

DOING BUSINESS WITH PENN STATE EOC – CONTRACTS

As we develop this site, we would like to include your suggestions, ideas and feedback to help us provide our customers with the best tool possible. Please review the partial content, below, and email your comments to contracts@eoc.psu.edu.

Contacts **Penn State EOC Phone: 724-295-7000**

accounts.payable@eoc.psu.edu
proposals@eoc.psu.edu
contracts@eoc.psu.edu
subcontracts@eoc.psu.edu

EO Alliance The Electro-Optics Alliance (EOA) is a globally competitive, collaborative network of US-based industrial, academic, and government organizations. Collectively, the members of the EOA possess vast expertise, experience, and capabilities in the application, design, and manufacture of electro-optic materials, components, and systems. The EOA provides a critical link between research, development, and the commercialization needed to transfer DoD critical, electro-optics technology successfully to industry and to promote US pre-eminence in all areas of electro-optics.

<http://www.electro-optics.org/alliance/alliance.htm>

Terms and Conditions Proprietary Information Disclosure Agreement
Subcontract Agreement
Purchase Order Terms

Under Construction

Export Control <http://www.bis.doc.gov/>
<http://www.bis.doc.gov/deemedexports/deemedexportsfaqs.html>

Invoicing Invoice

Under Construction

Links <http://guru.psu.edu/policies/ra12.html>
<http://www.research.psu.edu/tt/index.html>

Technology Transfer - IP

Federal Regulations

OMB-21 <http://www.whitehouse.gov/omb/circulars/index.html>
 FAR <http://205.130.237.11/far/>
 DFAR <http://www.acq.osd.mil/dpap/dars/dfars/index.htm>
 48 CFR http://www.access.gpo.gov/nara/cfr/waisidx_01/48cfr9904_01.html

Proposal Writing Tips <http://fdncenter.org/getstarted/learnabout/proposalwriting.html>
http://www.ssrc.org/fellowships/art_of_writing_proposals.page

Frequently Asked Questions

Why does the EOC require so much detail in their RFP response?

The current business structure of the Penn State EOC is such that the majority of our work is as either a prime contractor or subcontractor to the United States government under federal procurements. In accordance with federal guidelines and Penn State policy, we are required to conduct a reasonable yet thorough analysis of the any and all subcontractor and consulting costs that that may be passed on to the government in the execution and performance of these federal contract endeavors.

The types of details include, but are not limited to:

- substantiation of direct labor rates and indirect rates for cost type proposals (via a Forward Pricing Rate Agreement, previous proposal audit results, historical proposal information)
- substantiation of prices for firm fixed price proposals
- detailed cost or pricing information by task or subtask
- reasonable rationale for labor, material, equipment, and subcontractor estimates
- material & equipment quotes (current and/or historical), including supporting documentation
- reasonable rationale and detailed travel in accordance with the Joint Travel Regulations
- subcontractor analysis of their selected second-tier subcontractor costs and/or prices and materials
- completed Representations & Certifications packages
- other historical experience and performance criteria

The more thorough the response is from a potential subcontractor, the more effective and efficient is the cost and/or price analysis conducted by Penn State EOC.

Why is the information regarding a forward pricing agreement, previous audit, previously negotiated rate agreement, requested as part of the RFP response?

If the government has negotiated, and has in place, a current "rate agreement" with your firm, it will be used to verify any rates contained in your proposal. Obtaining a copy expedites review of the proposal as additional rate verification(s) or audits may not then be necessary. If not, rate analysis is required which can add additional time to the proposal review process.

How is pre-established technology developed by my company such as software, algorithms, script, devices, etc., I utilize in the project, protected?

Identification and Assertion of Use, Release, or Disclosure Restrictions should be listed as described in DFAR 252.227-7017. The item(s) you wish protected, the basis for assertion, asserted rights category and the person or entity asserting the restrictions should be listed in accordance with the instructions of DFAR 252.227-7017. If the assertion is approved after review by the government sponsor, the assertion will be identified and included as an attachment to the subcontract agreement.

How and to whom do I submit a Statement of Work change after subcontract award?

Suggested SOW changes should be directed to the respective Technical Representative with a copy to the respective Contracts Specialist noted in the subcontract in the Article entitled "Penn State EOC Representation."

How do I submit an unsolicited proposal for a new concept to the Penn State EOC?

Mail proposal package to: Contract Manager, at 222 Northpointe Blvd., Freeport, PA 16229 or email proposal package to: contracts@eoc.psu.edu with a copy to the Technical Representative.

With Whom do I check invoice payment status?

For standard payment status, contact accounts.payable@eoc.psu.edu. If there is a question or an issue with the invoice, contact the Contract Specialist identified on your agreement.

How long after submitting an invoice can I expect payment?

Invoices submitted in accordance with the payment instructions listed in the subcontract agreement and approved by the Technical Representative are paid in accordance with the Prompt Payment Act. Approval by the Technical Representative is contingent upon a complete and accurate monthly status report submitted in accordance with the Deliverable Schedule of the subcontract agreement.