FA8650-18-S-5010, AMENDMENT 04

UPDATED PROPOSAL SUBMISSION TIMEFRAME

Federal Agency Name: Air Force Research Laboratory, Materials & Manufacturing Directorate, Structural Materials Division

Broad Agency Announcement Title: AFRL/RXC Structural Materials Open BAA

Broad Agency Announcement Type: **Amendment 04**

Broad Agency Announcement Number: FA8650-18-S-5010

This amendment is an annual notice of an Open BAA as required by FAR 35.016. White papers are still being accepted against this BAA. Please see the full BAA announcement, posted 20 September 2018, for specific details on white paper submissions.

This amendment revises the BAA under the following section:

Overview Information

1. Administrative Changes as follows:

CHANGE OF page 2, Submission: This paragraph is hereby changed as follows:

FROM:

Submission: White Papers must be submitted to the Contracting Point of Contact (POC): Mr. Jason McClean, AFRL/RXKMC, 2130 8th Street, Bldg. 45, Wright-Patterson AFB, OH 45433-7541.

TO:

Submission: White Papers must be submitted to the Contracting Point of Contact (POC): **Ms. Gabrielle Sherer**, AFRL/RXKMC, 2130 8th Street, Bldg. 45, Wright-Patterson AFB, OH 45433-7541.

CHANGE OF page 3, Address contracting questions to: This paragraph is hereby changed as follows:

FROM:

Address contracting questions to the Contracting POC: Contracting Negotiator – Mr. Jason McClean, AFRL/RKXMC, 2130 8th Street, Bldg. 45, Wright-Patterson AFB, OH 45433, Jason.mcclean.6@us.af.mil, (937) 713-9896.

TO:

Address contracting questions to the Contracting POC: Contract Negotiator – **Ms. Gabrielle Sherer**, AFRL/RXKMC, 2130 8th Street, Bldg. 45, Wright-Patterson AFB, OH 45433, gabrielle.sherer@us.af.mil.

CHANGE OF page 11, Page Limitation: This paragraph is hereby changed as follows:

FROM:

Page Limitation: Offerors should submit 1 original and 2 hard copies of the White Paper via mail to the Contracting POC, identified in the Overview Information. A CD with the WORD version of your White Paper must be submitted with the hard copies of the White Paper, and must match the hard copy. If there is a discrepancy between hard copies and electronic copies, the hard copies will take precedence.

TO:

Page Limitation: Offerors should submit 1 copy of the White Paper electronically via e-mail to the Contracting POC, identified in the Overview Information.

CHANGE OF page 13, General Instructions: This paragraph is hereby changed as follows:

FROM:

General Instructions, (5): Offerors must submit one-original and 2 hard copies of their proposals to the Contracting POC.

TO:

General Instructions (5): Offerors must submit one **electronic** copy of their proposal to the Contracting POC.

CHANGE OF page 13, General Instructions: This paragraph is hereby changed as follows:

FROM:

General Instructions (6): Offerors must include 1 CD in Microsoft Office or Adobe format containing all electronic versions of required submittals. All electronic versions must match the hard copies. If there is a discrepancy between hard copies and electronic copies, the hard copies will take precedence.

TO:

General Instructions (6): Offerors must **submit electronic files** in Microsoft Office or Adobe format **in** electronic versions of required submittals.

CHANGE OF page 13, General Instructions: This paragraph is hereby changed as follows:

FROM:

General Instructions (6)(b): The CDs should be labeled with the company name and proposal title.

TO:

General Instructions (6)(b): The **electronic files** should be labeled with the company name and proposal title.

CHANGE OF Attachment 3, Supplemental Instructions for Assistance Instrument Proposals, Page 2

FROM:

Page 2: Read the following instructions carefully and completely:

1. Electronic Delivery

   DoD is participating in the Grants.gov initiative to provide the grant community with a single site to find and apply for grant funding opportunities. Applicants may submit their applications online through Grants.gov in accordance with the BAA.

2. How to Register to Apply through Grants.gov

a. *Instructions:* Read the instructions below about registering to apply for funds under this BAA. Applicants should read the registration instructions carefully and prepare the information requested before beginning the registration process. Reviewing and assembling the required information before beginning the registration process will alleviate last-minute searches for required information.

The registration process can take up to four weeks to complete. Therefore, registration should be done in sufficient time to ensure it does not impact your ability to meet required application submission deadlines.

If individual applicants are eligible to apply for this grant funding opportunity, refer to:
https://www.grants.gov/web/grants/applicants/individual-registration.html

Organization applicants can find complete instructions here:
https://www.grants.gov/web/grants/applicants/organization-registration.html

1) *Obtain a DUNS Number*: All entities applying for funding, including renewal funding, must have a Data Universal Numbering System (DUNS) number from Dun & Bradstreet (D&B). Applicants must enter the DUNS number in the data entry field labeled "Organizational DUNS" on the SF-424 form.

For more detailed instructions for obtaining a DUNS number, refer to:
https://www.grants.gov/web/grants/applicants/organization-registration/step-1-obtain-duns-number.html

2) *Register with SAM*: In addition to having a DUNS number, organizations applying online through Grants.gov must register with the System for Award Management (SAM). All organizations must register with SAM in order to apply online. Failure to register with SAM will prevent your organization from applying through Grants.gov.

For more detailed instructions for registering with SAM, refer to:
https://www.grants.gov/web/grants/applicants/organization-registration/step-2-register-with-sam.html

3) *Create a Grants.gov Account*: The next step in the registration process is to create an account with Grants.gov. Applicants must know their organization's DUNS number to complete this process. Completing this process automatically triggers an email request for applicant roles to the organization's E-Business Point of Contact (EBiz POC) for review. The EBiz POC is a representative from your organization who is the contact listed for SAM. To apply for grants on behalf of your organization, you will need the Authorized Organizational Representative (AOR) role.

For more detailed instructions about creating a profile on Grants.gov, refer to:
https://www.grants.gov/web/grants/applicants/organization-registration/step-3-username-password.html

4) *Authorize Grants.gov Roles*: After creating an account on Grants.gov, the EBiz POC receives an email notifying them of your registration and request for roles. The EBiz POC will then log in to Grants.gov and authorize the appropriate roles, which may include the AOR role, thereby giving you permission to complete and submit applications on behalf of the organization. You will be able to submit your application online anytime after you have been approved as an AOR.

For more detailed instructions about creating a profile on Grants.gov, refer to:
https://www.grants.gov/web/grants/applicants/organization-registration/step-4-aor-authorization.html

5) *Track Role Status*: To track your role request, refer to:
https://www.grants.gov/web/grants/applicants/organization-registration/step-5-track-aor-status.html

b. *Electronic Signature*: When applications are submitted through Grants.gov, the name of the organization's AOR that submitted the application is inserted into the signature line of the application, serving as the electronic signature. The EBiz POC must authorize individuals who are able to make legally binding commitments on behalf of the organization as an AOR; this step is often missed and it is crucial for valid and timely submissions.

3. How to Submit an Application via Grants.gov

Grants.gov applicants can apply online using Workspace. Workspace is a shared, online environment where members of a grant team may simultaneously access and edit different webforms within an application. For each BAA, you can create individual instances of a workspace.

Below is an overview of applying on Grants.gov. For access to complete instructions on how to apply for opportunities, refer to:
https://www.grants.gov/web/grants/applicants/apply-for-grants.html

1) *Create a Workspace*: Creating a workspace allows you to complete it online and route it through your organization for review before submitting.

2) *Complete a Workspace*: Add participants to the workspace, complete all the required forms, and check for errors before submission.

a. *Adobe Reader*: If you decide not to apply by filling out webforms you can download individual PDF forms in Workspace so that they will appear similar to other Standard forms. The individual PDF forms can be downloaded and saved to your local device storage, network drive(s), or external drives, then accessed through Adobe Reader.

NOTE: Visit the Adobe Software Compatibility page on Grants.gov to download the appropriate version of the software at: https://www.grants.gov/web/grants/applicants/adobe-software-compatibility.html

b. *Mandatory Fields in Forms:* In the forms, you will note fields marked with an asterisk and a different background color. These fields are mandatory fields that must be completed to successfully submit your application.

c. *Complete SF-424 Fields First*: The forms are designed to fill in common required fields across other forms, such as the applicant name, address, and DUNS number. To trigger this feature, an applicant must complete the SF-424 information first. Once it is completed, the information will transfer to the other forms.

3) *Submit a Workspace*: An application may be submitted through workspace by clicking the Sign and Submit button on the Manage Workspace page, under the Forms tab. Grants.gov recommends submitting your application package at least 24-48 hours prior to the close date to provide you with time to correct any potential technical issues that may disrupt the application submission.

4) *Track a Workspace*: After successfully submitting a workspace package, a Grants.gov Tracking Number (GRANTXXXXXXXX) is automatically assigned to the package. The number will be listed on the Confirmation page that is generated after submission.

For additional training resources, including video tutorials, refer to: https://www.grants.gov/web/grants/applicants/applicant-training.html

Applicant Support: Grants.gov provides applicants 24/7 support via the toll-free number 1-800-518-4726 and email at support@grants.gov. For questions related to the specific grant opportunity, contact the number listed in the application package of the grant you are applying for.

If you are experiencing difficulties with your submission, it is best to call the Grants.gov Support Center and get a ticket number. The Support Center ticket number will assist the DoD with tracking your issue and understanding background information on the issue.

4. Timely Receipt Requirements and Proof of Timely Submission

a. *Online Submission.* All applications must be received by the due date established for each program. Proof of timely submission is automatically recorded by Grants.gov. An electronic date/time stamp is generated within the system when the application is successfully received by Grants.gov. The applicant AOR will receive an acknowledgement of receipt and a tracking number (GRANTXXXXXXXX) from Grants.gov with the successful transmission of their application. Applicant AORs will also receive the official date/time stamp and Grants.gov Tracking number in an email serving as proof of their timely submission.

When the application is successfully retrieved from Grants.gov, and the download of submissions is acknowledged, Grants.gov will provide an electronic acknowledgment of receipt of the application to the email address of the applicant with the AOR role. Again, proof of timely submission shall be the official date and time that Grants.gov receives your application. Applications received by Grants.gov after the established due date for the program will be considered late and will not be considered for funding.

Applicants using slow internet, such as dial-up connections, should be aware that transmission can take some time before Grants.gov receives your application. Again, Grants.gov will provide either an error or a successfully received transmission in the form of an email sent to the applicant with the AOR role. The Grants.gov Support Center reports that some applicants end the transmission because they think that nothing is occurring during the transmission process. Please be patient and give the system time to process the application.

a. Assistance Opportunity: Go to http://grants.gov/ to find the opportunity. Instructions are provided at http://www.grants.gov/web/grants/applicants/apply-for-grants.html

TO:

PAGE 2: Grants.gov Submission: Read the following instructions carefully and completely. See Grants.gov for additional instructions:

a. Electronic Delivery: DoD is participating in the Grants.gov initiative to provide the grant community with a single site to find and apply for grant funding opportunities. **Applicants must submit their applications online through Grants.gov in accordance with the FOA.**

b. How to Register to Apply through Grants.gov

i. Instructions: Read the instructions below about registering to apply for funds under this **FOA**. Applicants should read the registration instructions carefully and prepare the information requested before beginning the registration process. Reviewing and assembling the required information

before beginning the registration process will alleviate last-minute searches for required information.

Organizations must have an active System for Award Management (SAM) registration, and Grants.gov account to apply for grants and other funding opportunities.

Creating a Grants.gov account can be completed online in minutes, but SAM registrations may take additional time. Therefore, an organization's registration should be done in sufficient time to ensure it does not impact the entity's ability to meet required application submission deadlines.

If individual applicants are eligible to apply for this grant funding opportunity, refer to:
https://www.grants.gov/web/grants/applicants/registration.html

Organization applicants can find complete instructions here:
https://www.grants.gov/web/grants/applicants/organization-registration.html

(1) *Register with SAM*: All organizations applying online through Grants.gov must register with the System for Award Management (SAM) **and will receive a unique entity identifier (UEI) number**. Failure to register with SAM will prevent your organization from applying through Grants.gov. SAM registration must be renewed annually. For more detailed instructions for registering with SAM, refer to:
https://www.grants.gov/web/grants/applicants/organization-registration/step-2-register-with-sam.html

(2) *Create a Grants.gov Account*: The next step is to register an account with Grants.gov. Follow the on-screen instructions or refer to the detailed instructions here:
https://www.grants.gov/web/grants/applicants/registration.html

(3) ***Add a Profile to a Grants.gov Account*: A profile in Grants.gov corresponds to a single applicant organization the user represents (i.e., an applicant) or an individual applicant. If you work for or consult with multiple organizations and have a profile for each, you may log in to one Grants.gov account to access all of your grant applications. To add an organizational profile to your Grants.gov account, enter the UEI Number for the organization in the UEI field while adding a profile. For more detailed instructions about creating a profile on Grants.gov, refer to:**
https://www.grants.gov/web/grants/applicants/registration/add-profile.html

(4) *EBiz POC Authorized Profile Roles*: After you register with Grants.gov and create an Organization Applicant Profile, the organization applicant's request for Grants.gov roles and access is sent to the EBiz POC. The EBiz POC will then log in to Grants.gov and authorize the appropriate roles, which may include the AOR role, thereby giving you permission to complete and submit applications on behalf of the organization. You will be able to submit your application online any time after you have been assigned the AOR role. For more detailed instructions about creating a profile on Grants.gov, refer to: https://www.grants.gov/web/grants/applicants/registration/authorize-roles.html

(5) *Track Role Status*: To track your role request, refer to: https://www.grants.gov/web/grants/applicants/registration/track-role-status.html

ii. *Electronic Signature*: When applications are submitted through Grants.gov, the name of the organization applicant with the AOR role that submitted the application is inserted into the signature line of the application, serving as the electronic signature. The EBiz POC **must** authorize people who are able to make legally binding commitments on behalf of the organization as a user with the AOR role; **this step is often missed and it is crucial for valid and timely submissions.**

c. How to Submit an Application via Grants.gov

Grants.gov applicants can apply online using Workspace. Workspace is a shared, online environment where members of a grant team may simultaneously access and edit different webforms within an application. For each funding opportunity announcement (FOA), you can create individual instances of a workspace.

Below is an overview of applying on Grants.gov. For access to complete instructions on how to apply for opportunities, refer to: https://www.grants.gov/web/grants/applicants/workspace-overview.html

i. *Create a Workspace*: Creating a workspace allows you to complete it online and route it through your organization for review before submitting.

ii. *Complete a Workspace*: Add participants to the workspace to work on the application together, complete all the required forms online or by downloading PDF versions, and check for errors before submission. The Workspace progress bar will display the state of your application process as you apply. As you apply using Workspace, you may click the blue question mark icon near the upper-right corner of each page to access context-sensitive help.

(1) *Adobe Reader*: If you decide not to apply by filling out webforms you can download individual PDF forms in Workspace. The individual PDF forms can be downloaded and saved to your local device storage, network drive(s), or external drives, then accessed through Adobe Reader.

NOTE: Visit the Adobe Software Compatibility page on Grants.gov to download the appropriate version of the software at: https://www.grants.gov/web/grants/applicants/adobe-software-compatibility.html

(2) *Mandatory Fields in Forms:* In the forms, you will note fields marked with an asterisk and a different background color. These fields are mandatory fields that must be completed to successfully submit your application.

(3) *Complete SF-424 Fields First*: The forms are designed to fill in common required fields across other forms, such as the applicant name, address, and UEI Number. Once it is completed, the information will transfer to the other forms.

iii. *Submit a Workspace*: An application may be submitted through workspace by clicking the Sign and Submit button on the Manage Workspace page, under the Forms tab. Grants.gov recommends submitting your application package at least 24-48 hours prior to the close date to provide you with time to correct any potential technical issues that may disrupt the application submission.

iv. *Track a Workspace Submission*: After successfully submitting a workspace application, a Grants.gov Tracking Number (GRANTXXXXXXXX) is automatically assigned to the application. The number will be listed on the Confirmation page that is generated after submission. Using the tracking number, access the Track My Application page under the Applicants tab or the Details tab in the submitted workspace.

For additional training resources, including video tutorials, refer to: https://www.grants.gov/web/grants/applicants/applicant-training.html

Applicant Support: Grants.gov provides applicants 24/7 support via the toll-free number 1-800-518-4726 and email at support@grants.gov. For questions related to the specific grant opportunity, contact the number listed in the application package of the grant you are applying for.

If you are experiencing difficulties with your submission, it is best to call the Grants.gov Support Center and get a ticket number. The Support

Center ticket number will assist the DOD with tracking your issue and understanding background information on the issue.

d. Timely Receipt Requirements and Proof of Timely Submission

i. *Online Submission.* All applications must be received by the due date established for each program. Proof of timely submission is automatically recorded by Grants.gov. An electronic date/time stamp is generated within the system when the application is successfully received by Grants.gov. The applicant with the AOR role who submitted the application will receive an acknowledgement of receipt and a tracking number (GRANTXXXXXXXX) from Grants.gov with the successful transmission of their application. This applicant with the AOR role will also receive the official date/time stamp and Grants.gov Tracking number in an email serving as proof of their timely submission.

When the application is successfully retrieved from Grants.gov, and the download of submissions is acknowledged, Grants.gov will provide an electronic acknowledgment of receipt of the application to the email address of the applicant with the AOR role who submitted the application. Again, proof of timely submission shall be the official date and time that Grants.gov receives your application. Applications received by Grants.gov after the established due date for the program will be considered late and will not be considered for funding.

Applicants using slow internet, such as dial-up connections, should be aware that transmission can take some time before Grants.gov receives your application. Again, Grants.gov will provide either an error or a successfully received transmission in the form of an email sent to the applicant with the AOR role attempting to submit the application. The Grants.gov Support Center reports that some applicants end the transmission because they think that nothing is occurring during the transmission process. Please be patient and give the system time to process the application.