

Statement of Work Guide for RA 19-01



MISSION

- ❖ Manage and focus national shipbuilding and ship repair research and development funding on technologies and processes that will reduce the total ownership cost of ships for the U.S. Navy, other national security customers and the commercial sector and develop and leverage best commercial and naval practices to improve the efficiency of the U.S. shipbuilding and ship repair industry.
- ❖ Provide a collaborative framework to improve shipbuilding-related technical and business processes.



INTRODUCTION

The mandatory Statement of Work (SOW) developed by the offeror and submitted subsequent to selection of the Summary Proposal by the NSRP Executive Control Board will be incorporated into the binding agreement known as a [Task Order Agreement](#). The SOW shall contain a summary description of the technical methodology as well as the task descriptions, but not in so much detail as to make the contract inflexible. **The SOW shall not include any proprietary or company-sensitive information.**

FORMAT

The following is the required format for the SOW.

- 1.0 Scope:** This section includes a statement of what the program covers. This should include the technology area to be investigated, the objectives/goals, and major milestones for the effort.
- 2.0 Detailed Description of Tasks:** The tasks, which represent the work to be performed under the contract, will be considered binding upon contract award. Thus, they should be developed in an orderly progression and in enough detail to establish the feasibility of accomplishing the overall program goals. The work effort should be segregated into major tasks and identified in separately numbered paragraphs, as in the example below. Any cost-shared work is to be included in the Description of Tasks.

2.1 Task 1 –

2.1.1 Subtask

Deliverable:

2.1.2 Subtask

Deliverable:

2.2 Task 2 –

2.2.1 Subtask

Deliverable:

2.2.2 Subtask

Deliverable:

An option may be included in the SOW for additional activities after project completion to support the transfer of technology developed to industry. This option may be exercised during the contract period depending on funding availability and the merits of the project results. Inclusion of options in the SOW does not guarantee approval or funding from NSRP.

- 3.0 Technical/Design Reviews:** The contractor shall identify intended quarterly reviews and when and where they will be conducted.



4.0 Deliverables: Results of the technical effort are contractually binding and shall be identified herein. Proposers are advised to read the [Task Order Agreement](#) carefully. Any and all hardware/software to be provided to the NSRP as a result of this program shall be identified. A Project Management Plan shall be included as a deliverable. If appropriate, a Software Development Plan shall also be included as a deliverable. Deliverables should be submitted in PDF or MS Office (98 or later) format. (A Technology Transfer & Implementation Plan will be required for submission at the same time as the Statement of Work and Cost Proposal.)

5.0 Metrics/Benefit Realization: Indicate the performance improvement metrics that will be developed for the project, using the format in the table below. This presentation should correspond to the metrics information in the Summary Proposal. Except where clearly not practicable, performance improvement metrics shall be developed and tracked for all projects, to compare the “as-is” practice to that which is anticipated as project results are implemented. Actual benefits realized for the indicated metrics will be included in project reports. Include this sentence before the table: “Metrics will be reported in accordance with the intervals specified in the metrics table and procedures to be established by the Program Administrator.”

Metric	“As-Is” Baseline	Project Goal	Delta	% Change (+/-)	Tracking & Reporting Plan
Ship repair cycle time	120 days	85 days	35 days	-29%	Select a similar ship availability as baseline; document cycle time at the end of the job
Transaction cost for _____	\$700	\$125	\$575	-82%	Report quarterly as process improvements are implemented
Parts in inventory	20,000	12,000	8,000	-40%	Set a monthly part reduction goal & assess each month; report quarterly the reduction and any changes to the plan to reach project goal
Technology Readiness Level	4–Component validation in laboratory environment	5–Component validation in relevant environment			Demonstrate viability of lab-tested technology in shipyard production environment

