

**Joint Non-Lethal Weapons Program  
Fiscal Year 2015 Non-Lethal Weapon Technologies  
ONRBAA14-008**

**Amendment 0004**

The purpose of amendment 0004 to ONRBAA14-008 is to answer questions received in response to ONRBAA14-008 and to revise Section IV entitled, "Application and Submission Information" paragraph ii entitled, "Instructions for Grants" to provide the three digit code and name for grants.gov full proposal submission and to revise Section IV entitled, "Application and Submission Information" paragraph F entitled, Address for the submission of White Papers and Full Proposals for Contracts as follows:

**REVISIONS:**

1. Section IV entitled, "Application and Submission Information" paragraph b entitled, "Full Proposals" subparagraph ii entitled, "Instructions for Grants" is hereby revised to read as follows:

ii. Instructions for Grants

The following information must be completed as follows in the SF 424 located on [www.grants.gov](http://www.grants.gov) to ensure that the application is directed to the correct individual for review: Block 4a, Federal Identifier: Enter the previous ONR award number, or N00014 if the application is not a renewal or expansion of an existing award; Block 4b, Agency Routing Number: Enter the following three (3) digit Office Code and name, last name first, in brackets **(252 [Christian, Lynn])**. Applicants who fail to provide a Program Officer code identifier may receive a notice that their proposal is rejected.

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2. Section IV entitled, "Application and Submission Information" paragraph b entitled, "Full Proposals" subparagraph i entitled, "Instructions for Contracts (does not include grants)" (bottom of page 58 is revised to read:

Offerors shall **submit one (1) hard copy and an electronic copy of their full proposal contract package** in a secure, pdf-compatible format, except for the electronic file for the Cost Proposal Spreadsheet which should be submitted in a Microsoft Excel 2007 compatible format. All attachments should be submitted in a secure, pdf-compatible format. The secure pdf-compatible format is intended to prevent unauthorized editing of the proposal prior to any award. A password should not be required for opening the proposal document, but the Government must have the ability to print and copy text, images, and other content. Offerors shall also submit their Technical Proposal Template and Content in an electronic file that allows for revision (preferably in Microsoft Word).

3. Section IV entitled, "Application and Submission Information" paragraph F entitled, "Address for the submission of White Papers and Full Proposals for Contracts" is hereby revised to read as follows:

Hard copy full proposals for contracts (including all supporting documentation) shall be delivered to the following address:

Joint Non-Lethal Weapons Directorate  
Attn: Ms Alicia Owsiak  
3097 Range Road  
Quantico, VA 22134

**Full proposals for contracts may be hand-delivered to the Joint Non-Lethal Weapons Directorate provided they pre-arrange a time and date prior to the closing of the solicitation with Alicia Owsiak at [Alicia.owsiak@usmc.mil](mailto:Alicia.owsiak@usmc.mil). The government requires 1 day advance notice to pre-arrange a date and time.**

An electronic copy shall also be emailed to attention of Alicia Owsiak at the Joint Non-Lethal Weapons Directorate at:

Owsiak CIV Alicia J [alicia.owsiak@usmc.mil](mailto:alicia.owsiak@usmc.mil)

Or emailed to the AMRDEC Safe Access File Exchange site at:

<https://safe.amrdec.army.mil/safe/>

**All full proposal contracts including all supporting documentation and electronic copy shall be received by the Joint Non-Lethal Weapons Directorate by the closing date and time.**

4. Section IV entitled, "Application and Submission Information" paragraph b entitled, "Full Proposals" subparagraph i entitled, "Instructions for Contracts (does not include grants)" middle of page 58 is hereby revised to read:

The format requirements for any attachments are as follows:

- Paper Size – 8.5 x 11 inch paper
- Margins – 1 inch
- Spacing – single or double spaced
- Font – Times New Roman, 12 point
- **Number of pages- 30 pages for the entire "Technical Content" portion, not including any attachments. The format of the "Technical Content" is flexible but must include all the elements of information from the template. Resumes are not included in the page count.**

**ANSWERS TO QUESTIONS RECEIVED:**

Q#1: Do we need to attach the pre-proposal white paper to the grants.gov <<http://grants.gov/>> application? It is not required in the instructions, but there is a spot for it in the application.

A#1: No you do not need to attach the pre-proposal white paper to the grants.gov application.

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Q#2: On page 66 of the BAA it specifies that for program-specific announcements proposals should be submitted 3 days ahead of time on grants.gov <<http://grants.gov/>> Does that apply to this BAA? That may be hard for us to meet at this point.

A#2: Yes it applies to this BAA.

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Q#3. There doesn't appear to be any separate justification form for subcontractors. My plan is to include the justification for the subcontractor in the overall budget justification. Is that OK?

A#3: Yes that is permissible.

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Q#4: I just wanted to confirm if there is any page limit to the resumes for the key personnel for contract proposals?

A#4: See response to Revision Number 4 above.

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Q#5: How many hard copies are required?

A#5: See the response at Revisions Number 2 above.

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Q#6: Where do I send them?

A#6: See the response at Revisions Number 3 above.

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Q#7: Are electronic copies required as well? Does the same hold true for grants, or is submission via grants.gov sufficient?

A#7: See response to Revision Number 3 above. Grant submissions shall be submitted via grants.gov.

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Q#8: Is there a page limit? Does that correspond to the entire technical volume including SOW etc. or just technical approach and justification? Also, is the formatting required to follow the template including the boxes for example?

A#8: See Response Number 4 above.

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Q#9: What are the steps in the process to final signed contract?

A#9: If awarded, ONR will address all your concerns regarding the award process.

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.Q#10: Please verify that my proposal is to use and include all the guidance forms from the website.

A#10: Proposals for contracts shall include all required templates and forms specified in the website. Proposals for grants shall include all required and those optional forms that are deemed appropriate.

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Q#11: On page 51 of the BAA it identifies where I can find a sample model contract. Should I review this with formal comments/exceptions in my proposal assuming an awarded contract will include all the same clauses etc. that this sample does?

A#11: Our sample model contract is notional. If awarded, the final contract document will have all the current contract terms and conditions and ONR will address your concerns prior to making any award.

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Q#12: The ONRBAA14-008 for the Joint Non-Lethal Weapons Program has disappeared from Grants.gov. Per amendment 3, the submission deadline is Oct. 7. Will the Grants.gov site for this BAA be available this week for submissions? Thank you.

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A#12: The grants.gov website has been updated to include amendment number 0003. The submission deadline is October 7, 2014 at 3:00PM Eastern Local Time.

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Q#13: I am working on our budget for this project and wanted to confirm that we are allowed to include a fee with our total project cost.

A#13: ONRBAA 14-008 provides information regarding fee. Please refer to the following sections:

Section IV entitled, "Application and Submission Information" paragraph b. entitled, "full proposals" subparagraph I entitled, "Instructions for contracts (does not include grants) and ii entitled, "Instructions for Grants" (does not include contracts).

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Q#14: On Page 9 of 11 of the Technical Proposal Template form, Section 3 Cost Content, paragraph 3 states we should provide ONR Specific Reps & Certs are located at <http://www.onr.navy.mil/en/Contracts-Grants/submit-proposal/contracts-proposal.aspx> prior to proposal submittal. How and to whom should this be provided?

A#14: Submit the ONR Specific Reps and Certs with your technical proposal.

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Q#15: Do we submit the pdf file and excel budget to your email address?

A#15: See response to Revision Number 3 above.

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Q#16: Due to security issues, how many days in advance should our hard copy package arrive to ONR for the October 7th submission deadline?

A#16: Refer to Section IV entitled, "Application and Submission Information", paragraph C entitled, "Significant Dates and Times", section entitled, "Note".

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Q#17: On page 2 of the Technical Proposal Template, the list of Options only goes up to 7 but for one of our proposals we have up to Option 11. Should we list Options 7-11 on an extra attachment and include it with this document? Please advise.

A#17: List Options 7-11 on an extra attachment.

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Q#18: Our Contract office will not be able to complete the subcontracting plan prior to the deadline for the proposal. Is it possible to submit the proposal and submit the subcontracting plan upon award (if an award is made).

A#18: All required documentation shall be submitted by the closing date and time.

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