

## NGA MENTOR-PROTÉGÉ PROGRAM PROCEDURES

**Indefinite Delivery Indefinite Quantity (IDIQ) Solicitation HM0177-10-R-0049, National Geospatial-Intelligence Agency (NGA) Mentor-Protégé Program for the NGA Small Business Program Office (SBPO)**

**PROGRAM MANAGER POC: Ms. Sandra Broadnax, Email: [SmallBusiness@NGA.mil](mailto:SmallBusiness@NGA.mil), All questions must be submitted by email. The Contracting Office POC information will be assigned at the issuance of a task order agreement.**

- A. **INTRODUCTION:** The NGA Small Business Programs Office is soliciting for an **EXECUTIVE SUMMARY** from eligible mentors interested in participating in the Department of Defense (DoD) Mentor-Protégé Program. **EXECUTIVE SUMMARIES** found to be consistent with the intent of the solicitation will be requested to submit a technical and cost proposal. This solicitation will remain in effect until 30 September 2015 or when the DoD program ends, whichever comes first.
- B. **OBJECTIVE:** The purpose of this DoD Mentor-Protégé Program is to provide incentives to major DoD contractors to assist protégé firms and increase their overall participation as prime contractors and/or subcontractors. This is accomplished through technical and developmental assistance from the mentor to the protégé. Approved mentor firms will enter into mentor-protégé agreements with eligible protégés. A complete description of the DoD program and eligibility requirements is provided in Appendix I of the Defense Federal Acquisition Regulation Supplement (DFARS). In addition, you can visit the NGA Small Business Programs Office Website at <https://www1.nga.mil/About/WorkingWithUs/Pages/SmallBusiness.aspx>.

NGA is focusing on Mentor-Protégé Agreements that are creative, unique, and provide a 50% technology transfer component in the technical areas listed below. **Proposed agreements consisting primarily of business infrastructure, management, and marketing assistance will not be considered for approval.**

<b>MAJOR TECHNICAL CATEGORIES</b>
Information Technology
Information Assurance/Information Security
GIS/Remote Sensing & Imagery Training
High End Systems & Hardware Development
GIS Support and etc.
<b>SPECIFIC TECHNICAL CATEGORIES</b>
GEOINT
Visualization
Tasking, Processing, Exploitation, and Dissemination of the Electromagnetic Spectrum
Persistent Surveillance
Compressing Timelines
Horizontal Integration
Forward Deployment of Technologies
Multi-INT Exploitation and etc.

- C. **APPROACH:** The Office of the Secretary of Defense (OSD) intends to fund the NGA Mentor-Protégé Programs issued by the Agency using Cost Reimbursable contracts (Cost and Cost-Plus Fixed Fee contracts) or hybrid contracts (credit and cost reimbursable) throughout the Fiscal Year. The period of performance cannot exceed three years from the date of the award unless approved by OSD/NGA. NGA will negotiate the entire period of performance and incrementally fund the contract yearly. The amount of individual awards will vary according to the complexity of the effort proposed and cannot exceed the regulatory yearly amount as set forth in DFARS, Appendix I.

**Note: The CPFF will be approved only on new Technology Development efforts (Technology Transfer).**

# NGA MENTOR-PROTÉGÉ PROGRAM PROCEDURES

## PHASE I – EXECUTIVE SUMMARY

D. **EXECUTIVE SUMMARY SUBMISSION:** Phase I – **EXECUTIVE SUMMARIES** can be submitted for consideration anytime during the first three quarters of each Fiscal Year (FY) from FY2011 to FY2015. During the 4<sup>th</sup> quarter of each Fiscal Year, a pre-notification to the SBPO Director is required of your interest in the Mentor-Protégé Program to ensure funding is budgeted by OSD for the coming Fiscal Year.

1. **CONTENT AND FORM OF SUBMISSION:** Mentors are required to submit 1 softcopy via email to [smallbusiness@nga.mil](mailto:smallbusiness@nga.mil). The executive paper shall not exceed 7 pages, single-spaced with a font no smaller than 12 pitch summarizing their proposed mentoring approach. The purpose of the executive paper is to preclude proposed developmental assistance not consistent with program objectives as described in **paragraph B**, unnecessary bid and proposal cost, and demonstrate commitment to the Mentor Protégé Program. The executive paper shall be structured and completed as follows:

**Section A:** Mentor Company Name & POC Information; Protégé Company Name & POC Information; School Name & POC Information.

**Section B:** Protégé Company Information-Provide description of the protégé company to include core business and small business status/eligibility. If applicable provide protégé's previous participation in the DoD Mentor Protégé Program.

**Section C:** Provide description of mentor's current/past relationship with the protégé.

**Section D:** Indicate if this is your first Mentor-Protégé Agreement with NGA.

**Section E:** Provide anticipated approach, description, and timeline of the technology transfer, business and technical development, and infrastructure assistance proposed to the protégé.

**Section F:** Provide description and required capabilities of the Historically Black Colleges and Universities (HBCUs) and Minority Institutions (MIs), Procurement Technical Assistance Centers (PTACs), and/or Small Business Development Centers (SBDCs) role in Section E above.

**Section G:** Provide description of the benefits to the DoD/NGA and the anticipated benefits to the protégé. Include past or present capabilities that could benefit NGA.

**Section H:** Describe any past or present capabilities that could be useful to other DoD or Federal Agencies by the protégé.

**Section I:** Provide anticipated mentor subcontracting to the protégé to include estimated value by each year.

**Section J:** Provide an estimated value and period of performance for the proposed developmental technical and business assistance by year. Provide proposed type of contract either cost contract, cost-plus fixed fee, or hybrid (credit and cost reimbursable).

**Section K:** Letter of Endorsement from the President or Chief Executive Officer (CEO) of the mentor company to demonstrate their commitment to the Mentor-Protégé Program and direct subcontracting to the protégé for a successful program as required.

2. **EXECUTIVE SUMMARY CONSIDERATION:** The following information will be used to determine whether the executive summary is consistent with the intent of the solicitation, program and in the interest to the Government.

## NGA MENTOR-PROTÉGÉ PROGRAM PROCEDURES

- (a) Relevance of proposed technology to current DoD/NGA requirements as listed in **paragraph B**.
  - (b) Overall technical approach to providing transfer of technology and developmental assistance to the Protégé.
  - (c) Capacity and capability to achieve the objectives of this solicitation and the Mentor-Protégé Program commitment to program subcontracting.
  - (d) The estimated costs of the proposed assistance.
3. **REQUEST FOR PROPOSAL:** Within 10 days following receipt of executive papers, mentors found to be consistent with the intent of the solicitation and program will be requested to submit a technical and cost proposal. Proposals will be due **30 calendar days** from notification by the NGA Mentor-Protégé Program Manager. A Defense Contract Audit Agency (DCAA) report will be requested on each mentor's proposal submitted, which can take up to 45 days.

### **PHASE II – REQUEST FOR PROPOSAL**

- E. **PROPOSAL PREPARATION INSTRUCTIONS:** Upon request for a proposal, the mentor shall provide an original and 1 hard-copy of Volumes I, II and III. Volumes I and II must be in Microsoft Word Format and Volume III as Microsoft Excel. Recommended proposal format: double-sided 8 1/2 x 11 pages; 12-point font with one (1) inch margins. **DO NOT SUBMIT CD version of the proposal.** Each proposal shall be valid for at least 120 days and shall be mailed and emailed to: 7500 GEOINT Drive, Mail Stop S84-ACB, Springfield, VA 22150 and [smallbusiness@nga.mil](mailto:smallbusiness@nga.mil). Send proposals to NGA, OSBP, DCMA, and DCAA.

1. **VOLUME I - DOCUMENTATION:** (Download all required DoD templates from the DoD Mentor-Protégé Website - [http://www.acq.osd.mil/osbp/mentor\\_protege/downloads/index.htm](http://www.acq.osd.mil/osbp/mentor_protege/downloads/index.htm)).

- (a) **Executive Summary:** Include one copy of approved executive summary.
- (b) **Mentor-Protégé Agreement:** Complete required DoD template. Paragraphs 12 through 15 information should be top level only (detailed information will be contained in Volume Two).
- (c) **Mentor Application:** Only required for firms not previously approved as a DoD Mentor. If the mentor has not been previously approved, complete the required DoD template. If a firm is an approved DoD mentor, include a copy of the DoD agreement approval letter or a copy of the DoD Website participant mentor page with mentor company name highlighted.
- (d) **Mentor and Protégé Past Performance Information:** Two (2) pages maximum. Identify all past, and active mentor-protégé agreements, and proposed agreements under consideration and identify with what agency. Include information on any formal or informal mentor-protégé experience.

2. **VOLUME II – TECHNICAL VOLUME:** The proposal must follow the mandatory technical format below, failure to do so could hold up negotiations and/or cause funding to be lost. The technical volume shall appropriately reference information in the cost volume to easily track information back and forth between the volumes.

- (a) **Comprehensive Needs Assessment:** The proposal must demonstrate a comprehensive plan

## NGA MENTOR-PROTÉGÉ PROGRAM PROCEDURES

was performed for the selected protégé, summaries the results of the needs assessment and include the comprehensive needs assessment used prior to proposal submittal. The needs assessment should focus on technology and developmental assistance within the identified technical categories set forth in **paragraph B**.

**(b) Technical Approach to Needs Assessment:** Identify relevant technologies set forth in **paragraph B**, business infrastructure and developmental areas. Provide a thorough description of the specific approach to address the technology and developmental areas identified in the needs assessment. Describe what, when, and how the assistance will be provided and by whom (e.g., OJT, workshops, seminars, development or update of business plans, HBCU/MI, PTAC, SBDC). Describe involvement of HBCU/MI, PTAC and SBDC faculty and interns.

- (1) Technology transfer must equate to no less than **50%** of the total proposed effort when possible.
- (2) A minimum **5%** requirement of total proposed contract value for HBCU/MI, PTAC and/or SBDC subcontracting when possible.
- (3) Include a detailed program milestone project schedule (work breakdown schedule) down to the third level as a minimum delineating the proposed approach for each proposed year.

**NOTE: Upon award the milestone will become part of the Quarterly Program Management Review (PMR) and continue to the discussed throughout the Agreement.**

- (4) List expected protégé certification requirements, technical skill sets, supplier standards, etc.

**(c) Subcontracting Opportunities:** Identify and provide potential subcontracting opportunities for the protégé from the mentor and other prime contractors as well as prime award opportunities for each year separately.

**(d) Team Capability and Program Metrics:**

- (1) Provide an organizational chart to identify the responsible program participants for all team members, including authorized decision makers. Provide names and job titles. This information must include HBCU/MI/PTAC/SBDC team members.
- (2) Provide program goals and metrics in tandem with the DoD agreement metrics. These metrics must include, but are not limited to the following:
  - (i) Planned tasks started on time; planned tasks behind schedule.
  - (ii) Planned tasks completed on time; planned completions behind schedule.
  - (iii) Development program on/off schedule.
  - (iv) The number of certifications completed and in progress.
  - (iv) Budget status report.
  - (v) The number of DoD, Federal subcontracts, other contracts awarded to the protégé.
  - (vi) Status of Return of Investment.
  - (vii) Status of Semi-Annual report submission.

### 3. VOLUME III – COST VOLUME:

- (a) The mentor shall submit a cost proposal using the format and instructions at Federal Acquisitions Regulations (FAR) Part 15.408, Table 15-2, “Instructions for submitting

## NGA MENTOR-PROTÉGÉ PROGRAM PROCEDURES

Cost/Price Proposals". The cost volume shall be presented in a Microsoft Excel spreadsheet with formatted formulas (the spreadsheet shall not be locked). **DO NOT SUBMIT CD version of the proposal.** Mentors shall provide proposed costs for each year not to exceed three (3) years. The following are others items to address in the cost proposal.

1. Because the risk associated with performance under the contract is limited, the maximum amount allowed for profit on these efforts will not exceed 5%.
2. Provide adequate, realistic and auditable support for all labor, travel and incidental costs proposed for both the prime and authorized subcontractors (protégé, HBCU/MI, PTAC, SBDC). Assistance by mentor for PTAC and SBDC, etc. cannot exceed 1st Tier subcontracting.
3. Provide copy of any Forward Pricing Rate Agreements (FPRAs) and identify the cognizant DCAA office.
4. Provide all travel expenses broken out by individual trip with justification. Ensure all mentor protégé/subcontractor travel and conference fee costs related to Post-Award, Program Management Reviews and any other required meetings/conferences/training are included. **Travel expenses must be related to protégé training and not marketing.**
5. Provide breakout of proposed incidental costs. Incidental costs are limited to 10 percent of the total proposed cost. The 10 percent incidental costs must be otherwise allowable, allocable, and reasonable. Incidental costs include all costs other than mentor direct labor, overhead, profit, and G&A costs. Subcontracting to HBCU/MI, PTAC, and SBDC is not considered part of the 10 percent incidental costs. Mentor must state the proposed percentage of ODC does not exceed 10 percent of the total estimated cost in accordance with Appendix I, I-107(c).
6. Mentor must submit an advance agreement for final indirect rates for the life of the contract as stated in Appendix I, I-106(e).