

STATEMENT OF WORK

Engineering Consulting Services

Scope of Work

The National Science Foundation (NSF) intends to procure engineering consulting services in support of the Directorate for Engineering, Division of Engineering Education (EC), Engineering Research Centers (ERC) Program. The consultant will provide technical expertise in the preparation of recommendation documents for approximately 15 complex ERC proposals submitted to NSF. These proposals are more technically complex as they include sections on strategic planning, research, education, industrial collaboration, and infrastructure. Because of this, the preparation of recommendations is complex as well. The contractor will provide extensive documentation for each proposal's vision and plans, the results of the multi-stage review process which includes ad hoc reviews, two panel reviews, site visits, and the preparation of recommendation analyses.

Summary of Duties

The Contractor will assist the NSF program directors in developing initial recommendation documentation that would be the basis upon which NSF program directors develop their final proposal analyses and recommendations by:

- Preparing a brief description of the visions and plans for the proposals;
- Preparing a detailed analysis of the ad hoc and panel reviews, and Site visit reviews for each proposal;
- Preparing a brief summary of the review analysis for inclusion in the final recommendation;
- Preparing the draft of the final declination or award recommendation.

General Requirements and Deliverables

The Contractor independently and not as an agent of the Federal government, shall furnish all necessary personnel, materials, equipment, and facilities (except as authorized by the Contracting Officer) to provide consulting services for the Division of Engineering Education (EEC) in support of the Engineering Research Centers Program as described in this Statement of Work.

Location

The Contractor will perform the duties at the Contractor's place of work.

Period of Performance

The period of performance is date of award through January 30, 2011.

Travel Requirements

Travel will be required under this contract to attend two panel sessions held near NSF in Arlington, VA as follows:

- June 22-24, 2010
- November 2-5, 2010.

The contractor will be reimbursed in accordance with Federal Travel Regulations.

Qualifications

The Contractor employee will possess the following qualifications:

- Must have a Ph.D. in a field of engineering or associated physical science.
- Must have prior experience preparing award/award denial recommendations similar to those required in accordance with the SOW for the NSF.