AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT

1. CONTRACT ID CODE	PAGE	OF PAGES
	1	1

2. AMENDMENT/MODIFICATION NUMBER	3. EFFECTIVE DATE	4. REQUISITION/PURCHASE REQUISITION NUMBER	5. PROJECT NUMBER *(If applicable)*
HHM402-23-S-0001/	DEC 28, 2025		

6. ISSUED BY CODE RESTON1
12310 Sunrise Valley Drive
Reston VA 20191

7. ADMINISTERED BY *(If other than Item 6)* CODE

8. NAME AND ADDRESS OF CONTRACTOR *(Number, street, county, State and ZIP Code)*

CODE FACILITY CODE

(X)

[X] 9A. AMENDMENT OF SOLICITATION NUMBER HHM402-23-S-0001

9B. DATED *(SEE ITEM 11)* DEC 29, 2023

[ ] 10A. MODIFICATION OF CONTRACT/ORDER NUMBER

10B. DATED *(SEE ITEM 13)*

11. THIS ITEM ONLY APPLIES TO AMENDMENTS OF SOLICITATIONS

[X] The above numbered solicitation is amended as set forth in Item 14. The hour and date specified for receipt of Offers [ ] is extended. [X] is not extended.
Offers must acknowledge receipt of this amendment prior to the hour and date specified in the solicitation or as amended, by one of the following methods:
(a) By completing items 8 and 15, and returning _____ copies of the amendment; (b) By acknowledging receipt of this amendment on each copy of the offer submitted; or (c) By separate letter or electronic communication which includes a reference to the solicitation and amendment numbers. FAILURE OF YOUR ACKNOWLEDGMENT TO BE RECEIVED AT THE PLACE DESIGNATED FOR THE RECEIPT OF OFFERS PRIOR TO THE HOUR AND DATE SPECIFIED MAY RESULT IN REJECTION OF YOUR OFFER. If by virtue of this amendment you desire to change an offer already submitted, such change may be made by letter or electronic communication, provided each letter or electronic communication makes reference to the solicitation and this amendment, and is received prior to the opening hour and date specified.

12. ACCOUNTING AND APPROPRIATION DATA *(If required)*
See Schedule

13. THIS ITEM APPLIES ONLY TO MODIFICATIONS OF CONTRACTS/ORDERS. IT MODIFIES THE CONTRACT/ORDER NUMBER AS DESCRIBED IN ITEM 14.

CHECK ONE	
[ ]	A. THIS CHANGE ORDER IS ISSUED PURSUANT TO: *(Specify authority)* THE CHANGES SET FORTH IN ITEM 14 ARE MADE IN THE CONTRACT ORDER NUMBER IN ITEM 10A.
[ ]	B. THE ABOVE NUMBERED CONTRACT/ORDER IS MODIFIED TO REFLECT THE ADMINISTRATIVE CHANGES *(such as changes in paying office, appropriation data, etc.)* SET FORTH IN ITEM 14, PURSUANT TO THE AUTHORITY OF FAR 43.103(b).
[ ]	C. THIS SUPPLEMENTAL AGREEMENT IS ENTERED INTO PURSUANT TO AUTHORITY OF:
[ ]	D. OTHER *(Specify type of modification and authority)*

E. IMPORTANT: Contractor [ ] is not [ ] is required to sign this document and return _____ copies to the issuing office.

14. DESCRIPTION OF AMENDMENT/MODIFICATION *(Organized by UCF section headings, including solicitation/contract subject matter where feasible.)*
The purpose of this amendment is to publish updated Broad Agency Announcement # HHM402-23-S-0001 at https://www.sam.gov in accordance with FAR 35.016(c).

Except as provided herein, all terms and conditions of the document referenced in Item 9A or 10A, as heretofore changed, remains unchanged and in full force and effect.

15A. NAME AND TITLE OF SIGNER *(Type or print)*		16A. NAME AND TITLE OF CONTRACTING OFFICER *(Type or print)*	
15B. CONTRACTOR/OFFEROR *(Signature of person authorized to sign)*	15C. DATE SIGNED	16B. UNITED STATES OF AMERICA PRYGA.TRUDY.MARIE.1101521504 Digitally signed by PRYGA.TRUDY.MARIE.1101521504 Date: 2025.12.22 14:12:44 -05'00' *(Signature of Contracting Officer)*	16C. DATE SIGNED

Previous edition unusable

STANDARD FORM 30 (REV. 11/2016)
Prescribed by GSA FAR (48 CFR) 53.243

DEFENSE INTELLIGENCE AGENCY
BROAD AGENCY ANNOUNCEMENT
FOR NEEDIPEDIA

DIA Future Capabilities & Innovation Office

Agency-Wide BAA for NeedipeDIA

HHM402-23-S-0001
Original Posting Date: 28 December 2023
Renewal Posting Date: 28 December 2025
Open Period: 29 December 2023 to 28 December 2028

U.S. Department of Defense

NeedipeDIA

Table 1. Table that lists changes to the document.

Table of Changes		
Date	Page Number(s)	Description
12/28/2023	All	Original Announcement
12/28/2024	10	Updated Award Authority
12/28/2024	13	Added Support Contractor Participation Notice
12/28/2024	15	Updated NeedipeDIA Portal Screenshot

Amendment 1 changes are highlighted

Table of Contents

PART I: OPPORTUNITY DESCRIPTION 5
A. INTRODUCTION AND OPPORTUNITY SUMMARY 5
1. Basic Information 5
2. NeedipeDIA 5
3. Opportunity Description 6
4. NeedipeDIA BAA Submissions Process 7
5. Other Mission Owners Using NeedipeDIA 7
B. OPEN PERIOD AND OFFEROR DEADLINES 7
1. NeedipeDIA BAA Submission Deadlines 7
C. NEEDIPEDIA CONTACTS 8
PART II: FULL TEXT OF ANNOUNCEMENT 9
A. OPPORTUNITY DESCRIPTION 9
1. NeedipeDIA Innovation BAA Major Emphasis 9
2. Need Descriptions 9
B. AWARD INFORMATION 9
1. General Award Information 9
2. Funding 10
3. Anticipated Individual Awards 10
4. Types of Contracts/Instruments that May be Awarded 10
C. ELIGIBILITY REQUIREMENTS 10
1. Eligible Participants 10
2. Procurement Integrity, Standards of Conduct, Ethical Considerations, And Organizational Conflicts of Interest (OCIs) 11
3. Cost Sharing/Matching 13
4. Other Eligibility Criteria 13
D. NEEDIPEDIA/SAM.gov SUBMISSION INFORMATION (WHITE PAPERS & PROPOSALS) 13
1. Offeror Filename Convention for Submission Documents 13
2. Classified Submissions 13
3. Handling of Source Selection Information 13
4. Submission Prescreen Meetings. 14
E. SUBMISSION OF NEEDIPEDIA WHITE PAPERS 14
1. NeedipeDIA Needs, Need Numbers, and Need Short Descriptions 14
2. NeedipeDIA Web Portal 15
3. NeedipeDIA White Paper Submissions 15

4. NeedipeDIA White Paper Format 16
F. SUBMISSION OF NEEDIPEDIA PROPOSALS 18
1. NeedipeDIA Proposal Format 18
2. Additional Proposal Information 19
3. NeedipeDIA Proposal Review and Response Timeline 20
PART III: ADMINISTRATION INFORMATION 23
A. ADMINISTRATIVE AND SECURITY REQUIREMENTS 23
1. Electronic Invoicing and Payments 23
B. PROPOSALS REQUESTING A GRANT OR COOPERATIVE AGREEMENT 23
C. INTELLECTUAL PROPERTY 23
1. Intellectual Property Representations 24
2. Program Generated Data and Government Furnished Data and Information 24
D. PROCUREMENT CONTRACTS 24
1. Noncommercial Items (Technical Data and Computer Software) 24
2. Commercial Items (Technical Data and Computer Software) 25
3. Requirements for All Other Award Types 26
E. SPECIAL RESEARCH ACTIVITIES 27
1. Human Subjects Research 27
2. Animal Use Research. 27
F. PRE-PUBLICATION APPROVAL REQUIREMENTS 28
G. EXPORT CONTROL 28
H. SUBCONTRACTING 29
I. ELECTRONIC AND INFORMATION TECHNOLOGY 29
J. EMPLOYMENT ELIGIBILITY VERIFICATION 29
K. ADDITIONAL REQUIREMENTS AND RESPONSIBILITIES RELATING TO ALLEGED CRIMES BY OR AGAINST CONTRACTOR PERSONNEL IN IRAQ AND AFGHANISTAN 29
L. RESPONSIBILITY MATTERS 30
M. COST ACCOUNTING STANDARDS (CAS) NOTICES AND CERTIFICATION 30
N. CONTROLLED UNCLASSIFIED INFORMATION (CUI) ON NON-DOD INFORMATION SYSTEMS 30
O. REPORTING 31
P. ELECTRONIC SYSTEMS 31
1. System for Award Management (SAM) and SAM Unique Entity Identifier (UEI) 31
2. Taxpayer ID Number (TIN) 31
3. Commercial and Government Entity (CAGE) Code 31

Q. REPRESENTATIONS AND CERTIFICATIONS 32
R. CONFLICTS OF INTEREST 32
S. END USER LICENSE AGREEMENTS (EULAS) 32
PART IV: APPENDICES 34
APPENDIX A – LIST OF ACRONYMS 34
APPENDIX B – ACADEMIC INSTITUTION ACKNOWLEDGEMENT LETTER TEMPLATE 36
APPENDIX C – PROPOSAL OFFICIAL TRANSMITTAL LETTER 37
APPENDIX D – WHITE PAPER FORMAT EXAMPLE 38
APPENDIX E – LIST OF REFERENCES 39
PART V: LIST OF ATTACHMENTS 40
ATTACHMENT A – NEEDIPEDIA WHITE PAPER COVER SHEET 41
ATTACHMENT B – NEEDIPEDIA PROPOSAL COVER SHEET 42
ATTACHMENT C – NEEDIPEDIA PROPOSAL QUAD CHART SLIDE 43
ATTACHMENT D – NEEDIPEDIA PROPOSAL TECHNICAL AND MANAGEMENT SUMMARY TEMPLATE 44
ATTACHMENT E – NEEDIPEDIA PROPOSAL COST SUMMARY TEMPLATE 45
ATTACHMENT F – NEEDIPEDIA PROPOSAL COST SPREADSHEET 46
ATTACHMENT G – NEEDIPEDIA PROPOSAL ADMINISTRATIVE & POLICY REQUIREMENTS 47

PART I: OPPORTUNITY DESCRIPTION

A. INTRODUCTION AND OPPORTUNITY SUMMARY

1. Basic Information

a. Federal Agency Name. Defense Intelligence Agency (DIA)

b. Opportunity Title. DIA NeedipeDIA Broad Agency Announcement

c. Announcement Type. Broad Agency Announcement (BAA)

d. Opportunity Number. HHM402-23-S-0001

2. NeedipeDIA

The DIA is continually innovating to improve and enhance its mission execution, and must efficiently seek out to leverage ideas, practices and capabilities created anywhere. DIA has enhanced its ability to efficiently leverage solutions from industry and academia by establishing NeedipeDIA. NeedipeDIA facilitates inventive engagement with industry and academia in a manner that supports DIA's innovation efforts while addressing the security requirements germane to an intelligence agency. NeedipeDIA is a system that collects and presents mission needs ("Needs") to innovators using outward facing web portals on both classified and unclassified networks and then facilitates collaborative engagement with industry and academia who present solutions to those Needs. Offerors review these Needs and submit two-page white papers that summarize innovative ideas and solutions referencing what is described. Submitted white papers are then reviewed by mission owners and engagement with offerors will scale with Government interest. If this conversation results in the Government requesting a proposal (RFP) for products and/or services from the offeror, this BAA backs up that conversation with a rapid contracting solution that is in accordance with Federal Acquisition Regulations (FAR). In this manner, NeedipeDIA enables DIA to express capability needs to a larger community of innovators and encourages participation from established partners and offerors that have never worked with federal agencies. The list of needs on the NeedipeDIA webpages are designed to communicate the solutions DIA is seeking, while providing an entry point into Government acquisition through both an open Broad Agency Announcement (BAA) and a Commercial Solutions Opening (CSO). This BAA is intended to support and fulfill requirements for mission innovation while also providing a pathway for research, study, and experimentation directed toward advancing state-of-the-art technologies and increasing knowledge and understanding of topics related to the Defense Intelligence Enterprise (DIE).

a. NeedipeDIA "Needs"

NeedipeDIA uses the term "Needs" rather than "problems" to be inclusive of the case where there is a potential opportunity to enhance the DIA mission rather than to fix a "problem" or a "gap." Needs are published on the NeedipeDIA portal (https://www.dia.mil/Business/Needipedia/). Needs are curated and updated by the DIA on a regular timeline and also on an ad hoc basis as mission requirements change. Needs are attached to mission reviewers who evaluate white papers and proposals sent through the NeedipeDIA portal.

b. NeedipeDIA Community of Interest Terms

The following terms refer to groups using the NeedipeDIA system.

1) Mission Owners (MO)
The term "mission owners" refers to the internal DIA workforce and mission offices, IC mission partners, and other DoD and USG mission partners. Mission owners review NeedipeDIA submission.

2) Offerors
The term "offeror" refers to entities from industry and academia who respond to a published need with a white paper. Offerors may be referred to as a "proposer" when responding to a Request for Proposal (RFP). The term "offeror" refers to the lead organization on a submission to this BAA. The offeror is responsible for ensuring that all information required by a BAA (from all team members) is submitted in accordance with the BAA.

3) Team Members
The term "team members" refers to members of the offeror's team, including those entities under teaming agreements with the primary offeror. Team members must be identified in writing by the offeror to the NeedipeDIA staff to be part of discussions related to a submission.

4) Contractor
The term "contractor" refers to anyone who might receive a prime award from the Government, including recipients of procurement contracts, grants, cooperative agreements, or other transactions.

5) Subcontractor
"Subcontractor" refers to anyone who might receive a subaward from a prime contractor (e.g., subcontracted entity, consultant, etc.).

6) DIA Future Capability and Innovation Office (FCI)
FCI manages the DIA's NeedipeDIA program.

7) NeedipeDIA Program Managers (NDPA PMs)
As part of FCI, NDPA PMs (also known as NeedipeDIA "staff") manage the day-to-day operations of NeedipeDIA, to include processing submissions, managing the announcement documents, documenting the responses to submissions by mission owners, and supervising the initial engagements between offerors and mission owners. NDPA PMs are not responsible for the contracting process that begins at the mission owner submitting a Request for Clarification (RFC) meeting or an RFP. This is done by Chief Financial Officer (CFO) representatives working with the mission owner. NDPA PMs are also not responsible for approving awards based upon white paper submissions.

3. Opportunity Description

The purpose of this NeedipeDIA BAA is to announce to industry and academia the DIA's intent to solicit white papers in accordance with the FAR, DFAR and DoD Grant and Agreement Regulations (32CFR Part 21: DoDGARs). DIA is interested in the full range and full scope of possible innovative ideas from all interested and qualified sources, to include participation by both traditional and non-traditional "offerors" (e.g. large businesses, small businesses, independent consultants, academic institutions, consortium participants, foreign partners, and other entities) that may assist the agency in maximizing operating efficiency and effectiveness in operations, or otherwise provide preeminent technological and/or innovation capability that most capably allows the agency to support its mandated national and international mission requirements.

The DIA invites offerors to submit white papers in accordance with the guidelines described in this BAA. Proposals will only be accepted that respond to a specific written request from the Government. Unsolicited proposals to this BAA will not be accepted. During the open period of this BAA, special notices will be published in SAM.gov referencing this primary NeedipeDIA BAA HHM402-23-S-0001 and are referred to as "CALLs."

4. NeedipeDIA BAA Submissions Process

a. NeedipeDIA BAA White Paper Submissions

NeedipeDIA will accept white paper submissions referencing published needs at any time during the entire open period of this BAA. These submissions are referred to as NeedipeDIA submissions. Short white paper submissions allow the Government to evaluate a concept prior to an offeror submitting a full proposal. The Government will leverage a two-step process for white paper submissions but retains the option for single-step direct awards when warranted.

b. Two-Step Process - White Paper to Request for Proposal (RFP) Submission

The NeedipeDIA BAA will use a two-step white paper/proposal submission process. First requires interested parties to submit a white paper. Second is the Government's review of the white paper to identify scientifically meritorious content, where an offeror may be invited to a request for clarification, follow-on engagement or submit a proposal.

c. NeedipeDIA BAA CALL Ad Hoc

This BAA has an option to issue a CALL announcement. A CALL is a unique and separate offering announcement to identify specific needs and/or requirements. A CALL allows the Government to refine a set of needs while also aligning the process with potential procurement deadlines and mission requirements. These CALLs will also describe additional submission requirements, supplementary topic focus areas, further technical details, any added pertinent clauses, and may alter the features of NeedipeDIA submission templates. CALLs may be issued at any time during the BAA effective period and may further define the technology/Government needs/requirements.

d. BAA CALL - Single Step Process

A specific CALL may request an entire proposal without using a white paper as a first step. A CALL may specifically detail the process of submission to the Government which may result in a technical and price proposals evaluation that could result in a direct award from details provided.

5. Other Mission Owners Using NeedipeDIA

Various mission partners leverage NeedipeDIA using agreements. The term "mission owner" refers to both DIA offices and other mission partners in the Defense Intelligence Enterprise (DIE). NeedipeDIA submissions may be reviewed by U.S. Government (USG) mission owners associated with the Combatant Commands (CCMDs); the Joint Services; and other partner agencies via MIPRs or 7600A/B instruments.

B. OPEN PERIOD AND OFFEROR DEADLINES

1. NeedipeDIA BAA Submission Deadlines

a. BAA Posting Date.

The posting date for this BAA is on 28 December 2023.

b. BAA Open Period.

This BAA has a 5-year open period and white papers will be accepted through the NeedipeDIA portal during this entire period. The open period for the BAA is from **29 December 2023 to 28 December 2028.**

c. Offeror Submission Deadlines.

There are no specific submission deadlines for NeedipeDIA submissions.

C. NEEDIPEDIA CONTACTS

- BAA Unclassified Network Email: Ideas2Action@dodiis.mil
- NeedipeDIA Unclassified Web Portal: https://www.dia.mil/Business/NeedipeDIA/
- NeedipeDIA Classified Web Portal: Provided as needed.

Interested parties may find the lists on NSA's Acquisition Resource Center (ARC) https://siteworks.web.nsa.ic.gov/bma/acquisition-resource-center-arc/ or NRO's Acquisition Center for Excellence (ACE) (https://acq.nro.ic.gov/) at DIA Announcements (https://c2s-prod-acq.ace.proj.nro.ic.gov/dia/announcements)

PART II: FULL TEXT OF ANNOUNCEMENT

A. OPPORTUNITY DESCRIPTION

This Broad Agency Announcement (BAA) is a public notice of a competitive funding opportunity as described in FAR 6.102(d)(2)(i) and FAR 35.016 as well as 32 CFR 22 to acquire basic and applied research and that part of development not related to the development of a specific system or hardware procurement.

1. NeedipeDIA Innovation BAA Major Emphasis

The DIA is interested in potential innovative concepts/ideas of interest that may include concepts/ideas focused principally on maximizing agency operating efficiency, effectiveness, to emerging or existing state-of-the-art innovations, both technical and otherwise, that may not currently be in use by the Government or that is in limited use where customization/updating provides benefit to published NeedipeDIA need sets.

The NeedipeDIA BAA is to establish, maintain, and foster continuous opportunity for outreach, partnership, and dialogue with all interested industry parties. The NeedipeDIA promotes rapid collaboration between industry and Government, placing a significantly high value on ideas, concepts, and approaches that promote quick testing of applications or proof-of-concept.

2. Need Descriptions

The DIA NeedipeDIA BAA invites proposers to submit innovative solutions that address the needs listed and described on the NeedipeDIA portal.

B. AWARD INFORMATION

1. General Award Information

The DIA anticipates multiple awards. The level of funding for individual awards made under this BAA will depend on the quality of the proposals received and the availability of funds. Awards will be made to offerors whose submissions are determined to be the most advantageous to the Government, all evaluation factors considered. Proposals identified for negotiation may result in a procurement contract, grant, cooperative agreement, or other transaction (OT), depending upon the nature of the work proposed, the required degree of interaction between parties, and other factors.

The Government reserves the right to:

- Select for negotiation all, some, one, or none of the proposals received in response to this solicitation.
- Make awards without discussions with proposers.
- Conduct discussions with proposers if it is later determined to be necessary.
- Segregate portions of resulting awards into pre-priced options.
- Accept proposals in their entirety or select only portions of proposals for award.
- Fund awards in increments with options for continued work at the end of one or more phases.
- Request additional documentation once the award instrument has been determined (e.g., representations and certifications).

- Remove offerors from award consideration should the parties fail to reach agreement on award terms within a reasonable time or the proposer fails to provide requested additional information in a timely manner.
- Any resultant award from the BAA has the potential for an increase in value and a level of effort as the government explores the innovative solution.

In all cases, the Government contracting officer (CO) shall have sole discretion to select the award instrument type, regardless of instrument type proposed, and to negotiate all instrument terms and conditions. DIA will apply publication or other restrictions, as necessary, if it determines that the research resulting from the proposed effort will present a high likelihood of disclosing performance characteristics of military systems or technologies that are unique and critical to defense. In accordance with DoD Instruction 5230.09, DoD 5220.22-M and volumes 1-4 of DoD Manual 5200.01, any award resulting from such a determination will include a requirement for DIA permission before publishing any information.

2. Funding

No funding has been specifically reserved for this solicitation at this time. However, funding may be provided throughout the open period of this BAA to pursue promising innovation concepts of interest with any and all qualified sources.

3. Anticipated Individual Awards

Multiple awards are anticipated although no commitments or promises are made in this regard and the number of awards under this BAA are unknown. It is anticipated that awards will also be made by other agencies and services in addition to DIA. These agencies will each execute individual contracts within the larger innovation portfolio and will use their internal CO, Grant Officers (GO), Agreement Officers (AO), Contracting Officer's Representatives (COR), and administrative procedures.

a. Direct Awards from White Papers versus Proposals.
Typically, a proposal is used as the basis for decisions regarding an award. The proposal provides a refined and detailed concept of a proposed effort. Additionally, the case also exists where the Government can proceed directly to an award from a white paper. Execution summaries and cost values provided in the white paper is used as the starting point for a negotiation for a statement of work (SOW).

4. Types of Contracts/Instruments that May be Awarded

Contracts and agreements will be the award instrument in accordance with FAR 35.016, 32 CFR 22 and 10 USC 4021.

C. ELIGIBILITY REQUIREMENTS

1. Eligible Participants

All responsible sources capable of satisfying the objectives of this solicitation announcement are encouraged to reply in accordance with the instructions specified herein, to include historically traditional partners and non-traditional partners that may be interested in doing business with the Government, but that have infrequently, or perhaps never done so. The following entities constitute possible non-traditional partners who may elect to submit innovative ideas or propose various teaming arrangements tailored to a particular project.

a. Small Business Set Aside Categories.
Small business categories such as Service-Disabled Veteran Owned Small Businesses (SDVOSBs); Woman Owned Small Businesses (WOSBs); Historically Black Colleges and Universities (HBCUs); Minority Servicing Institutions (MSIs); HUBZone; Small Disadvantaged Businesses (SDBs); and 8(A) small businesses are encouraged to provide submissions to NeedipeDIA/SAM.gov for funding consideration and to join other parties in doing so. At the present time it is not envisioned that any portion of this solicitation announcement will be specifically reserved or set-aside for exclusive competition among these entities. However, when Government capability/need area specifically identifies innovation opportunity that might be best fulfilled, the Government may maximize engagement opportunity with this list of interested parties, to include targeted engagement with these parties if appropriate to the circumstances.

b. Nonprofit Organizations
Nonprofit organizations are encouraged to submit white papers and proposals for consideration and/or to join other teams in submitting.

c. Academic Institutions.
Academic institutions are encouraged to participate in the NeedipeDIA/SAM.gov system. According to Executive Order 12333, as amended, paragraph 2.7, elements of the Intelligence Community (IC) are authorized to enter into contracts or arrangements for the provision of goods or services with private companies or institutions and need not reveal the sponsorship of such contracts or arrangements for authorized intelligence purposes. Contracts or arrangements with academic institutions may be undertaken only with the consent of appropriate officials of the institution. It is highly recommended that proposers submit with their proposal a completed and signed Academic Institution Acknowledgement Letter (Appendix B) for each U.S. academic organization that is a part of their team, whether the academic organization is serving in the role of prime contractor, subcontractor, or consultant at any tier of their team. It should be noted that an appropriate senior official from the institution, typically the president, chancellor, provost, or other appropriately designated official must sign the completed form. Although not required for the proposal, this letter must be received before DIA can enter into any negotiations with any proposer when an academic organization is part of its team.

d. Foreign Entities.
Non-U.S. organizations and/or individuals may participate to the extent that such participants comply with any necessary non-disclosure agreements, security regulations, export control laws, and other governing statutes applicable under the circumstances. Participation with NeedipeDIA/SAM.gov is typically an arrangement where U.S. entities act as the as prime contractor, and foreign owned entities participate as subcontractors to the U.S. prime contractor. The U.S. prime entity then retains responsibility for compliance with U.S. export controls. Countries included in the U.S. State Department List of Countries that support terrorism are excluded from participation. Interested entities must address export compliance of any foreign participants in its cost volume. Teams with foreign entities will check the appropriate box on the cover sheet forms.

2. Procurement Integrity, Standards of Conduct, Ethical Considerations, And Organizational Conflicts of Interest (OCIs)

Current federal employees are prohibited from participating matters involving conflicting financial, employment, and representational interests (18 U.S.C. 203, 205, 208). With respect to any proposals

that may ultimately be submitted in response to this BAA, offerors are notified that the Government will assess all submissions for the existence or appearance of any potential conflicts of interest. Notwithstanding any Government assessment that shall be conducted because of receipt of proposal submissions, it is principally incumbent upon the party submitting any proposal to the Government for funding consideration to assess all facts relevant to the existence or potential existence of a conflict of interest and disclose such information to the Government for appropriate consideration. Conflicts may be either organizational or personal. Because of the significant myriad of potential scenarios and situations that may be prevalent concerning an actual or possible conflict of interest and the time, effort, and expense that may be involved in submitting proposals to the Government for funding consideration, proposers are encouraged to contact the Government at Ideas2Action@dodiis.mil in the event a proposer believes a conflict of interest exists or may exist (whether organizational or otherwise), or has questions concerning the particulars of the situation in question.

a. Contractors/Performers Providing Scientific Engineering Technical Assistance (SETA) and NeedipeDIA Proposal Submissions

With respect to any interested party that may already be doing business with the DIA and contracted to provide scientific, engineering, technical assistance (SETA) or similar support, such parties are hereby notified that without prior written agency approval and authorization, such entities will not be authorized to simultaneously provide SETA or similar support, and also be a technical performer on a contract awarded using this BAA. The proposer wanting to include a SETA contractor in their proposed work must be prepared to provide the following information:

- The name of the DIA office receiving the SETA support
- The prime contract number associated with the SETA support
- Identification of proposed team member (subcontractor, consultant) providing the support
- An OCI mitigation plan in accordance with FAR subpart 9.5 (below)

If the Government determines that a proposer failed to fully disclose an OCI; or failed to provide the affirmation of DIA support as described above; or failed to reasonably provide additional information requested by the Government to assist in evaluating the proposer's OCI mitigation plan, the Government may reject the proposal and withdraw it from consideration for award. The proposer will include any OCI affirmations and disclosures in Volume 3 of the proposal.

b. Federal Acquisition Regulations subpart 9.5 (FAR subpart 9.5) Requirements

In accordance with FAR subpart 9.5, when submitting proposals, offerors are required to identify and disclose all facts relevant to potential OCIs involving the offeror's organization and any proposed team member (subcontractor, consultant). Under this section, the offeror is responsible for providing this disclosure with each proposal submitted to the solicitation. The disclosure must include the offerors, and as applicable, proposed team member's OCI mitigation plan. The OCI mitigation plan must include a description of the actions the proposer has taken, or intends to take, to prevent the existence of conflicting roles that might bias the offeror' s judgment and to prevent the offeror from having unfair competitive advantage. The OCI mitigation plan will specifically discuss the disclosed OCI in the context of each of the OCI limitations outlined in FAR 9.505-1 through FAR 9.505-4.

3. Cost Sharing/Matching

Cost sharing is not required; however, it will be carefully considered where there is an applicable statutory condition relating to the selected funding instrument (e.g., OTs under the authority of 10 U.S.C. 4021). Cost sharing is encouraged where there is a reasonable probability of a potential commercial application related to the proposed research and development effort.

4. Other Eligibility Criteria

Although not required, where it is logical, feasible, and may result in potentially greater efficiencies, leveraged capability, or probability for success, collaborative/teaming arrangements between multiple parties in responding to this BAA is encouraged.

D. NEEDIPEDIA/SAM.gov SUBMISSION INFORMATION (WHITE PAPERS & PROPOSALS)

Please note that the term "submission" is inclusive of both white papers and proposals, but these are separate document packages. White paper submissions are described in section E. Proposal submissions are described in section F. The following submission information is relevant to both white paper submissions and proposal submission.

1. Offeror Filename Convention for Submission Documents

NeedipeDIA/SAM.gov ascribes no formal template for the filenames that arrive as submissions. The filename format from the offeror will include the Volume ID# (if applicable), part number, attachment document name, or attachment ID (e.g., "E", "F", "Vol2-Pt1", V1-4, "Cost Proposal Spreadsheet", etc.); the date of the submission; the CALL research ID# or requirement-need ID#; and the offeror name.

Examples include:

- Volume-2-1_This Company_Cost-Proposal_25Nov25_1-2.pdf
- RDI4-1_25NOV2023_Thiscompany-LLC-Proposal_Attachment-E.doc
- thisorganization_grant-proposal-final_D_May-20-2023_need-5-5.pdf
- Thiscompany_Proposal_RDI1-2_Vol1-Part4_01Aug2023.docx
- F_13January2023_Thatcompany_Cost-Proposal-Spreadsheet_3-2.xlsx
- 12Feb2023_Thiscompany_Cover_Sheet_1-2.pdf

2. Classified Submissions

Classified submissions (white papers and/or proposals) will be submitted in their entirety to Ideas2Action@coe.ic.gov. The proposer will send a separate short courtesy email indicating that there has been a classified submission to Ideas2Action@dodiis.mil on the unclassified network. The proposer will mark each paragraph with the appropriate classification of that paragraph and each document will be labeled top and bottom with the highest classification present in the document. The footer will include the classifier's name, ID number, and declassification date. The inclusion of classified information should be kept to a minimum, and the offeror will only include the classified information they are authorized to provide and directly relevant to the white paper or proposal.

3. Handling of Source Selection Information

All submissions are electronic. DIA treats all submissions as source selection information (FAR 2.101 and 3.104), and only disclose their contents to authorized personnel. Submissions may be handled by Government support contractors for administrative purposes and/or to assist with

technical analysis. All DIA support contractors performing this role are bound by appropriate non-disclosure agreements. Subject to the restrictions set forth in FAR 37.203(d), DIA may also request input on technical analysis from other non-Government consultants/experts who are strictly bound by the appropriate non-disclosure requirements. By submission, offerors agree that their material may be reviewed by support contractors. The original white paper submitted will be retained at DIA.

4. Submission Prescreen Meetings.

The option exists for NeedipeDIA staff to conduct prescreens of offerors prior to submitting a white paper. Prescreens will further clarify the instructions provided in this BAA and serves to ensure that white papers are routed correctly through the portal. Conducting a prescreen is solely at discretion of the Government.

E. SUBMISSION OF NEEDIPEDIA WHITE PAPERS

This section is an overview of the white paper submission process relevant to NeedipeDIA submissions. For NeedipeDIA proposal submissions, please refer to the section on NeedipeDIA proposal submissions. White papers can be submitted at any time during the BAA open period.

1. NeedipeDIA Needs, Need Numbers, and Need Short Descriptions

Prior to submitting a white paper, interested parties are required to review the various individual NeedipeDIA Needs posted on the website or on SAM.gov, and to self-identify on the coversheet of their white paper submission and in the body of their white paper, the single most appropriate NeedipeDIA Need that is most closely associated with their white paper concept/idea, or where the preponderance of benefit is most likely to occur, even if their particular concept/idea likely covers more than one NeedipeDIA listing area in question. The purpose for the NeedipeDIA needs posted on https://www.dia.mil/Business/NeedipeDIA/ or SAM.gov is to provide an efficient and effective mechanism for the Government to express individual areas of innovation relevance/importance to various members/groups/offices of the DIE, along with supplemental instruction/guidance that is in addition to the overall stated Need. This system allows the DIA to have the flexibility to rapidly and periodically update/change/modify individual NeedipeDIA topic areas and associated NeedipeDIA guidance based on changing conditions and mission requirements - without the resorting to continuous formal updates and changes to the published BAA itself. NeedipeDIA innovation interest areas may be updated/changed/modified from time-to-time, and critical information may be conveyed concerning additional supplement instruction/guidance/evaluation criteria. In addition, interested parties are encouraged to review the website regularly as needs can be closed, opened, or modified without notification.

a. Needs Versus CALL Research ID Numbers

NeedipeDIA Needs are general areas of interest to elicit white paper submissions. CALL announcements will have their own CALL research ID numbers and may announce additional needs posted on https://www.dia.mil/Business/NeedipeDIA/.

b. Need Numbers

Need Numbers are the unique alphanumeric identifiers for each Need. Each Need also has a short title descriptor and a longer Need description.

c. The Attachment of Needs to Mission Owners

Needs are attached to the mission owners that will review each white paper submission. In this way, the Need numbers act as a routing tool. Needs are written to be general enough to cast a wide net for innovative solutions but describes to the detail required to route with precision to

mission owners that want to review white papers on particular topics. Needs are updated annually and on an ad hoc basis responding to mission requirements.

2. NeedipeDIA Web Portal

This BAA requires interested parties to separately review the web portal prior to completion and submission of any white papers.

- https://www.dia.mil/Business/NeedipeDIA/

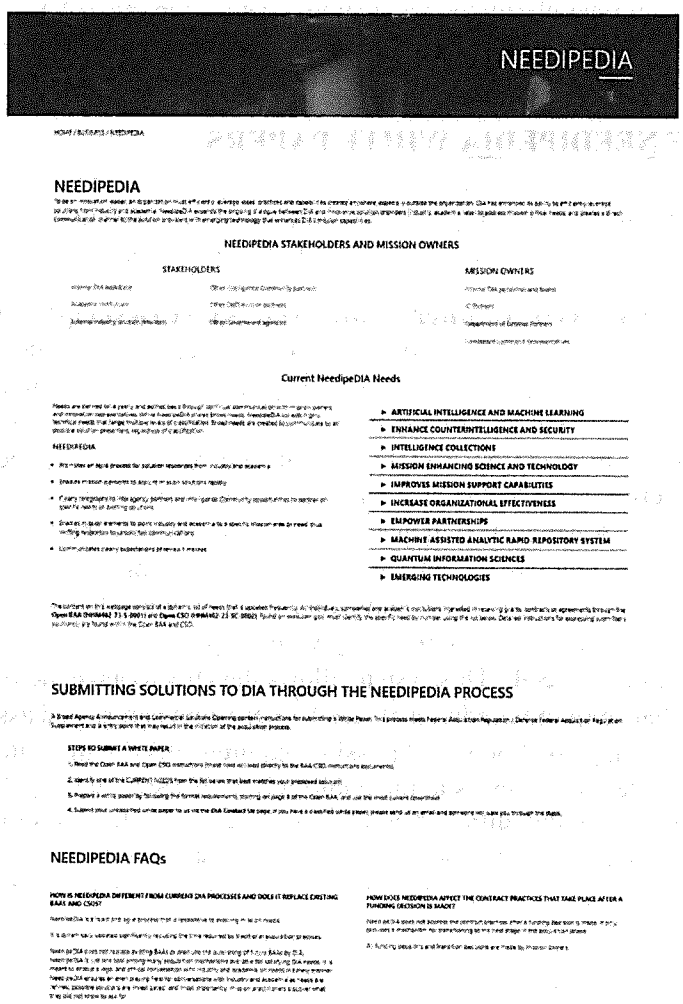

Figure 1. The NeedipeDIA web portal.

3. NeedipeDIA White Paper Submissions

Parties interested in engaging DIA with innovative topics of interest will submit a properly formatted white paper to DIA for review prior to submission of any proposal related information.

a. Using the NeedipeDIA White Paper Format

The NeedipeDIA two-page white paper format is intended to be flexible and easy to make by offerors and easy to read by mission owners. In this way, offerors can initially engage the DIA in the most expeditious and least costly manner possible, avoiding expenditure of unnecessary effort and resources associated with the submission of a formal proposal as a first step. Conversely, the

summarized format also allows the mission owners to quickly gauge its interest in continuing a conversation. The conversation between the offeror and the Government then scales as a function of this interest.

b. Use of the Eight Heilmeier Questions
The white paper will address the eight Heilmeier questions developed by DARPA. Typically, these questions are presented as paragraph headers in the white paper. The use of the Heilmeier questions is intended to properly summarize the submission for review by mission owners. Please note that the mission owners are expecting to see the white paper in this format during the review process. These are usually included as the paragraph headers of the white paper.

1) What are you trying to do? (Articulate objectives without using jargon)
2) How is it done today, and what are the limits of current practice?
3) What is new in your approach and why do you think it will be successful?
4) Who cares? (If you are successful, what difference or impact will it make?)
5) What are the risks?
6) How much will it cost?
7) How long will it take?
8) What is the mid-term and final "exams" to check for success?

c. NeedipeDIA Submission Portals.
White papers submitted via any other mechanism will not be accepted or reviewed under this open BAA.

- All unclassified white papers will be submitted via email to
  - Ideas2Action@dodiis.mil
- All classified white papers will be submitted via email to
  - Ideas2Action@coe.ic.gov

d. White Paper ID Numbers.
White papers will be given ID numbers when they are submitted, and this number will be provided back to the offeror. This ID number is used to track the submission between the offeror, the NeedipeDIA staff and the mission owners.

4. NeedipeDIA White Paper Format

NeedipeDIA white papers will have two parts, the one-page NeedipeDIA cover sheet form and the white paper itself. White papers will follow the following format:

- Maximum of two (2) pages in length, not including the properly formatted coversheet
- Includes a properly formatted NeedipeDIA coversheet and completed in its entirety. For the latest copy of the coversheet, check the BAA on NeedipeDIA/SAM.gov or by emailing the NeedipeDIA Program Office at Ideas2Action@dodiis.mil. Submit the coversheet and white paper as separate files when emailing to Ideas2Action@dodiis.mil
- Page size will be 8.5" x 11" when printed
- Margins will be 1"
- Font type should not be smaller than 11 points, although smaller font type may be used for figures, tables, and charts.
- All white papers must be written in English

Part 1 of the submission is the cover sheet. Part 2 is a section of the two-page white paper itself. Other than the cover sheet, the white paper can be in a template or format chosen by the offeror. But all white papers should contain the following two parts:

- **PART 1 – NeedipeDIA White Paper Cover Sheet (Attachment A).** The cover sheet does not count against the 2-page limit and should be the latest version from NeedipeDIA. Please submit the white paper cover sheet as a separate file and do not flatten, or further edit the form (e.g., adding logos, headers or footers). Please use Adobe Reader to fill out the cover sheet.
- **PART 2 – Innovation Summary White Paper.** This part has a strict two-page limit.

1) Section 1 – Innovation Summary. Typically, the white paper will be submitted as a PDF, but a Microsoft Word document will be accepted. The summary will often include a graphic. The innovation summary will address the Heilmeier questions, which include the following:
   - What are you trying to do? (Articulate objectives without using jargon)
   - How is it done today, and what are the limits of current practice?
   - What is new in your approach and why do you think it will be successful?
   - Who cares? (If you are successful, what difference or impact will it make?)
   - What are the risks?
   - How much will it cost? (If the offeror submits a ROM table in Section 2, omit this question from Section 1)
   - How long will it take?
   - What is the mid-term and final "exams" to check for success?
2) Section 2 – Other Applicable Information. Provide any additional information pertinent to your white paper submission. Examples include, but are not limited to, the following:
   - You desire classified or proprietary discussions with the Government. It is also useful to indicate if the offeror already has cleared personnel (this is NOT a discriminator for white papers).
   - Foreign participants or organizations are involved in the effort. (This is NOT a disqualifier, but sets USG expectations regarding the capability and manner of engagement going forward.)
   - You anticipate subcontracting or partnering with others to accomplish the initiative described in the white paper.
   - A rough order of magnitude (ROM) for potential funding costs related to the capability described. It is usually provided as a table or as short, bulleted paragraph. This is used by the USG to imagine what an initial pilot might look like using the capability. Typically, awards using the NeedipeDIA BAA do not conform to this estimate.

3) Section 3 – NeedipeDIA Need Area. Clearly identify the one Need area from NeedipeDIA that is most relevant to the capability described in the white paper. Offerors should not identify more than one NeedipeDIA listing in part 2 of their white paper submission. Need should be listed as the Need ID number and the short title.

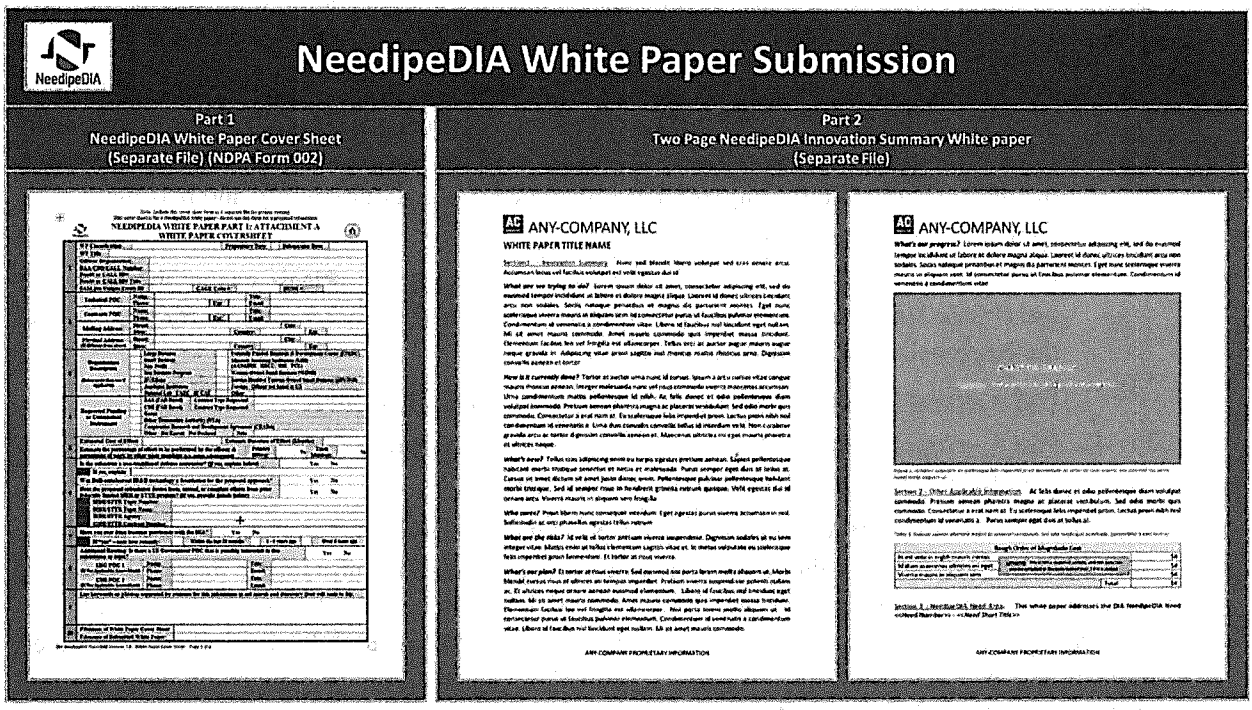

Figure 2. The white paper format is intended to be flexible, and this example is just a formatting suggestion not a guideline. Intent is to show the separate cover sheet (Part 1), the use of the Heilmeier questions and Sections 1-3 are part of Part 2. The white paper and the white paper cover sheets form are submitted as separate documents.

F. SUBMISSION OF NEEDIPEDIA PROPOSALS

Proposals may be requested for funding consideration as a function of the white paper review process, and directly if a BAA CALL is opened. Proposals will only be accepted upon written request from the Government CO or as published in a CALL. The Government will not accept unsolicited proposals. A RFP will be unambiguous to the offeror - a CO will request a RFP in writing. Offerors will follow the instructions for proposal format as outlined in the RFP. Specific instructions on how to submit a proposal will be given by the CO at time of proposal request. A published CALL may also amend this format. Proposals will only be reviewed and evaluated if requested by the Government upon a favorable review of a submitted white paper as described in this BAA or as amended by a CALL submission.

1. NeedipeDIA Proposal Format

All proposals submitted to DIA for consideration must be in the format specified below unless otherwise directed by the CO. Nonconforming proposals may be rejected without further consideration or review. All proposals shall consist of three separate volumes (volume 1, volume 2, and volume 3 as indicated below) and shall address the mandatory policy and other submission requirements as specified herein. Each volume will have templated files that will be submitted as separate documents. Proposals shall be formatted such that, when printed, all pages will be printed on 8½" x 11" paper with font size not smaller than 11 points, except for any figures, tables, and/or charts, which may be smaller font size. All proposal content must be written in English. Volume 1 shall not exceed a total of thirty (30) pages. There is no page limit for volume 2 and 3.

- **Volume 1 – NeedipeDIA Proposal Administrative Details and Technical Approach Summary.** Volume 1 will not exceed thirty (30) pages total and will include a proposal cover sheet, the proposal summary, and the detailed proposal information. Please note that the proposal cover sheet is different from the white paper cover sheet and includes administrative details not found on the white paper cover sheet. Volume 1 consists of the following four documents:
  1) Part 1 - Official RFP Transmittal Cover Letter (Appendix C). A letter of transmittal is a short cover letter on offeror letterhead with an authorizing signature that accompanies the BAA RFP to explain its purpose. This letter clarifies the intent of the document, includes the offeror's internal routing number if included (not a requirement), and lists the documents included in the submission.
  2) Part 2 - Attachment B – NeedipeDIA Proposal Cover Sheet. Please ensure that you use the 1-page NeedipeDIA Form 006 proposal cover sheet (See Attachment B). Do not use the NeedipeDIA white paper cover.
  3) Part 3 - Attachment C – NeedipeDIA Proposal Quad Chart Slide.
  4) Part 4 - Attachment D – NeedipeDIA Proposal Technical and Management Summary Template. This summary shall not exceed 5 pages.
- **Volume 2 – NeedipeDIA Proposal Price Summary.** Volume 2 does not have a page limit. The proposers cost volume shall provide sufficient detail to substantiate the price proposed (e.g., reasonableness and/or realism). Price information shall be provided with access to all calculations and formulas. The proposal shall provide a detailed breakdown of all costs included in the price, by major tasks, by Gov't fiscal year (FY) [October 1st thru September 30th], by basic award, and option(s)/phase(s), if any.
  1) Part 1 - Attachment E – NeedipeDIA Proposal Price Summary.
  2) Part 2 - Attachment F - NeedipeDIA Proposal Price Spreadsheet.
- **Volume 3 – NeedipeDIA Proposal Administrative & Policy Requirements.** Volume 3 has no page limit and addresses the administrative and policy requirements related to the submission.
  1) Part 1 - Attachment G – NeedipeDIA Proposal Administrative & Policy Requirements.

2. Additional Proposal Information

a. DCMA-Approved Accounting System

Proposers are encouraged to leverage DCMA-approved accounting systems. For proposers without a DCMA-approved accounting system who are proposing negotiation of a cost-type contract, please see SF 1408. To facilitate appropriate Government review, the second page of this form must be submitted with your proposal in order for your submission to be deemed conforming to this solicitation. The SF 1408 form can be found at the following URL:

- http://www.gsa.gov/portal/forms/download/115778.

b. Use of NeedipeDIA Proposal Templates

All proposers are required to use the appropriate templates based on the type of award requested. Templates are provided as attachments to this solicitation on https://sam.gov/ and/or http://www.grants.gov. Full NeedipeDIA proposals that do not include the appropriate attachments as detailed here may be deemed non-conforming and may not be evaluated.

c. Return Proposal Submissions
No information submitted by an interested party in response to this BAA will be returned.

d. Cost of Preparing a Submission Not Reimbursable
The cost of preparing proposals in response to this announcement is not considered an allowable direct charge to any resulting procurement or assistance instrument.

3. NeedipeDIA Proposal Review and Response Timeline

a. NeedipeDIA Proposal Evaluation Process
DIA will conduct assessments of proposal submissions throughout the open period of this BAA to determine compliance with the submission requirements and instructions. Proposals will be evaluated on their own merit and not necessarily against each other since individual proposal submissions will not be based on a common work statement. To accomplish evaluation activities, qualified Government personnel will conduct reviews and, if required, the Government will convene panels of experts to accomplish evaluation activities as appropriate. An award may be made for such effort as determined, by Government evaluation, to be advantageous in accomplishing the stated objectives of this BAA. However, all awards will be subject to the availability of funding.

b. NeedipeDIA Proposal Evaluation Criteria
Evaluation of proposals will be accomplished by a review of each proposal using the following criteria listed in descending order of importance.

1) Overall Innovation Merit
The proposed effort is noticeably innovative, representing a new approach to need sets. The approach must be feasible to quickly demonstrate mission merit. The effort must be supported by individuals with the requisite expertise and experience to meet the BAA objectives. Task descriptions and associated technical elements are complete, understandable, and in a logical sequence, with all proposed deliverables clearly defined such that achieving stated goals is highly likely because of award. The proposal identifies major technical risks and clearly defines viable mitigation efforts to address any major or significant obstacles for success.

2) Potential Contribution and Relevance to the DIA Mission
The potential contribution of the proposed effort is relevant to the DIA mission. Specifically, DIA's mission is to principally provide military intelligence related information to defense policymakers and force planners in support of U.S. military planning and operations and provide other critical support and services in fulfillment of national and international objectives as is appropriate. To the extent possible, the proposal distinguishes how investment will enhance mission capabilities over current methods, processes, or technology.

3) Cost/Price Evaluation
The proposed costs/prices are based on realistic assumptions, reflect understanding of the goals and objectives of the proposer's technical/management approach (to include the proposed SOW). The costs for the prime and subcontractors are substantiated by the details provided in the proposal (e.g., the type and number of labor hours proposed per task, the types and quantity of materials, equipment and fabrication costs, travel and any other applicable costs). The proposed schedule reflects a realistic basis to rapidly demonstrate or test the innovation concept of interest in an expedited manner of time, without committing the

Government to potential award scenarios that might result in unnecessarily long or protracted performance periods. In addition, the offeror's proposal can be analyzed for fair-reasonableness determination and/or realism analysis. The objective of proposal analysis is to ensure that the final agreed-to price is fair and reasonable. A cost is reasonable if, in its nature and amount, it does not exceed that which would be incurred by a prudent person in the conduct of competitive business. Cost analysis may also be used to evaluate data other than certified cost or pricing data to determine cost reasonableness or cost realism when a fair and reasonable price cannot be determined through price analysis alone in accordance with FAR 15.404-1(d). This subsection may be used, singly or in combination with others, to ensure that the final price is fair and reasonable.

4) Total Proposed Price
The offeror's proposed price will be analyzed to ensure the proposed price reasonableness in accordance with FAR 12.209. The government will use one, some or all of the seven techniques listed at FAR 15.404-1(b)(2).

5) Reasonableness
The Government will evaluate the cost proposal for reasonable cost elements. The Government evaluation will assess how well the proposal supports elements of cost, work hours, loading factors and rates over the contract life. Reasonableness is evaluated by assessing the acceptability of the offeror's methodology and risks used in developing the cost estimates. The price reasonableness techniques in FAR 12.209 and DFARS 212.209 are used to determine whether the proposed price is fair and reasonable. The proposed costs are reasonable when it is fair to the buyer, fair to the seller, and reasonable considering the market conditions, available alternatives, and price-related factors as determined through one or more of the price analysis techniques.

6) Realism
The Government will evaluate the cost proposal to determine the overall realism of the proposed approaches with respect to cost. Cost realism, or the lack thereof, shall enter the Government's assessment of the measure of understanding possessed by each offeror. Cost realism includes the validity of the cost as proposed by each offeror, meaning the degree of the Government's confidence in the offeror's ability to perform at, or within, their cost estimate. Cost realism analysis will be performed in accordance with the criteria included in FAR 15.404-1(d). A cost realism analysis is the process of independently reviewing and evaluating specific elements (e.g., labor and material) of each offeror's proposed cost estimate to determine whether: (1) the estimated proposed cost elements are realistic for the work to be performed; (2) reflect a clear understanding of the SOW; (3) are consistent with the unique methods of performance and materials described in the offeror's proposal; and (4) the labor skills proposed in the cost section are aligned with the offeror's proposal in accordance with the SOW. The cost realism analysis conducted by the Government will determine the most probable cost (MPC) of the proposed task order.

7) Probable Cost
The probable cost (PC) will be determined by adjusting the offeror proposed cost, and fee when appropriate, to reflect any additions or reductions in cost elements to realistic levels based on the results of the cost realism analysis. The PC may differ from the proposed cost

and should reflect the Government's best estimate of the cost that is most likely to result from the offeror's proposal. The PC will be used for purposes of determining best value.

8) Technical Feasibility
Task descriptions and associated technical elements are written thoroughly, complete, understandable, and in a logical sequence, to support that all proposed deliverables represent high probability in achieving stated goals defined within an RFP. The proposal identifies major technical risks and clearly defines viable mitigation efforts to address any major or significant obstacles for success. Additional RFP evaluation/award criteria may be incorporated as needed.

9) Additional Evaluation Criteria
Mission users have the option to include additional evaluation criteria. These additional criteria will be posted on NeedipeDIA and explicitly described in the additional evaluation criteria section of the posted requirement. Offerors should take these additional criteria into account when developing their proposal.

c. Timelines for Notices of Selection or Non-Selection
After proposal evaluations are complete, proposers will be notified as to whether their proposal was selected for award negotiation as a result of the review process. In the case of a RFP that comes as a result of the white paper submission, proposers will be notified of the results within 60 days. Offerors are reminded that there will be no formal response to a two-page white paper submission, and only for submitted response to a request for proposals. CALLs will identify specific evaluation timelines in the announcement. Notification will be sent by email to the technical and contracts point of contacts (POC) identified on the proposal cover sheet. If a proposal has been selected for award negotiation, the Government will initiate those negotiations following the notification.

PART III: ADMINISTRATION INFORMATION

A. ADMINISTRATIVE AND SECURITY REQUIREMENTS

1. Electronic Invoicing and Payments

Contractors will be required to submit invoices in accordance to instructions provided in the award. For electronic payment processing via Wide Area Work Flow (WAWF), the contractor has to gain access through the Procurement Integrated Enterprise Environment (PIEE) at https://piee.eb.mil/, unless an exception applies. Registration in WAWF is required prior to any award under this BAA.

B. PROPOSALS REQUESTING A GRANT OR COOPERATIVE AGREEMENT

Proposers requesting grants or cooperative agreements must submit proposals as described above and will include addition documents. These documents will be included as features of Volume 3 of the proposal. In addition to the volumes and corresponding attachments requested elsewhere in this solicitation, proposers must also submit the three forms listed below.

1) Form 1: SF 424 Research and Related (R&R) Application for Federal Assistance
This form is available on the Grants.gov website at the following URL:

- https://apply07.grants.gov/apply/forms/sample/RR_SF424_2_0-V2.0.pdf.

2) Form 2: The Research and Related Senior/Key Person Profile (Expanded) Form
This form is available on the Grants.gov website at the following URL:

- https://apply07.grants.gov/apply/forms/sample/RR_KeyPersonExpanded_3_0-V3.0.pdf

3) Form 3: Research and Related Personal Data
This form is available on the Grants.gov website at the following URL:

- https://apply07.grants.gov/apply/forms/sample/RR_PersonalData_1_2-V1.2.pdf

C. INTELLECTUAL PROPERTY

Proposers should note that the Government does not own the intellectual property or technical data/computer software developed under Government contracts. The Government acquires the right to use the technical data/computer software. Regardless of the scope of the Government's rights, contractors may freely use their data/software for their own commercial purposes (unless restricted by U.S. export control laws or security classification). Therefore, technical data and computer software developed under this solicitation will remain the property of the contractors, though DARPA will have, at a minimum, Government Purpose Rights (GPR) to technical data and computer software developed through DIA sponsorship.

If proposers desire to use proprietary computer software or technical data or both as the basis of their proposed approach, in whole or in part, they should: (1) clearly identify such software/data and its proposed particular use(s); (2) explain how the Government will be able to reach its program goals (including transition) within the proprietary model offered; and (3) provide possible nonproprietary alternatives in any area that might present transition difficulties or increased risk or cost to the Government under the proposed proprietary solution. Proposers expecting to use, but not to deliver, commercial open-source tools or other materials in implementing their approach may be required to indemnify the Government against legal liability arising from such use.

All references to "Unlimited Rights" or "Government Purpose Rights" are intended to refer to the definitions of those terms as set forth in the Defense Federal Acquisition Regulation Supplement (DFARS) part 227.

1. Intellectual Property Representations

All proposers must provide a good faith representation of either ownership or possession of appropriate licensing rights to all other intellectual property to be used for the proposed project. Proposers must provide a short summary for each item asserted with less than unlimited rights that describes the nature of the restriction and the intended use of the intellectual property in the conduct of the proposed research.

2. Program Generated Data and Government Furnished Data and Information

Data are increasingly the key product of research and engineering endeavors. To ensure the reproducibility of results and access to source data for future research, contractors will be required to maintain and deliver any data generated during award performance ("program-generated data") that is needed to accomplish these goals. Contractors shall be expected to document both the proprietary and non-proprietary products of their research to ensure the retention and potential reusability of this information. This may include:

- Raw unprocessed data, software source code and executables, build scripts, process sequence, programmatic communication, and other collaboration activities
- Data sets: experimental, test and measurement data
- Design of experiments and simulations
- Models or simulations (computational or mathematical)
- Recordings of various physical phenomena (including images, videos, sensor data, etc.)
- Access to and use of institutional, organizational, world scientific community repositories and archives

When possible, DIA may share some or all of the program-generated data with the broader innovation community as open data (with permission to access, reuse, and redistribute under appropriate licensing terms where required) to the extent permitted by applicable law and regulations (e.g., privacy, security, rights in data, and export control). DIA plans to enable reproducibility of results through data sharing and to establish (or contribute to) digital collections that can advance this and other scientific fields.

Data provided by the Government does not become the possession of the proposer even after it has been transformed or processed for use during the execution of any contract.

D. PROCUREMENT CONTRACTS

1. Noncommercial Items (Technical Data and Computer Software)

Proposers responding to this BAA that are requesting a procurement contract issued in accordance with FAR procedures, shall identify "all" noncommercial technical data and noncommercial computer software that it plans to generate, develop, and/or deliver under any proposed award instrument in which the Government will acquire less than unlimited rights, and to assert specific restrictions on those deliverables. Because DIA is a Department of Defense (DoD) organization, when issuing awards under FAR procedures, it is also required to follow DFARS procedures. As such, for purposes of compliance with the instructions herein, proposers shall follow the format under

DFARS 252.227-7017 for this stated purpose. In the event that proposers do not submit the list, the Government will assume that it automatically has "unlimited rights" to all noncommercial technical data and noncommercial computer software and noncommercial software documentation generated, developed, and/or delivered under any award instrument, unless it is substantiated that development of the noncommercial technical data and noncommercial computer software/software documentation occurred with mixed funding. If mixed funding is anticipated in the development of noncommercial technical data and noncommercial computer software/software documentation generated, developed, and/or delivered under any award instrument, then proposers must identify the data and software in questions subject to GPR. In accordance with 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, the Government will automatically assume that any such GPR restriction is limited to a period of five (5) years in accordance with the applicable DFARS clauses, at which time the Government will acquire "unlimited rights" unless the parties agree otherwise. Proposers are advised that the Government will use the list during the evaluation process to evaluate the impact of any identified restrictions and may request additional information from the proposer, as may be necessary, to evaluate the proposer's assertions. If no restrictions are intended, then the proposer should state "NONE." It is noted an assertion of "NONE" indicates that the Government has "unlimited rights" to all noncommercial technical data and noncommercial computer software/software documentation delivered under the award instrument, in accordance with the DFARS clauses cited above. Failure to provide full information may result in a determination that the proposal is not compliant with RFP instructions to result in non-selection or rejection of the proposal.

Table 2. A table that depicts a sample list for complying with this request related to Noncommercial Items.

NONCOMMERCIAL				
Technical Data and Computer Software To be Furnished with Restrictions	Summary of Intended Use in the Conduct of the Research	Basis for Assertion	Asserted Rights Category	Name of Person Asserting Restrictions
(List)	(Narrative)	(List)	(List)	(List)

2. Commercial Items (Technical Data and Computer Software)

Proposers responding to this BAA requesting a procurement contract to be issued under the FAR/DFARS shall identify all commercial technical data and commercial computer software/software documentation that may be delivered or embedded in any noncommercial deliverables contemplated under the research effort, along with any applicable restrictions on the Governments use of such commercial technical data and/or commercial computer software. In the event that proposers do not submit the list, the Government will assume that there are no restrictions on the Government's use of such commercial items. The Government may use the list during the evaluation process to evaluate the impact of any identified restrictions and may request additional information from the proposer, as may be necessary, to evaluate the proposer's assertions. If no restrictions are intended, then the proposer should state "NONE." Failure to provide full information may result in a determination that the proposal is not compliant with the BAA - resulting in non-selection or rejection of the proposal.

Table 3. A table that depicts a sample list for complying with this request related to Commercial Items.

COMMERCIAL				
Technical Data and Computer Software To be Furnished with Restrictions	Summary of Intended Use in the Conduct of the Research	Basis for Assertion	Asserted Rights Category	Name of Person Asserting Restrictions
(List)	(Narrative)	(List)	(List)	(List)

3. Requirements for All Other Award Types

a. Noncommercial and Commercial Items (Technical Data and Computer Software)
Proposer's responding to this BAA requesting a grant, cooperative agreement, technology investment agreement (TIA), or other transaction (OT) for prototype, shall follow the applicable rules and regulations governing these various award instruments, but in all cases should appropriately identify any potential restrictions on the Government's use of any intellectual property contemplated under those award instruments in question. This includes both noncommercial items and commercial items. Although not required, proposers may use a format similar to that described above under FAR procurement contract requirements. In any event, the Government may use the list as part of the evaluation process to assess the impact of any identified restrictions and may request additional information from the proposer, as may be necessary, to evaluate the proposer's assertions. If no restriction on Government use is intended, then the proposer should state "NONE" or "NO ASSERTED RESTRICTIONS." Failure to provide information consistent with the requirements of the BAA may result in a determination by the Government that the proposal is not compliant with the BAA, which may result in the non-selection or rejection of the proposal.

b. Patent Requirements for All Award Types
Proposers must include documentation proving ownership or possession of appropriate licensing rights to all patented inventions (or inventions for which a patent application has been filed) that will be utilized under for the proposed effort. If a patent application has been filed for an invention that your proposal will utilize, but the application has not yet been made publicly available and contains proprietary information, the following information should be provided: the patent number, inventor name(s), assignee name(s) (if any), filing date, filing date of any related provisional application, and a summary of the patent title, along with either: (1) a representation of invention ownership, or (2) proof of possession of appropriate licensing rights in the invention (i.e., an agreement from the owner of the patent granting license to the proposer).

c. Intellectual Property Representations for All Award Types
Proposers should provide a good faith representation of either ownership or possession of appropriate licensing rights to all other intellectual property to be used for the proposed effort. In the event that any intellectual property is necessary for the effort in which the Government shall have less than unlimited rights to the information in question, proposers shall provide a short summary description describing the intellectual property in question, with an explanation of the nature and necessity for the restriction on Government use and the intended use and need for the intellectual property in the conduct of the proposed effort.

E. SPECIAL RESEARCH ACTIVITIES

1. Human Subjects Research

Occasionally, awards using NeedipeDIA/SAM.gov may involve research that involves human subjects. All research selected for funding involving human subjects, to include use of human biological specimens and human data, must comply with the federal regulations for human subjects' protection. Further, research involving human subjects that is conducted or supported by the DoD must comply with 32 CFR 219, Protection of Human Subjects (and DoD Instruction 3216.02, Protection of Human Subjects and Adherence to Ethical Standards in DoD-Supported Research (https://www.esd.whs.mil/Portals/54/Documents/DD/issuances/dodi/321601p.pdf).

Institutions awarded funding for research involving human subjects must provide documentation of a current assurance of compliance with federal regulations for human subjects' protection, such as a Department of Health and Human Services, Office of Human Research Protection Federal Wide Assurance (http://www.hhs.gov/ohrp). All institutions engaged in human subjects' research, to include subcontractors, must also hold a valid assurance. In addition, all personnel involved in human subjects' research must provide documentation of completion of human subjects' research training.

For all proposed research that will involve human subjects in the first year or phase of the project, the institution must provide evidence of or a plan for review by an Institutional Review Board (IRB) upon final proposal submission to the Government as part of their proposal, prior to being selected for funding. The IRB conducting the review must be the IRB identified on the institution's assurance of compliance with human subjects' protection regulations. The protocol, separate from the proposal, must include a detailed description of the research plan, study population, risks and benefits of study participation, recruitment and consent process, data collection and data analysis. It is recommended that proposers consult the designated IRB for guidance on writing the protocol. The informed consent document must comply with federal regulations (32 CFR 219.116). A valid assurance of compliance with human subjects' protection regulations along with evidence of completion of appropriate human subjects' research training by all investigators and personnel involved with human subjects' research should accompany the protocol for review by the IRB.

In addition to a local IRB approval, a headquarters-level human subjects administrative review and approval is required for all research conducted or supported by the DoD. The Army, Navy, or Air Force office responsible for managing the award can provide guidance and information about their component's headquarters-level review process. Note that confirmation of a current assurance of compliance with human subjects' protection regulations and appropriate human subjects research training is required before headquarters-level approval can be issued.

The time required to complete the IRB review/approval process varies depending on the complexity of the research and the level of risk involved with the study. The IRB approval process can last between one and three months, followed by a DoD review that could last between three and six months. Ample time should be allotted to complete the approval process. Department of Defense (DoD) funding cannot be used towards human subjects' research until all approvals are granted.

2. Animal Use Research.

NeedipeDIA innovation efforts typically do not involve the use of animals for research. Approval procedures related to the possible use of animal research will follow official Government guidance. DIA reserves the right to use this paragraph as a placeholder for any future activities.

F. PRE-PUBLICATION APPROVAL REQUIREMENTS

Awards for fundamental, and non-fundamental/restricted, research may be made as a result of this BAA. Appropriate terms and conditions will be included in any resultant award document to prescribe publication requirements and any associated restrictions, as may be appropriate. The Government does not anticipate applying publication restrictions to awards for fundamental research that may result from this BAA. The Government may coordinate with the Office of Security and designated Operations Security Program Managers for determining whether to announce the award, as well as confer in order to determine whether the contractor may publish.

Proposers are advised that, if grants or cooperative agreements are proposed as the award instrument, the Government may elect to award other award instruments due to the need to apply publication or other restrictions. The Government will make this election if it determines that research resulting from the proposed project will present a high likelihood of disclosing performance characteristics of military systems or manufacturing technologies that are unique and critical to defense. Such a determination will result in the project being considered restricted research and any resultant award will include a requirement for Government permission before publishing any information or results on the project.

The following statements or similar provisions will be incorporated into any resultant procurement contract or other transaction for restricted/non-fundamental research:

> "THERE SHALL BE NO DISSEMINATION OR PUBLICATION; EXCEPT WITHIN AND BETWEEN THE CONTRACTORS AND ANY SUBCONTRACTOR, OF INFORMATION DEVELOPED UNDER THIS CONTRACT OR CONTAINED IN THE REPORT TO BE FURNISHED PURSUANT TO THIS CONTRACT WITHOUT PRIOR WRITTEN APPROVAL OF THE GOVERNMENT. ALL TECHNICAL REPORTS WILL BE GIVEN PROPER REVIEW BY APPROPRIATED AUTHORITY TO DETERMINE WHICH DISTRIBUTION OF THESE REPORTS BY THE CONTRACTOR WITH REGARD TO SUBCONTRACTOR PROPOSALS FOR CONTRACTED FUNDAMENTAL RESEARCH, PAPERS RESULTING FROM UNCLASSIFIED CONTRACTED FUNDAMENTAL RESEARCH ARE EXEMPT FROM PREPUBLICATION CONTROLS AND THIS REVIEW REQUIREMENT."

When submitting material for written approval for open publication, the contractor/awardee must submit a request for public release and include the following information: (1) document information: title, author, short English-language description of technology discussed in the material (approximately 30 words), number of pages (or minutes of video) and document type (briefing, report, abstract, article, or paper); (2) event information: type (conference, principal investigator meeting, article or paper), date, and desired date for Government approval; (3) Government sponsor: Government program manager, award instrument number; and (4) contractor/awardees information: POC name, email and telephone. Four weeks should be allowed for processing; due dates under four weeks may require justification. Unusual electronic file formats may require additional processing time. Requests can be sent by email to Ideas2Action@dodiis.mil.

G. EXPORT CONTROL

Per DFARS 204.7304, all procurement contracts, other transactions, and other awards, as deemed appropriate, resultant from this solicitation, will include the DFARS Export Control clause (252.204-7008).

H. SUBCONTRACTING

Pursuant to Section 8(d) of the Small Business Act (15 U.S.C. 637(d)), it is the policy of the Government to enable small business and small disadvantaged business concerns to be considered fairly as subcontractors to contractors performing work or rendering services as prime contractors or subcontractors under Government contracts and to assure that prime contractors and subcontractors carry out this policy. Each proposer who submits a contract proposal and includes subcontractors is required to submit a subcontracting plan in accordance with FAR 19.702. The plan format is outlined in FAR 19.704.

I. ELECTRONIC AND INFORMATION TECHNOLOGY

All electronic and information technology acquired through this solicitation must satisfy the accessibility requirements of Section 508 of the Rehabilitation Act (29 U.S.C. 794(d)) and FAR subpart 39.2. Each proposer who submits a proposal involving the creation or inclusion of electronic and information technology must ensure that federal employees with disabilities will have access to and use of information that is comparable to the access and use by federal employees who are not individuals with disabilities. Each proposer also must ensure that members of the public with disabilities seeking information or services from the Government will have access to and use of information and data that is comparable to the access and use of information and data by members of the public who are not individuals with disabilities. All electronic and information technology acquired through this solicitation must satisfy the requirements of DFARS part 239.

J. EMPLOYMENT ELIGIBILITY VERIFICATION

As per FAR 22.1802, recipients of FAR-based procurement contracts must enroll as federal contractors in E-verify and use the system to verify employment eligibility of all employees assigned to the award. All resultant contracts from this solicitation will include FAR 52.222-54, "Employment Eligibility Verification." This clause will not be included in grants, cooperative agreements, technology investment agreements, or other transactions for prototypes.

K. ADDITIONAL REQUIREMENTS AND RESPONSIBILITIES RELATING TO ALLEGED CRIMES BY OR AGAINST CONTRACTOR PERSONNEL IN IRAQ AND AFGHANISTAN

In accordance with FAR 1.108(d), the following clause will be used in all contracts performed in Iraq or Afghanistan. Such contracts are defined as, "contracts with the Department of Defense, a subcontract at any tier issued under such a contract, or a task order or delivery order at any tier issued under such contract (including a contract, subcontract, or task order or delivery order issued by another Government agency for the Department of Defense), if the contract, subcontract, or task order or delivery order involves work performed in Iraq or Afghanistan for a period longer than 14 days."

The contractor shall report to the appropriate investigative authorities, identified in paragraph (c) below, any alleged offenses under:

1. The Uniform Code of Military Justice (UCMJ) (chapter 47 of title 10, United States Code) (applicable to contractors serving with or accompanying an armed force in the field during a declared war or a contingency operation); or
2. The Military Extraterritorial Jurisdiction Act (chapter 212 of title 18, United States Code).

The contractor shall provide to all contractor personnel who will perform work on a contract in Iraq or Afghanistan, before beginning such work, information on the following:

1. How and where to report an alleged crime described in paragraph (a) of this clause.

2. Where to seek victim and witness protection and assistance available to contractor personnel in connection with an alleged offense described in paragraph (a) of this clause.
    a. The appropriate investigative authorities to which suspected crimes shall be reported include the following officials:
        i. US Army Criminal Investigations Division at http://www.cid.army.mil/reportacrime.html
        ii. Air Force Office of Special Investigations at http://www.osi. af.mil/
        iii. Navy Criminal Investigative Service at http://www.ncis.navy.mil/
        iv. To the command of any supported military element or the command of any base.

Personnel seeking whistleblower protection from reprisals for reporting criminal acts shall seek guidance through the DoD Inspector General hotline at (800) 424-9098 or http://www.dodig.mil/HOTLINE/index.html. Personnel seeking other forms of victim or witness protections should contact the nearest military law enforcement office.

L. RESPONSIBILITY MATTERS

Per FAR 9.104-7(c), FAR 52.209-9, "Updates of Publicly Available Information Regarding Responsibility Matters," will be included in all contracts valued at $600,000 where the contractor has current active Federal contracts and grants with total value greater than $10,000,000.

M. COST ACCOUNTING STANDARDS (CAS) NOTICES AND CERTIFICATION

Per FAR 52.230-2, any procurement contract in excess of the TINA threshold awarded pursuant to this BAA, will be subject to the requirements of the Cost Accounting Standards Board (48 CFR 99), except those contracts which are exempt as specified in 48 CFR 9903.201-1. Any proposer submitting a proposal which, if accepted, will result in a CAS compliant procurement contract, must submit representations and a disclosure statement as required by 48 CFR 9903.202 detailed in FAR 52.230-2. The disclosure forms may be found at http://www.whitehouse.gov/omb/procurement_casb.

N. CONTROLLED UNCLASSIFIED INFORMATION (CUI) ON NON-DOD INFORMATION SYSTEMS

CUI refers to unclassified information that does not meet the standards for National Security Classification but is pertinent to the national interests of the United States or to the important interests of entities outside the Federal Government and under law or policy requires protection from unauthorized disclosure, special handling safeguards, or prescribed limits on exchange or dissemination. All non-DoD entities doing business with DIA are expected to adhere to the following procedural safeguards, in addition to any other relevant federal or DoD specific procedures, for submission of a proposal:

- Do not process DIA CUI on publicly available computers or post DIA CUI to publicly available web pages or websites that have access limited only by domain or internet protocol restriction.
- Ensure that all DIA CUI is protected by a physical or electronic barrier when not under direct individual control of an authorized user and limit the transfer of DIA CUI to subcontractors or teaming partners with a need to know and commitment to this level of protection.
- Ensure that DIA CUI on mobile computing devices is identified and encrypted and all communications on mobile devices or through wireless connections are protected and encrypted.

- Overwrite media that has been used to process DIA CUI before external release or disposal

O. REPORTING

The number and types of reports will be specified in the award document but will include at a minimum quarterly progress reports that in combination, or independently, include technical and financial information as appropriate. The reports shall be prepared and submitted in accordance with the procedures contained in the award document and mutually agreed on before award. Other reports and/or briefing materials will also be required if/as appropriate to document progress in accomplishing program objectives. A final report that summarizes the project and tasks, and that includes information on specifically what has been accomplished, will be required at the conclusion of the performance period for the award, notwithstanding the fact that the effort may be continued under a follow-on vehicle.

P. ELECTRONIC SYSTEMS

1. System for Award Management (SAM) and SAM Unique Entity Identifier (UEI)

All proposers must be registered in SAM unless exempt per FAR 4.1102. FAR 52.204-7, "System for Award Management" and FAR 52.204-13, "System for Award Management Maintenance" are incorporated into this solicitation. The Unique Entity ID (UEI) has replaced the use of the DUNS number on NeedipeDIA forms. On April 4, 2022, the Federal Government stopped using the DUNS number. Now, entities doing business with the Federal Government use the UEI created in SAM.gov. They no longer have to go to a third-party commercial website to obtain their identifier. While transitioning to UEI, the DUNS field on the cover sheet form is retained for assessment purposes.

International entities can register in SAM by following the instructions in this link:

- https://sam.gov/content/entity-registration

New registrations can take an average of 7-10 business days to process in SAM. SAM registration requires the following information:

- SAM UEI
- Taxpayer ID Number (TIN)
- Commercial and Government Entity (CAGE) Code.
- Electronic Funds Transfer information (e.g., proposer's bank account number, routing number, and bank phone or fax number).

2. Taxpayer ID Number (TIN)

A Taxpayer Identification Number (TIN) is an identification number used by the Internal Revenue Service (IRS) in the administration of tax laws. It is issued by the IRS. Information on acquiring a TIN can be found here:

- https://www.irs.gov/individuals/international-taxpayers/taxpayer-identification-numbers-tin#itin

3. Commercial and Government Entity (CAGE) Code

A CAGE code is a unique identifier assigned to suppliers of various Government or defense agencies, as well as to Government agencies themselves and also various organizations. CAGE codes provide a standardized method of identifying a given facility at a specific location. If a proposer does not already have a CAGE code, one will be assigned during SAM registration. CAGE code information can be found here:

- https://www.dla.mil/Working-With-DLA/Applications/Details/Article/2920893/cage-code-commercial-and-government-entity-code/

Q. REPRESENTATIONS AND CERTIFICATIONS

In accordance with FAR 4.1102 and 4.1201, proposers requesting a procurement contract must complete electronic annual representations and certifications at https://sam.gov/.

R. CONFLICTS OF INTEREST

As stated above, proposers are directed to FAR subpart 9.5 for detailed information concerning organizational conflicts of interest. Each proposer must include in the cost proposal either:

1) A statement certifying that, to the best of its knowledge, it is not aware of any facts which create any actual or potential organizational conflicts of interest relating to the award of this contract, or
2) A statement that describes concisely all relevant facts concerning any past, present, or planned interest (financial, contractual, organizational, or otherwise) relating to the work to be performed under the proposed contract and bearing on whether the offeror has a possible organizational conflict of interest.

The CO may require further relevant information from an offeror. Refusal to provide further relevant information required by the CO, or the willful misrepresentation of any relevant information will result in disqualification of an proposers from further consideration for award of a contract under this solicitation.

In the event the CO determines the apparent successful proposer has a conflict of interest that cannot be avoided or mitigated, award may be withheld in accordance with FAR 9.504(e).

S. END USER LICENSE AGREEMENTS (EULAS)

The following instructions apply if the proposal provides for delivery of software or firmware subject to a EULA.

1) It is the responsibility of the offeror to ensure that it provides the Government with copies of ALL license terms applicable to the items to be delivered to the Government. The Government does not agree to be bound by any terms which were not provided to the Government for review before award. The Government may terminate the awarded contract for DEFAULT if items delivered to the Government after award provide for license terms that are inconsistent with the terms provided to the Government for review, and agreed upon by the Government and the proposer, before award.
2) With respect to all software products (including software documentation) to be delivered to the Government to include open-source software (OSS) delivered or embedded in software products, the proposer shall provide an index with the names and dates of each EULA applicable to each software product or OSS. The proposer shall also provide a copy of each EULA.
3) The proposer is reminded that standard commercial EULAs and OSS EULAs frequently contain terms and conditions which are unacceptable because they are not consistent with federal law or otherwise fail to satisfy the Government's needs. Prior to submission of EULAs, the proposer must carefully review and, if necessary, revise each EULA to ensure it does not contain terms or conditions which are not consistent with federal law or otherwise

fail to meet the Government's needs. It is incumbent upon the proposer to conduct a thorough review of each EULA before submitting it to the Government for review.

4) The following is a non-inclusive list of terms which are frequently found in standard commercial and OSS EULAs which may not be consistent with federal law or the Government's needs:
   - Required distribution of modifications to OSS which might violate export control laws and program security classification guides
   - Warranty limitations that are not compatible with user needs
   - Geographic limitations on installation and use of the software
   - Limitations concerning the identify or status of users (e.g., terms which prevent use or disclosure to third party Government support contractors)
   - Audit provisions which require the Government to provide licensor access to Government IT systems in a way which imposes unacceptable national security or information assurance risk
   - Provisions which permit the licensor to terminate the Government's use of the software and impose unacceptable risk to national security
   - Violations of federal law relating to disputes provisions, the Anti-Deficiency Act (ADA), choice of law and forum provisions, indemnification provisions, provisions for paying attorneys' fees or other fees relating to litigation, automatic renewal in violation of the ADA, provisions prohibiting disclosure of license terms & conditions, and provisions providing the licensor with control of an infringement lawsuit instead of the U.S. Department of Justice in violation of 28 U.S.C. 516.

PART IV: APPENDICES

APPENDIX A – LIST OF ACRONYMS

ACE	NRO's Acquisition Center for Excellence
ADA	Anti-Deficiency Act
AO	Agreement Officer
ARC	NSA's Acquisition Resource Center
AWD	Award
BAA	Broad Agency Announcement
CAGE	Commercial and Government Entity Number
CALL	Call for Papers
CAS	Cost Accounting Standards
CCMD	Combatant Commands
CFO	Chief Financial Officer
CFR	Code of Federal Regulations
COI	Conflict of Interest or Community of Interest
COR	Contracting Officer's Representative
COR	Contracting Officer
CSO	Commercial Solutions Opening
CUI	Controlled Unclassified Information
DFARS	Defense Federal Acquisition Regulation Supplement
DoDGARs	DoD Grant and Agreement Regulations
DIA	Defense Intelligence Agency
DIE	Defense Intelligence Enterprise
DOD	Department of Defense
DUNS	Data Universal Numbering System identification number provided Dun & Bradstreet (replaced by UEI)
ENG_REP	Engagement Report
EULA	End User License Agreement
FAR	Federal Acquisition Regulations
FCI	Future Capabilities and Innovation Office at DIA
FFRDC	Federally Funded Research and Development Centers
FWD	Forward
GO	Grant Officer
HBCU	Historically Black Colleges and Universities
IC	Intelligence Community
ID#	Identification Number
IRS	Internal Revenue Service
IT	Information Technology
JWICS	Joint Worldwide Intelligence Communication System
MIPR	Military Interdepartmental Purchase Request
MO	Mission Owner
MPC	Most Probable Cost
MSI	Minority Servicing Institutions
NDPA	NeedipeDIA
NDPA PM	NeedipeDIA Program Manager
NFI	No Further Interest
NII	No Immediate Interest
NIPR	Non-classified Internet Protocol (IP) Router Network (NIPRNet)
O&M	Operations and Maintenance (O&M) Funds
OCI	Organizational Conflict of Interest
OSS	Open-Source Software
OT	Other Transactions
OTA	Other Transaction Authority (also Other Transaction Agreement)
PC	Probable Cost
PROC	Procurement (short for Procurement Funding)
R&D	Research and Development (short for Research and Development Funding)

RFC	Request for Clarification
RFP	Request for Proposal
ROM	Rough order of magnitude
RVW	Review
SAM	System for Award Management
SDB	Small Disadvantaged Business
SDVOSB	Service-Disabled Veteran Owned Small Business
SETA	Scientific Engineering Technical Assistance (Contractor)
SOW	Statement of Work
TIA	Technology Investment Agreement
TIN	Taxpayer Identification Number
UCMJ	Uniform Code of Military Justice
UEI	Unique Entity ID (provided by SAM.gov)
USC	United States Code
USG	U.S. Government
VTC	Video Teleconference
WOSB	Woman Owned Small Business
WP	Sometimes used to abbreviate white paper

APPENDIX B – ACADEMIC INSTITUTION ACKNOWLEDGEMENT LETTER TEMPLATE

Place on Official Letterhead

<<DD Mmm YYYY>>

To: NeedipeDIA Contracting Officer, Defense Intelligence Agency (DIA)
~Ideas2Action@dodiis.mil

From: <<Academic Institution Representative>>

Via: <<Academic Institution Contracting Officer Representative>>

Subject: Academic Institution Acknowledgement Letter

Ref: a) Executive Order 12333, As Amended, Para 2.7

This letter is to acknowledge that the undersigned is the responsible official of <<insert name of the academic institution>>, authorized to approve the contractual relationship in support of the Defense Intelligence Agency and this academic institution.

The undersigned further acknowledges that he/she is aware of the DIA's proposed contractual relationship with <<insert name of the academic institution>>, through <<insert solicitation number>> and is hereby approved by the undersigned official, serving as the <<president, vice-president, chancellor, vice chancellor, or provost>> of the institution.

<<Signature and Date>>

<<Name Printed>>
<<Title/Position>>

APPENDIX C – PROPOSAL OFFICIAL TRANSMITTAL LETTER

Place on Official Letterhead

<<DD Mmm YYYY>>
<<Proposer's Internal Proposal Reference ID Number>>

To: NeedipeDIA Contracting Officer, Defense Intelligence Agency (DIA)
~Ideas2Action@dodiis.mil

From: <<Senior Organization Representative>>

Via: <<Organization Contracting Officer Representative>>

Subject: Transmittal Cover Letter for <<Organization>>'s NeedipeDIA BAA Proposal Submission Dated <<DD Mmm YYYY>>

Ref: a) <<BAA or CSO Announcement Number>>

Encl:
1) Vol 1-Pt 2 Attachment B - NeedipeDIA Proposal Cover Sheet
2) Vol 1-Pt 3 Attachment C - NeedipeDIA Proposal Quad Chart Slide
3) Vol 1-Pt 4 Attachment D - NeedipeDIA Proposal Technical and Management Summary
4) Vol 2-Pt 1 Attachment E - NeedipeDIA Proposal Cost Summary
5) Vol 2-Pt 2 Attachment F - NeedipeDIA Proposal Cost Spreadsheet
6) Vol 3-Pt 1 Attachment G - NeedipeDIA Proposal Administrative & Policy Requirements Summary

Please find our enclosed proposal to <<BAA or CSO Announcement Number>> for <<proposal descriptive sentence>>. Our proposed plan is to <<summarize proposed plan>>. Our team is comprised of <<describe team composition>>. At the and if the proposed effort, we expect to <<brief summary of expected results and deliverables>>. This proposal is valid from the proposal date for a duration of <<# of months>>.

The Total Proposed Price (TPP) for the proposed effort is <<describe proposed price>>.

The undersigned further acknowledges that this is an official proposal from <<organization>>, through <<insert solicitation number>> and is hereby approved by the undersigned official, serving as the <<senior authorizing official>> of the institution.

<<Signature and Date>>

<<Name Printed>>, <<Title/Position>>

NeedipeDIA Proposal Submission Volume 1 Part 1 - Official RFP Transmittal Cover Letter

APPENDIX D – WHITE PAPER FORMAT EXAMPLE

ANY-COMPANY, LLC

WHITE PAPER TITLE NAME

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ANY-COMPANY PROPRIETARY INFORMATION

ANY-COMPANY, LLC

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Comment: This is not a required section, and this data can also be included in the body text of Part 3 if it is asked.

Section 3 - NeedipeDIA Need Area: This white paper addresses the DIA NeedipeDIA Need <<Need Number>> - *<<Need Short Title>>*.

ANY-COMPANY PROPRIETARY INFORMATION

APPENDIX E – LIST OF REFERENCES

NeedipeDIA BAA References:

1) Federal Acquisition Regulation (FAR), Effective November 14, 2023
2) Defense, Federal Acquisition Regulation Supplement (DFARS), Effective October 30, 2023
3) Defense Acquisition System, DODI 5000.02 (Dated June 8, 2022)
4) Conflict of Interest Prohibition (18 U.S.C. § 208)
5) Procurement Integrity Act (41 U.S.C. § 423)
6) Competition in Contracting (10 U.S.C. § 2304)
7) Trade Secrets Act (18 U.S.C. § 1905)
8) Federal Advisory Committee Act (5 U.S.C. App. 2)

PART V: LIST OF ATTACHMENTS

The following pages list the attachments associated with this announcement. These files are provided for download on SAM.gov or can also be obtained by emailing Ideas2Action@dodiis.mil. This list is provided for reference purposes. The following is the list of relevant attachments for submission templates:

- **NeedipeDIA White Paper Submission Volume** (There is only one Volume for a white paper)
  - **White Paper Part 1**

    ATTACHMENT A – NEEDIPEDIA WHITE PAPER COVER SHEET
  - **White Paper Part 2**

    White Paper (No template, but refer to Appendix D for suggested format features)
- **NeedipeDIA Proposal Submission**
  - **Proposal Volume 1 (four parts)**
    - **Volume 1 Part 1**

      Official RFP Transmittal Cover Letter (No template, but refer to Appendix C for suggested format features)
    - **Volume 1 Part 2**

      ATTACHMENT B – NEEDIPEDIA PROPOSAL COVER SHEET
    - **Volume 1 Part 3**

      ATTACHMENT C - NEEDIPEDIA PROPOSAL QUAD CHART SLIDE
    - **Volume 1 Part 4**

      ATTACHMENT D – NEEDIPEDIA PROPOSAL TECHNICAL AND MANAGEMENT SUMMARY
  - **Proposal Volume 2 (two parts)**
    - **Volume 2 Part 1**

      ATTACHMENT E – NEEDIPEDIA PROPOSAL COST SUMMARY
    - **Volume 2 Part 2**

      ATTACHMENT F – NEEDIPEDIA PROPOSAL COST SPREADSHEET
  - **Proposal Volume 3 (one part)**
    - **Volume 3 Part 1**

      ATTACHMENT G – NEEDIPEDIA PROPOSAL ADMINISTRATIVE & POLICY REQUIREMENTS SUMMARY

ATTACHMENT A – NEEDIPEDIA WHITE PAPER COVER SHEET

For references purposes only, the image below depicts the NeedipeDIA white paper submission cover sheet form. This form is only for a white paper response. The file can be downloaded from the SAM.gov website or by emailing Ideas2Action@dodiis.gov.

Note: Include this cover sheet form as a separate file for proper routing.
This cover sheet is for a NeedipeDIA white paper - do not use this form for a proposal submission.

NEEDIPEDIA WHITE PAPER PART 1: ATTACHMENT A
WHITE PAPER COVERSHEET

1	WP Classification:		Proprietary Data:		Submission Date:	
	WP Title:					
	Offeror Organization:					
	BAA/CSO/CALL Number:					
	Need# or CALL ID#:					
	Need# or CALL ID# Title:					
	SAM.gov Unique Entity ID		CAGE Code #:		DUNS #:	
2	Technical POC:	Name:		Title:		
		Phone:	Ext:	Email:		
	Contracts POC:	Name:		Title:		
		Phone:	Ext:	Email:		
	Mailing Address:	Street:		City:		
		State:	Country:	Zip:		
	Physical Address: (If different from above)	Street:		City:		
		State:	Country:	Zip:		
3	Organization Descriptors (Select more than one if applicable)	☐ Large Business		☐ Federally Funded Research & Development Center (FFRDC)		
		☐ Small Business		☐ Minority Servicing Institution (MSI) (AANAPISI / HBCU / HSI / TCU)		
		☐ Non-Profit				
		☐ 8(a) Business Program		☐ Woman-Owned Small Business (WOSB)		
		☐ HUBZone		☐ Service-Disabled Veteran-Owned Small Business (SDVOSB)		
		☐ Academic Institution		☐ Foreign / Offeror not based in US		
		☐ National Lab / UARC / IC CAE		☐ Other:		
4	Requested Funding or Contractual Instrument	☐ BAA (FAR Based)	Contract Type Requested:			
		☐ CSO (FAR Based)	Contract Type Requested:			
		☐ Grant				
		☐ Other Transaction Authority (OTA)				
		☐ Cooperative Research and Development Agreement (CRADA)				
		☐ Other / Not Known / Not Declared	Note:			
5	Estimated Cost of Effort:		Estimate Duration of Effort (Months):			
	Estimate the percentage of effort to be performed by the offeror & percentage of work by other team members (e.g., prime, subcontractor)	Primary Offeror:	%	Team Members:	%	
6	Is the submitter a non-traditional defense contractor? (if yes, explain below)			Yes	No	
	If yes, explain:					
	Was DoD-reimbursed IR&D technology a foundation for the proposed approach?			Yes	No	
	Does the proposed submission derive from, extend, or complete efforts from prior federally funded SBIR or STTR projects? (If yes, provide details below)			Yes	No	
	SIBR/STTR Topic Number:					
	SIBR/STTR Topic Name:					
	SIBR/STTR Agency:					
	SIBR/STTR Contract Number:					
7	Have you ever done business previously with the DIA?		Yes	No		
	If "yes" – note how recently:	☐ Within the last 12 months	☐ 1 - 5 years ago	☐ Over 5 years ago		
8	Additional Routing: Is there a US Government POC that is possibly interested in this submission or topic?			Yes	No	
	USG POC 1 (If Not Applicable, Leave blank)	Name:		Title:		
		Phone:		Email:		
	USG POC 2 (If Not Applicable, Leave blank)	Name:		Title:		
		Phone:		Email:		
9	List keywords or phrases separated by commas for this submission to aid search and discovery (text will scale to fit):					
10	Filename of White Paper Cover Sheet:					
	Filename of Submitted White Paper:					

DIA NeedipeDIA Form 002 Version 7.6 - White Paper Cover Sheet Page 1 of 4

Figure 3. Image depicting the NeedipeDIA white paper submission cover sheet form. The file can be downloaded from the SAM.gov website or by emailing Ideas2Action@dodiis.gov. The white paper cover sheet has a white border.

ATTACHMENT B – NEEDIPEDIA PROPOSAL COVER SHEET

For references purposes only, the image below depicts the NeedipeDIA proposal submission cover sheet form. This form is only for a proposal response that was formally requested by the USG. The file can be downloaded from the SAM.gov website or by emailing Ideas2Action@dodiis.gov.

Note: Include this proposal cover sheet form as a separate file for proper routing.
This cover sheet is for a NeedipeDIA proposal - do not use this form for a white paper submission.

NeedipeDIA

ATTACHMENT B - NEEDIPEDIA PROPOSAL COVERSHEET

1	Proposal Classification:			Proprietary Data:		Submission Date:	
	Proposal Title:						
	Offeror Organization:						
	BAA/CSO/CALL Number:						
	Need# or CALL ID#:						
	Need# or CALL ID# Title:						
	SAM.gov Unique Entity ID:		CAGE Code #:		DUNS #:		
	Taxpayer ID Number:		Proposal Validity Period (Minimum 6 Months):				Months
	Proposer Reference # (If Any)						
2	Technical POC:	Name:			Title:		
		Phone:		Ext:	Email:		
	Contracts POC:	Name:			Title:		
		Phone:		Ext:	Email:		
	Mailing Address:	Street:			City:		
		State:		Country:	Zip:		
	Physical Address: (If different from above)	Street:			City:		
		State:		Country:	Zip:		
3	Organization Type Descriptors (Select more than one if applicable)	Large Business		Federally Funded Research & Development Center (FFRDC)			
		Small Business		Minority Servicing Institution (MSI) (AANAPISI / HBCU / HSI / TCU)			
		Non-Profit					
		8(a) Business Program		Woman-Owned Small Business (WOSB)			
		HUBZone		Service-Disabled Veteran-Owned Small Business (SDVOSB)			
		Academic Institution		Foreign / Offeror not based in US			
		National Lab / UARC / IC CAE		Other:			
4	Requested Funding or Contractual Instrument	BAA (FAR Based)		Contract Type Requested:			
		CSO (FAR Based)		Contract Type Requested:			
		Grant					
		Other Transaction Authority (OTA)					
		Cooperative Research and Development Agreement (CRADA)					
		Other / Not Known / Not Declared		Note:			
5	Total Proposed Cost of Effort (By Contractor Fiscal Year)	Year 1		Place(s) of Performance:			
		Year 2					
		Year 3					
		Total		Total Proposed Duration of Effort (Months):			
6	Team Member 1	Organization Name:			Work Percentage:	%	
		POC Name:		POC Title:			
		POC Phone:		POC Email:			
		Organization Type Descriptors:					
	Team Member 2	Organization Name:			Work Percentage:	%	
		POC Name:		POC Title:			
		POC Phone:		POC Email:			
		Organization Type Descriptors:					
	Team Member 3	Organization Name:			Work Percentage:	%	
		POC Name		POC Title:			
		POC Phone		POC Email:			
		Organization Type Descriptors:					
7	Admin Office POC at Defense Contract Management Agency (DCMA) (If known):						
	Name:		Phone:		Email:		
	Audit Office POC at Defense Contract Audit Agency (DCAA) (If known):						
	Name:		Phone:		Email:		
8	Filename, Attachment B, Vol 1, Proposal Cover Sheet:						
	Filename, Attachment C, Vol 1, Proposal Tech Approach & Mgmt:						
	Filename, Attachment D, Vol 1, Proposal Quad Chart:						
	Filename, Attachment E, Vol 2, Proposal Cost Summary:						
	Filename, Attachment F, Vol 2, Proposal Cost Spreadsheet:						
	Filename, Attachment G, Vol 3, Proposal Policy Requirements:						

DIA NeedipeDIA Form 006 Version 1.0 – Proposal Cover Sheet Page 1 of 3

Figure 4. Image depicting the NeedipeDIA proposal submission cover sheet form. The file can be downloaded from the SAM.gov website or by emailing Ideas2Action@dodiis.gov. The proposal cover sheet has a blue border.

ATTACHMENT C – NEEDIPEDIA PROPOSAL QUAD CHART SLIDE

For references purposes only, the image below depicts the NeedipeDIA proposal quad chart PowerPoint slide template. The template can be downloaded from the SAM.gov website or by emailing Ideas2Action@dodiis.gov.

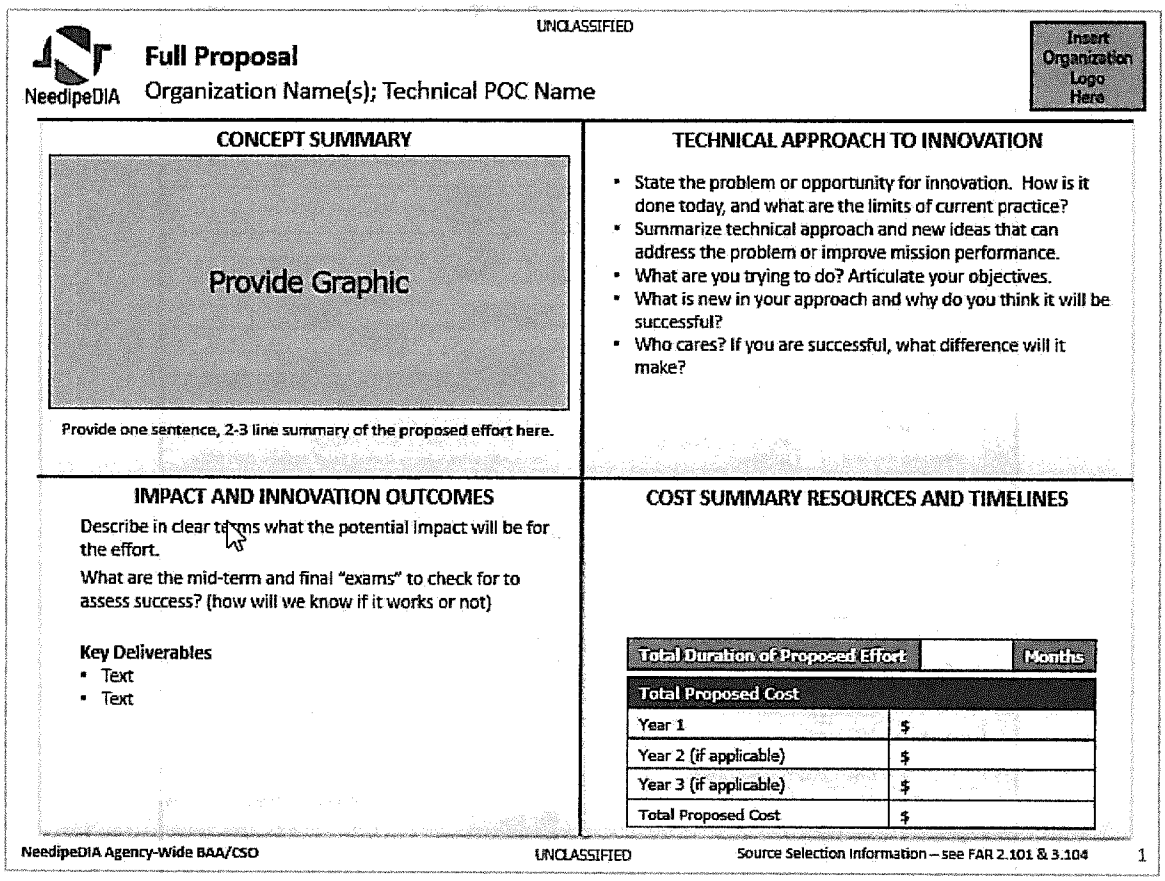
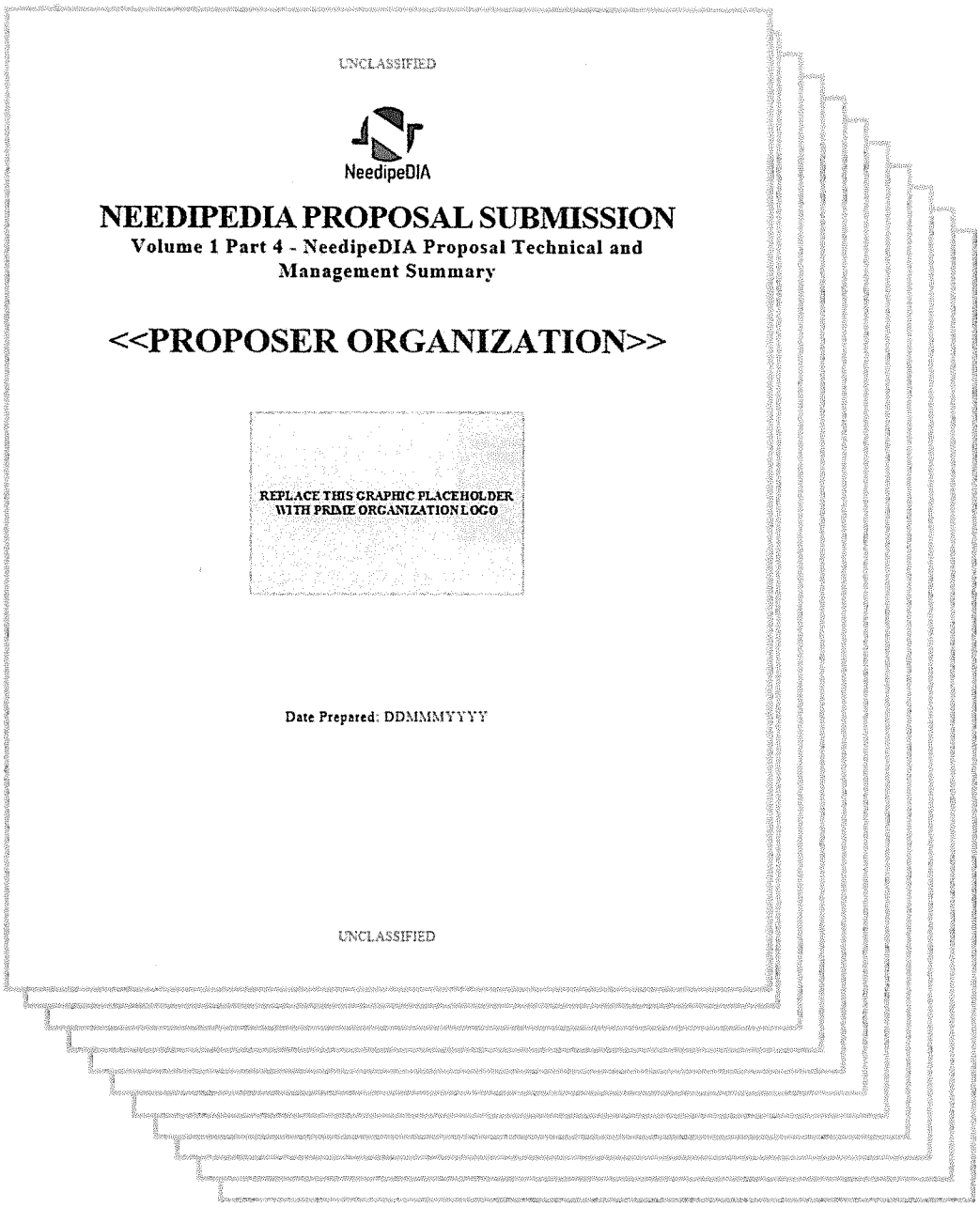


Figure 5. Image depicting the NeedipeDIA proposal submission proposal quad chart template. The file can be downloaded from the SAM.gov website or by emailing Ideas2Action@dodiis.gov

ATTACHMENT D – NEEDIPEDIA PROPOSAL TECHNICAL AND MANAGEMENT SUMMARY TEMPLATE

For references purposes only, the image below depicts Volume 1 Part 4 of the NeedipeDIA proposal submission, the NeedipeDIA Proposal Technical and Management Microsoft Word template. The template can be downloaded from the SAM.gov website or by emailing Ideas2Action@dodiis.gov. Attachment D will be submitted as a PDF (preferred) or as a .doc or .docx file.


UNCLASSIFIED

NeedipeDIA

NEEDIPEDIA PROPOSAL SUBMISSION

Volume 1 Part 4 - NeedipeDIA Proposal Technical and Management Summary

<<PROPOSER ORGANIZATION>>

REPLACE THIS GRAPHIC PLACEHOLDER WITH PRIME ORGANIZATION LOGO

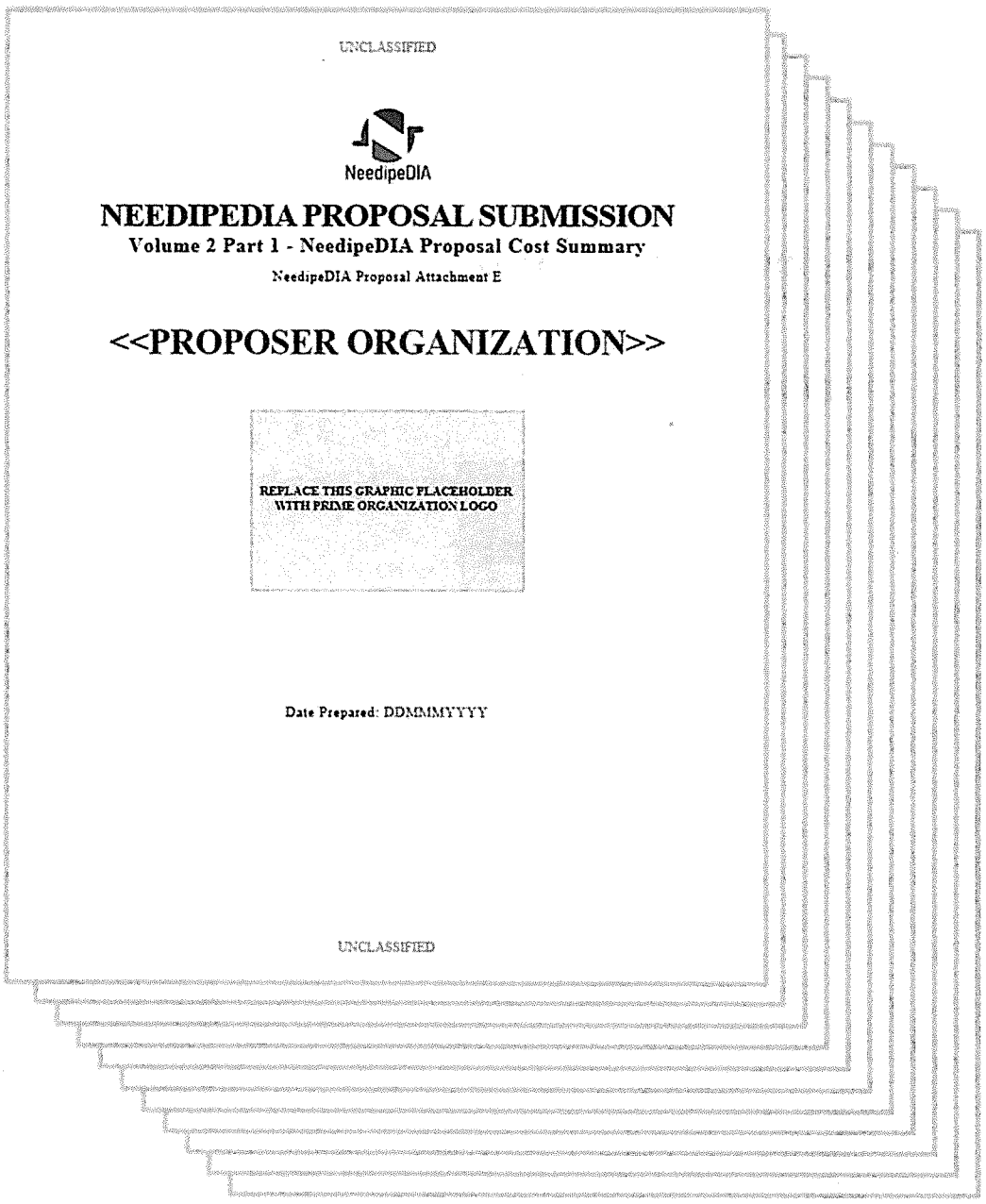
Date Prepared: DDMMMYYYY

UNCLASSIFIED

Figure 6. Image depicting the NeedipeDIA proposal technical and management template. The file can be downloaded from the SAM.gov website or by emailing Ideas2Action@dodiis.gov

ATTACHMENT E – NEEDIPEDIA PROPOSAL COST SUMMARY TEMPLATE

For references purposes only, the image below depicts Volume 2 Part 1 of the NeedipeDIA proposal submission, the NeedipeDIA Proposal Cost Summary Microsoft Word template. The template can be downloaded from the SAM.gov website or by emailing Ideas2Action@dodiis.gov. Attachment E will be submitted as a PDF (preferred) or as a .doc or .docx file.


UNCLASSIFIED

NeedipeDIA

NEEDIPEDIA PROPOSAL SUBMISSION

Volume 2 Part 1 - NeedipeDIA Proposal Cost Summary

NeedipeDIA Proposal Attachment E

<<PROPOSER ORGANIZATION>>

REPLACE THIS GRAPHIC PLACEHOLDER WITH PRIME ORGANIZATION LOGO

Date Prepared: DDMMMYYYY

UNCLASSIFIED

Figure 7. Image depicting the NeedipeDIA Cost Proposal template. The file can be downloaded from the SAM.gov website or by emailing Ideas2Action@dodiis.gov

ATTACHMENT F – NEEDIPEDIA PROPOSAL COST SPREADSHEET

For references purposes only, the image below depicts Volume 2 Part 2 of the NeedipeDIA proposal submission, the NeedipeDIA Proposal Cost Spreadsheet Microsoft Excel template. The template can be downloaded from the SAM.gov website or by emailing Ideas2Action@dodiis.gov. Attachment F will be submitted as an .xlsx file.

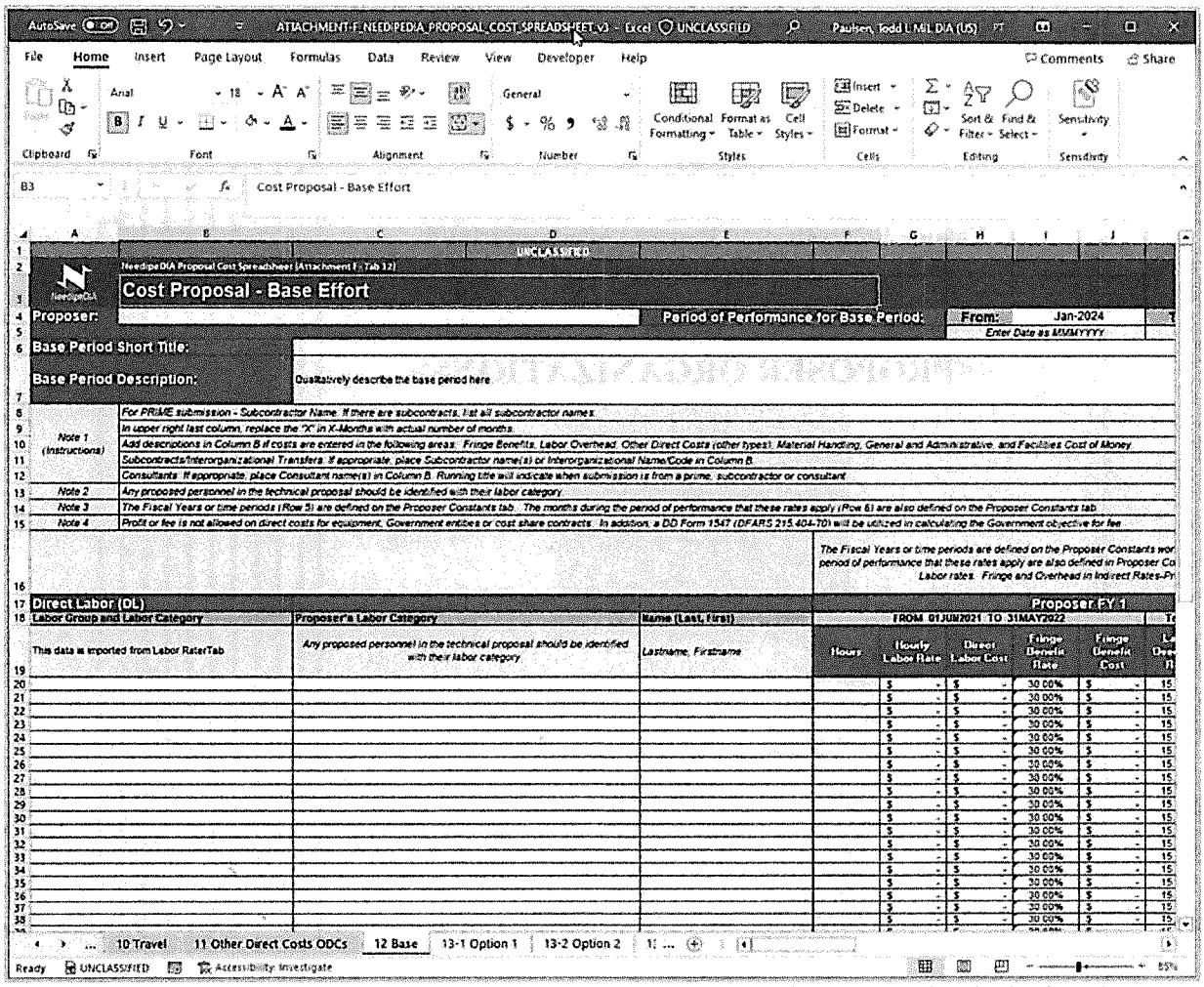


Figure 8. Image depicting the NeedipeDIA Cost Proposal Spreadsheet template. The file can be downloaded from the SAM.gov website or by emailing Ideas2Action@dodiis.gov

ATTACHMENT G – NEEDIPEDIA PROPOSAL ADMINISTRATIVE & POLICY REQUIREMENTS

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NeedipeDIA

NEEDIPEDIA PROPOSAL SUBMISSION

Volume 3 - NeedipeDIA Proposal Administrative & National Policy Requirements

NeedipeDIA Proposal Attachment G

<<PROPOSER ORGANIZATION>>

REPLACE THIS GRAPHIC PLACEHOLDER WITH PRIME ORGANIZATION LOGO

Date Prepared: DDMMMYYYY

UNCLASSIFIED