

April 2019

**REQUEST FOR STATEMENTS OF INTEREST/ REQUEST FOR PROPOSALS
#N62473-19-2-0007**

PROJECT TO BE INITIATED IN 2019

Project Title: ARCHAEOLOGICAL COLLECTION MANAGEMENT, DISPLAY, AND RESEARCH AT MARINE CORPS AIR GROUND COMBAT CENTER, TWENTYNINE PALMS, CALIFORNIA

Responses to this Request for Statements of Interest will be used to identify potential cooperators for a project to be funded by the Department of the Navy (DoN) to provide cultural resources support to the Marine Corps Air Ground Combat Center (MCAGCC) in accordance with the installation's Programmatic Agreement (in progress), and Integrated Cultural Resources Management Plan. Approximately \$350,000.00 to \$375,212.000 is expected to be available to support this project for the base year.

Type of Assistance Instrument Anticipated: Cooperative Agreement

Authority: Cooperative Agreement under 10 USC §2684 (Cultural Resources Management).

Eligible Applicants: Any Cooperative Ecosystem Studies Unit Californian and Rocky Mountains partner who qualifies under DoDGARS Part 34 or 2 Code of Federal Regulations 200 is eligible to apply.

Cost Sharing: Not required

Background:

The Marine Corps Air Ground Combat Center (MCAGCC), Twentynine Palms, maintains a cultural resources collection that includes artifacts found on and representing the archaeological prehistory and history of the installation. The collection also includes reports describing archaeological sites and artifact analyses and dispositions. The collection is housed at MCAGCC, but many of the collection components have not undergone proper accessioning, and the collection inventory is out of date. Adding on, it is estimated that approximately 42% of the installation has been inventoried for cultural resources thus leaving more than half of the installation requiring attention. The aforementioned circumstances result in the need to have such cultural management requirements addressed.

It is DoD's policy to manage and maintain cultural resources under DoD control in a sustainable manner through a comprehensive program that considers the preservation of historic, archaeological, architectural, and cultural values; is mission supporting; and results in sound and responsible stewardship. Internal military statutes and regulations require Integrated Cultural Resources Management Plans (ICRMP), including Department of Defense Instruction (DoDI) 4715.16, Cultural Resources Management; DoD Measures of Merit; Secretary of the Navy

Instruction (SECNAVINST) 4000.35A, Department of the Navy Cultural Resources Program; and Marine Corps Order (MCO) 5090.2A (Change 2, Chapter 8). The ICRMP is a multi-year plan that supports the military training mission by identifying compliance actions required by applicable federal laws and regulations concerning cultural resources management.

In order to comply with the installation's ICRMP and federal regulations, the collection must be properly inventoried, with new items accessioned in a formal, documented manner. Moreover, a representation of the collection must be displayed for public view on the installation, but the current display is small and unsatisfactory. The collection provides a unique opportunity to facilitate research by the broader archaeological and tribal communities.

Brief Description of Anticipated Work:

This Cooperative Agreement is for managing the archaeological collection to include accessioning the backlog of artifacts and reports, receiving and processing new artifacts and reports, managing and updating the inventory database, facilitating access to other researchers, conducting independent research on the collection, and designing and assembling a full-room interpretive archaeological display. Please see enclosure 1 for full scope of work and enclosure 2 for applicable terms and conditions.

Period of Performance:

The base period of performance covered by this Cooperative Agreement is 24 months upon award, which includes independent research, collections management and the creation of a display for the cultural resource collection. Option Period 1 is anticipated to be awarded during the first 12-month period of the base scope of work and would not extend the period of performance. Option Period 2 is anticipated to be awarded during the second 12-month period of the base scope of work and would extend the period of performance by 12 months. Option Periods 3-4 are anticipated to be awarded during their respective preceding performance periods and would each extend the period of performance by 12 months. All Option Items may be unilaterally awarded. The total duration of this Cooperative Agreement, including any option items, shall not exceed 60 months. The end date is the anticipated date that the Final Report is accepted by the Government. In the event that an Option Item(s) is exercised, a cumulative report consisting of the base and all Option Items will be the Final Report. All option items are subject to the availability of funds.

Materials Requested for Statement of Interest/Qualifications:

Please provide the following via e-mail attachment to: Reagan Pablo
(reagan.s.pablo@navy.mil)

- 1) SF 424 (Enclosure 3)
- 2) Research & Related Senior/Key Personnel Form (Enclosure 4). Please see Factor 1 for qualification requirements.

- 3) Research and Related Budget Form (Enclosure 5). Please see Factor 3 for additional submittal requirements.
- 4) SF-LLL Disclosure of Lobbying Activities (Enclosure 6). If applicable, complete SF-LLL. Applicability: If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the grant/cooperative agreement, you must complete and submit Standard Form - LLL, "Disclosure Form to Report Lobbying."
- 5) Research & Related Senior/Key Personnel Form (Enclosure 7). The Federal Government has a continuing commitment to monitor the operation of its review and award processes to identify and address any inequities based on gender, race, ethnicity, or disability of its proposed PDs/PIs and co-PDs/PIs. To gather information needed for this important task, the applicant should submit the requested information for each identified PD/PI and co-PDs/PIs with each proposal. Submission of the requested information is voluntary and is not a precondition of award. However, information not submitted will seriously undermine the statistical validity, and therefore the usefulness, of information received from others. Any individual not wishing to submit some or all the information should check the box provided for this purpose. Upon receipt of the application, this form will be separated from the application. This form will not be duplicated, and it will not be a part of the review process. This data will be kept confidential.

Reimbursement of pre-award costs will not be allowed.

Please note, that some of the forms functionality may be lost when retrieved from a 3rd party website. Please visit <https://www.grants.gov/web/grants/forms/r-r-family.html#sortby=1> to retrieve the forms directly from the Grants.gov website and use these forms when submitting your statement of interest.

Review of Statements Received: Proposals will be evaluated based on the following three factors: 1) Credentials of Key Personnel 2) Technical Approach, and 3) Reasonableness of Cost. Factors 1,2 and 3 are of equal importance.

NOTE: All requirements listed are minimum requirements. Applicants will be assessed on their ability to adhere to the listed requirements, completeness of responses, follow directions, comply with restrictions and provide quality control on their submittals

Factor 1 - Credentials of Key Personnel:

Principal Investigator (PI)/Archaeologist/Cultural Resources Curation Specialist/Researcher. The Applicant shall provide one archaeologist/cultural resource curation specialist (1 FTE equivalent), capable and qualified to meet the requirements of

the Scope of Work. This position shall be responsible for being the liaison between Recipient personnel and the Grants Officer, CAA and/or CATR and shall serve as the main point of contact for all required results and/or progress reports on the study. This person shall, at the minimum:

- Have one year working with archaeological resources in the southwest, preferably the Mojave Desert of California
- Meet the Secretary of the Interior's Professional Qualification Standards in Prehistoric Archaeology (Secretary of the Interior, Federal Register, Vol. 48 No. 190)
- Have demonstrated experience of curating an archaeological collection. Proposals using personnel with greater curation experience may receive higher ratings
- Have proficiency in Microsoft Office word processing, Excel spreadsheets, and presentation software and ability to communicate in English, both orally and in writing.

Archaeologist Researcher. The Applicant shall provide one or more archaeologists with demonstrated experience analyzing and developing context for an archaeological collection. Proposal using personnel with greater relevant research and analytical experience may receive higher ratings. This person shall, at the minimum:

- Have a Bachelor's degree in Anthropology or closely related field.
- Have proficiency in Microsoft Office word processing, Excel spreadsheets, and presentation software and ability to communicate in English, both orally and in writing.

Interpretive Museum Display Specialist. The Applicant shall provide one display specialist to install or oversee the installation of the interpretive display. Proposals using personnel with greater experience may receive higher ratings. This person shall, at the minimum

- Have a degree in museum studies or a combination of classwork and experience in assembling museum displays.
- Have the ability to communicate in English, both orally and in writing.

The Applicant shall provide type-written resumes, not to exceed 5 pages each, single spaced with 12pt font.

Factor 2 – Technical Approach– The Cooperator shall provide up to a 5-page proposal describing any research using the archaeological collection in order to better understand the archaeological context of the native peoples within the footprint of the installation and the surrounding area. Higher ratings may be given to proposals that demonstrate focus and state a clear hypothesis.

Factor 3 – Reasonableness of Cost –

After technical evaluation of the proposal, the offers will be analyzed for fair and reasonable pricing. The proposal will be analyzed to determine whether its pricing is

materially/mathematically balanced, and is fair and reasonable. The Offeror shall use OMB Circular A-21 “Cost Principles for Institutions of Higher Education,” 48 CFR part 31 “Contract Cost Principles and Procedures,” or 2 CFR 200 Subpart F “Audit Requirements” as applicable. Evaluations will include an analysis to determine the Offeror’s comprehension of the requirements of the solicitation as well as to assess the validity of the Offeror’s approach. A clear cost breakdown of work elements to be accomplished detailing quantities for the various work items, unit, unit prices and extended prices will be required and will be evaluated. Evaluation will include an analysis to determine the Offeror’s comprehension of the requirements of the proposed agreement as well as to assess the validity of the Offeror’s approach. Please be sure to provide a proposal for the option items as listed within the statement of work. Please submit a proposed budget each of the option items on separate research and related budget forms.

Please provide your proposed budget on the provided pdf titled, “Research and Related Budget” form (Enclosure 5).

***Form: RESEARCH AND RELATED BUDGET**

Complete the Research and Related Budget form in accordance with the instructions on the form. You must provide a detailed cost breakdown of all costs, by cost category, by the funding periods described below, and by task/sub-task corresponding to the task number in the proposed Statement of Work. You may request funds under any of the categories listed as long as the item and amount are necessary to perform the proposed work and meet all the criteria for allowability under the applicable Federal cost principles. The budget should adhere to the following guidelines:

The budget should be driven by program requirements. Elements of the budget shall include:

- Direct Labor - Individual labor category or person, with associated labor hours and unburdened direct labor rates.
- Indirect Costs - Fringe benefits, overhead, G&A, COM, etc. (must show base amount and rate). Justify in Field K.
- Travel - Number of trips, destination, duration, etc. Justify in Field K (on the form).
- Subcontract - A cost proposal as detailed as the applicant's cost proposal will be required to be submitted by the subcontractor. If applicable, include in Research & Related Subaward Budget Attachment Form.
- Consultant - Provide consultant agreement or other document that verifies the proposed loaded daily/hourly rate. Include a description of the nature of and the need for any consultant's participation. Strong justification must be provided, and consultants are to be used only under exceptional circumstances where no equivalent expertise can be found at a participating

university. Provide budget justification in Field K.

- Materials - Specifically itemized with costs or estimated costs. An explanation of any estimating factors, including their derivation and application, shall be provided. Include a brief description of the applicant's procurement method to be used (competition, engineering estimate, market survey, etc.). Justify in Field K.
- Other Directs Costs – Clarify any proposed items of equipment or facilities. Equipment and facilities generally must be furnished by the cooperator/recipient (justifications must be provided when Government funding for such items is sought). Include a brief description of the applicant's procurement method to be used (competition, engineering estimate, market survey, etc.). Justify in Field K.
- Budget Justification (Field K on the form): Provide the required supporting information for the cost elements as shown above (see Research & Related Budget instructions) and listed as follows: indirect cost, travel, consultant, materials, and other direct costs. Provide any other information you wish to submit to justify your budget request.

NOTE: Every deviation from the scope of work requirement must be identified. Proposer must identify the paragraph in the scope of work that is applicable and provide sufficient information to justify why the deviation is in the best interest of the government.

Timeline for Review of Statements of Interest:

We request that Statements of Interest be submitted by **10 May 2019** 2:00 PM Pacific standard time. This Request for Statements of Interest will remain open until an investigator team is selected. Statements of Interest received after **10 May 2019** 2:00 PM Pacific standard time is considered “late” and may not be considered. Please submit requests for information/questions no later than 30 April 2019 2:00 Pacific standard time.

Please send responses or direct questions to:

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