

SSC Project Recommendation for FY 2003

[Title of the Proposed Project]

Submitted by: [Your Organization's Name]

1.0 OBJECTIVE.

1.1 Clearly state the objectives of this project.

2.0 BACKGROUND.

2.1 Provide some background on the project.

2.2 This section usually provides some justification as to why the project was generated and why it should be funded.

3.0 REQUIREMENTS.

3.1 Scope. (Identify the phases of the project).

3.1.1 The Contractor shall conduct an assessment...

3.1.2 The Contractor shall identify the...

3.1.3 The Contractor shall address...

3.2 Tasks. (Identify the tasks to carry out the scope of the project).

3.2.1 The Contractor shall...

3.2.2 The Contractor shall...

3.3 Project Timeline. See Enclosure (x).

4.0 GOVERNMENT FURNISHED INFORMATION.

4.1 Standards for the Preparation and Publication of SSC Technical Reports.

5.0 DELIVERY REQUIREMENTS. (Identify the deliverables of the project).

5.1 The Contractor shall provide quarterly progress reports to the Project Technical Committee, the Ship Structure Committee Executive Director, and the Contract Specialist.

5.2 The Contractor shall provide...

5.3 The Contractor shall provide a print ready master final report and an electronic copy, including the above deliverables, formatted as per the SSC Report Style Manual.

6.0 PERIOD OF PERFORMANCE.

6.1 Project Initiation Date: date of award.

6.2 Project Completion Date: x months from the date of award.

7.0 **GOVERNMENT ESTIMATE.** These contractor direct costs are based on previous project participation expenses.

7.1 Project Duration: x months.

7.2 Total Estimate: \$

7.3 The Independent Government Cost Estimate is attached as enclosure (x).

8.0 **REFERENCES.**

8.1 Reference.

9.0 **SUGGESTED CONTRACTING STRATEGY.**

9.1 Contracting strategy.