

Panel Project Guide

Volume 1 – Proposers

Revision S
June 12, 2019

MISSION

- ❖ Manage and focus national shipbuilding and ship repair research and development funding on technologies that will reduce the cost of ships to 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.



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BACKGROUND

This guide has been created to assist potential proposers with developing and submitting a compliant R&D panel white paper to the National Shipbuilding Research Program (NSRP) during a formal solicitation, and to provide guidance once project funding has been awarded.

PANEL STRUCTURE

The nine panel structure corresponds to narrow technical and/or process areas, while being aligned to the four broader major initiatives of the NSRP [Strategic Investment Plan \(SIP\)](#) and [Technology Investment Plan \(TIP\)](#). The panels form the working groups of the program and are considered the program’s front line communication source for engaging with industry, Navy, other national security stakeholders, and the general public. Each panel elects a chair and vice-chair who lead and coordinate the panel activities, which include open industry meetings and execution of smaller-scale projects.

The NSRP website includes individual [panel webpages](#), which publish meeting information and other pertinent data.

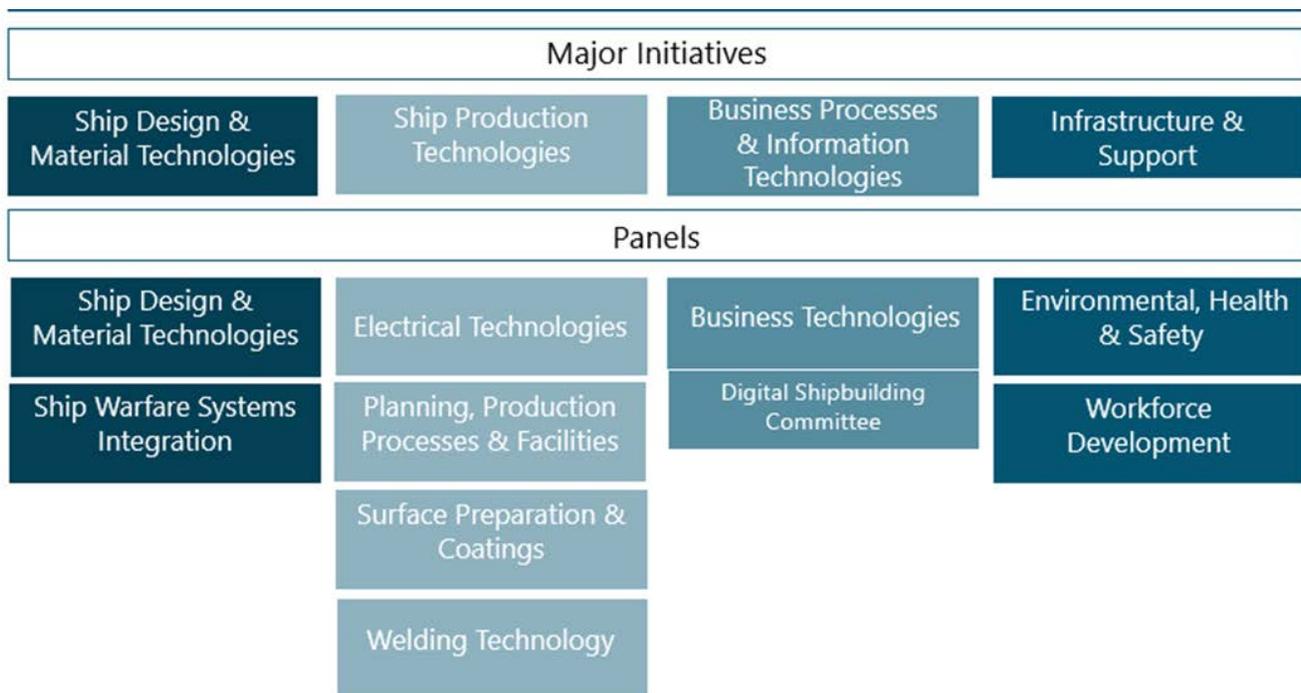


Figure 1 - Panel Alignment with Major Initiatives

PANEL MEETINGS

As with the Major Initiative Team Leaders, the Panel Chairs provide input and recommendations on key elements of the Program. However, the core focus of the Panels is open interaction with the industry at large, as well as with government representatives and members of academia engaged in their respective functional areas.

This interaction is accomplished primarily through two to four open meetings per panel per year. These meetings serve a critical role within the Program by providing a public forum for industry-wide networking, technology transfer and discussion of current government and industry topics of interest.

PANEL PROJECTS

Panel meeting discussions regularly reveal project opportunities that are important to the shipbuilding and ship repair industry, but are smaller in scope, lower in cost, and or a shorter duration than Research Announcement (RA) projects. The Executive Control Board (ECB) typically sets aside a specific amount of money each year to fund these relatively small, short-term projects recommended by the Panel Chairs.

Current and historical projects for both panel and RA projects can be found in the NSRP [Project Portfolio](#).

PANEL PROJECTS SOLICITATION AND SELECTION

The solicitation for each cycle will be announced via email to the Panel Chairs and published on the NSRP program website. The solicitation will include a due date for proposers to submit their white papers to the appropriate Panel Chair **and** ATI (nsrp@ati.org), as well as the due date for Panel Chairs to submit the top three white papers selected by the panel. No formal Request for Proposals will be issued. The proposed program funding amount **must not** exceed \$150,000 for any one project, and proposed project must not exceed 12 months in duration. At the ECB’s discretion, any ongoing NSRP Working Group or other *ad hoc* teams may also compete in the Panel Project solicitation process.

Below is a flow chart illustrating the panel project white paper submission and selection process:

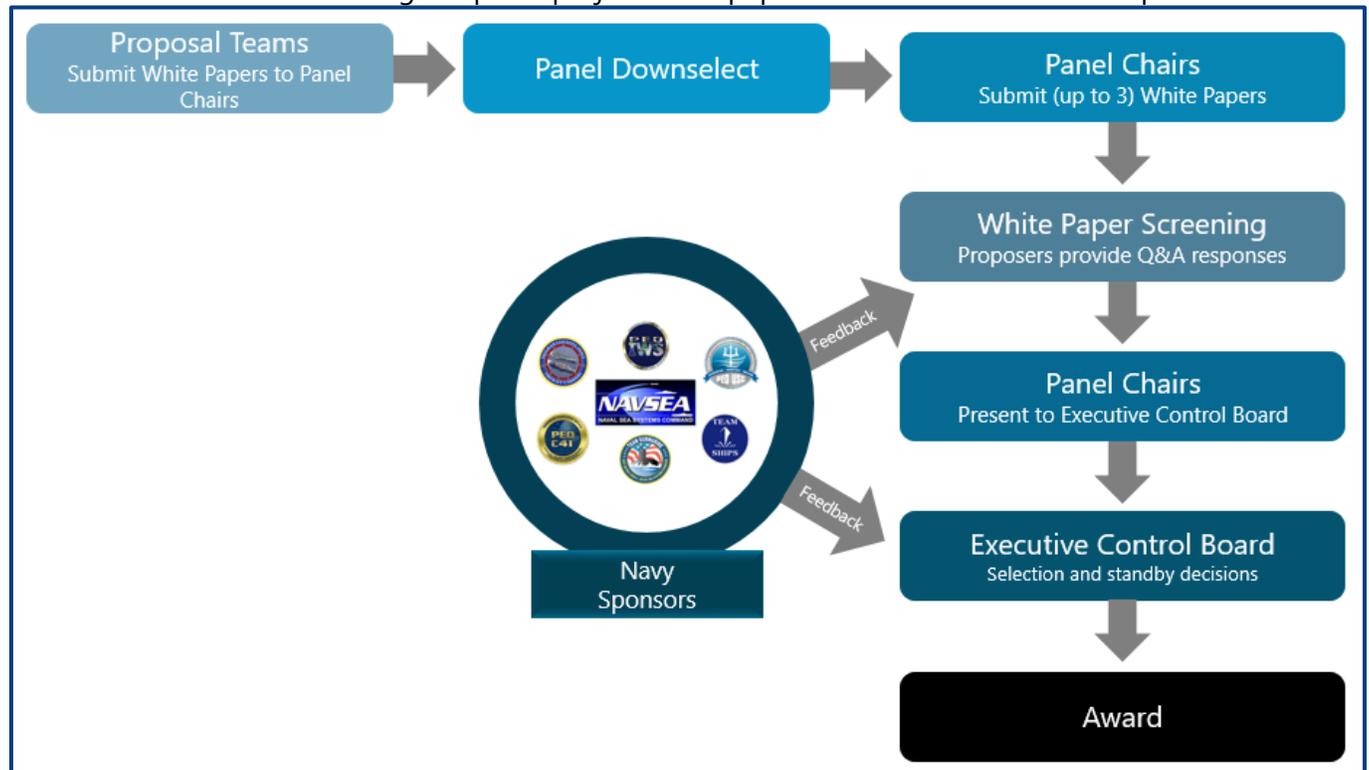


Figure 2 - Panel Project Selection Process

WHITE PAPER REQUIREMENTS

White paper requirements for this solicitation include the following:

- Cover Page with point of contact information and any required signatures
- No more than three pages
- No more than \$150,000 in program-funded costs
- No more than 12 months in duration
- At least one member shipyard should be a project participant – **multiple shipyard participation is strongly encouraged**. An endorsement email for each participating member shipyard (e.g., an email from that yard's NSD) must be attached. These endorsement pages do not count toward the three page limit.
- If a government organization will participate in the project, provide the name and contact information for the government point of contact who agreed to participate.

White papers must contain all required information, which will enable ECB decision-making that meets their accountability to funding sponsors and responsibility for sound resource allocation. Panel Chairs will screen the proposals received and may, at their discretion, remove non-compliant technical proposals from consideration by the panel. Submissions must include the following:

- Brief description of the following, limited to three pages in length. The white paper should fully describe the topics itemized below at a level of detail appropriate for executive-level decision making. Extensive technical details are not required ([Attachment 1](#)):
 - Identification of Project Technical Lead (full name, email address, phone number)
 - Identification of Project Prime Contractor (full name, email address, phone number)
 - Problem Statement/Concept Description
 - Goals and Objectives
 - Methods and Procedures Required for Accomplishing Goals and Objectives
 - Previous and Current Related Work (previous NSRP projects, follow-on projects, ManTech projects)
 - Deliverables
 - Project Benefits
 - Customer Involvement
 - Foreign involvement (explain how compliance with ITAR and other applicable regulations will be achieved, and describe the likely impact on schedule)
 - All projects, if applicable, **shall** include Government Purpose Rights. Unless otherwise specifically negotiated and approved, the Government will obtain Government Purpose Rights to all intellectual property (IP) developed under the NSRP Program including IP developed using cost share sources. Any request for specially-negotiated rights other than Government Purpose Rights must be disclosed in the white paper for consideration and

- approval. Specially-negotiated rights are subject to approval by the NSRP Agreements Officer prior to award.
- Technology Transfer and Implementation Approach
 - Expected Duration (not to exceed 12 months)
 - Program Funds (*Note: Fee or profit is **not** allowed*)
 - Cost Share (if applicable)
 - Cover page **must** include point of contact information for each member shipyard acting as a project participant to include: first and last name, email address, and phone number.
 - Proposer **must** include an email endorsement from the [NSRP Shipyard Delegate](#) for each member shipyard acting as a project participant. (*NOTE: This does not include member shipyards who are simply monitoring the project or acting as an observer.*)
- Fee or profit associated with the work is not allowed for panel project awards to NSRP ECB member shipyards, or other recipients who are performing research deemed substantive to the goals of NSRP program. On a case-by-case basis, fee/profit on panel project awards to small businesses (using SBA size standards) and commercial organizations that do not typically do government business may be authorized. Payment of reasonable fee or profit, when making purchases from suppliers of goods (e.g., supplies and equipment) or services needed to carry out the research, is allowable. The NSRP Agreements Officer **must** approve any fee/profit on proposed panel projects **in advance of award**.

JOINT PANEL SUBMISSION PROCESS

In addition, white papers for Joint Panel Projects involving two or more panels may be submitted in addition to each panel's individual submissions. No one panel may be part of more than one joint panel project white paper. Proposers **must** identify a single, lead panel and submit their joint panel white paper directly to that Panel Chair.

COST DATA TABLE

New this year, based on process feedback, proposers will not provide the "Supporting Cost Data Table" to the Panel Chairs with their white paper submission. Proposers should have this Cost Table developed by the submission deadline for submission of white papers to the Panel Chairs, indicating that proposal development is complete in all respects. Proposers **must** submit Cost Data Table directly to ATI (nsrp@ati.org) within three (3) business days of notification by the Panel Chair of selection, but **no later than** 12:00 p.m. (noon) ET on **September 9, 2019**.

Proposers are strongly encouraged to consider all elements of cost and obtain concurrence from their contracting staffs well in advance of the white paper down-select decisions.

SUBMISSION PROCESS

Proposers shall submit white papers directly to the appropriate Panel Chair **and** ATI (nsrp@ati.org), using the template outlined in [Attachment 1](#) and after performing the checklist provided in [Attachment 4](#). Panel Chairs and their panel members then conduct an internal review and prioritization of the white papers submitted. The final step in the submission process is for Panel Chairs to submit up to three prioritized white papers with ranking and up to one joint panel project with NSRP member shipyard voting and NSRP Shipyard Delegate endorsement(s) directly to the ATI NSRP Staff via the White Paper Submission Module (*NOTE: Additional details provided to Panel Chairs in Panel Project Guide Volume 2 – Panel Chairs Rev. S*).

REVIEW

In addition to the panel review, the ATI NSRP Staff will conduct a review to identify and resolve any non-compliance issues, which might eliminate consideration by the ECB. This review is normally at least four (4) weeks prior to the ECB Project Selection Meeting to allow sufficient time for full review, to outline issues for proposers to answer, and to prepare for the Project Selection Meeting.

Navy and other government funding sponsors will also be given the opportunity to review the white papers. Any questions or comments arising out of these reviews will be sent to the proposer with a copy to the appropriate Panel Chair to help them prepare for their oral presentations to the ECB during the Panel Project Selection Meeting.

SELECTION AND AWARD

Panel Chairs or their appointed representative will present all compliant white papers to the ECB. The ECB will select panel projects for award funding based on **strategic fit and value to the shipbuilding and ship repair industry, Navy, other government sponsors, and the commercial sector** according to the evaluation criteria cited in the solicitation.

Please refer to the current [Panel Project Solicitation](#) for evaluation criteria.

POST-AWARD GUIDELINES

CONTRACTING

The ECB employs Advanced Technology International (ATI) as Program Administrator for NSRP operations, including contracting. Funds are distributed to NSRP project participants through contract awards managed by the Program Administrator.

A description of the payment methods available may be found in Article V of the [Base Task Order Agreement](#). The preferred Payment Method is "Expenditure Based". Use of the "Fixed-Support" Payment Method is limited only to organizations whose accounting systems do not have the capability to collect and invoice based on actual costs incurred. Organizations who request Fixed Support task orders will have to complete a [Business System Information Questionnaire](#) that is subject to review and approval by the Program Administrator.

Note: The payment method identified in the white paper may or may not be the type approved for award.

Proposers can contact [Scott Leecock](mailto:scott.leecock@ati.org) (scott.leecock@ati.org) for additional information related to the types of agreements available. The [Base Task Order Agreement](#) is available for review to ensure their organization can agree to the NSRP terms and conditions. **These should be reviewed in detail prior to proposing.** For additional contracting questions, please contact [Scott Leecock](#).

Any proposed prime contractor shall ensure all subcontractors will agree to the terms and conditions of NSRP's standard [Base Task Order Agreement](#) **prior** to submission of a white paper. To ensure selected projects can be awarded, all team members (both prime and subcontractors) shall:

- Ensure that contracting/legal departments agree with the terms and conditions of the agreement in advance. Resolve questions/issues ahead of time wherever possible.
- Ensure all team members' (if applicable) contracting/legal departments are ready to contract once the project has been selected by the ECB. In most cases, this involves engaging with cost-estimating personnel to validate the cost summary (if selected for award).

PROJECT OVERSIGHT

The Project Lead, as designated in the white paper, will be responsible for ensuring project objectives are being met, including:

- Completing deliverables and Project Status Reports according to the Statement of Work (SOW)
- Conducting Technology Transfer activities
- Submitting deliverables to the ATI NSRP Project Manager and Program Technical Representative (PTR) via the NSRP Deliverable Submission Module (DSM)
- Submitting invoices in a timely manner through ATI's Accounting and Finance Group (AFG) via email (afgforms@ati.org).

The Panel Chair will propose a Program Technical Representative (PTR) for Program Administrator approval. The PTR is responsible for overseeing a project's technical activities, adherence to schedule, and the spending of program funds in accordance with a contractually-approved SOW. PTRs **do not** hold the authority to change the project's scope of work or making any other contractual decisions.

ATTACHMENTS

The attachments on the following pages can also be found on the [Solicitation Resources](#) page of the NSRP website. These attachments are provided to facilitate submission of a compliant panel project white paper and Supporting Cost Data Table.

ATTACHMENT 1 – WHITE PAPER TEMPLATE

NOTE: Minimum font size is 11 pt

Title of Project

Proposer Identification: Clearly identify by organization, Prime Contractor POC name, email address, and phone number. Include POC information for all other organizations who will participate including government organizations (e.g., NRL, NSWC).

Problem Statement/Concept Description: **What** problem is being solved; what are the expected benefits? Avoid going into too much background detail. Identify industry members who have agreed to support this effort indirectly (e.g., list organizations that have agreed to participate in a survey or provide needed data)

- There is an industry need that is not being met
- There is an industry need to change an existing practice
- Develop new technology/ practice in ship construction

Project Goals and Objectives: **Why** is the project being done? Provide goals and objectives that support why. Avoid going into detail about the benefits, covered in a subsequent section. Write to senior executives who may not be familiar with narrow technical details.

- Improve welding rate from x to y
- Reduce costs associated with procedure x

Methods and Procedures Required for Accomplishing Goals and Objectives: **How** are the project's goals/objectives going to be accomplished and **who** is doing what? **Outline a simple breakdown of the work activities (task descriptions) of the proposed project.** Panel members/ consultants/ shipyard team members should perform the majority of the effort. For projects that include a survey, provide evidence of a commitment by the selected audience to participate in the survey. For example:

- Develop technical requirements with XX group...
- Fabricate test articles using ...
- Conduct testing in accordance with XX...
- Analyze test results using XX and review with YY...
- Present results to panel membership and other appropriate audiences...

Previous and Current Related Work: How does your project build on, complement, or differentiate itself from previous and current work in this area? Try to answer, in advance, the question "hasn't this already been done by someone else?" that inevitably comes up when a proposed project is dealing in the same technical area as previous projects conducted by NSRP or other R&D activities. Proposers shall identify previous, current or follow-on NSRP Projects by Title and Agreement Number (refer to [NSRP Project Portfolio](#)).

- This project will take the results from project X and make them better by....
- This project will help project X by providing them with XXX which is beyond their project scope
- This project is different from project X because...

Project Benefits: This section describes the business opportunity that your project will address. Include new products and/or improved operations or processes, and the intended beneficiary(ies) of the project. Where defined metrics for the intended benefit are available, provide these in terms of dollars savings and a return on investment (ROI) within a three- to five-year period. Include assumptions or bases of estimates used in determining the ROI. A statement of intended benefits is mandatory; determining the dollar savings and ROI is optional.

Deliverables: What is the tangible output of this project? Who is the intended audience/user?

- Guidelines that any industry member can use to implement X
- New process to handle steel plate processing

Customer Involvement: Proposer should identify and include involvement of appropriate Navy representatives, such as NAVSEA05 staff or field organizations, including the Technical Warrant Holder(s) (TWHs). Proposer **must** provide the name and contact information for the government point of contact who agreed to provide oversight. If there is no such involvement, provide an explanation as to why not.

Technology Transfer and Implementation Approach: What steps need to be completed before the results of the project can be used (include any actions that would need to be taken in a follow-on project)? How will the results of this project be made available to the industry at large? How will the intended audience/user be targeted? What platforms will benefit from the results? Assuming a successful outcome to the R&D effort, what specific plans are there for implementation in one or more shipyards?

- Panel meeting or workshop will be held in X to showcase results
- Results posted to a website that can be accessed by X with the following restrictions
- Training on the new process will be offered to key supervisors of U.S. shipyards

Expected Duration Overall duration, **must** be in months **[Must not exceed 12 months]**

Program Funds: Bottom line proposed funding request **[Must not exceed \$150K]**

Cost Share: Bottom line industry cost share. Cost share is not required and will not be used as an evaluation factor. If the team chooses to donate cost share and meeting participation will be used, include **only** project steering/review committee meeting (separate from panel meetings) labor, travel and other expenses.

ATTACHMENT 2 – SUPPORTING COST DATA TABLE

Proposers' of white papers selected for presentation to the ECB will be notified by the appropriate Panel Chair. Within three (3) business days of notification of selection, proposers **must** submit Cost Data Table directly to ATI (nsrp@ati.org).

Sufficient cost information to substantiate the proposed cost as realistic and reasonable for the proposed effort must be provided to ensure that a complete and fair evaluation of the cost or price can be conducted. **Every effort must be made to ensure the cost data is sufficiently accurate such that the proposer's contracting office will be willing and able to expeditiously execute a contract with ATI (See Post Award Guidelines) once the project is selected. This requires consultation by the proposer's contracting office with the ATI contracting POC BEFORE the white paper is submitted.** Use the table format below to provide sufficient cost data for each type of cost proposed. If the project is selected, more detailed information may be required.

Prime or Lead: If there is a project prime identified the information provided in the below table for labor, travel, material/equipment, other direct costs, and indirect costs, information should be entered for *project prime only*.

Team Members: Team members should be included *only* in the "Team Member" section of the table. If the project prime is an NSRP ECB Member Shipyard and will be working with other NSRP ECB Member Shipyards, ATI may do the subcontracting with the Member Shipyards, **if** the anticipated individual team member subcontract award value is over \$10,000 and a request for this provision is made to ATI. Please include the below table for each organization requiring funding.

Labor Rates: Labor rates and hours are required for each labor category proposed.

Material/Equipment: Include all items of material and equipment required by all project team members to support the project, along with a basis for the cost estimates. Budget estimates for material/equipment items with an acquisition value greater than \$50,000 **must be described and justified separately** (including items proposed by Team Members, Subcontractors, and Consultants). The \$50,000 threshold also applies to the manufacture/assembly of components during the project that, when completed, will produce property which exceeds \$50,000 in value.

Indirect Rates: Each organization must indicate whether the indirect rates used in compiling the proposed cost are government approved, citing the date the rates were approved and by what organization. If government approved rates were not used, detailed information on the indirect rates will be required.

Cost Share: Cost share is not a requirement on panel projects, but may be included at the proposer's option.

Fee or Profit: Fee or profit associated with panel projects is not allowed for NSRP ECB member shipyards, or other recipients who are performing research deemed substantive to the goals of the NSRP program.

On a case-by-case basis, fee/profit on panel project awards to small businesses (using SBA size standards) and commercial organizations that do not typically do government business may be authorized. Payment of reasonable fee or profit may be allowed when making purchases from suppliers of goods (e.g. Supplies and equipment) or services needed to carry out the research. The NAVSEA NSRP Agreements Officer must approve any profit/fee on proposed panel project awards.

The following written certification is required unless the organization is a small business or commercial organization.

I certify that the proposed costs included with this Cost Table do not contain any fee or profit.

Authorized Signature: _____

Small Business or Commercial Organizations must provide the following certification:

I certify that the proposing organization is a [INSERT TYPE] (Small Business or Commercial Organization).

Authorized Signature: _____

PROGRAM FUNDS		
Type	Description – <i>The below information is required to describe each proposed cost.</i>	Amount
Labor – PRIME only	(List each labor category or person with associated labor rate and hours)	
Travel – PRIME only	(List # of trips, # of days and travelers per trip, and cost per trip),	
Team Members	(List each team member including government participants and their associated subcontract funding less material/equipment)	
Material/Equipment – For all team members	[List all items and provide justification and basis of cost for each (i.e., catalog pricing, vendor quote, previous purchase, etc.)]	
Other Direct Costs – PRIME only	[List all items and provide justification and basis of cost for each (i.e., catalog pricing, vendor quote, previous purchase, etc.)]	
Indirect Costs – PRIME Only	(Indicate whether indirect rates are Government approved, citing approval date and federal agency providing approval)	
	Total Program Funds	
COST SHARE (not required-and does NOT count against the “Total Program Funds” line above)		
Type	Description	Amount
Cash (labor, travel, etc.)		
In Kind (Use of equipment, space/ buildings, intellectual property)	Must provide basis of cost.	
	Total Cost Share	

Required Cost Data Table Certifications

<p>1. Prime contractor and all subcontractors will abide by the terms and conditions of the NSRP Base Task Order Agreement.</p>	<p>If not, please provide reason here.</p>
<p>2. ATI will do the Contracting on this project (only applicable to ECB Member Shipyards who are prime contractors and have NSRP Member Shipyards as subcontractors over \$10K)</p>	<p>If not, please provide reason here.</p>
<p>3. The Government will obtain Government Purpose Rights to all intellectual Property (IP) developed under this NSRP Project. Any request for specifically negotiated rights other than Government Purpose Rights must be disclosed in White Paper Submission.</p>	<p>If not, please provide reason here.</p>
<p>4a. I certify that the proposed costs included with this Cost Table do not contain any fee or profit.</p>	<p>Initial here as applicable.</p>
<p>4b. I certify that the proposing organization is a [INSERT TYPE] (Small Business or Commercial Organization).</p>	<p>Initial here as applicable.</p>

Authorized Signature: _____

ATTACHMENT 3 – COST DATA TABLE EXAMPLE

The following is provided as an **EXAMPLE** and represents the level of detail required for each element of cost:

PROGRAM FUNDS		
Type	Description	Amount
Labor	Senior Engineer, 500 hrs @ \$100/hr	\$50,000
Travel	Five 2-day trips @ \$1,000/trip/person, for 3 people	\$15,000
Team Members	Shipyards A, \$20,000 Shipyards B, \$10,000 Consultant (or Government participant), \$20,000	\$50,000
Material/Equipment	Prime: 25 test nozzles @ \$100 each based on catalog pricing Shipyards A: 10 brackets @ \$50 each based on catalog pricing Shipyards B: 20 gallons of paint @ \$100 each based on catalog pricing	\$ 2,500 \$ 500 \$ 2,000
Other Direct Costs	Copying 500 based on previous purchases @ 10 cents a copy	\$ 500
Indirect Costs	Overhead based on forward pricing approved by SUPSHIPS, January 2003	\$15,000
	Total Program Funds	\$ 135,500
COST SHARE (not required)		
Type	Description	Amount
Cash (labor, travel)	Engineer	\$ 15,000
In- Kind		
	Total Cost Share	\$ 15,000

I certify that the proposed costs included with this Cost Table do not contain any fee or profit.

Authorized Signature: _____

ATTACHMENT 4 – WHITE PAPER CHECKLIST

Proposers are encouraged to utilize the checklist to ensure that all items listed below are included or adhered to in all white papers submitted for this solicitation.

*Failure to submit the required documents and adhere to the requirements **may** result in the proposal being removed from consideration.*

No.	Item	Included in White Paper?
1.	Font Size is not smaller than 11 pt	
2.	Title of Project on cover page	
3.	Proposer Identification is on cover page (POC name, email address, and phone number)	
4.	POC information for all other organizations who will participate including government organizations.	
5.	NSRP Shipyard Delegate email endorsement(s) included with white paper <i>(if applicable)</i>	
6.	Concept Description	
7.	Project Goals and Objectives	
8.	Methods and Procedures to complete Goals and Objectives	
9.	Previous and Current related work is included and identified by project title and NSRP agreement number <i>(if applicable)</i>	
10.	Deliverables	
11.	Customer Involvement – Identified with a POC or explanation provided if not involved	
12.	Technology Transfer and Implementation	
13.	Expected Duration shown in months and does not exceed 12 months	
14.	Program Funds are shown and do not exceed \$150,000	
15.	Cost Share is shown <i>(if applicable)</i>	
16.	Benefits	