

Ordering Guide

FA8730-21-D-0001

Essential Engineering Research & Development Support

Georgia Tech Applied Research Center (GTARC)

Rev 2.0

01 October 2024

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Summary of Changes

Revision	Paragraph	Change
1.0	-2.4 -3.1 -3.2 -3.3 -3.5 -4.0	-IDIQ Ordering Period and PoP -Updated IDIQ Management Team -Updated access points (Teams and KTFS) -Ordering Office -CAC Issuance and Re-verification -Ordering Procedures
2.0		-removed IDIQ management email address; update IDIQ management team

1.1 Background

This Indefinite Delivery Indefinite Quantity (IDIQ) contract with Georgia Tech Applied Research Center (GTARC) is a follow-on to FA8527-16-D-0001. There is a continued need for GTARC to continue supporting mission objectives. This includes electro-optical sensor systems research and development; test and evaluation, integration, validation and operations; data analysis, data exploitation and data fusion; phenomenology measurements; sensor modeling and simulation; communications, cyber and counter-cyber warfare; and small/micro components and systems. This list, along with the 17 core competencies identified in Appendix A, is described as a basic expression of the work to be performed.

1.2 Purpose

This guide provides the basic process and procedures framework for ordering under this IDIQ contract FA8730-21-D-0001. This document also defines the basic roles and responsibilities of all parties involved in the ordering process. This guide does not replace or supersede any acquisition requirement to abide by regulatory, statutory, policy or best practices, and does not take precedence over the Terms and Conditions of the IDIQ contract.

2. IDIQ INFORMATION

2.1 Using this IDIQ

All Hanscom AFB Program Executive Officer's and their GSUs are authorized to use this IDIQ. Organizations outside of Hanscom may submit a request to use the IDIQ. All requests will be reviewed and either approved or denied. This review will take into consideration the requested ceiling, Performance Period and scope. Requesting organizations may be required to submit additional documentation to support the approval process.

- All orders will be issued on a decentralized basis
- There is no usage fee

2.2 Security

The IDIQ includes a Class type DD 254 (and attachments there-to). This DD 254 is intended to support all HB, HN, and NC3 contract activities. What is not included with the DD 254 are program specific Security Classification Guides. All necessary SCGs must be included in your RFP package. It is not envisioned or anticipated that DO specific DD254's will be required. However, it is understood there may be conditions which require a unique Delivery Order DD 254. To this end, DD 254s are permitted and are the responsibility of the cognizant Ordering Office.

2.3 Small Business Considerations

This IDIQ includes a Blanket DD 2579 which covers all Delivery Orders issued under this IDIQ. Small Business goals shall be evaluated and established at the Delivery Order Level as required. Request for an Individual Small Business Plan must be included in your RFP package.

2.4 Ordering Period / Performance Period

The IDIQ has a ten (10) year ordering period. The basic ordering period is for five (5) years with a five (5) year Option. The period of performance for orders may extend one year beyond the last date to order.

- Basic Ordering Period: 22 FEB 2021 – 21 FEB 2026
- Basic Performance Period End: 21 FEB 2027
- Option Ordering Period: 22 FEB 2026 – 21 FEB 2031
- Option Performance Period End: 21 FEB 2032

NOTE: The option to extend the ordering period and period of performance has been exercised.

2.5 Contract Types

IDIQ Contract Types, include, but are not limited to, Cost Plus Fixed Fee, Cost-Reimbursable (No Fee), and Firm Fixed Price based on individual requirements. Other Contract Types may be determined appropriate and included with the Delivery Order.

3. ROLES & RESPONSIBILITIES

3.1 IDIQ Management Team

The IDIQ Management Team consists of Contracting Officer, Buyer, Program Manager, and Contractor Support. The IDIQ Management Team is located at AFLCMC/AZS Hanscom AFB, MA. Team responsibilities include: monitoring and managing the IDIQ ceiling, period of performance, and completing IDIQ Modifications; and providing guidance and support to Ordering Offices.

IDIQ PCO	Mr. Chris Linskey christopher.linskey@us.af.mil
IDIQ Buyer	Ms. Katrina Brown katrina.brown.5@us.af.mil
IDIQ PM	Mr. Justin Hynes justin.hynes@us.af.mil

3.2 Document Access

The IDIQ Management Team has established two document repositories:

- 1) GTRI EIDIQ Teams page
- 2) KT FileShare (KTFS)

Note: Permission will need to be requested to gain access to both sites

- 1) GTRI EIDIQ 101 Teams page will be used to request permission to use the EIDIQ.

[GTRI EIDIQ | EIDIQ 101 | Microsoft Teams](#)

- 2) KT FileShare Link (KTFS)

KTFS will provide the IDIQ Contract Files, as well as samples. It can be found at the following link:

[KTFS IDIQ](#)

Once you go to the above link, search the basic IDIQ contract number (FA8730-21-D-0001) under “Search By PIID.”

3.3 Ordering Office

The Ordering Office is the requirements owner and the program office issuing the Delivery Order. It is the responsibility of the Ordering Office to ensure technical requirements are within scope of the IDIQ prior to submitting a capability request. It is also Ordering Offices responsibility to follow statute, regulatory, agency-specific policies in each order.

Once the IDIQ Management Team has approved the Ordering Office to use the IDIQ vehicle, all acquisition and contract strategy decisions are to be made internally.

3.4 External Organizations

Non-Hanscom PEO IDIQ use is permitted but will be approved on a case-by-case basis.

3.5 CAC Issuance and Re-verification

Task Orders issued out of Hanscom AFB, MA will adhere to the established process under the Strategic Services Division (AFLCMC/AZS) . Task Orders placed outside of Hanscom AFB, MA will be required to adhere to its own Installation's CAC issuance/re-verification process.

4. ORDERING PROCEDURES

Step 1: Submit Capability Request to IDIQ Management Team:

- Navigate to the GTRI EIDIQ 101 Teams Page and click "Submit Capability Request"; New Request.
- Complete the form by filling in all data points including attaching your completed market research report.
- Request is submitted for evaluation by the IDIQ Management Team.

*Each Capability Request is assumed to result in the award of one delivery order. If Ordering Office anticipates establishing more than one delivery order after approved vehicle usage, this must be identified in the request and approved by the IDIQ Management Team.

Step 2: The IDIQ Management Team will approve or disapprove the Ordering Office's request based upon the IDIQs available ceiling and period of performance. In both situations, the IDIQ Management Team will provide a response to the Ordering Office.

Step 3: If approved, the Ordering Office proceeds with RFP release and DO award as required.

Step 4: After award, the Ordering Office will provide the IDIQ Management Team a copy of the actual Delivery Order for informational purposes only (tracking delivery order value and period of performance).

NOTE: If the Ordering Office wishes to modify a delivery order to increase the dollar value or extend the period of performance, then they MUST submit a Capability Request via Teams PRIOR to awarding the modification. This request must reference the initial Capability Request tracking number, delivery order number, and all other pertinent information.

Appendix A: Core Competencies

DoD University Affiliated Research Center (UARC)
Georgia Tech Research Institute

1. Basic and applied research, exploratory, and advanced development of RF, MMW, IR, EO missile sensors, ultraviolet and acoustical airborne and ground sensors, and guidance and control systems (including simulation and modeling for design and performance predictions of the complete missile weapon system).
2. Basic and applied research, exploratory, and advanced development of phenomenology analysis tools, measurement methodologies, and instrumentation implementation techniques related to natural and man-made environments.
3. Materials and electronics manufacturing technology to meet the unique requirements of missile system environments for portable, air, and ground-launched applications.
4. Advanced electronics design and packaging for very compact, high performance signal processing, automatic target recognition, and guidance and control subsystems.
5. Next generation photonics components and subsystems for radar control.
6. Computer and physical modeling and analysis of threat systems/subsystems based on sensor spectrum, missile-target geometry, and natural and man-made environmental features.
7. Performance analysis, simulation, and modeling of weapon and sensor interactions.
8. System accessibility, susceptibility, and vulnerability analysis, modeling, and counter-countermeasure development.
9. Missile endgame modeling and analysis.
10. Hardware-in-the-loop, hybrid, and real-time simulation and analysis of major Army missile systems.
11. Independent evaluation, modeling, and testing of ballistic missile defense phased-array radar systems at the system, subsystem, and component levels.
12. Analysis, modeling, and development of adaptive digital beamforming techniques and technologies for missile defense applications.
13. Prototype and proof-of-principle hardware design and development, including component test fixtures and advanced technology subsystems and systems for missile defense systems.
14. Basic and applied research, exploratory, and advanced development in generic databases, networks, software engineering, telecommunications, and information infrastructure.
15. Technical and software developmental activities associated with the Digital Infrared Seeker and Missile Simulation/Georgia Tech Synthetic Imaging simulations (DISAMS/GTSIMS) family of IR missile and systems models.
16. Applied research in technologies affecting sustainment decision processes, secure communications, and communication systems.
17. Analysis, systems engineering, integration, and rapid cyber tool development to address defensive/offensive cyber operations and cyber mission assurance requirements

Appendix B: GTARC RECOMMENDED TASK REQUIREMENT NOTICE CLIN STRUCTURE AND PROCEDURE

TRN Implementation Process and Procedures

This Appendix to the Ordering Guide describes GTARCs recommended process/structure to establish a TASK REQUIREMENT NOTICE (TRN) capability under this contract. This Appendix provides recommendations only.

The Ordering Office Contracting Officer (OCO) has sole discretion on how Delivery Orders and TRNs are structured.

Process/Procedures to Implement TRNs

Should the Ordering Office anticipate the need for TRN based requirements, nominally to support Quick Reaction type efforts, then it is recommended a TRN based CLIN be considered.

1. This could be simply a TRN CLIN within a Delivery Order: **OR**
2. An entire Delivery Order dedicated specifically to TRNs. This type of Delivery Order may include a “B” table showing GTARC labor rates

CLIN Structure

Contact your GTARC representative for recommended CLIN structure

- GTARC’s Delivery Order proposal will address the generic technical needs in the request, and propose an estimated ceiling to perform TRN efforts. It will include the Labor, ODC and Travel.
- This information will provide the Government OCO adequate cost information (in the Proposal) to conduct a cost analysis and to determine a fair and reasonable cost to establish a Priced CLIN.

Examples:

- One example is to include a single CLIN with a cost ceiling to support all TRNs for that Delivery Order. Another example is to include a TRN Option CLIN and provide funding (if exercised) for Labor and ODCs, with a separate CLIN for Travel.
 - An Option CLIN would not have to be funded initially
 - After the overall value of the TRN Option CLIN is determined (and the Delivery Order issued), sub-CLINs could be established for each new TRN authorized. One Sub-CLIN could be used to cover Labor, ODC, and another Sub-CLIN for Travel.
 - GTARC will propose current labor rates for the TRN CLINS which are audited and approved annually by the Defense Contract Audit Agency.

Mechanics: Establishing a TRN (once a TRN Ceiling is established)

- Establishing an actual TRN occurs after (or in conjunction with) issuance of a Delivery Order
- The Ordering Office will identify the need for TRN request
- The OCO will ensure the envisioned TRN requirements are within scope
- The Ordering Office will determine the urgency (Critical, Quick Reaction, General, or other) for each TRN. The IDIQ PWS sets forth TRN response requirements. **The Ordering Office has the authority to relax the TRN requirements contained within the IDIQ PWS but, does not have authority to restrict the requirements further.**
- GTARC encourages the Government to discuss the content of the technical effort, deliverables, and period of performance for the TRN as early in the process as possible. These discussions foster a no surprise environment
- An example of a TRN Form is included in Appendix D. The Government will complete Blocks 1-11 on the TRN form. The fillable form is attached and reflects current audited and approved rates for GTARC.
- The Ordering Office will deliver the TRN form the GTARC Contracting Office. This action may serve as the Government's TRN request (RFP) for cost estimate.
 - This will initiate the proposal response timeline response period
- GTARC will review and internally coordinate the TRN form, complete the labor hour estimate, provide costing based on validated labor / approved indirect rates, and estimate travel and ODC for this specific TRN.
- GTARC's Program Director will sign the TRN form. The completed TRN form will be "turned-around" and provided back to the Government within the proposal timeline required for that TRN. The completed TRN form shall serve as GTARC's TRN cost proposal
 - This email action will complete the proposal response timeline response period
 - GTARC will copy both the Government COTR and the GTARC Contracting Official
- The OCO will evaluate the TRN cost proposal and then modify or award a Delivery Order which will allocate a portion of the CLIN's ceiling to that specific TRN and obligate the funds required to perform the TRN Task.
- GTARC will establish a separate cost account within our approved cost accounting system to track the TRN's effort to budget (and / or create any sub-budgets for tracking as desired by the Government). The Government will have complete access to this data
- Execution of the work scope delineated in the TRN will start after receipt of the contract award, or as otherwise directed by the OCO

Note: Many of the above actions can be accomplished in parallel, and GTARC highly encourages the Ordering Office to do so.

Appendix C: EXAMPLE TRN Form

TASK REQUIREMENTS NOTICE (TRN) Request IDIQ Contract FA8730-21-D-0001

1. DO CONTRACT NO: 		2. TRN NO GTRI- 	
3. CONTRACTOR: Georgia Tech Research Institute (GTRI)		4. CLIN NO: 	
5. PROGRAM: 			
6. TRN TITLE: 			
7. START DATE: 		8. EST COMPLETION: 	
9. GOVERNMENT COTR: 			
10. DESCRIPTION OF WORK:			
11. END PRODUCT AND COMPLETION DATES			
12. PERSONNEL COSTS:			
CATEGORY	On-Site Hours	Off-Site Hours	LABOR COST
Director, Research			
Principal Research Engineer (PRE)			
Senior Research Engineer (SRE)			
Research Engineer II (RE II)			
Research Engineer I (RE I)			
Engineering/Management Support			
Technical Support			
Admin/Clerical Support			
Graduate Research Assistant			
TOTALS	0	0	\$ 0

TASK REQUIREMENTS NOTICE (TRN) Request

13. OTHER DIRECT COSTS (ODC) – (Travel, Sub-Contractor, etc.):				
a.	<input type="text" value="\$0"/>		Overhead (OH)	<input type="text"/>
b.	<input type="text" value="\$0"/>		G&A:	<input type="text"/>
c.	<input type="text" value="\$0"/>	<input type="text" value="\$ 0"/>	Labor-CoM	<input type="text"/>
d.	<input type="text" value="\$0"/>		G&A-CoM	<input type="text"/>
e.	<input type="text" value="\$0"/>			<input type="text"/>
14. TRN WILL BE FULLY FUNDED UPON AWARD: YES: <input type="checkbox"/> NO: <input type="checkbox"/>				
	Subtotal costs: \$	<input type="text" value="\$ 0"/>		
	Fee (7.25%) \$	<input type="text"/>		
	TOTAL \$	\$ 0		
15. Remarks: <div style="background-color: #e0e0ff; height: 60px; width: 100%;"></div>				
16. THE PRICE OF THIS TRN IS: <input style="width: 200px;" type="text"/>				
17. APPROVALS:				
Ordering Contract Officer (OCO)		Contracting Officer Technical Representative (COTR)		GTRI Project Director
<div style="background-color: #e0e0ff; height: 25px; width: 100%;"></div>	<div style="background-color: #e0e0ff; height: 25px; width: 100%;"></div>	<div style="background-color: #e0e0ff; height: 25px; width: 100%;"></div>		
OCO Name	COTR Name	GTRI PD Name		
OCO Office	COTR Office	GTRI PD Lab		

Appendix D: ACRONYM LIST

ACRONYM	ACRONYM NAME
ASD (R&E)	ASD Research and Engineering
CLIN	Contract Line Item Number
CO	Contracting Officer
COTR	Contracting Officer Technical Representative
D&F's	Determination and Findings
DISAMS	Digital Infrared Seeker and Missile Simulation
DO	Delivery Order
DOD	Department of Defense
DORP	Delivery Order Request Package
ECR	Essential Capability Requirement
EN	Engineering
EO	Electro-Optics
FAR	Federal Acquisition Regulation
FM	Financial Management
FP	Fixed Price
GTARC	Georgia Technical Applied Research Center
GTSIMS	Georgia Tech Synthetic Imaging simulations
IDIQ	Indefinite Delivery Indefinite Quantity
IR	Infra-Red
J&A	Justification and Approval
MMW	Millimeter Waves
NC3	Nuclear Command, Control & Communications
OCO	Ordering Contracting Officer
PEO	Program Executive Officer
PM	Program Manager
POC	Points of Contact
PoP	Period of Performance
PR	Purchase Request
PWS	Performance-based Work Statement
RA	Requiring Activity
RF	Radio Frequency
SOO	Statement of Objectives
T&M	Time and Material
UARC	University Affiliated Research Center