

**AMC Pamphlet 70-8**

**Administration:**

# **Guide for Unsolicited Proposals**

**U.S. Army Materiel Command  
9301 Chapek Road  
Fort Belvoir, VA 22060-5527  
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**UNCLASSIFIED**

# ***SUMMARY of CHANGE***

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**This pamphlet --**

- **This pamphlet had formatting changes to meet the standards of the Rehabilitation Act (Section 508).**
- **The changes to AMC-P 70-8 are administrative in nature. There is no substantive change in content.**

DEPARTMENT OF THE ARMY  
HEADQUARTERS, UNITED STATES ARMY MATERIEL COMMAND  
9301 CHAPEK ROAD, FORT BELVOIR, VA 22060-5527

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GUIDE FOR UNSOLICITED PROPOSALS

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**1. Forward.**

a. The Army Materiel Command (AMC) is the Army's principal materiel developer, charged with developing and acquiring the materiel our soldiers need to fight and win decisively on the battlefield. To execute its enormous development and procurement mission, AMC has specific subordinate commands responsible for acquiring particular types of commodities including: tanks, munitions, missiles, aircraft, communications and electronics, as well as individual soldier equipment.

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\*This pamphlet supersedes AMC-P 70-8, 1 May 1998.

b. Our Soldiers deserve the best equipment. The best equipment begins with the best technology, and the best application of that technology. We want systems that are more lethal, reliable, survivable and easier to use in the heat of battle. AMC works closely with the nation's high technology companies and academic institutions, which develop the majority of AMC's technology base. The research partnerships between industrial and academic laboratories and AMC's research, development, and engineering centers and laboratories provide the mechanism for progress in design of weapon systems for the future.

c. Before we develop new items, we consider technology insertions - adding new battlefield capabilities to equipment already in the inventory or adapting commercial equipment. AMC constantly adjusts and refines the materiel acquisition process, streamlining measures to shorten acquisition time and unify the entire process.

d. AMC welcomes valid unsolicited proposals and appreciates the contribution they may make towards ensuring the continued superiority of the United States Army through technological leadership. AMC's paramount goal is always to provide soldiers the highest quality materiel for the defense of the nation. In short...acquisition excellence.

## **2. Purpose.**

a. The information provided in this pamphlet is to aid those organizations or individuals when preparing and submitting unsolicited proposals to the United States Army. Guidance in this pamphlet conforms to Federal Acquisition Regulation (FAR), Subpart 15.6, unsolicited proposals. The FAR can be found on the internet at: <http://www.arnet.gov/far/>.

b. Unsolicited proposals are a valuable means for Government agencies to obtain innovative and unique methods or approaches to accomplishing their missions from sources outside the Government. Advertising material, commercial product offers, contributions, or technical correspondence as defined in this pamphlet are not unsolicited proposals. A valid unsolicited proposal must:

- (1) Be innovative and unique;
- (2) Be independently originated and developed by the offeror;
- (3) Be prepared without Government supervision, endorsement, direction, or direct Government involvement;
- (4) Include sufficient detail to permit a determination that Government support could be worthwhile and the proposed work could benefit the agency's research and development or other mission responsibilities;
- (5) Not be an advanced proposal for a known agency requirement that can be acquired by competitive methods;

c. Unsolicited proposals in response to a publicized general statement of agency needs are considered to be independently originated;

d. Agencies that receive unique and innovative unsolicited proposals not related to their missions may identify for the offeror other agencies whose missions bear a reasonable relationship to the proposal's subject matter.

### **3. Definitions.**

a. Advertising Material: Material designed to acquaint the Government with a prospective contractor's present products, services, or potential capabilities or designed to stimulate the Government's interest in buying such products or services.

b. Commercial Item Offer: An offer of a commercial Item that the vendor wishes to see introduced in the Government's supply system as an alternate or replacement for an existing supply item. This term does not include innovative or unique configurations or uses of commercial items that are being offered for further development and that may be submitted as an unsolicited proposal.

c. Contribution: A concept, suggestion, or idea presented to the Government for its use with no indication that the source intends to devote any further effort to it on the Government's behalf.

d. Unsolicited Proposal: A written proposal for a new or innovative idea that is submitted to an agency on the initiative of the offeror for the purpose of obtaining a contract with the Government, and that is not in response to a request for proposals, Broad Agency announcement, Small Business Innovation Research Topic, Small Business Technology Transfer Research Topic, Program Research and Development Announcement, or any other Government-initiated solicitation or program.

### **4. General.**

a. You will find this pamphlet provides guidance on preparing unsolicited proposals, per the FAR, and describes organizations within the Army Materiel Command (AMC) that process unsolicited proposals. After reading this pamphlet, if you believe you have a valid unsolicited proposal (UP), contact the UP Coordinator for the organization responsible for your proposal's area of technology. The UP Coordinator will be your liaison with AMC. UP coordinators have been designated to answer your questions and coordinate the evaluation of your proposal. Do not submit your completed proposal to other than a designated UP coordinator since it cannot be properly processed by any other government representative.

b. You are encouraged to make preliminary contacts with appropriate field personnel, which can be coordinated through the UP Coordinator, before preparing a detailed unsolicited proposal or submitting proprietary data. Such contacts can answer questions about the general need for the type of effort contemplated. Neither you nor the Army should consider such contacts as negotiations in contemplation of any contractual work for the Army. Because the Army is

composed of organizations with varied responsibilities, preliminary contact will allow ultimate referral to the appropriate organization, saving considerable time and effort.

## **5. Content of Unsolicited Proposals.**

a. There is no particular format to be followed in the preparation of unsolicited proposals. The proposal should contain the following information to permit consideration in an objective and timely manner:

- (1) Offeror's name and address and type of organization (e.g., profit, nonprofit, educational, small business);
- (2) Names and telephone numbers of technical and business personnel to be contacted for evaluation or negotiation purposes;
- (3) Identity of proprietary data to be used only for evaluation purposes;
- (4) Names of other Federal, State, local agencies, or parties receiving the proposal or funding the proposed effort;
- (5) Date of submission;
- (6) Signature of a person authorized to represent and contractually obligate the offeror;
- (7) A completed AMC Form 2800-R-E, "Policy Statement and Memorandum of Understanding for the Evaluation of Unsolicited Proposals for Contract." Note: This pamphlet contains a blank form for your use and is reproducible. No action will be taken on your proposal until this form is properly completed.

b. Technical information including:

- (1) Concise title and abstract (approximately 200 words) of the proposed effort;
- (2) A reasonably complete discussion stating the objectives of the effort or activity, the method of approach and extent of effort to be employed, the nature and extent of the anticipated results, and the manner in which the work will help to support accomplishment of the agency's mission;
- (3) Names and biographical information on the offeror's key personnel who would be involved, including alternates; and type of support needed from the agency (e.g., facilities, equipment, materials, or personnel resources);

c. Supporting information including:

- (1) Proposed price or total estimated cost for the effort in sufficient detail for meaningful evaluation;

- (2) Period of time for which the proposal is valid (a 6-month minimum is suggested);
- (3) Type of contract preferred;
- (4) Proposed duration of effort;
- (5) Brief description of the organization, previous experience in the field, and facilities to be used;
- (6) Required statements, if applicable, about organizational conflicts of interest, security clearances, and environmental impacts;
- (7) The names and telephone numbers of agency technical or other agency points of contact already contacted regarding the proposal.

#### **6. Limited Use of Data.**

a. Unsolicited proposals may include proprietary data that you do not want disclosed to the public or used by the Government for any purpose other than proposal evaluation. DOD cannot assume responsibility for use of such data unless it is specifically and clearly marked with the following legend on the title page:

“Use and Disclosure of Data”

This proposal includes data that shall not be disclosed outside the Government and shall not be duplicated, used, or disclosed in whole or in part for any purpose other than to evaluate this proposal. However, if a contract is awarded to this offeror as a result of or in connection with the submission of these data, the Government shall have the right to duplicate, use, or disclose the data to the extent provided in the resulting contract. This restriction does not limit the Government's right to use information contained in these data if they are obtained from another source without restriction. The data subject to this restriction are contained in Sheets\_\_\_\_.”  
(Identify Sheets/page numbers that are restricted).

b. You must also mark each restricted sheet with the following legend:

"Use or disclosure of data contained on this sheet is subject to the restriction  
on the title page of this proposal."

#### **7. Submission and Evaluation of Unsolicited Proposals.**

a. As stated before, you will submit your prepared proposal to the unsolicited proposal (UP) coordinator for the Army organization responsible for the item or service you have to offer. Do not submit your proposal to any Government technical personnel with whom you may have had preliminary discussions, unless they are a designated coordinator.

b. The UP coordinator will ensure your proposal meets all unsolicited proposal requirements. The coordinator will send an acknowledgement letter to you not later than 10 business days after receipt and will provide an interim or final answer within 90 business days after completion of evaluation. If the submission is not a valid UP, the coordinator will notify you in writing with an explanation.

c. The UP coordinator confirms that the form titled "Policy Statement and Memorandum of Understanding for the Evaluation of Unsolicited Proposals for Contract" is completed and accompanies the proposal. The UP will not be evaluated until the form is completed.

d. The coordinator will review the unsolicited proposal for the proper proprietary legend. To call attention to the proprietary nature of the unsolicited proposal, the coordinator will place a cover sheet on the proposal unless the offeror clearly states in writing that no restrictions are placed on the disclosure or use of the data contained in the proposal.

e. The coordinator will have appropriate technical personnel conduct an evaluation. If the evaluator requests further information, submission will be at your expense and risk and shall create no obligation on the Government. The following are some factors considered by Army technical personnel when evaluating unsolicited proposals:

(1) Unique, innovative, and meritorious methods, approaches, or concepts demonstrated by the proposal;

(2) Overall scientific, technical, or socioeconomic merits of the proposal;

(3) Potential contribution of the effort to the agency's specific mission;

(4) Your capabilities, related experience, facilities, techniques, or unique combinations of these that are integral factors for achieving the proposed objectives;

(5) The qualifications, capabilities, and experience of your proposed principal investigator, team leader, or key personnel who are critical in achieving the proposal objectives;

(6) Realism of the proposed cost.

## **8. Contracting.**

a. You must be aware that a favorable comprehensive evaluation of an unsolicited proposal does not, in itself, justify awarding a contract without providing for full and open competition. For example, we must reject your unsolicited proposal if it:

(1) Is available to the Government without restriction from another source;

(2) Closely resembles a pending competitive acquisition requirement;

(3) Does not relate to the activity's mission;

(4) Does not demonstrate an innovative and unique method, approach, or concept, or is otherwise not deemed a meritorious proposal.

b. If we reject your proposal, you will be informed of the reason for rejection. We retain a copy of all rejected unsolicited proposals, up to six years, to avoid any future misunderstanding regarding what was submitted.

c. You are reminded that unsolicited proposals that are recommended by our technical offices may never be funded due to higher priority requirements.

d. Please note that only duly appointed contracting officers have authority to contractually bind the Government. All other personnel who receive, handle, or evaluate unsolicited proposals are not authorized to commit the Government.

**9. U.S. Army Natick Soldier Center (NSC).**

ATTN: AMSRD-NSC-AD-B, UP Coordinator

15 Kansas Street, Natick, Massachusetts 01760-5015

Phone (508)233-5431, e-mail: [arnold.boucher@us.army.mil](mailto:arnold.boucher@us.army.mil)

a. NSC researches, develops, and integrates the best technologies for warfighter systems that enhance individual combat effectiveness and quality of life. Core products include food, shelters, airdrop, individual protection, field service and other warrior related technologies and systems.

b. Key services included integration of technologies and systems for everything the warfighter wears, carries, jumps, and consumes, along with related support equipment. NSC is also the Executive Agent for the DOD Food Program.

**10. U.S. Army Edgewood Chemical Biological Center (ECBC).**

ATTN: AMSRD-ECB-AP-B, UP Coordinator

5183 Blackhawk Road, Building E-3330

Aberdeen Proving Ground, Maryland 21010-5424

Phone (410) 436-2031, e-mail: [ron.hinkle@us.army.mil](mailto:ron.hinkle@us.army.mil)

a. ECBC provides state-of-the-art science, technology and engineering solutions to meet the rapidly changing needs of the warfighter with regard to threats posed by chemical and biological warfare agents.

b. As the lead Department of Defense non-medical chemical and biological defense laboratory facility, ECBC plays a critical role in the Nation's readiness on the battlefield and at home. ECBC fosters research, development, testing and application of technologies that handle detection, protection from and decontamination of chemical and biological warfare agents. In addition, ECBC develops smokes and obscurants for use on the battlefield.

**11. U.S. Army Communications-Electronics Research, Development and Engineering Center (CERDEC).**

ATTN: AMSEL-AC-BL, UP Coordinator

Fort Monmouth, New Jersey 07703-5008

Phone (732) 532-2671, e-mail: [raymond.rubman@us.army.mil](mailto:raymond.rubman@us.army.mil)

a. CERDEC is responsible for research, development, acquisition, fielding and sustainment of technologically superior and integrated Command, Control, Communications, Computer, Intelligence, Electronic Warfare and Sensors (C4IEWS) capabilities for America's Warfighter. CERDEC provides the architectural framework and systems engineering to ensure joint interoperability and horizontal technology integration across the battlespace. CERDEC executes its mission throughout the lifecycle of warfighting systems and platforms through an integrated process of technology generation and application, acquisition excellence and logistics power projection. CERDEC provides the bridge between the generation of technology within DOD and Industry and its application in the field, thus ensuring rapid fielding of new and innovative capabilities for America's Warfighter.

b. Team C4IEWS - Command, Control, Communication, Computers, Intelligence, Electronic Warfare, Sensors. These combined capabilities provide seamless communications and information flow from the battlefield to the Pentagon; between the Army, Navy, Air Force, and Marines. Powerful command and control systems help our commanders to outthink and outmaneuver the enemy. Sensors and other advanced systems developed by Team C4IEWS gather intelligence and send still and video images, along with voice and data messages over satellite links worldwide. By doing this, Team C4IEWS gives our commanders a strategic advantage in tactical information and combat intelligence. Footnote: CERDEC will accept a technical abstract for preliminary review.

**12. U.S. Army Research and Development Command, Aviation and Missile Research, Development and Engineering Center (AMRDEC).**

ATTN: AMSRD-AMR-AS-PT-PL, UP Coordinator

Redstone Arsenal, Alabama 35898-5000

Phone (256) 313-2416, e-mail: [kathy.herring@us.army.mil](mailto:kathy.herring@us.army.mil)

a. The U.S. Army Aviation and Missile Life Cycle Management Command (AMCOM LCMC) serves as the lead Command for AMC for development, procurement, and support of aviation and missile weapon systems. AMCOM LCMC provides sustainment support to joint Warfighters and Allies, ensuring aviation and missile system readiness with seamless transition to combat operations; supports Program Executive Officers/Project Managers to enable the development, acquisition, and fielding of superior aviation and missile systems; and ensures the integration of aviation and missile technology for sustainment. Additional information can be found at [https://redstoneappsrv1.redstone.army.mil/apws/apwsdba.Apws\\_Home](https://redstoneappsrv1.redstone.army.mil/apws/apwsdba.Apws_Home).

b. AMRDEC provides extensive scientific and engineering support to AMCOM LCMC project managers, AMC, and DOD elements having aviation and missile project or system management responsibility. The mission of the AMRDEC is to plan, manage, and conduct research exploratory and advanced development, and provide one-stop life cycle engineering,

technical, and scientific support for aviation and missile weapon systems and their support systems, UAV platforms, robotic ground vehicles, and all other assigned systems, programs, and projects. Additional information can be found at <http://www.redstone.army.mil/amrdec/>.

**13. U.S. Army Armament Research, Development, and Engineering Center (ARDEC)  
ATTN: AMSTRD-AAR-EM, UP Coordinator.**

Picatinny Arsenal, New Jersey 07806-5000

Phone (973) 724-7349, e-mail: [eserao@pica.army.mil](mailto:eserao@pica.army.mil)

a. ARDEC is responsible for the research, development and engineering of gun weapon systems, to include ammunition and fire control for the Army and for other DOD agencies. ARDEC's headquarters, it's Armament System Integration Center and its Armaments Engineering and Technology Center, and most of its administrative and technical support activities are at Picatinny Arsenal, New Jersey.

b. Subordinate elements at separate sites are as follows: Benet Weapons Laboratory, an element of the Armaments Engineering and Technology Center at Watervliet Arsenal, New York; the Configuration Management Competency Director split between Rock Island Arsenal, Illinois and Dover, New Jersey.

c. ARDEC works closely with DA-chartered Project and Product Managers, residing at the Dover Site. Under the Program Executive Officer for Ammunition: Project Manager for Close Combat Systems; Project Manager for Combat Ammunition Systems; Project Manager for Maneuver Ammunition Systems; Project Manager for Joint Services. Under the Program Executive Officer for Ground Combat Systems: Joint Program Management Office for Lightweight Howitzer (JLWH) 155mm. Under the Program Executive Officer Soldier: Project Manager for Soldier Weapons.

d. The Center's mission (improving those systems already in the field, developing new systems, and achieving initial production) encompasses the following assigned materiel; artillery weapon systems; infantry weapon systems; air defense gun systems; aircraft weapon systems; armor-piercing projectiles; surface vehicle-mounted weapons; rocket and missile warhead sections; fire control system; demolition munitions; mines, bombs, and grenades; pyrotechnic systems and munitions; explosives and propellants; launch and dispenser systems; and practice and training munitions. The mission also includes pollution prevention research and development, the maintenance of a strong technology base and the requirement to remain a ready source of technical assistance for our soldier in the field.

**14. U.S. Army Armament Research, Development, and Engineering Center Benet Laboratories.**

ATTN: AMSTA-AR-COB-O, UP Coordinator

Watervliet, New York 12189-4050

Phone (518) 266-4060, e-mail: [dawn.changa@us.army.mil](mailto:dawn.changa@us.army.mil)

a. Benet Laboratories manages and executes life cycle research, development, engineering, and design related to recoilless rifles and mortar systems; cannons for tanks, towed and self

propelled vehicles; tank and combat vehicle turret items - including recoil mechanisms, gun mounts, elevating and traversing mechanisms; and ancillary turret items and training devices.

b. The laboratory manages the technology base related to conventional weapons, excluding ammunition and fire control, with emphasis on metallic and composite materials, applied mechanics, applied mathematics, and reliability analysis. It provides scientific and engineering support throughout material life cycle, including support to Federal agencies and Defense Exchange Agreement nations in fields such as nonorganic materials and composites; fatigue and fracture mechanics; advanced structural analysis; friction wear and erosion; simulation testing and analysis; ultra high pressures; cannon research, development, design, and engineering; and manufacturing methods and processes.

**15. U.S. Army Tank-automotive and Armaments Research, Development, and Engineering Center (TARDEC).**

ATTN: AMSTA-TR-R, UP Coordinator

Mail Stop 202, 6501 East Eleven Mile Road,

Warren, Michigan 48397-5000

Phone (586) 574-5758, e-mail: [mark.mikula@us.army.mil](mailto:mark.mikula@us.army.mil) or [unsolicitedproposals@tacom.army.mil](mailto:unsolicitedproposals@tacom.army.mil)

a. TARDEC is the Nation's laboratory for advanced military automotive technology. TARDEC's mission is to conduct research, development, and engineering to achieve global technological superiority in military ground vehicles.

b. TARDEC associates plan, manage and conduct research, exploratory and advanced development and overall systems integration for ground vehicles; provide engineering support for fielded systems and for procurement of new equipment; manage configuration and technical data for tank automotive equipment; and provide scientific and engineering support to the U.S. Tank-automotive and Armaments Command and other Department of Defense elements.

c. TARDEC opportunities for work that develops unique and innovative technology applications lies primarily in the areas of Vehicle Mobility, Vehicle Survivability, Vehicle Electronics, Vehicle Design, Ground Vehicle Robotics, and Vehicle Technology Integration.

**16. Policy Statement and Memorandum of Understanding for the Evaluation of Unsolicited Proposals for Contract.**

a. Prior to the Army's acceptance of any article of equipment, material, or disclosure of information for evaluation or testing, the individual, firm, or corporation submitting such article, invention, or disclosure must understand and agree to the following policy. (Reference: Federal Acquisition Regulation, subpart 15.6. and Army Regulation 27-60, chapter 3) POLICY.

b. The Army has a continuing interest in receiving and evaluating proposals containing new ideas, suggestions, and inventive concepts for weapons, supplies, facilities, devices, and development activities. Government employees and their contractors are constantly engaged in research and development and may already know the substance of your proposal or it may even

be in the public domain. For such reasons, we have found it desirable, when receiving proposals for evaluation, to ensure that the persons submitting them are aware of the conditions under which the Army may consider proposals for evaluation.

c. You should understand that our receipt and evaluation of the proposal does not imply a promise to pay, a recognition of novelty or originality, or any relationship that might require the Government to pay for the use of information to which we are otherwise lawfully entitled.

d. The Government will exercise due care to ensure that, in addition to the technical design or concept data submitted, any financial and management plans also submitted will not be used by the Government for any purpose other than for the evaluation of the proposal.

e. The Army handles voluntary submissions in accordance with established Government procedures for safeguarding such articles or information against unauthorized disclosure. In addition, we shall not disclose the data forming a part of or constituting the submission outside the Government nor shall we duplicate, use, or disclose the data in whole or in part, except for record purposes or to evaluate the proposal. This restriction extends to and includes financial and management plan information submitted with, or forming a part of, the proposal. This restriction does not limit the Government's right to use information in such data if we have obtained it from another source, or if it is in the public domain. We may have proposals, without restrictive markings, that we receive from educational or nonprofit organizations evaluated outside the Government provided that the evaluators agree in writing not to reproduce, use, or disclose the information in whole or in part, except for the purpose of evaluation.

f. The Army will furnish you with information covering the results of our evaluations or tests if you request. You may not construe the information as a Government endorsement of the articles or subject matter of the disclosure. You may not use the information in whole or in part for advertising purposes with industry or other Government agencies.

THIS IS A LEGAL DOCUMENT, READ IT CAREFULLY AND BE SURE YOU  
UNDERSTAND IT BEFORE SIGNING IT

#### MEMORANDUM OF UNDERSTANDING

I, the undersigned, on behalf of myself or \_\_\_\_\_ Company, or Corporation have read the above policy statement and have made a disclosure of a proposal to the Department of the Army relating to \_\_\_\_\_.

It is understood that the Department of the Army has accepted the above proposal for the purpose of evaluating it and advising of any possible Army interest.

It is further understood that such acceptance does not imply or create a promise to pay, an obligation to give up any legal right or to assume any duty, a recognition of novelty, originality or priority, or any relationship, contractual or otherwise, such as would render the Government

liable to pay for or to give up any legal right or assume any obligation for disclosure or use of any information in the proposal to which the Government would otherwise lawfully be entitled.

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SIGNATURE

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PRINTED OR TYPED NAME

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TITLE OR POSITION (AUTHORIZED TO BIND SAID CORPORATION, IF ANY)

DATE \_\_\_\_\_

AMC FORM 2800-R-E  
MAY 98

The proponent of this pamphlet is the United States Army Materiel Command. Users are invited to send comments and suggested improvements on DA Form 2028 (Recommended Changes to Publications and Blank Forms) to the Commander, HQ AMC, ATTN: AMCOPS-IEB, 9301 Chapek Road, Fort Belvoir, VA 22060-5527.

FOR THE COMMANDER:

//Signed//  
WILLIAM E. MORTENSEN  
Lieutenant General, USA  
Deputy Commanding General

DISTRIBUTION:

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