

USE OF UARC CONTRACT
POLICY AND PROCEDURE MANUAL
USU RESEARCH FOUNDATION (USURF)

Updated March 25 2009

MDA CONTRACT NUMBER: HQ0006-05-D-0005

BACKGROUND:

The University Affiliated Research Center (UARC) is a one (1) year base, four (4) option year Indefinite Delivery Indefinite Quantity (IDIQ) Cost Plus Fixed Fee (CPFF) Master Ordering Agreement (MOA). The UARC designation is established by Congress and administered by the Department of Defense (DoD) Director Defense Research and Engineering (DDR&E) office. There are currently 13 UARCs. UARCs are managed in accordance with the UARC Management Plan dated May 13, 1996, see attached.

PURPOSE:

The purpose of a UARC is to maintain essential engineering and technology capabilities of particular importance to the DoD community. A UARC has the following characteristics:

- It is affiliated with, or is part of a university or college
- It provides or maintains DoD essential engineering, research, and/or development capabilities defined as core
- It receives sole source (non-competitive) contract funding from DoD under the authority of 10 U.S.C. 2304(c)(3)(B). It may also receive DoD funding under other authorities which is therefore not subject to the UARC management plan.
 - 10 U.S.C. 2304(c)(3)(B) states:
 - (c) The head of an agency may use procedures other than competitive procedures only when –
 - (3) it is necessary to award the contract to a particular source or sources in order to...(B) to establish or maintain an essential engineering, research, or development capability to be provided by an educational or other nonprofit institution or a federally funded research and development center...
- It receives in excess of \$2.0M annually from DoD of such sole source funds.
- It maintains a strategic relationship with DoD. The characteristics of this relationship are:
 - Responsiveness to evolving sponsorship requirements
 - Comprehensive knowledge of sponsors requirements and problems
 - Broad access to information, including proprietary data

- Broad corporate knowledge
- Independence and objectivity
- Quick response capability
- Current operational experience
- Freedom from real and/or perceived conflicts of interest

USE:

DoD and NASA agencies may use the USURF UARC contract if the following conditions are met:

- The efforts to be performed meet the requirements outlined in 10 U.S.C. 2304(c)(3)(B) and therefore can be sole-sourced to USURF
- The efforts to be performed fit within the core competencies outlined in the USURF UARC contract. They are:
 - Electro-optical sensor systems research and development
 - Innovative sensor components and systems
 - Cryo-systems thermal design, development and handling
 - Data processing, handling and analysis
 - Program management
 - Sensor calibration, characterization, test and evaluation
 - Ground, airborne and space rated instruments and payloads development, test and evaluation, integration, validation and operations
 - Data compression/decompression and data visualization for sensor analysis, data exploitation and data fusion
 - Phenomenology measurements, modeling, and simulation
 - Sensor modeling and simulation
 - Small/micro satellite sensor systems and components
 - Transition scientific data and technology to Government and non-Government agencies

PROCEDURES:

To use the UARC contract, agencies shall comply with the procedures outlined in Section H of the UARC contract. Section H requires the following activities:

- The Contracting Officer will issue a draft Task Order to the Contractor with a request for to the Contractor to submit a plan for accomplishing the work (Request for Proposal). The draft Task Order will include the following information and a copy shall be submitted to MDA contracts for their files:
 - Contract number, CLIN, and SOW reference
 - Description of the task to be performed
 - A period of performance for the task
 - Description of deliverables (as appropriate)
 - Identification of at least one of the USURF core competencies

- Sponsoring Agency shall submit a MIPR to MDA Finance. The MIPR shall include the following information:
 - UARC contract number and Task Order number
 - Accounting and Appropriations information
 - Budget amount
 - MDA COR and/or MDA CO
- The Contractor will submit a Task Plan (proposal) which will include:
 - A brief description of the method and approach to accomplish the task order
 - Estimated level of effort, in Direct Productive Labor Hours (DPLHs) by labor category, required to perform the task in the period of performance specified by the Task Order. DPLHs should include prime contract and subcontract hours.
 - **MDA funded orders:** *Fee is not calculated on travel costs. The MDA fee cap is 5% for Completion Orders; 4.5% for Level of Effort Orders.*
 - **Non-MDA funded orders:** *Fee can be calculated on travel costs, as negotiated by each agency and the fee rate is to be negotiated so long as total fee received on all task orders does not exceed the total fee dollar ceiling.*
 - *A 1% MDA administration fee should be added to the total USURF CPFF value.*
 - The Contractor's cost estimate, including all travel and other direct costs, with supporting rationale to perform the Task Order
 - Specification of either Completion or Level of Effort Type Order.
 - Upon completion of negotiations, sponsoring agency shall complete a Technical Evaluation of the USURF Task Plan and submit a copy to MDA contracts.
 - MDA Contracts will then issue a Task Order to USURF.

Section H also allows for an "Alternate Procedure" to issue task orders when time does not permit the steps listed above to be taken. The MDA contracting officer, upon receipt of a MIPR, may issue a task order with a "not-to-exceed" DPLH and estimated cost authorization to proceed pending receipt and negotiation of a Task Plan.

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