET WEB SITE The recipient will be responsible for maintaining a SAVIAC Internet web site. This site will be of professional quality and will be used to access information concerning current events, upcoming meetings, upcoming Symposium, abstract submission for papers for the Symposium, abstracts from current literature, etc. The recipient shall ensure that the capabilities, features, and content of the web site continues to adequately meet the mission needs of SAVIAC. The recipient may employ a program to enhance the availability of SAVIAC's holdings by converting them to electronic documents to be accessed through the electronic bulletin board. Items could include past and current issues of the "Current Awareness Newsletter"; other newsletters of interest; past Symposium unclassified papers; technical reports, etc.; community capabilities and advertisements; reviews of various books and software; and other items of interest to the community.

f. SAVIAC Holdings The recipient will be responsible for preparation and maintenance of current and complete documentation of all SAVIAC archival material.

g. Coordination of Information Activities The recipient will be responsible for coordination of informational activities with other Federally-supported IACs to avoid unnecessary duplication of such activities and to optimize the effectiveness of SAVIAC's products and services. It is recognized that more than one IAC can have legitimate claim to different aspects of the same information. Accordingly, joint participation and support of a product or service by two or more IACs is acceptable.

h. Educational Efforts The recipient's proposal shall outline plans to ensure that SAVIAC's users and potential users, especially those within the DoD, are aware of SAVIAC, the products and services it offers, the databases, methodologies and models it contains, and the benefits to be realized through use of SAVIAC. Such methods may include brochures, educational reports, films, journal articles, etc., describing SAVIAC and its products and services. All educational items must reflect well on SAVIAC and state that there is no implied endorsement by the DoD or any Service member of such items. All educational items must be approved by the SAVIAC Director prior to use.

i. Users' Needs Determination and Feedback Some method is required to obtain feedback on the quality and usefulness of the IAC's products and services. This information would be used to assure that products and services provided by SAVIAC consistently meet the needs of the user community.

Periodic sampling of IAC users is required to determine user satisfaction with the products and services provided by the IAC and to determine any benefits gained by the user from using these products and services. Principal objectives of obtaining user feedback are continuous improvement of IAC services and products to meet user needs and collecting documentation to substantiate users' cost avoidance, savings and benefits resulting from using SAVIAC's products and services.

j. Permanent SAVIAC Archive A permanent archive of literature produced by SAVIAC is to be maintained at the ERDC Research Library, Vicksburg Site. This literature includes, but is not limited to, all Conference proceedings, lists of Conference attendees, Newsletters, monographs, Journals, results from

studies conducted by SAVIAC, and mailing lists of SAVIAC participants. This archive is to be updated by the recipient as appropriate, but not less than once every six months. Hard copy materials and data files are to be submitted to the ERDC Research Library, Vicksburg Site, 3909 Halls Ferry Road, Vicksburg, MS 39180.

k. SAVIAC Location and Equipment Needs SAVIAC shall be located in offices provided by the recipient. The recipient shall not relocate SAVIAC offices without prior notification and approval of the SAVIAC Director. Any significant changes in key recipient personnel that supports SAVIAC will be coordinated with the SAVIAC Director.

Generally, the equipment contemplated in relation to providing services to meet IAC user requirements will be standard personal computers and standard office fixtures including filing and record storage equipment, furniture, telephones, word processors, graphic desk-top publishing software/hardware, facsimile transmission and telecommunications network access devices, SAVIAC letterhead, microform and video equipment, as needed and proposed by the recipient to provide a state-of-the-art information retrieval and support facility to meet mission and scope requirements of this BAA.

The recipient has the option to negotiate separate agreements with commercial publishers, technical societies, or similar organizations for the marketing of selected products of the IAC if this method of disseminating technology information and cost recovery is the most effective. These agreements are subject to the review and approval of the SAVIAC Director. Resources received by the recipient from sales of documents, including royalties, will be used to defray operating costs of SAVIAC.

1. Additional Requirements

1. Approval Requirements All of the following items or actions require review, notification, and approval of the SAVIAC Director:

- All IAC products including reports, newsletters, handbooks, and reports resulting from critical reviews and technology assessments require review and approval of the SAVIAC Director prior to formal printing, publication and/or distribution. Issues generated by this review shall be

resolved prior to printing and distribution of the products.

- Plans for proposed educational materials
- Plans for addition or deletion of current SAVIAC products or services. Additionally, before initiating new products or services, the recipient shall demonstrate to the satisfaction of the SAVIAC Director that a genuine need exists for the product or service within the DoD community.
- Plans to relocate SAVIAC offices.
- Changes in key recipient personnel that support SAVIAC.
- Agreements with commercial publishers, technical societies, or similar organizations for the marketing of selected products of the IAC.

2. Reporting Requirements Brief, generally one page or less, letter-type progress reports shall be submitted bi-monthly to the SAVIAC Director describing work performed during the past period and work planned for the next period.

3. Security Requirements

a. **Access to Classified Information** The recipient will require access to classified information (up to and including SECRET) during the course of performance under this BAA. Such access will be limited to the subject fields of interest evidenced within this BAA and as certified on DD Form 1540 (Registration for Scientific and Technical Information Services) by the SAVIAC Director and registered in the DTIC Dissemination Authority List (DAL). The IAC shall handle classified information required to perform its task in conformity with established DoD security regulations, including DoD 5220.22-R, the Industrial Security Regulation, December 1985, and DoD 5220.22-M, the Industrial Security Manual for Safeguarding Classified Information, November 1986.

b. **Limitations on Originator Information** The recipient shall comply with limitations on dissemination of information established by originators. Users shall be advised of any limitations or restrictions that expressly pertain to any of the information supplied. Additionally, security-classified information shall be disseminated to users according to applicable DoD security regulations. Access to the DTIC DAL will be provided by DTIC. The DAL provides the IAC recipient with a central registry file of users authorized access to Defense scientific and technical information. In addition, the

recipient will be provided with access to the list of users eligible to receive unclassified technical data which are export-controlled. This list is maintained by the Defense Logistics Services Center, Battle Creek, Michigan.

c. Marking of Products All items published and/or furnished by the IAC will reflect that the products were prepared in part--or wholly, as the case may be--under the auspices of SAVIAC, will include the IAC cooperative agreement number, and the USA ERDC as the Government contracting agency.

m. Existing IAC Property and Data Included in the holdings are past Symposium proceedings, existing monographs, mailing lists, and other similar information.

The existing SAVIAC property and data is being retained at the offices of the current recipient. These items will be made available for transfer to successful offeror after award of this cooperative agreement.

n. Transitional Requirement The successful offeror will be required to participate in a one-day Winter TAG meeting to be held during February 2007 in a location to be determined.

V. Concept of Cooperative Agreement

a. General: The Department of Army, U. S. Army Corps of Engineers, anticipates the availability of between \$100,000.00 to \$150,000.00 to support SAVIAC for the base year. Payments of this funding will be provided quarterly. The SAVIAC Director and U. S. Army Corps of Engineers Vicksburg Consolidated Contracting Office will administer the SAVIAC program for USACE.

b. Plan of Action: This solicitation is issued with the purpose of awarding a cooperative agreement for a base year and four option years to support the operation of SAVIAC. It is anticipated that between \$100,000.00 to \$150,000.00 will be available annually for the four option years.

VI. Proposal Evaluation Factors:

All proposals will be evaluated using the following factors:

(a) Technical Approach: A clear plan that outlines operational approach to provide and expand on the services outlined within

this BAA and includes strategy to increase symposia participation and to obtain resources and support for the overall program.

(b) Demonstrated technical knowledge of the Shock and Vibration Community and SAVIAC.

(c) Experience: Experience in maintaining similar activities as SAVIAC, experience in organizing symposia, publishing technical literature, and maintaining electronic bulletin boards.

(d) Adequacy of facilities and equipment to perform required tasks.

Factors (a) and (b) are of equal value and are slightly more important than factors (c) and (d).

Cost will also be a factor of award in that the Government may not be able to afford an offeror's price. Cost will be evaluated for cost reasonableness, realism, and offeror's understanding of the requirement. Award will be made to the offeror who provides the best value for the Government considering all elements of the proposal including cost. The Government intends to award based on initial proposal, but reserves the right to proceed otherwise.

VII. Points of Contact:

For additional information, contact one of the individuals listed below:

Administrative:

Ms. Amanda Irwin, Contract Specialist
U. S. Army Corps of Engineer, Vicksburg District
Vicksburg Consolidated Contracting Office
4155 Clay Street
Vicksburg, MS. 39183
Phone: (601)631-5351
Fax: (601)631-7261

Or:

Ms. Sally E. East, Grants Officer

Address and fax same as above
Phone: (601)631-7259

Technical:

Dr. Charles R. Welch, SAVIAC Director
U. S. Army Engineer Research and Development Center (ERDC)
3909 Halls Ferry Road
Vicksburg, Mississippi 39180
Phone: (601)634-3297

VIII. Proposal Guidelines

An original and three (3) copies of the proposal must be submitted to address requirements identified within this BAA by deadline specified in Section I. The following format should be used for preparation of proposal. Entire proposal shall not exceed 30 pages, exclusive of resumes. Note that all proposals shall be evaluated in accordance with Section VI of this BAA. The following is required in addition to any information the offeror chooses to submit which addresses evaluation factors provided at Section VI.

a. Title page: To include (1) BAA Number, (2) Proposal title, (3) Administrative point of contact including name, telephone number, electronic mail address, fax number and mailing address, (4) Technical point of contact including name, telephone number, electronic mail address, fax number and mailing address.

b. Table of contents

c. Statement of Concept: Describe the general overall plan to operate SAVIAC, how it will support the Shock and Vibration community and your background for executing this cooperative agreement.

d. Technical Approach and Management Plan: Provide detailed plan for operation of SAVIAC.

1. Provide Statement of Work to support SAVIAC operation and meet minimum requirements outlined herein.

2. Describe plans for expansion of SAVIAC activities including efforts to increase symposia participation.

3. Describe plans to enhance resources and support of SAVIAC to provide for the future growth of SAVIAC.

4. Provide a listing of the technical personnel that would be made available to perform the work proposed and the amount of time each will put into this activity during the project duration. For each of the technical personnel, describe experience and qualifications and their proposed impact on the project. List as a minimum:

- (a) Previous work experience
- (b) Educational background

5. Prepare a detailed and definitive plan for management and operation of the SAVIAC describing responsible parties for overall conduct of the program. This plan shall be clear and concise, reflecting goals and objectives of the IAC.

e. Facilities and Equipment Available: Provide information on facilities and equipment to perform activities proposed or plans to subcontract to meet these requirements.

f. Qualifications of Offeror: Include experience and expertise of company, university, or organization in the field of Shock and Vibration.

g. Budget: All offerors shall submit a detailed budget for the work contained in the technical proposal. This budget shall be prepared in such detail that all costs are easily identifiable, including direct and indirect costs, number of man-months, salaries and fringes, equipment, travel and other direct costs. **NOTE:** Fees and profit are not allowable expenses under a cooperative agreement; however, the recipient is expected to generate additional resources and support for the program by increasing attendance at the SAVIAC symposium and performing other activities described herein. Travel will be in accordance with the Joint Travel Regulation.

Additional Data Required Proposals must contain the following information:

- Data Universal Numbering System (DUNS) Number
- Commercial and Government Entity (CAGE) Code
- Federal Tax Identification Number
- Business Category, selected from the following categories:
Large Business

Small-Disadvantaged Business
Other Small Business
Historically Black College or University/Minority
Institution
Other Educational
Other Non-profit
Service Disabled Vet
HUBZone
Woman-Owned
8(A)

IX. Additional Information:

a. CCR Registration Requirement DFARS 252.204-7004, Required Central Contractor Registration (Nov 2001), is applicable to this solicitation. By submission of an offer, the offeror acknowledges the requirement that a prospective awardee must be registered in the CCR database **prior to award**, during performance, and through final payment of any contract/cooperative agreement resulting from this solicitation, except for awards to foreign vendors for work to be performed outside the United States.

The complete DFARS clause referenced above is available at <http://www.acq.osd.mil/dpap/dars/dfars/index.html> . Information on CCR Registration is available at the following web site: <http://www.ccr.gov> .

b. Security/Foreign National Participation The following Security Contract Language applies to all Corps of Engineers' Unclassified Contracts (PIL 2003-06, 19 Feb 03) and will be included in the cooperative agreement resulting from this solicitation:

All Contractor/recipient employees (U.S. citizens and Non- U.S. citizens) working under this contract (to include grants, cooperative agreements and task orders) who require access to Automated Information Systems (AIS), (stand alone computers, network computers/systems, e-mail) shall, at a minimum, be designated into an ADP-III position (non-sensitive) in accordance with DoD 5220-22-R, Industrial Security Regulation. The investigative requirements for an ADP-III position are a favorable National Agency Check (NAC), SF-85P, Public Trust Position. The contractor/recipient shall have each applicable employee complete a SF-85P and submit to the U. S. Army Engineer

Research and Development Center Security Office, Attn: CEERD-SE-Z, 3909 Halls Ferry Rd., Vicksburg, MS 39180 (601-634-3527 or 4218) within three (3) working days after award of any contract or task order, and shall be submitted prior to the individual being permitted access to an AIS. Contractors/recipients that have a commercial or government entity (CAGE) Code and Facility Security Clearance through the Defense Security Service shall process the NACs and forward visit requests/results of NAC to the U. S. Army Engineer Research and Development Center Security Office, Attn: CEERD-SE-Z, 3909 Halls Ferry Rd., Vicksburg, MS 39180 (601-634-3527 or 4218). For those contractors/recipients that do not have a CAGE Code or Facility Security Clearance, the U. S. Army Engineer Research and Development Center Security Office, Vicksburg, MS, will process the investigation in coordination with the Contractor/recipient and contract/recipient employees.

In accordance with Engineering Regulation, ER 380-1-18, Section 4, foreign nationals who work on Corps of Engineers' contracts/cooperative agreements or task orders shall be approved by the HQUSACE Foreign Disclosure Officer or higher before beginning work on the contract/cooperative agreement/task order. This regulation includes subcontractor employees. (NOTE: exceptions to the above requirement include foreign nationals who perform janitorial and/or ground maintenance services.) The contractor/recipient shall submit to the Division/District Contract Office, the names of all foreign nationals proposed for performance under this contract/cooperative agreement/task order, along with documentation to verify that he/she was legally admitted into the United States and has authority to work and/or go to school in the US. Such documentation may include a US passport, Certificate of US citizenship (INS Form N-560 or N-561), Certificate of Naturalization (INS Form N-550 or N-570), foreign passport with I-551 stamp or attached INS Form I-94 indicating employment authorization, Alien Registration Receipt Card with photograph (INS Form I-151 or I-551), Temporary Resident Card (INS Form I-688), Employment Authorization Card (INS Form I-688A), Reentry Permit (INS Form I-327), Refugee Travel Document (INS Form I-571), Employment Authorization Document issued by the INS which contains a photograph (INS Form I-688B).

Classified contracts/cooperative agreements require the issuance of a DD Form 254 (Department of Defense Contract Security Classification Specification).

