

## Hybrid Broad Agency Announcement (BAA) (Open BAA and BAA with Calls)

### Overview Information

**To access hyperlinks from this electronic solicitation – Hit CTRL and click on the link.**

**NAICS Code:** The NAICS Code for this acquisition is **541715 (Research and Technology in the Physical, Engineering, and Life Sciences (except Nanotechnology and Biotechnology))**, and the small business size standard is **1,000 employees**.

**Federal Agency Name:** Air Force Research Laboratory, Airman Systems (RH)  
**Broad Agency Announcement Title:** Airman Readiness Medical Research (ARMR)  
**Broad Agency Announcement Type:** This is **Amendment 03**.  
**Broad Agency Announcement Number:** FA8650-20-S-6008  
**Catalog of Federal Domestic Assistance (CFDA) Number(s):** 12.800 AIR FORCE DEFENSE RESEARCH SCIENCES PROGRAM

**This is a Hybrid BAA solicitation which consists of an Open BAA and a BAA with Calls. This BAA is set up in two parts: (1) Open BAA, in which white papers may be submitted at any time during the open period, and (2) BAA with Calls, in which proposal call announcements may be issued by the Government in SAM.gov under FA8650-20-S-6008 at any time during the effectivity of the BAA. The two parts are explained in greater detail in separate sections below. This BAA will remain open for seventy-two (72) months with Calls being released throughout the seventy-two (72) month period of performance.**

### **OPEN BAA/OPEN PERIOD (Two-Step, See Section V for instructions)**

This BAA will remain Open for the entire period of performance of seventy-two (72) months. White papers may be submitted at any time during the Open Period for specific research objectives and/or aims in accordance with the instructions in Section V. The Government will suspend white paper submissions for research objectives and/or aims identified in an active Call and this will be stated in the Call announcement. Offerors should monitor the SAM.gov website at <https://sam.gov> in the event this announcement is amended.

**First Step: WHITE PAPER DUE DATE AND TIME:** This BAA is open and effective through 30 April 2026 at 5:00 pm Local Time, Wright-Patterson Air Force Base. White papers may be submitted at any time during this period in Research Objectives and/or Aims that are not closed for a Call.

**Second Step: PROPOSAL DUE DATE AND TIME:** To be provided in the Requests for Proposals sent to offerors that submit White Papers considered to meet the needs of the Air Force.

**BAA with Calls (One-Step or Two-Step, See Section IV for Instructions):**

Over the period of this BAA, Calls may be issued to request white papers or proposals for specific research objectives and/or aims. It will be determined on a Call by Call basis whether or not the announcement is for white papers (two-step) or proposals (one-step). Each call will contain specific requirements and pertinent information. White papers/ proposals submitted in response to the Calls will be accepted as specified in the individual Calls and evaluated in accordance with the Proposal Review Information (section IV.2.). Offerors should monitor the SAM.gov website at <https://sam.gov> in the event this announcement is amended or Calls are issued.

**NOTE: White Paper/proposal receipt after the due date and time shall be governed by the provisions of FAR 52.215-1(c)(3).** *It should be noted that this installation observes strict security procedures to enter the facility. These security procedures are NOT considered an interruption of normal Government processes, and proposals received after the above stated date and time as a result of security delays will be considered "late." Furthermore, note that if offerors utilize commercial carriers in the delivery of proposals, they may not honor time-of-day delivery guarantees on military installations. Be advised, if the U.S. Postal Service is used, this building only receives U.S. Postal Mail twice a week and delivery by that means may not meet the proposal due date and time established herein. Early white paper/proposal submission is encouraged.*

**Submission:** White paper submittals for Open BAA portion must be submitted to the email address of the Contracting POC, AND AFRL/RAKHC.Office@us.af.mil. Proposals as a result of the 2nd step Open BAA and white papers/proposals as the result of a Call, shall be submitted to the Contracting POC's postal delivery address, unless otherwise stated in the Request for Proposal (RFP) or Call, respectively. Additional submission instructions will be contained in RFP and/or Call.

**Solicitation Request:** Air Force Research Laboratory, Airman Systems, Wright-Patterson Air Force Base is soliciting white papers on the research effort described below.

**Type of Contract/Instrument:** The Air Force reserves the right to award the instrument best suited to the nature of research proposed. Accordingly, the Government may award any appropriate contract type under the FAR or Other Transaction (OT) for Prototype, grant, cooperative agreement, or OT for Research. The Air Force may also consider award of an appropriate technology transfer mechanism if applicable. It is anticipated that awards under this BAA will generally be *Cost Plus Fixed Fee (CPFF) but not limited to Firm Fixed Price, Cost Share, Cost (no fee)*. Cost reimbursement contracts require successful offerors to have an accounting system considered adequate for tracking costs applicable to the contract.

**Estimated Program Cost:** *The total program value is \$480,000,000 with multiple awards ranging from \$50,000 to \$49,000,000 anticipated; however, values may be less than or exceed this range in order to meet mission need. Detailed estimated cost or funding profiles will be included in individual Calls.*

**Anticipated Number of Awards:** The Air Force anticipates awarding *multiple awards per year* for this announcement. However, the Air Force reserves the right to award zero, one, or more contracts for all, some or none of the solicited effort based on the offeror's ability to perform desired work and funding fluctuations.

**Brief Program Summary:** The Air and Space Biosciences Division (RHB) research focus is to conduct medical research in support of optimizing of the warfighter by enabling, enhancing, restoring, and sustaining the Airman to more effectively execute the Air Force mission. This medical research objective is dual natured: (1) ensure medical availability of Airmen by analyzing attributes (sensory, behavioral, physiologic) and operational environments (chemical, physical, psychological, biological, radiological stressors) to drive optimal performance of Airmen engaged in high-demand, high-impact mission tasks (2) investigate how the flight environment affects the process of life, the ability to maintain homeostasis, and the risk for injury or secondary insult, seeking to ameliorate these stressors to optimize Airman health and performance.

### **Communication Between Prospective Offerors and Government Representatives:**

**Open Period:** The acquisition team intends to manage communications in a manner best designed to facilitate the submittal of optimal proposals while not providing any unfair competitive advantages. Technical communications will be managed by the Technical POC identified below. Technical questions may be addressed before and after RFP release. Questions determined to provide a competitive advantage will be answered via SAM.gov. Dialogue between prospective offerors and Government representatives is encouraged until submission of proposals.

Discussions with any of the points of contact shall not constitute a commitment by the Government to subsequently fund or award any proposed effort. Only Contracting Officers are legally authorized to commit the Government.

### **Calls:**

Dialogue between prospective offerors and Government representatives is encouraged until the issuance of a Call. Technical and contracting questions can be resolved in writing or through dialogue until a Call is issued. After a Call is issued, all exchanges, regarding the specific Research Objectives and/or Aims of the Call, shall be in writing and submitted to the Contracting POC.

Discussions with any of the points of contact shall not constitute a commitment by the Government to subsequently fund or award any proposed effort. Only Contracting Officers are legally authorized to commit the Government.

If not proprietary or confidential, questions and responses, received under Calls, will be published to SAM.gov (and grants.gov as necessary) to ensure all potential offerors are treated equitably.

**Address technical questions to the Technical POC:** *Nathaniel Baldwin, [nathaniel.baldwin.1@us.af.mil](mailto:nathaniel.baldwin.1@us.af.mil), (937)713-7913, Postal Delivery Address: 2800 Q Street, Bldg. 824 Wright-Patterson AFB, OH 45433-7913.*

**Address contracting questions to the Contracting POC:** *Amber Taylor, Contracting Officer, [amber.taylor.9@us.af.mil](mailto:amber.taylor.9@us.af.mil), and [AFRL.RAKHC.Office@us.af.mil](mailto:AFRL.RAKHC.Office@us.af.mil). Postal Delivery Address: 2230 Eighth Street, Bldg. 45, Wright-Patterson AFB, OH 45433-7541.*

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## Full Text Announcement

- I. Program Description:** (Applicable to both the Open period and Calls) Air Force Research Laboratory, Airman Systems Directorate (RH), is soliciting white papers, and anticipates issuing future Calls, on the following research effort:

*Open BAA: Offerors may submit white papers within the technically scoped Research Objectives listed below*

*BAA with Calls: \*Reminder, each Call will contain specific requirements, i.e. a Statement of Objectives (SOO) specific to that Call, and pertinent information. A Call will include a SOO, which will encompass one or more of the below listed Research Objectives."*

- 1. Statement of Objective:** The medical research objective is dual natured: (1) ensure medical availability of Airmen by analyzing attributes (sensory, behavioral, physiologic) and operational environments (chemical, physical, psychological, biological, radiological stressors) to drive optimal performance of Airmen engaged in high-demand, high-impact mission tasks (2) investigate how the flight environment affects the process of life, the ability to maintain homeostasis, and the risk for injury or secondary insult, seeking to ameliorate these stressors to optimize Airman health and performance.

The ARMR Program is broken up into the following eight (8) Specific Research Objectives:

- 1. Aeromedical Evacuation (AE)**
- 2. Optimization of Human Capital (OHC)**
- 3. Airman Exposure Health**
- 4. Expeditionary Medicine (EM)**
- 5. Cognitive and Physiologic Performance (CPP)**
- 6. Medical Countermeasures of Directed Energy (Med CDEE)**
- 7. Airman Systems Medical Research**
- 8. Space Exploration Research**

The complete Statement of Objective (SOO) is **Attachment 8** to this BAA.

- 2. Within Scope Modifications:** Potential offerors are advised that due to the inherent uncertainty of research and development efforts, awards resulting from Open BAA/Period and/or the Calls may be modified during performance to make within scope changes, to include but not limited to, modifications which increase overall effort ceiling amount.
- 3. Deliverable Items:**
- a. Data Items: To be determined for each individual award in the Open Period, and/or on a Call by Call basis; however, the Final Report will be required at a minimum on all awards under the Open BAA/Period and/or

on Call by Call basis. See **Attachment 7**, for list of potential Contract Data Requirements List (CDRLs).

- b. Software: Deliverables to be determined based on each award in the Open Period, or on a Call by Call basis.
- c. Hardware: Deliverables to be determined based on each award in the Open Period, or on a Call by Call basis.
- d. Other: Data items such as presentation materials, interim reports, and software user's manual may be required. Specific reports will be identified on each award in the Open Period, and/or on a Call by Call basis.

#### **4. Schedule:**

- a. Overall effort: Estimated 12-36 months period of performance (PoP) per award, however PoP could be greater or less than this estimation depending on the requirements. Anticipated Period of Performance will be addressed in each Call or Request for Proposal (2<sup>nd</sup> Step) under the Open BAA/Period.
- b. Data Items: Specified on individual CDRL(s).
- c. Software: Will be determined for each Call or individual award under the Open BAA/Period.
- d. Hardware: Will be determined for each Call or individual award under the Open BAA/Period.

#### **5. Other Requirements:**

- a. This announcement incorporates FAR and supplement provisions and clauses by reference. The full text of provisions and clauses can be found at <http://acquisition.gov>.
- b. Program Security Classification: TBD on each Call or RFP (2<sup>nd</sup> Step) under Open BAA/Period. It is anticipated that the majority of awards under the open period and Calls of this BAA will be unclassified based on research within the 711 HPW; however, security classification will be addressed at individual award level and on a call by call basis. If classification is anticipated, solicitation DD254 will be attached to the RFP/Call. This effort may require Top Secret facility clearance and Top Secret safeguarding capability. If a DD254 is applicable, offerors must verify their Cognizant Security Office information is current with Defense Security Service (DSS) at [www.dss.mil](http://www.dss.mil).
- c. OPSEC: See attached SOO for OPSEC guidance.
- d. Export Control: TBD on each Call or RFP (2<sup>nd</sup> Step) under Open BAA/Period. Information involved in this research effort may be subject to

Export Control (International Traffic in Arms Regulation (ITAR) 22 CFR 120-131, or Export Administration Regulations (EAR) 15 CFR 710-774). If effort may be subject to export control, then a Certified DD Form 2345, Militarily Critical Technical Data Agreement, will be required to be submitted with proposal.

- e. Export-Controlled Items: As prescribed by DFARS 225.7901-4, DFARS 252.225-7048, "Export-Controlled Item (JUN 2013)" is contained in this solicitation. This clause shall be contained in ALL resulting contracts.
- f. Contractor Performance Assessment Reporting System (CPARS) may apply to contract awards resulting from this BAA. If CPARS does apply then interim and final evaluations of contractor performance for contract awards will be prepared in accordance with DAFFARS 5342.1503. The final performance evaluation will be prepared at the time of completion of work. In addition to the final evaluation, interim evaluation(s) will be prepared annually (*at a minimum*). Awardees will be requested to provide a POC to receive notifications of the opportunity to provide feedback. The contractor will be permitted 14 days to review the document and to submit additional information or a rebutting statement. If agreement cannot be reached between the parties, the matter will be referred to an individual one level above the Contracting Officer, whose decision will be final. Copies of the assessments, contractor responses, and review comments, if any, will be retained as part of the contract file, and may be used to support future award decisions for other procurements.
- g. DFARS 252.204-7019 Notice of NIST SP 800-171 DoD Assessment Requirements; DFARS 252.204-7020 NIST 800-171 DoD Assessment Requirements; and DFARS 252.225-7968 Restriction on Acquisition of Personal Protective Equipment and Certain Other Items from Non-Allied Foreign Nations (DEVIATION 2022-O0008); and FAR 52.204-27 Prohibition on a ByteDance Application are applicable for this BAA.
- h. Science and Technology (S&T) Protection: In accordance with Air Force Research Laboratory Instruction (AFRLI) 61-113, "*Science and Technology (S&T) Protection for the Air Force Research Laboratory*", offerors are required to submit the following as part of their proposal:
  - 1) A completed initial Standard Form (SF) 424, *Research and Related Senior/Key Person Profile (Expanded) Form*, (**Attachment 10**) for all Senior/Key Personnel proposed in support of the AFRLI 61-113 Personnel Risk Assessment requirement.
  - 2) Documentation of a Security Program Plan in support of the AFRLI 61-113 Initial Institution S&T Protection Program Review requirement. This must include, at a minimum, a completed Security Program Questionnaire (**Attachment 11**). Submittal may also include a pre-

existing plan that the offeror uses as a matter of course or plan developed specifically for this acquisition. The purpose of requesting the plan is to assess the offeror's capacity for protection of the Government's S&T. Failure to demonstrate a plan adequate to meet the needs of the requirements, as determined by the Government in its sole discretion, may be grounds for considering the proposal unawardable.

#### Government Procedures

The Government will review the submitted S&T protection documentation only for those proposals categorized as Selectable and selected for funding and negotiations.

#### S&T Protection Initial Risk Review:

- **Personnel Risk Assessment:** The Government will review non-government research key/senior performers identified by the offeror on the initial SF 424 for workload conflicts and conflicts of interest.
- **Initial Institution S&T Protection Program Review:** The Government will review the offeror's security program information submitted in accordance with paragraph 2 of this section (above) to identify any potential risks and ensure appropriate measures are in place to protect S&T information.

The Government may require the offeror to submit additional information and/or a mitigation plan for any identified S&T protection risks. If the Government determines the offeror failed to provide adequate additional information; or an acceptable mitigation plan; or it is determined the offeror's S&T protection approach is high risk and does not provide adequate protection of S&T information, the Government may reject the proposal and withdraw it from consideration for award.

**S&T Protection Annual Risk Review:** In accordance with **Attachment 9** (SOW Supplemental Requirements), the Contractor shall provide an SF 424 with the following information: 1) an initial report of all Senior/Key Personnel at the time of award; 2) an annual report of all Senior/Key Personnel providing support; and 3) a report for any new Senior/Key Personnel who join the contract, agreement, grant, or OT. Any updated SF 424s for new Senior/Key Personnel supporting the award require coordination from the Government prior to the contractor employee receiving access to S&T information. The purpose of this report is oversight and should not be construed as relieving the contractor/recipient of any S&T Protection requirements within the contract, grant, agreement, or OT.



## **6. Other Information:**

- a. Government Furnished Property (GFP) Availability: GFP will be determined on each Call or request for proposal (2<sup>nd</sup> Step) under the Open Period. In accordance with FAR 45.201(b), the contractor is responsible for all costs related to making the property available for use, such as payment of all transportation, installation or rehabilitation costs.
- b. Base Support/ Network Access: Base Support/Network access is anticipated to be made available under this Announcement. Possible places of performance are Wright-Patterson Air Force Base(WPAFB) and Joint Base/Ft. Sam Houston, but are not limited to these locations and ultimately will be TBD per Call or RFP (2<sup>nd</sup> Step) under the Open BAA/ Open Period. If contractor determines use of available base support to be in their best interest, it must be included as such in the proposal.
- c. Multiple awards subject to Fair Opportunity are not anticipated.
- d. Government Furnished Information (GFI): TBD on each Call/RFP
- e. Human or Animal Subject Use: TBD on each Call/RFP
- f. Contract Acquired Property (CAP): TBD on each Call/RFP
- g. Ozone Depleting Substances: TBD on each Call/RFP
- h. Hazardous Materials: TBD on each Call/RFP
- i. Radioactive Materials: TBD on each Call/RFP
- j. Military Equipment Valuation: N/A
- k. Data Rights Desired (unless a Call states otherwise):
  - (1) Technical Data: Unlimited Rights
  - (2) Non-Commercial Software (NCS): Unlimited Rights
  - (3) NCS Documentation: Unlimited Rights
  - (4) Commercial Computer Software Rights: Customary License

The Air Force Research Laboratory is engaged in the discovery, development, and integration of warfighting technologies for our air, space, and cyberspace forces. As such, rights in technical data and NCS developed or delivered under this contract are of significant concern to the Government. The Government will therefore evaluate any restrictions on the use of technical data, NCS, and NCS documentation which could result in transition difficulty or less-than full and open competition for subsequent development of this technology.

In exchange for paying for development of the data, the Government expects technical data, NCS, and NCS documentation developed entirely at Government expense to be delivered with Unlimited Rights.

Technical data, NCS, and NCS documentation developed with mixed funding are expected to be delivered with at least Government Purpose Rights. Offerors that propose delivery of technical data, NCS, or NCS documentation subject to Government Purpose Rights should fully explain how a portion of the data was developed at private expense. Specifically, offerors must explain what technical data, NCS, or NCS documentation developed with costs charged to indirect cost pools and/or costs not allocated to a Government contract will be incorporated, how the incorporation will benefit the program, and address whether those portions or processes are segregable.

Offerors that propose delivery of non-commercial technical data with Limited Rights, NCS with Restricted Rights, or NCS documentation with Limited Rights will be considered. Proposals should fully explain what technical data, NCS, or NCS documentation developed with costs charged to indirect cost pools and/or costs not allocated to a Government contract will be incorporated and how the incorporation will benefit the program and whether those portions or processes are segregable.

Offerors shall include the data rights assertions as required by DFARS 252.227-7017, Identification and Assertion of Restrictions on the Government's Use, Release, or Disclosure of Technical Data or Computer Software. The assertions list is included in Section K (**Attachment 4**) and due at time of proposals. Assertions must be completed with specificity. Each assertion must identify the technical data or computer software to be delivered and the associated item, component, or process developed exclusively or partially at private expense to which it pertains. Nonconforming assertions lists will be rejected.

Terms used in this section are defined in the clauses at DFARS 252.227-7013, Rights in Technical Data-Noncommercial Items, and DFARS 252.227-7014, Rights in Noncommercial Computer Software and Noncommercial Computer Software Documentation.

### **THIRD PARTY SOFTWARE (COMMERCIAL AND NONCOMMERCIAL):**

If any such software, noncommercial or commercial, is not reasonably identifiable at proposal submission, it must still be approved by the contracting officer prior to incorporation. This obligation to obtain pre-approval by the contracting officer, as described above, continues throughout contract administration.

### **Noncommercial Computer Software:**

DFARS 252.227-7014(d) describes requirements for incorporation of third party noncommercial copyrighted computer software and computer

software documentation and is incorporated as follows. The Contractor shall not, without the written approval of the Contracting Officer, incorporate any copyrighted computer software or computer software documentation in the software or documentation to be delivered under this contract unless the Contractor is the copyright owner or has obtained for the Government the license rights necessary to perfect a license or licenses in the deliverable software or documentation of the appropriate scope set forth in DFARS 252.227-7014(b), and prior to delivery of such—

- (1) Computer software, has provided a statement of the license rights obtained in a form acceptable to the Contracting Officer; or
- (2) Computer software documentation, has affixed to the transmittal document a statement of the license rights obtained.

In addition, all noncommercial computer software will receive the appropriate level rights set forth in DFARS 252-7014(b), which could include: unlimited rights, GPR, Restricted Rights, or specifically negotiated license.

**Commercial Computer Software:**

For commercial computer software, the Government will neither accept nor execute a DD Form 250 for such software deliverables until the Contractor obtains from all third party software suppliers and/or vendors (Licensor) licenses for any commercial computer software to be delivered that are consistent with Federal Statutes, Federal Case Law, and Federal Regulations.

**II. Award Information (Applicable to both the Open BAA/Open Period and BAA with Calls)**

- 1. Anticipated Award Date:** Award dates will vary. Anticipated award dates will be included in Calls, or Requests for Proposals (2<sup>nd</sup>-Step) under Open BAA/Period. White papers, under the Open Period, will be accepted through **30 April 2026 at 5:00pm Local Time, Wright-Patterson Air Force Base. White papers may be submitted at any time during this period in research Objectives and/or Aims that are not closed for a Call.**
- 2. Anticipated funding** for the Overall program is \$480M, with multiple awards anticipated ranging from \$50,000 to \$49,000,00. Below is the anticipated funding for the program, not per award:

FY20	\$80M
FY21	\$80M
FY22	\$80M
FY23	\$80M
FY24	\$80M
FY25	\$80M
FY26	\$80M

*This funding profile is an estimate only and not a contractual obligation for funding. All funding is subject to change due to Government discretion and availability. Potential offerors should be aware that due to unanticipated budget fluctuations funding in any or all areas may change with little or no notice.*

### **III. Eligibility Information (Applicable to both the Open BAA/Open Period and BAA with Calls)**

- 1. Eligible Offeror:** This is an unrestricted solicitation. Small businesses are encouraged to propose.
- 2. Cost Sharing or Matching:** Cost Sharing is not required, but is allowed.
- 3. Federally Funded Research and Development Centers:** The following guidance is provided for Federally Funded Research and Development Centers (FFRDCs) contemplating submitting a proposal, as either a prime or subcontractor. FAR 35.017-1(c)(4) prohibits an FFRDC from competing with any non-FFRDC concern in response to a Federal agency request for proposal for other than the operation of an FFRDC (with exceptions stated in DFARS 235.017-1(c)(4)). There is no regulation prohibiting an FFRDC from responding to a solicitation. However, the FFRDC's sponsoring agency must first make a determination that the effort being proposed falls within the purpose, mission, general scope of effort, or special competency of the FFRDC, and that determination must be included in the FFRDC's proposal. In addition, AFRL must make a determination that the work proposed would not place the FFRDC in direct competition with domestic private industry. Only after these determinations are made, would a determination be made concerning the FFRDC's eligibility to receive an award.
- 4. Government Agencies:** If a Government agency is interested in performing work, contact the Technical POC identified in the BAA. If those discussions result in a mutual interest to pursue your agency's participation, the effort will be pursued independent of this announcement.
- 5. Other:**
  - a. Foreign Participation: Foreign participation is not permitted at the prime level. However, foreign participation in basic research at the subcontractor level may be considered based on offerors proposal.
  - b. Notice to Foreign-Owned Firms: Such firms are asked to immediately notify the Contracting Officer before deciding to respond to this announcement. Foreign contractors should be aware that restrictions might apply which could preclude their participation in this acquisition.
  - c. If an award under this BAA involves data that may be subject to export control laws and regulations, only contractors who are registered and certified with the [Defense Logistics Agency](#) and have a legitimate business

purpose may participate in this solicitation. Contact the U.S./Canada Joint Certification Program Office, Defense Logistics Agency, Logistics Information Services J34, HDI Federal Center, 74 Washington Avenue N., Battle Creek, Michigan 49037-3084, (1-800-352-3572) or the Joint Certification Program Office (JCO) at [JCP-ADMIN@DLA.MIL](mailto:JCP-ADMIN@DLA.MIL) for further information on the certification process. You must submit a copy of your approved DD Form 2345, Militarily Critical Technical Data Agreement, with your proposal.

- d. There are no limits on the number of white papers/proposals an offeror may submit under the open period and/or Calls.
- e. You may be ineligible for award if all requirements of this solicitation are not met on the white paper/proposal due date as identified above.

#### **IV. BAA with Calls** (one-step/two-step process TBD on each Call)

**Please Note: This is NOT a Call for White Papers or Proposals. Calls will be released at later dates.**

##### **1. Proposal and Submission Information**

###### **a. Overview:**

This BAA will have Calls that consist of either a one-step or two-step process, described in detail below. For a one-step Call, only proposals will be solicited. For a two-step Call, white papers will be solicited and subsequent request for proposals may follow after peer/ scientific reviews. The one-step or two-step process will be determined on each individual Call. A unique Statement of Objectives (SOO) will be included with each Call. Calls will be issued by the Government in SAM.gov under FA8650-20-S-6008 at any time during the effectivity of the BAA.

For additional information, a copy of the Broad Agency Announcement (BAA) Guide for Industry is located at

<https://www.afrl.af.mil/Portals/90/Documents/HQ/BAA%20Ind%20Guide%202020.pdf?ver=7AivkWvoUoptKgypgCuIvw%3d%3d>.

**All white paper and proposal submission information for both one-step and two-step Calls will be specified in each Call solicitation.**

###### **b. First Step (White Paper) Instructions:**

All white paper instructions including General Instructions, page limitations, format, technical portion, cost portion, content summary, and any other information will be specified in each Call.

###### **c. Second Step (Proposal Submission Information) Instructions:**

All proposal instructions including General Instructions, page limitations, format, technical/management portion, cost/business portion, cost element breakdown, proposal content summary, funding restrictions, and any other information will be specified in each Call.

## **2. WHITE PAPER / PROPOSAL REVIEW INFORMATION**

- a. **FIRST STEP – White Paper Reviews:** The Government will review White Papers to determine which of them have the potential to best meet the Air Force’s needs based on the criteria that will be included in each Call.
- b. **SECOND STEP – Proposal Evaluation Criteria:** Proposals will be evaluated through a peer or scientific review process using criteria that will be included in each Call.

- c. **Proposal Review and Selection Process**

- (1) **Categories:** Based on the evaluation, proposals will be categorized as Selectable, or Not Selectable (see definitions below). The selection of one or more sources for award will be based on the evaluation, as well as importance to agency programs and funding availability.

- a) **Selectable:** Proposals are recommended for acceptance if sufficient funding is available.

- b) **Not Selectable:** Even if sufficient funding existed, the proposal should not be funded.

Note: The Government reserves the right to **award some, all, or none of proposals**. When the Government elects to award only a part of a proposal, the selected part may be categorized as Selectable, though the proposal as a whole may not merit such a categorization.

- (2) Prior to award of a potentially successful offer, the Contracting Officer will make a determination regarding price reasonableness.

## **V. Open BAA/Open Period (Two-step process)**

### **1. White Paper / Proposal and Submission Information**

- a. **Overview:** This Announcement consists of a Two-Step Process described in detail below. White Papers/Proposals, submitted shall be in accordance with this announcement. The Government intends to review White Papers, and potentially Proposals, and award some, all, or none of the proposals received without negotiation/discussion; however, the

Government reserves the right to negotiate with those offeror(s) whose proposal is selected for funding.

- b.** There will be no other solicitation issued in regard to this requirement.
- c.** As indicated in Section I.5.h above, the Government will conduct an S&T Protection Initial Risk Review only for those proposals categorized as Selectable and selected for funding and negotiations.

**ONLY WHITE PAPERS ARE BEING SOLICITED AT THIS TIME.**

Offerors should be alert for any BAA amendments that may permit extensions to the white paper submission date.

For additional information, a copy of the Broad Agency Announcement (BAA) Guide for Industry is located at <http://www.wpafb.af.mil/Portals/60/documents/afri/AFRL-broad-agency-announcement-guide.pdf>.

**d. First Step (White Paper) Instructions:**

(1) General: The *FIRST STEP* requests a white paper and a rough order of magnitude (ROM) cost. The white paper shall include a discussion of the nature and scope of the research and the offeror's proposed technical approach. The Government will review the white papers in accordance with the FIRST STEP Peer or Scientific Review criteria, set forth in Section V.2. below. Based on this review, the Government will determine which of them have the potential to best meet the Air Force's needs. Offerors will be notified of the disposition of their white paper. It is anticipated that Government review of the white papers submitted will take **30** calendar days. Those offerors submitting white papers assessed as meeting Air Force needs may be asked to submit a technical and cost proposal. Those offerors not requested to submit a technical and cost proposal will be notified, but may still elect to submit a technical and cost proposal. An offeror submitting a proposal without first submitting a white paper **will not** be eligible for an award. The cost of preparing white papers in response to this Solicitation is not considered an allowable direct charge to any resulting or any other contract; however, it may be an allowable expense to the normal bid and proposal indirect cost as specified in FAR 31.205-18.

(2) Page Limitation: The White Paper shall be limited to **5** pages, prepared and submitted in Word format. Font shall be standard 10-point business font Arial. Character spacing must be "normal," not condensed in any manner. Pages shall be double-spaced (must use standard double-space function in Microsoft Word), double-sided (each side counts as one page), 8.5 by 11 inches, with at least one-inch margins on both sides, top and bottom. All text, including text in

tables and charts, must adhere to all font size and line spacing requirements listed herein. Font and line spacing requirements do not have to be followed for illustrations, flowcharts, drawings, and diagrams. These exceptions shall not be used to circumvent formatting requirements and page count limitations by including lengthy narratives in such items. **Pages shall be numbered starting with the cover page being Page 1, and the last page being no greater than Page 5.** The page limitation covers all information including indices, photographs, foldouts (counted as 1 page for each 8.5 by 11 portion) tables, charts, appendices, attachments, resumes, etc. The Government will not consider pages in excess of these limitations. Offerors should submit the White Paper **electronically in Word format via email** to the Contracting POC, identified in the Overview Information.

(3)Format: The white paper will be formatted as follows:

- a) Section A: Clearly labeled "White Paper", including BAA Number, Title of Program, Name of Company, Business Size, Company's Commercial and Government Entity (CAGE) number, Unique Entity Identifier (UEI) number, Contracting POC and Technical POC with appropriate telephone numbers, fax numbers, and email addresses for the POCs. *For proposed programs under which classified data will be accessed or generated, add the following information: Classified level at which company is cleared, contactor address for forwarding classified material (name, address, zip code), cognizant security office (name, address, zip code), and offeror's security officer's name and telephone number).*
- b) Section B: Period of Performance and Task Objectives;
- c) Section C: Technical Summary and Proposed Deliverables; and
- d) Section D: Cost of Task (Rough Order of Magnitude (ROM)).

(4)Technical Portion: The technical portion of the white paper shall include a discussion of the nature and scope of the research and the offeror's proposed technical approach/solution. It may also include any proposed deliverables. Resumes, descriptions of facilities and equipment, and a proposed Statement of Work are not required at this point.

(5)Cost Portion: The cost portion of the white paper shall include a ROM cost estimate. No detailed price or cost support information should be forwarded; only a time-phased bottom line figure should be provided.

(6)Other Information: Multiple white papers within the purview of this announcement may be submitted by each offeror. If the offeror wishes to restrict its white papers, they must be marked with the restrictive language stated in FAR 52.215-1(e) (**See Attachment 5**).



(7) White Paper/Proposal Content Summary: You may be ineligible for award if all requirements of this solicitation are not met on the proposal due date.

**e. Second Step (Proposal) Instructions:**

**Note:** *The following information is applicable to all proposals, unless otherwise stated in the RFP.*

**Note:** *If you intend to submit a proposal for an assistance instrument, go to **Attachment 1** which discusses how to find the assistance opportunity, prepare the cover page, and complete the certification. This section also provides the process for electronic submission of proposals for assistance instruments that may be submitted in addition to BAA Section V Paragraph 1.e.(1)e).*

**(1) General Instructions:**

- a) The *SECOND STEP* consists of offerors submitting a technical and cost proposal within **30 calendar days** of the proposal request. After receipt, proposals will be reviewed in accordance with the award criteria in Section V.2. below. Proposals will be categorized and potentially selected for negotiations and awards.
- b) Offerors should apply the restrictive notice prescribed in FAR 52.215-1(e) Instructions to Offerors – Competitive Acquisition (**See Attachment 5**). Offerors should consider proposal instructions contained in the Broad Agency Announcement (BAA) Guide for Industry, which can be accessed on line at <https://www.afrl.af.mil/Portals/90/Documents/HQ/BAA%20Ind%20Guide%202020.pdf?ver=7AivkWvoUoptKgypqCuIvw%3d%3d>. This guide is specifically designed to assist the offeror in understanding the BAA proposal process.
- c) Technical/management and cost/business volumes should be submitted in separate volumes and must be valid for 180 days.
- d) Proposals must reference the announcement number FA8650-20-S-6008, and relevant research Objective(s) and/or Aim(s).
- e) Offerors must submit the proposal(s) in accordance with the RFP.
- f) Offerors must include all electronic versions of required submittals (Technical/Management Proposal/SOW/Cost/Business Proposal).
  - i. Technical/Management proposals, Statements of Work and Subcontracting Plan (if Applicable in accordance with FAR 19.7) must be provided in Microsoft WORD.
  - ii. The cost file(s) spreadsheets must be in Microsoft Excel and include the formulas for calculating cost element bases (i.e.,

G&A, O/H, etc.) and shall include an overall cost summary along with a breakdown of each cost per year.

- g) Offerors are advised that only Contracting Officers are legally authorized to contractually bind or otherwise commit the Government.
- h) The cost of preparing proposals in response to this BAA is not considered an allowable direct charge to any resulting or any other contract; however, it may be an allowable expense to the normal bid and proposal indirect cost as specified in FAR 31.205-18.
- i) No classified technical proposals or cost volumes are expected. Offerors are encouraged to keep all elements of the proposal package unclassified. In the rare case where an offeror has a need to submit a classified appendix, please contact the technical POC for delivery instructions.

**(2) Technical/Management Proposal:**

- a) Page Limitations: The following describes proposal page limitations:
  - (i) The Technical/Management Proposal shall be limited to **30 pages**. Technical/Management proposals and Statements of Work must be provided in Microsoft Word. Signed pages may be submitted in Adobe.
  - (ii) Font shall be standard 10-point business font Arial.
  - (iii) Character spacing must be "normal," not condensed in any manner.
  - (iv) Pages shall be double-spaced (must use standard double-space function in Microsoft Word), double sided (each side counts as one page), 8.5 by 11 inches, with at least one-inch margins on both sides, top and bottom.
  - (v) All text, including text in tables and charts, must adhere to all font size and line spacing requirements listed herein. Font and line spacing requirements do not have to be followed for illustrations, flowcharts, drawings, and diagrams. These exceptions shall not be used to circumvent formatting requirements and page count limitations by including lengthy narratives in such items.
  - (vi) Pages shall be numbered starting with the cover page being Page 1, and the last page being no greater than Page **30**. The page limitation covers all information including indices, photographs, foldouts (counted as 1 page for each 8.5 by 11

portion) tables, charts, appendices, attachments, resumes, etc.

(vii) The proposal page limit does not include the offeror's proposed Statement of Work (SOW); however, the same formatting rules apply to the SOW, which is limited to **5 pages**.

(viii) **Please Note: The Government will check the proposal and SOW for conformance to the stated requirements. Any pages in excess of the stated page limitation after the format check will not be considered for review purposes.**

- b) The Technical/Management proposal(s) shall include a discussion of the nature and scope of the research and the technical approach. Additional information on prior work in this area, descriptions of available equipment, use of base support (if desired), data and facilities and resumes of personnel who will be participating in this effort should also be included as attachments to the technical proposal. This volume shall include a SOW detailing the technical tasks proposed to be accomplished under the proposed effort and suitable for contract incorporation. **Do not include any proprietary information in the SOW.** Refer to the BAA Guide for Industry referenced above to assist in SOW preparation. In addition to the contractor proposed SOW, a Government generated SOW Supplemental Requirements document containing additional contracting requirements will be included in any resulting contracts. The SOW Supplemental Requirements document is included as **Attachment 9** to this BAA.
- c) Any questions concerning the technical proposal or SOW preparation shall be referred to the Contracting POC.

**(3) Cost/Business Proposal:**

- a) Separate the proposal into a business section and cost section. **Adequate price competition is NOT anticipated under proposals requested from white paper's submitted under the Open BAA/Open Period.**
- (i) See **Attachment 3** for the Model Contract or **Attachment 2** for Model Assistance Instrument. Note that the document awarded may include contract line items (CLINs)/clauses/articles in addition to those in the model, and/or some of the CLIN/clauses/articles in the model may be deleted, depending on the specific circumstances of the individual award. Any additions or deletions will be negotiated with the offeror prior to award.

- (ii) The business section should contain all business aspects to the proposed contract, such as type of contract, any exceptions to terms and conditions of the announcement including the model contract, any information not technically related, etc. Provide rationale for exceptions.
- (iii) Associate Contractor Agreements: Associate Contractor Agreements (ACAs) are agreements between contractors working on Government contracts that require them to share information, data, technical knowledge, expertise, or resources. The contracting officer may require ACAs when contractors working on separate Government contracts must cooperate, share resources or otherwise jointly participate in working on contracts or projects. Prime contractor to subcontractor relationships do not constitute ACAs. For each award, the contracting officer will identify associate contractors with whom agreements are required.
- (iv) Identify any technical data that will be delivered with less than unlimited rights.
- (v) Subcontracting Plans: For efforts to exceed \$750,000, Subcontracting Plans shall be submitted in the cost/business proposal. Reference FAR 19.704, and DFARS 219.704 for subcontracting plan requirements. Small business concerns are exempt from this requirement.
- (vi) Limitations on Pass-Through Charges: As prescribed in FAR 15.408(n)(1) & 15.408(n)(2), provision 52.215-22, "Limitations on Pass Through Charges- Identification of Subcontract Effort (Oct 2009)", and clause 52.215-23, "Limitations on Pass Through Charges (Jun 2020)" apply.
- (vii) Completed Certifications and Representations (Section K) are due with the proposal. A Model Certifications and Representations (Section K) can be found at **Attachment 4**. Offerors may also be required to submit updated or supplemental Certifications and Representations based on the specifics of their proposal.
- (viii) If an offeror proposes the use of Government Furnished Property (GFP), other than GFP identified in the BAA, the offer must specifically identify each piece of GFP in the Cost/Business Proposal and propose and substantiate a rental cost for evaluation purposes in accordance with FAR 45.202. Include the following information in the proposal:

- a. A list describing all Government property that the offeror or its subcontractors propose to use on a rent-free basis. The list shall identify the accountable contract under which the property is held and the authorization for its use (from the contracting officer having cognizance of the property);
- b. The dates during which the property will be used and, for any property that will be used concurrently in performing two or more contracts, the amounts of the respective uses in sufficient detail to support prorating the rent;
- c. The amount of rent that would otherwise be charged in accordance with FAR 52.245-9, Use and Charges; and

The voluntary consensus standard or industry leading practices and standards to be used in the management of Government property, or existing property management plans, methods, practices, or procedures for accounting for property.

- b) **Cost Element Breakdown:** Clear, concise, and accurate cost proposals reflect the offeror's financial plan for accomplishing the effort contained in the technical proposal. As a part of its cost proposal, the offeror shall submit the information outlined below, together with supporting breakdowns. All direct costs (labor, material, travel, computer, etc.) as well as labor and overhead rates should be provided by contractor fiscal year (CFY). Detailed cost element breakdowns by Government Fiscal Year or calendar year are not required. The supporting schedules may include summary level estimating rationale used to generate the proposed costs. The cost element breakdown(s) should include the following if applicable.

- i. **Direct Labor:** Direct labor should be detailed by number of labor hours by category of labor.
- ii. **Labor and Overhead Rates:** Direct labor hours, with their applicable rates, must be broken out and the bases used clearly identified. The source of labor and overhead rates and all pricing factors should be identified. For instance, if a Forward Pricing Rate Agreement (FPRA) is in existence, that should be noted, along with the Administrative Contracting Officer's (ACO's) name and telephone number. If the rates are based on current experience in your organization, provide the historical base used and clearly identify all escalation, by year, applied to derive the proposed rates. If computer usage is

determined by a rate, identify the basis used and rationale used to derive the rate.

- iii. **Material/Equipment:** List all material/equipment items by type and kind with associated costs and advise if the costs are based on vendor quotes, data and/or engineering estimates; provide copies of vendor quotes and/or catalog pricing data.
- iv. **Subcontractor Costs:** Submit all subcontractor proposals and analyses with your cost proposal (See FAR 15.404-3(b)). If the subcontractor will not submit cost and pricing information to the offeror, this information must be submitted directly to the Government for analysis. On all subcontracts and interdivisional transfers, provide the method of selection used to determine the subcontractor and the proposed contract type of each subcontract. An explanation shall be provided if the offeror proposes a different amount than that quoted by the subcontractor. The offeror's proposal must:
  - a. Identify principal items/services to be subcontracted.
  - b. Identify prospective subcontractors and the basis on which they were selected. If non-competitive, provide selected source justification.
  - c. Identify the type of contractual business arrangement contemplated for the subcontract and provide rationale.
  - d. Identify the basis for the subcontract costs (e.g., firm quote or engineering estimate, etc.).
  - e. Identify the cost or pricing data submitted by the subcontractor.
  - f. Provide an analysis of the proposed subcontract in accordance with FAR 15.404-3(b). Provide an analysis concerning the reasonableness, realism and completeness of each subcontractor's proposal. If the analysis is based on comparison with prior prices, identify the basis on which the prior prices were determined to be reasonable. The analysis should include, but not be limited to, an analysis of: materials, labor, travel, other direct costs and proposed profit or fee rates.
- v. **Special Tooling or Test Equipment:** When special tooling, and/or test equipment is proposed, attach a brief description of items and indicate if they are solely for the performance of this particular contract or project and if they are or are not

already available in the offeror's existing facilities. Indicate quantities, unit prices, whether items are to be purchased or fabricated, whether items are of a severable nature and the basis of the price. These items may be included under Direct Material in the summary format.

- vi. **Consultants:** When consultants are proposed to be used in the performance of the contract, indicate the specific project or area in which such services are to be used. Identify each consultant, number of hours or days to be used and the consultant's rate per hour or day. State the basis of said rate and give your analysis of the acceptability of the consultant's rate.
- vii. **Travel:** Travel costs must be justified and related to the needs of the project. Identify the number of trips, the destination and purpose. Travel costs should be broken out by trip with number of travelers, airfare, per diem, lodging, etc.
- viii. **Computer Use:** Detail the amount and kind of computer usage, the cost, and how the costs were derived.
- ix. **Facilities Capital Cost of Money:** If Facilities Capital Cost of Money is proposed, a properly executed DD Form 1861 is required.
- x. **Project Funding Profile:** Offerors should include a project funding profile by Government Fiscal Year (GFY) (1 Oct through 30 Sept) for budgetary purposes. This will enable the Government to easily identify program funding needs by GFY.
- xi. If an offeror takes exceptions to the requirements called out in the announcement (e.g., base support, Government-furnished property (GFP), CDRLs), the exceptions should be clearly stated in the cost proposal.
- xii. **Forward Pricing Rate Agreements:** Offerors who have forward pricing rate agreements (FPRA's) and forward pricing rate recommendations (FPRR's) should submit them with their proposal.
- xiii. Cost/Business proposals have no page limitations.

**(4) Proposal Content Summary:** You may be ineligible for award if all requirements of this solicitation are not met on the proposal due date.

## **2. White Paper / Proposal Review Information**

- a. **FIRST STEP – White Paper Peer or Scientific Review Criteria:** The Government will review White Papers to determine which of them have the potential to best meet the Air Force’s needs based on the following criteria, which are listed in **equal** order of importance.
- (1) Is the technical approach consistent with the technologies listed in the BAA?
  - (2) Is the research of interest to the Airman Systems Directorate Medical Research Division?
  - (3) Is appropriate funding available?
- b. **SECOND STEP – Proposal Peer or Scientific Review Criteria:** Proposals will be reviewed against the criteria listed below. The technical aspect, which is ranked as the first order of priority, shall be reviewed based on the following criteria that are of equal order of importance.
- (1) **Technical:**
    - a) Unique and innovative approach proposed to accomplish the technical objectives. New and creative solutions and/or advances in knowledge, understanding, technology, and the state of the art.
    - b) The offeror’s understanding of the scope of the technical effort.
    - c) Soundness of the offeror’s technical approach including whether the proposal identifies major technical risks, clearly defines feasible mitigation efforts, and demonstrates related experience and qualifications of technical personnel.
    - d) The potential to transition the research and development deliverables to future Government needs. Any proposed restriction on technical data or computer software will be considered.
  - (2) **Cost/Price:** The cost/price criterion includes the realism of the proposed cost. Cost/Price is a substantial factor, but ranked as the second order of priority. (If an offeror proposes the use of GFP other than any GFP identified in this BAA, and that proposed GFP provides the offeror an unfair competitive advantage, then FAR 45.202 requires rental equivalent be applied to the Cost Factor for evaluation purposes only).
- c. **SECOND STEP / PROPOSAL - Review and Selection Process**
- (1) **Categories:** Based on the Peer or Scientific Review, proposals will be categorized as Selectable or Not Selectable (see definitions below). The selection of one or more sources for award will be based on the



Peer or Scientific Review, as well as importance to agency programs and funding availability.

- a) **Selectable:** Proposals are recommended for acceptance if sufficient funding is available.
- b) **Not Selectable:** Even if sufficient funding existed, the proposal should not be funded.

Note: The Government reserves the right to award **some, all, or none of proposals**. When the Government elects to award only a part of a proposal, the selected part may be categorized as Selectable, though the proposal as a whole may not merit such a categorization.

- (2) No other criteria will be used.
- (3) Prior to award of a potentially successful offer, the Contracting Officer will make a determination regarding price reasonableness.
- (4) As indicated in Section I.5.h above, the Government will conduct a S&T Protection Initial Risk Review only for those proposals categorized as Selectable and selected for funding and negotiations.

## **VI. Award Administration and Other Information (Applicable to Open BAA/Open Period (2<sup>nd</sup> Step Proposal Submission) and BAA with Calls)**

- 1. Award Notices:** It is anticipated the offerors will be notified whether their proposal is recommended for award on or about 30 calendar days after the proposal due date. The notification is not to be construed to mean that any contract or assistance award is assured, as availability of funds and successful negotiations are prerequisites to any award.
- 2. Administrative and National Policy Requirements:** See Section I.
- 3. Reporting:** For reporting requirements and frequency, refer back to I.3., CDRLs, and **Attachment 7** Contract Data Requirement List (CDRLs).
- 4. Acquisition of Commercial Items:** Based upon market research, the Government is not using the policies contained in Part 12, Acquisition of Commercial Items, in this solicitation. However, interested offerors may identify to the Contracting Officer their interest and capability to satisfy the Government's requirement with a commercial item within 15 days of this notice.

- 5. Support Contractors:** Only Government employees will participate in Peer or Scientific Reviews. Offerors are advised that employees of commercial firms under contract to the Government may be used to administratively process proposals, monitor contract performance, or perform other administrative duties requiring access to other contractors' proprietary information. These support contracts include nondisclosure agreements prohibiting their contractor employees from disclosing any information submitted by other contractors or using such information for any purpose other than that for which it was furnished.
- 6. Debriefings/Informal Feedback Sessions:**
- a. **Contracts:** When requested, a Feedback Session will be provided with content consistent with the procedures that govern BAAs (FAR 35.016). The process will follow the time guidelines outlined in the award notice described in Section VI.1..
  - b. **Assistance Instruments:** When requested, an informal feedback session will be provided. The process will follow the time guidelines outlined in the award notice described in Section VI.1.
- 7. Item Unique Identification and Valuation.** It is DoD policy that contractors shall be required to identify the Government's unit acquisition cost for all deliverable end items for which Item Unique Identification applies. Therefore, proposals must clearly break out the unit acquisition cost for any deliverable items. See DFARS 211.274-3, Policy for Valuation, for more information. (Per DoD, "fully burdened unit costs" to the Government would include all direct, indirect, G&A costs, and an appropriate portion of fee). For more information, see the following website:  
<https://www.acq.osd.mil/asda/dpc/ce/index.html> .
- 8. Pre-Award Clearance:** Pursuant to FAR 22.805, a preaward clearance must be obtained from the U.S. Department Of Labor, Employment Standards Administration, Office Of Federal Contract Compliance Program's (OFCCP) prior to award of a contract (or subcontract) of \$10,000,000 or more unless the contractor is listed in OFCCP's National Preaward Registry <https://www.dol.gov/agencies/ofccp/pre-award>. Award may be delayed if you are not currently listed in the registry and the contracting officer must request a preaward clearance from the OFCCP.
- 9. Updates of Publicly Available Information Regarding Responsibility Matters:** Any contract or assistance award that exceeds \$600,000; and when offeror checked "has" in paragraph (b) of the provision FAR 52.209-7, shall contain the clause/article, FAR 52.209-9 "Updates of Publicly Available Information Regarding Responsibility Matters (OCT 2018)."
- 10. Proposal Adequacy Checklist:** Offerors of proposals (Step 2) submitted during the Open Period may be required to submit the completed provision at

DFARS 252.215-7009, Proposal Adequacy Checklist with their proposal (**See Attachment 5**).

- 11. White Paper/Proposal/Call Reminders:** You may be ineligible for award if all requirements of this solicitation are not met on the proposal due date.
- a. White Papers and Proposals are due to the Contracting POC.
  - b. During Open period, white papers are due no later than the due date and time specified in this announcement; and proposals are due no later than the due date and time specified in the RFP. For Calls, white papers/proposals are due no later than the due date and time specified in the individual Call/RFPs.
  - c. White Paper and Proposal page limits are strictly enforced.
  - d. White Papers and Proposals must be submitted in the format specified.
  - e. The Cost/Business Proposal must contain all information described in the Cost/Business Proposal Submission Section.
  - f. Offerors other than small businesses must include a subcontracting plan as required.
  - g. Offerors who have Forward Pricing Rate Agreements (FPRA's) or Forward Pricing Rate Recommendations (FPRR's) should submit them with their proposal.
  - h. If a DD254 is applicable, offerors must verify their Cognizant Security Office information is current with Defense Security Service (DSS) at [www.dss.mil](http://www.dss.mil).
  - i. If effort is subject to export control, offerors must submit a Certified DD Form 2345, Militarily Critical Technical Data Agreement, with proposal.

## **ATTACHMENTS**

List of Attachments:

- 1. Supplemental Instructions for Assistance Instrument Proposal**
- 2. Model Assistance Instrument\*\***
- 3. Model Contract\*\***
- 4. Model Section K- Representations and Certifications**
- 5. Model Section L- Instructions, Conditions, and Notices to Offerors**
- 6. Proposal Adequacy Checklist**
- 7. Contract Data Requirements List (CDRLs)**

8. Statement of Objective(s) (SOO)

**9. Statement of Work (SOW) Supplemental Requirements**

**10. Standard Form (SF) 424 Form, Research and Related Senior/Key Person Profile (Expanded) Form**

**11. Security Program Questionnaire**

**\*\*Please note:** The Government is providing a model contract and model Assistance Agreement for planning and estimating purposes only. Each award shall be tailored to each specific proposal. The attached model contract is all encompassing of multiple types of contracts and is provided to identify all provisions and clauses that ***may*** be included in subsequent awards.