

Panel Project Guide

Volume 2 – Panel Officers

Revision V

September 22, 2023

MISSION

- ❖ Employ a unique collaborative framework to research, develop, mature, and implement industry-relevant shipbuilding and sustainment technologies and processes, improving efficiency across the U.S. shipyard industrial base and meeting future demand.

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BACKGROUND

This guide has been created to assist Panel Officers with the White Paper submission, voting, and selection process, and to provide guidance once project funding has been awarded. Further information into the Panel Project solicitation is located in NSRP Panel Project Guide Rev. V: Volume 1 – Offerors. Panel Officers are encouraged to refer to that volume for additional information.

PANEL PROJECTS SOLICITATION AND SELECTION

The solicitation for each cycle will be announced via email to the Panel Officers and published on the NSRP program website. The solicitation will include a due date for Offerors to submit their White Papers to the Program Administrator, via its BAA Information Delivery System (BIDS) site, as well as the due date for Panel Chairs to submit their panel's top three White Papers and potentially one joint White Paper with another Panel. No formal Request for Proposals will be issued. The proposed program funding amount **must not** exceed \$150,000 for any one project, and a proposed project must not exceed 12 months in duration.

At the ECB's discretion, any ongoing NSRP Working Group or other *ad hoc* team may also compete in the Panel Project solicitation process.

WHITE PAPER REQUIREMENTS

White Paper requirements for this solicitation include the following:

- Cover Page with Project Lead point(s) of contact information and any required signatures and/or endorsements
 - Identification of Project Prime's Technical Lead (full name, title, email address, phone number)
 - Identification of Project Prime's Contracts point of contact (full name, title, email address, phone number)
 - Identification of point of contact for each participating ECB member shipyard (full name, title, email address, phone number)
 - Identification of participating Government agencies (agency, POC full name, title, email address, phone number)
 - Identification of point of contact for all other project participants (full name, title, email address, phone number)
 - Connection to Panel and Panel's mission
- No more than three pages (not including cover page and endorsement pages)
 - 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 – White Paper Template](#)):
 - Problem Statement/Concept Description
 - Goals and Objectives
 - Methods and Procedures Required for Accomplishing Goals and Objectives
 - Previous and Current Related Work (e.g., previous NSRP projects, follow-on projects, Navy SBIR and/or ONR 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 as defined in the [NSRP Base Task Order Agreement](#). Unless otherwise specifically negotiated and approved in advance of award, 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 NAVSEA NSRP Agreements Officer prior to award.
- Technology Transfer and Implementation Approach
- Expected Duration (not to exceed 12 months)
- Program Funds not to exceed \$150,000
 - 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**.
 - Cost Share (if applicable)
- At least one **ECB member shipyard shall** be lead or a project participant – **multiple shipyard participation is strongly encouraged**. An endorsement email for each participating ECB member shipyard (specifically, an email from that yard’s NSRP Shipyard Delegate (NSD)) must be attached. These endorsement pages do not count toward the three page limit. (*NOTE: This does not include unfunded member shipyards who are simply monitoring the project or acting as an observer.*)

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 Officers will screen the proposals received and may, at their discretion, remove non-compliant technical proposals from consideration by the Panel. Panel Officers will have the ability to add proposals submitted to other Panels for consideration by their Panel, as long as that project meets the mission of that Panel.

COST DATA TABLE

Offerors will not provide the “Cost Data Table” to the Panel Chair with their White Paper submission. Instead, a bottom line figure of program funds and cost share will be included with the White Paper submissions. Offerors should have this Cost Table developed by the deadline for submission of White Papers to the Panel Officers, indicating that proposal development is complete in all respects. Offerors **must** submit Cost Data Table directly to ATI (NSRP-contracts@ati.org) within three (3) business days of notification by the Panel Chair that their White Paper was downselected for submission to the ECB, but ***no later than*** 4:00 p.m. ET on **September 29, 2023**.

SUBMISSION PROCESS

Offerors shall submit White Papers directly to the BIDS site, using the template outlined in [Attachment 1](#) and after complying with the checklist provided in [Attachment 2](#). **Panel Officers will screen White Papers for compliance, including member shipyard participation.** Panel Officers and their Panel members then conduct a Panel down-selection and prioritization of the White Papers submitted. After the Panel down-selection is complete, the Panel or Working Group Chair will submit up to three rank-ordered White Papers and one joint White Paper, with NSRP member shipyard voting results and NSRP Shipyard Delegate endorsement(s) directly to the ATI NSRP Staff via the White Paper Submission Form within the BIDS site as outlined in [Attachment 3](#). **Panel Officers must notify the downselected Offerors and ATI (NSRP-Contracts@ati.org) promptly after selection.** After notification, Offerors must submit cost information to ATI by 4:00 p.m. ET on September 29, 2023.

REVIEW

In addition to the Panel review, the ATI NSRP Staff will conduct a review to identify any non-compliance issues. Any White Paper that is deemed as non-compliant will be eliminated from future consideration by the ECB.

Once the down-selected White Papers are identified, Navy and other Government funding sponsors will also be given the opportunity to review them. Additionally, the ATI NSRP Staff will notify the Offerors of any potential issues and/or questions regarding the down-selected White Papers, with a copy to the appropriate Panel Chair. The Offerors will submit responses to any issues raised to the ATI NSRP Staff, with copies to the appropriate Panel Chair(s), by October 10, 2023. **The failure to provide complete and timely responses to potential issues and/or questions will result in a removal of the White Paper from further consideration for award.**

Clarifications from the Offeror to the Panel Chair will help the Panel Chair 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 and selected White Papers to the ECB. The ECB will select Panel Projects for award 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

PROJECT OVERSIGHT

Once proposals are selected for award, Panel Officers are responsible for promptly notifying the Project Technical and Contracts Leads and assigning the Program Technical Representative (PTR) for each project.

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

- Once selected for award, submitting a Statement of Work (SOW) for review and approval. (Any review comments must be addressed in a revised SOW.)
- Completing deliverables and Project Status Reports according to the approved SOW
- Conducting Technology Transfer activities
- Submitting deliverables to the ATI NSRP Project Manager and 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 PTR for Program Administrator approval. Although normally the PTR role will fall to the Panel Officer population, conflict-of-interest concerns and Panel Officer workload may require the assignment of a panel member to this role.

To preclude against even the appearance of a conflict of interest, the PTR shall not be an employee of the company that is prime on the project. Additionally, as a general rule, the PTR should not be an employee of any company or organization receiving program funding on the project. Exceptions to this rule may be considered on a case-by-case basis, where the PTR is sufficiently insulated from their company's project activity, but only after receiving concurrence from the ATI Head of Contracts and Procurement or his/her delegate.

The PTR will act in a role similar to the model of a Government Contracting Officer's Technical Representative. As a representative of the ECB, the PTR is responsible for overseeing a project's technical activities, adherence to schedule, and project resource usage in accordance with a contractually-approved Statement of Work. PTRs **do not** hold the authority to change the project's scope of work or making any other contractual decisions. The PTR will review and sign off on the SOW. The PTR will also review deliverables submitted via the NSRP DSM and approve acceptable submissions or identify where corrections or revisions are needed.

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 an effective review by the Panel Officers and submission of compliant Panel Project White Papers for consideration by the ECB.

ATTACHMENT 1 – WHITE PAPER TEMPLATE

NOTE:

- **Minimum font size is 11 pt**
- **Cover page and endorsements are not included in the three page limit**

Title of Project: Provide a brief descriptive title that allows the reader to identify what is unique in that project.

Offeror Identification: Clearly identify by organization, Prime Contractor Technical and Contracts POCs' names, email addresses, and phone numbers. Include Technical 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). Examples of problems that need to be solved include:

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

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. Examples of specific project goals and objectives are:

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

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.** All panel members/shipyard team members/Government agency employees that will perform the effort should be named in this section. 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...
- Gain approval from Navy/Government agency

Previous and Current Related Work: How does the project build on, complement, or differentiate itself from previous and current work in this area? This will avoid 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. Offerors 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 product(s) and/or improved operation(s) or process(es), and the intended beneficiar(ies) of the project. A statement of intended benefits is mandatory. This statement should clearly demonstrate why the project is most compelling amongst all other projects under consideration.

Where defined metrics for the intended benefit are available, provide these in terms of dollars savings and a return on investment (ROI). ROI calculations should be based on the predicted cost reduction for a 5-year period that starts at initial implementation or one year after the project concludes, whichever is earlier. Include assumptions or bases of estimates used in determining the ROI.

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

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

Customer Involvement: Offeror should identify and include involvement of appropriate Navy representatives, such as NAVSEA 05 staff or field organizations, including the Technical Warrant Authority(ies) (TWAs). Offeror **must** provide the name and contact information for the Government point of contact who agreed to provide oversight or will provide specific task effort in the Statement of Work. If there is no such involvement, provide an explanation as to why not. If there is any issue with obtaining this information, Offerors should contact the NAVSEA NSRP Program Engineer, Mr. Howard Franklin, at howard.l.franklin9.civ@us.navy.mil for early coordination.

Please keep in mind that, if the proposed effort will utilize efforts (testing, lab work, etc.) by Government field organizations (specifically working capital-funded organizations), these efforts might require funding for these government organizations. This funding is provided by the NAVSEA NSRP Program Office, and must be included under the \$150,000 ceiling. This funding must also be documented on the Supporting Cost Table ([Attachment 2](#)) to ensure that the Government participants are funded along with the team members.

Technology Transfer and Implementation Approach: 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? 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)? Assuming a successful outcome to the R&D effort, what specific plans are there for implementation in one or more shipyards?

Include the starting TRL and projected TRL at completion. Examples include:

- 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
- Shipyards X and Y have indicated a demand for this technology or capability subsequent to successful project completion
- The starting TRL is X; the projected TRL at completion of this project is Y.

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 Offeror chooses to contribute cost share, and meeting participation will be used, include **only** project-specific steering/review committee meeting labor, travel and other expenses. This project-specific labor would be separate from more generic panel meeting participation labor.

ATTACHMENT 2 – WHITE PAPER CHECKLIST

Panel Officers are encouraged to utilize the checklist for compliance screening, 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 White Paper being removed from consideration.*

No.	Item	Included in White Paper?
1.	Font Size is not smaller than 11 pt	
2.	Title of Project on first page	
3.	Offeror Identification is on first page (POC name, title, 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.	Benefits	
11.	Deliverables	
12.	Customer Involvement – Identified with a POC or explanation provided if not involved	
13.	Technology Transfer and Implementation Approach	
14.	If high TRL project, includes one or more of the elements of a RIP listed in the Panel Project Guide	
15.	If high TRL project, starting and ending TRL are listed	
16.	Expected Duration shown in months and does not exceed 12 months	
17.	<i>After Panel downselect:</i> Complete Cost Table information is shown and attached; does not exceed \$150,000. Required attachments (indicates approval, etc.) provided.	
18.	<i>After Panel downselect:</i> Cost Share is shown (if applicable)	
19.	<i>After Panel downselect:</i> Cost Table Certifications are completed and signed	

ATTACHMENT 3 – WHITE PAPER SUBMISSION FORM AND INSTRUCTIONS (BIDS)

The White Paper Submission Form provides the Panel Chairs with a secure platform for submitting white papers, ranking, NSRP member shipyard voting, and certification of compliance with all Panel Project Solicitation requirements. This form will be located on the BIDS site under the review section of the project listing.

BIDS site

BIDS is a web-accessible, secure, fully-automated, and paperless knowledge management application that streamlines solicitation dissemination and proposal collection while allowing real-time, online evaluations, thereby reducing the demand on personnel resources. BIDS will allow Panel Officers to look through all of the White Papers submitted within the system.

NOTE: Panel Officers will need to register on the BIDS Site prior to reviewing proposals.

Registering:

1. Go to the [BIDS](#) site
2. Click on "New Registration" Button in the box located in the top right corner of the screen.

Login/Registration

User Name:

Password:

Login

[Forgot Your User Name?](#)
[Forgot Your Password?](#)
[New Registration](#)

NOTE:
To respond to a RPP you must register for a submitter account.

Need Help?

[Help Request](#)
Request help about this website.

[Contact Help](#)
Request website help.

3. This will open a new window where you will need to fill out all information tied to your company/shipyard.
 - a. BIDS gives you two options for the type of account to create:

- i. Government Requirement Submitter/Evaluator/AOR
- ii. Submitter
- b. Choose Government Requirement Submitter/Evaluator/AOR
- c. It will ask for Programs Requested and NSRP should be selected

* Programs Requested:

What area do you belong to? Please select all that apply:

- AMTC
- CWMD
- IWRP
- MCDC
- MSTIC
- MTEC
- NAC-DOTC
- NEST
- NSC
- NSRP
- NSTIC
- PCN
- UTIC

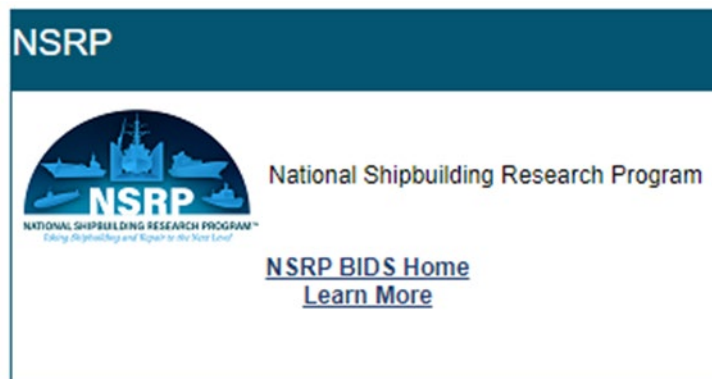
NOTE: it is recommended that Panel Officers use their primary/work email address, to facilitate retrieval of relevant information. Also, the site will prompt users to choose a strong password for increased security.

4. Hit "Submit Registration" button
5. An email will be sent to the email address entered when registering

Signing In:

1. In the upper right hand corner of the BIDS screen, you will select and enter in your username and password

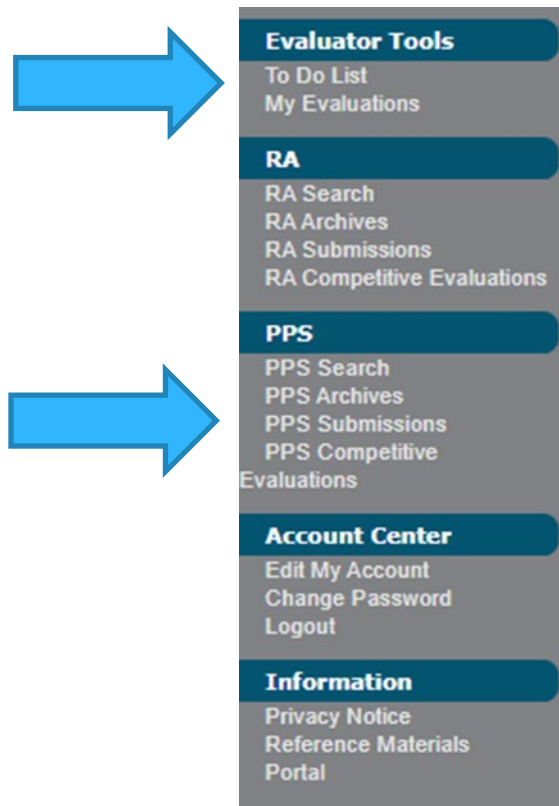
2. Click the "Login" button
3. This will keep you in the main screen where you will need to click the NSRP BIDS Home link



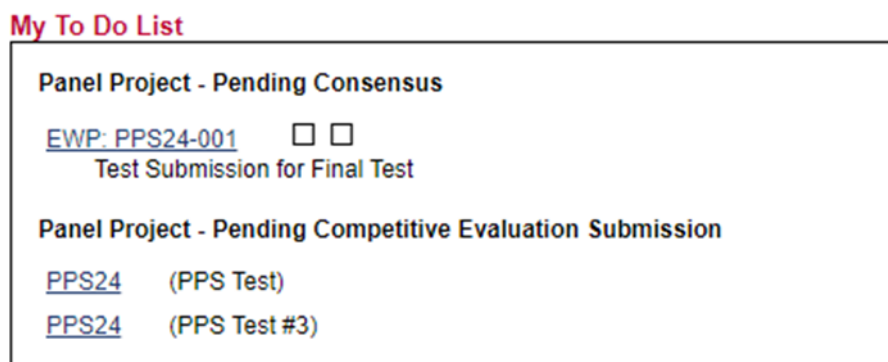
4. This will take you to the NSRP BIDS Page

Review and Submission of Top Projects:

1. Once you are signed into the NSRP section of BIDS, you will see options on the left hand side of the screen
2. Within the "Evaluator Tools" section, you will see "To Do List"
3. Click on "To Do List" to see the projects that are tied to your Panel for your review
 - a. If you want to see all of the submissions, you will go to the PPS Submissions section



4. Click on the first proposal that you need to review



5. This will provide you with the background information for the submission along with the White Paper that was posted by that team

[Close](#) [Complete Panel Review](#)

NSRP EWP: PPS24-001

Evaluations	
Consensus:	Mark Roberson, Michelle Logan
Submission Information	
PPS Number:	PPS24-03
Submitter Contact Info:	CHRISCHNE Christopher Schneider President, Ryan Company
Submission Deadline:	05/17/2023 01:15 PM EDT
Submission Date:	05/17/2023
Submission Title:	Test Submission for First Test
Document Identifier:	PPS24-001
Requirement:	PPS24
Panel(s) Submitting To:	Business Technologies, Electrical Technologies
Starting Technical Readiness Level:	4.00
Ending Technical Readiness Level:	6.00

6. Once you are ready to start the review, you will click the Complete Panel Review button at the top of the screen
7. This will move you to the Individual Evaluation section of the review
8. You will have to fill out the first three questions to either move the project forward or to pull the project from voting

PPS PPS24-05

LIMITED DISTRIBUTION. The enhanced whitepaper information should be limited to designated Government POCs in the sponsoring DoD organizations.

PLEASE NOTE: Your web session will expire automatically if you are idle for more than 60 minutes.

Control Number:	PPS24-001
Submitting Company:	Ryan Company
Enhanced Whitepaper Title:	Test Submission for Final Test
Requirement:	PPS24: FinalTest
Reviewer Name:	Michelle Logan
Reviewer Position/Office:	None Entered

General Information	
Meets Requirements:	Does this project meet the requirements set forth in the checklist in the Panel Projects Guide - Vol. 2? <input type="button" value="--Select--"/>
Fits Mission:	Does this project fit within your Panel or your Panel's mission? <input type="button" value="--Select--"/>
Will Advance:	Is this project within your top 3 or 4 (if joint project)? <input type="button" value="--Select--"/>

9. If those three questions are all answered as "Yes", you will move forward in the submission form
 - a. If you put "No" on any of those questions, it will not move the process forward for that project.
10. Choose the Panel or Working Group name from the drop-down list. For joint Panel Projects, choose the lead Panel and then choose the secondary Panel from the drop-down list.
11. **Group Ranking:** Type in the ranking that the project was voting on within your Panel. Rank the projects individually from one to three, three (3/3) being good, two (2/3) being great, and one (1/3) being best.
12. Include a Yes or No answer to "Cover Page Includes Point of Contact Information?" and "NSD email confirms participation by member yard?"
13. Did the NSRP Member Shipyard Vote?: Choose *one* answer next to each yard.
 - a. **Yard Voted:** Yes, the member shipyard cast a vote.

- b. **Yard Abstained:** The member shipyard *abstained* from a vote (i.e. representative informs panel chair that the shipyard abstains and votes neither yes nor no).
- c. **Yard Did Not Vote:** The member shipyard *did not cast* a vote. (i.e. representative provides no indication of any kind to the panel chair.)

NOTE: This section is used to indicate whether an NSRP member shipyard participated in the vote. It *does not* represent whether the member shipyard voted for or against a specific project.

Panel Information

Lead Panel:	<input type="text" value="--Select--"/>
Joint Project:	<input type="text" value="--Select--"/>
Group Ranking:	<input type="text"/>
Cover Page:	Does the cover page include Point of Contact information?
	<input type="text" value="--Select--"/>
NSD Email:	Does the NSD email confirm participation by member yard?
	<input type="text" value="--Select--"/>

Shipyard Voting

Shipyard Votes:	Austal USA: <input type="text" value="--Select--"/> BAE Ship Repair: <input type="text" value="--Select--"/> Fincantieri Marinette Marine: <input type="text" value="--Select--"/> GD - Bath Iron Works: <input type="text" value="--Select--"/> GD - Electric Boat: <input type="text" value="--Select--"/> GD - NASSCO: <input type="text" value="--Select--"/> Hill - Ingalls Shipbuilding: <input type="text" value="--Select--"/> Hill - Newport News Shipbuilding: <input type="text" value="--Select--"/>
Abstention Explanation:	Include any explanation for why a member yard abstained, if provided. <input style="width: 100%; height: 30px;" type="text"/> <small>20451 Characters Left</small>
Implementation Plans:	Indicate which yards plan to implement any technology/processes developed, or utilize the results, if the project is successful. <input style="width: 100%; height: 30px;" type="text"/> <small>20451 Characters Left</small>

14. Comments: Enter any explanation for why a member yard **abstained, if provided**.
15. For each project, enter which yards plan to implement any technology/processes developed or utilize the results.
16. Submit: Certify the information on the form and submit White Papers to the ATI NSRP Staff, click the blue "Save as Final" button

WARNING: This data is part of the official record and may be viewed by management. Your responses and comments may also be forwarded to the submitter.

Click on "Save and Continue" to save your work and continue working.
 Click on "Save as Draft" to continue editing your recommendation at a later time.
 Click on "Save as Final" if you have finished editing this recommendation.

Save and Continue
Save as Draft
Save as Final

17. After the review of the three or four projects (if you have a joint) are complete, you will have a Competitive Evaluation to complete

18. This is just to ensure that the projects you have reviewed as your top three or four projects are the ones you will move forward to the ECB
19. Click the check box next to the projects
20. Hit the "Save and Submit" button

Cancel

Competitive Evaluation

Requirement: PPS24
Status: Pending Submission

Summary | PPS24-001 | PPS24-002 | PPS24-003

I. Information
PPS Test #3

II. Summary

Rating	Submission ID	Rank*	Company	Total Cost	Cost Share	Period of Performance
Not Yet Complete	PPS24-002	1	Ryan Company	\$150000	\$0	12 months
Not Yet Complete	PPS24-001	2	Ryan Company	\$150000	\$0	12 months
Not Yet Complete	PPS24-003	2	Ryan Company	\$150000	\$0	12 months

* Rank is within its group, not overall.

III. Recommendation for ECB

We will be bringing the following proposals forward to ECB

PPS24-001
 PPS24-002
 PPS24-003