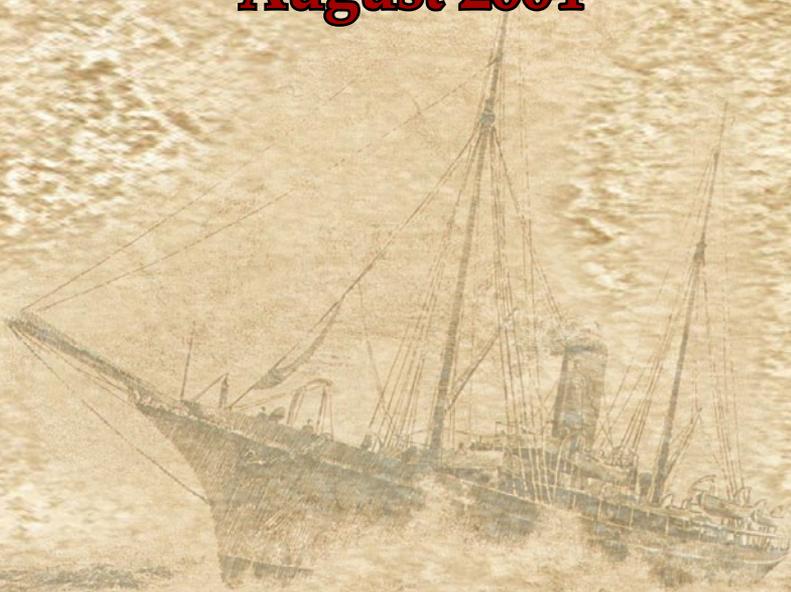


Guidelines for Submitting Proposals/ Task Orders

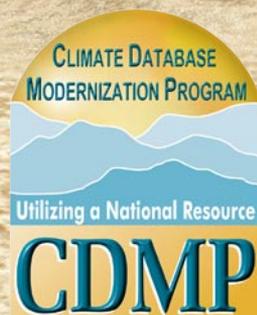
Utilizing a National Resource

August 2004



Climate Database Modernization Program

Climate Database Modernization Program
NOAA's National Climatic Data Center
Asheville, North Carolina



Fiscal Year 2005

Fiscal year 2005 will mark the sixth year for the Climate Database Modernization Program (CDMP). Data once restricted to file cabinets and basement storage are becoming accessible via the World Wide Web. The CDMP supports all NOAA line organizations with services intended to make climate and environmental data and information more accessible and easier to utilize. This would include data rescue tasks that may once have been submitted to ESDIM. The biggest difference is that the bulk of the funding would go to a CDMP contractor to perform the work.

Whether you are a veteran with past projects supported by CDMP, or even if you are just now learning of the program, we invite you to take part in the FY 2005 Data Access Workshop. The fourth annual Data Access Workshop is set for November 8-9, 2004, at the National Climatic Data Center in Asheville, North Carolina. The Workshop will give each agency the opportunity to present their proposals for continuing multi-year projects currently being funded, and any new projects for consideration under the FY 05 CDMP program.

Please read through this guideline booklet, paying particular attention to those deadlines and requirements that apply to you and your situation. For new proposed projects we require more information in the form of a detailed task order, while for the continuation of an ongoing project a simple one-or two-page proposal is adequate. This added detail is critical for CDMP and the evaluating team to better judge the cost of new start-up projects. If you have questions, feel free to contact me or a member of the CDMP team.

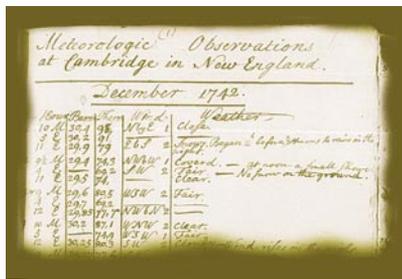


Joe D. Elms
Program Manager, CDMP

Ever wonder how you might make your valuable climate and environmental data more accessible? Ever wonder if NOAA has funds available to support such an effort? If so, the Climate Database Modernization Program (CDMP) might be just the program for you and your organization.

In Fiscal Year 2004, the CDMP has over 40 individual tasks underway (see page 12 for a partial list of current tasks). These tasks generally involve the digitizing of historical climate records, whether it involves the creation of a digital image from paper, microfilm, or microfiche, or keying data from these records.

The task may also involve the creation of a web system for storing and accessing data, or the creation of a new database to support on-line data access.



CDMP invites you to consider submitting a proposal under the FY 05 program. Tasks costs can range from a few thousand dollars to several million dollars for multi-year tasks. Awards depend directly on available FY 05 funding.

First, please review the proposed guidelines outlined on the following pages. Read these carefully, ask questions, submit your proposals/task orders on time, and attend the workshop.

Before you start, consider the following questions:

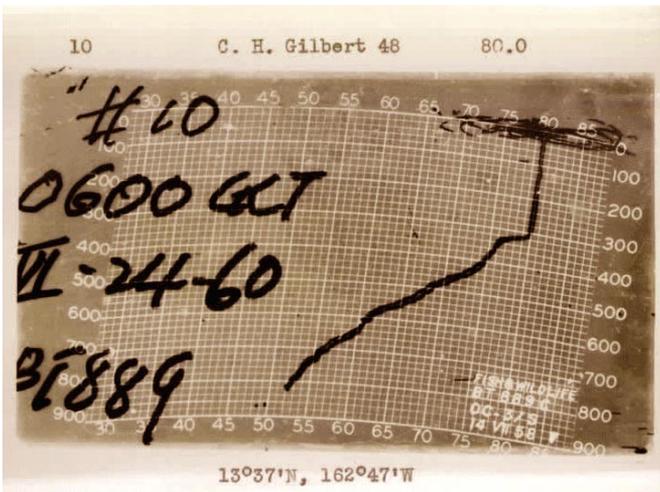
- Does your tasks involve the services provided by the CDMP contractors (see page 4)? If not, there is little chance that CDMP could fund your project.
- Is your project a data rescue activity? Does it support the NOAA strategic goals? Unless the task involves making climate and or environmental data more accessible, it will not be funded.

- Is the task large enough to be cost-effective? The time, effort, and expense incurred by the contractors to evaluate a small task, run tests, and develop keying formats is often greater than the time needed to do the actual production. This is generally true for tasks involving less than 1,000 documents.
- Is it too large to be manageable, or prohibitively expensive? Check with your CDMP contact if you're not sure. Large tasks often require a great deal of up-front work by government employees prior to the beginning of work by the contractors. If it's too large, can the task be logically divided into several smaller sub-tasks over a multi-year period?
- How many documents exist? On what media are they stored? What is the condition of documents? These questions can affect project cost. Is there more than one copy available? If only one copy exists, can you live without access to it while the data are at the contractor's site for digitizing?
- Who will compile documents for shipment to contractors? Does an inventory need to be compiled before the documents leave your NOAA facility? Remember funds for NOAA to prepare the data and QA the returning products are very limited (approximately 10% of the total funding).
- How long will this process take? Many tasks take several years to complete due to funding and workload constraints. Are resources available over an extended period of time? Structure the task so that higher priority work is completed first.
- Are there employees available to do this work? This may include developing detailed task orders, answering contractor questions, providing task guidance, etc. A task order, required for all new proposed tasks, should logically define the process for accomplishing the work requested of the contractor, including all the necessary details the contractor will need to successfully complete the project. Do you know exactly what you require?
- Who will perform quality assurance on data once they have been imaged or keyed? How will quality assurance be performed? Are you prepared to give timely feedback to the contractor and the CDMP staff?
- Do you have a method and means to make the data accessible once they are digitized? Or will you be relying on the contractor for developing and hosting an access system? Can you cover the long-term costs for such a hosted system? What happens if CDMP funds are no longer available?
- Who will manage the task? Will they be able to participate in conference calls, CDMP progress meetings, and review monthly invoices?

The CDMP supports the following services:

- Imaging from paper (sizes up to 42 x 60 inches), bound books, microfiche, microfilm, photographs, and negatives
- Image indexing available for on-line storage and retrieval
- Keying from paper, microfiche, or digital image
- Data hosting and web access
- Information technology development, database development
- Web access development and system hosting
- Vectorizing
- Optical character recognition (OCR)

Other similar specialized services may be available.



CDMP Primary Contractors:

Sourcecorp



Sourcecorp
715 North Main Street
London, KY 40741

Harold Jones, Program Manager

Information Manufacturing Corporation



Information Manufacturing Corporation
310 State Route 956
Rocket Center, WV 27726

Paul Frascione, Program Manager

Lason Systems, Inc



Lason Systems, Inc
12200 Kiln Court
Beltsville, MD 20704

John Jacobs, Program Manager

The following guidelines should be followed when submitting proposals for work to be accomplished under the Climate Database Modernization Program (CDMP).

1. All tasks must involve increasing the accessibility and utilization of climate and environmental data and information (see selection criteria on page 9).
2. Proposals must be submitted for any continuing task from FY 04, and a detailed task order is required for any new proposed tasks. If the requirements of a continuing task change substantially, then a more detailed task order must be submitted. This approach is necessary to better gauge the cost of each potential task.
3. Proposals/task orders must be submitted electronically to Joe Elms, Manager, Climate Database Modernization Program by **October 25, 2004**. The preferred formats are Microsoft Word or a PDF document. E-mail address is Joe.D.Elms@noaa.gov.
4. The proposals for continuing tasks should include the following:
 - A. Name of organization and task leader(s).
 - B. Name or title of the task and the assigned task order number.
 - C. Accomplishments in FY 04.
 - D. Scope of work proposed for FY 05.
 - E. An estimate of time needed for your agency to prepare materials for delivery to the CDMP contractors, to quality assure the returning products, and to make the data accessible if fully funded by CDMP.

Note: If the scope of the task has changed, then a task order rather than a proposal should be submitted. Also, indicate in your e-mail at the time the proposal is submitted whether you or a colleague will be presenting the proposal during the workshop to be held November 8-9, 2004.

Preparing a Task Order for a new proposed CDMP task.

- A. Name of organization and task leader(s).
- B. Name or title of the task.
- C. Describe how the task will contribute to the modernization and utilization of a climate database.
- D. Describe the task in detail, outlining what would be required of the contractor, what the task involves, including volume counts (i.e. number of documents, pages, charts, and condition of documents), and what would be provided by the agency. Describe all steps in the process so CDMP and the contractors can estimate the total cost.
- E. Provide an estimate of the time needed for your agency to prepare the data for the CDMP contractors.
- F. Include a statement as to whether these documents or data will be freely available via web access at a NOAA facility.

Several sample task orders are available as PDF files at the following URL: www.ncdc.noaa.gov/oa/climate/cdmp/proposals.html.

The CDMP will be hosting a workshop in Asheville, NC for those that wish to participate and formally present their FY 05 proposal (continuation and new tasks). For sign-up details, see page 13.

DATA ACCESS WORKSHOP CLIMATE DATABASE MODERNIZATION PROGRAM

**November 8-9, 2004
National Climatic Data Center
Asheville, North Carolina**

Provisional Agenda

Monday, November 8, 2004

- | | |
|----------|---|
| 8:30 am | Welcome- NCDC |
| 8:40 am | CDMP Overview |
| 9:00 am | Rules and Guidelines for Proposals/Task Orders |
| 9:15 am | WSSRD.NET, and MI3 Overview |
| 9:45 am | Break |
| 10:00 am | Lason - NOAA Projects Briefing |
| 10:30 am | Sourcecorp -NOAA Projects Briefing |
| 11:00 am | Information Manufacturing Corporation, Inc. (IMC)
NOAA Projects Briefing |
| 11:30 am | Lunch |
| 1:00 pm | Tasks & Proposals by Line Office/Lab, etc.
for FY 05 |
| | NESDIS Continuing tasks and new proposals |
| | 1. NCDC |
| | 2. NODC & NOAA library |
| | 3. NGDC |
| 2:45 pm | Break |
| 4:15 pm | Daily wrap-up |
| 4:30 pm | Adjourn |

Tuesday, November 9, 2004

8:30 am	Continue Tasks & Proposals by Line Office/Lab, etc. National Ocean Service (NOS)
10:00 am	Break
10:15 am	National Marine Fisheries Service (NMFS)
11:00 am	National Weather Service (NWS)
12:15 pm	Lunch
1:30 pm	Oceanic and Atmospheric Research (OAR)
2:30 pm	Closing remarks and comments
3:00 pm	Adjourn

The proposals will be judged against the following criteria:

1. *Supports NOAA's strategic goals.*
2. *Contribution to improved data access and rescue*
3. *General merit to overall program*
4. *Value to climate community*
5. *Cost effectiveness*
6. *Ease of digitization by the contractors*

The CDMP staff will calculate an estimated cost for each proposal. They will also estimate a total time to completion (some tasks may take several years to complete).

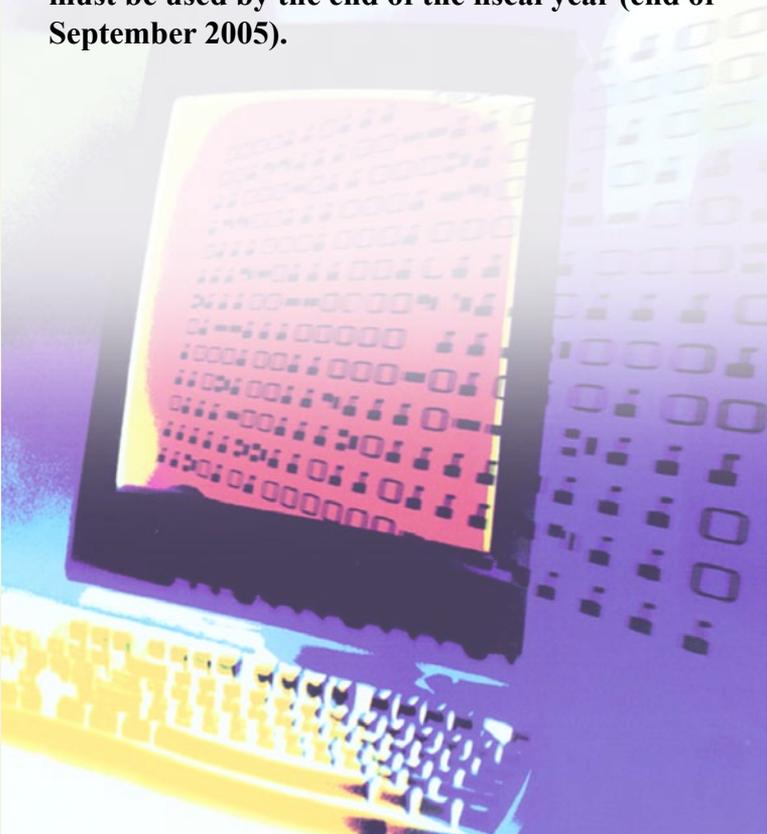
The final selections will be based on the criteria above and the available funding.

A decision on approved FY 05 tasks will be announced in January, 2005 or at the time CDMP has a budget. New tasks may begin as early as March 2005.

Funding: Contractor and NOAA

The dollars for all NOAA tasks will be part of the CDMP contractor funding for FY 05. Contracts for FY 05 will be established sometime in the January - February, 2005 time frame. These contracts will be established by NCDC and the procurement office at the Eastern Administrative Support Center (EASC) in Norfolk, VA.

Most tasks will also be provided funding to be used internally by the NOAA agencies. These funds are limited to approximately 10% of the total funds allocated to the contractor to perform the work as described in the task order. These funds will help to cover the costs of NOAA salaries, travel, document preparation, quality assurance, hiring of contract employees by NOAA agencies to assist with CDMP projects, etc. The use of this funding is determined by each individual agency and must be reflected in the Department of Commerce NOAA Budget Operating Plan report. Each agency will need to provide the CDMP with a point of contact, telephone number, and organization code for transfer of funds. **These funds must be used by the end of the fiscal year (end of September 2005).**



**Task Orders:**

Each NOAA task manager will be responsible for writing a task order for their specific task to be issued to the contractor. A sample task order is available on-line at www.ncdc.noaa.gov/oa/climate/cdmp/proposals.html. Task orders need to address the specifics of each individual task in sufficient detail that the contractor and CDMP management will understand what is to be accomplished. Many times the preparation of the task order is an iterative process between the government and the contractor; however, it must be completed and issued officially by CDMP before the work can begin. Again, this year we require a detailed task order for all start-up projects (new proposals). This is necessary to better judge the cost and time for completing a project and to provide better control of the CDMP budget now that they are being closely monitored at all levels. This also allows a timely start to the project.

Task Manager Responsibilities:

Each NOAA task shall have a task manager and back-up assigned. The task manager will work directly with the contractor to develop and oversee the task, and keep the CDMP leadership team fully informed on the task's progress. The task manager is encouraged to personally attend the kick-off meeting with the contractor. The manager is expected to be available for CDMP conference calls and progress meetings, and be generally available to respond to questions. The task manager must monitor the funding and the rate of spending to ensure the task is done within budget.

Processing Invoices:

A contractor invoice, specific to each task, will be sent to the CDMP Contracting Officer's Technical Representative (COTR) by the 10th of each month for work done during the prior month. The COTR will fax or email the invoice to the appropriate task manager when it is received. All task managers are required to review the monthly invoices for their tasks and respond via email with their agreement as to what has been billed, or if there are any discrepancies on the invoice that need to be resolved. The contractor invoices are approved for payment by the COTR and sent to EASC for payment. It is the task manager's responsibility to be sure that the products/services that are billed are justified.

Major CDMP 2004 Tasks

National Environmental Satellite, Data, and Information Service

Subscription Services
Daily Cooperative Observations - imaging and keying
Hourly Surface Observations - imaging and keying
Upper-Air Observations - imaging and keying
Hourly Precipitation Data - imaging and keying
DMSP Images - imaging
MBTs - digitizing
On-site support staff
Ionospheric Observations – keying
Arctic Sea Ice Charts - imaging
Metadata development
Integrated inventory development

National Marine Fisheries Service

Lightship Observations - imaging and keying
Data Recovery on Cetaceans - imaging and keying
Sea Cat / Bongo Stations - keying
REEF - imaging

National Ocean Service

Shoreline Charts - vectorizing
Sea Surface Temperature and Density - keying
Nautical Charts - imaging
Water level - imaging
Historical Coast Pilots - imaging
Tide & Current Prediction Tables - imaging

National Weather Service

African Upper-Air Observations - keying
Hurricane Reconnaissance - imaging & streaming video

Office of Oceanic and Atmospheric Research

WMO Pub 47 – imaging & keying

NOAA Cooperative Agreements with Foreign Organizations

Lightship data - Finland & Sweden
Surface data imaging and keying - Uruguay
Marine observations / keying - Canada

Dates to Remember

NCDC Visitors Guide

A NCDC visitors guide is available online at ncdc.noaa.gov/oa/documentlibrary/pdf/visitorsguide.pdf. The guide gives directions and a list of hotels offering government rates.

October 25, 2004

FY 2005 Proposals or Task Orders are due;
for details see page 6.

November 8-9, 2004

Data Access Workshop - in Asheville, NC.
Hosted by NOAA's National Climatic Data Center.
Participants will need a photo ID to access NCDC facilities.
For directions and further information on NOAA's NCDC see:
ncdc.noaa.gov/oa/about/ncdevisit.html.

January 2005

Awards announced.

March - April 2005

Tasks begin.

