Attachment 004: Phase I – CSO AOI Solutions Brief Format and Instructions

1. Guidelines:

- Unnecessarily elaborate brochures or proposals are not desired.
- When applicable, use of a diagram(s) or figure(s) to depict the essence of the proposed solution is strongly encouraged.
- Offerors may submit multiple solution briefs in response to any single Area of Interest (AOI) if each submission represents a separate and distinct concept. Individual solution briefs may only address one concept based on the stated AOI.
- Technical data with military application may require approval, authorization, or license for lawful exportation.
- Questions regarding the objectives or preparation of the solution brief should be addressed to the POC or inbox listed in the respective AOI.
- Submissions must be submitted electronically.

2. Submission Instructions, Phase I:

(a) The Quad Charts will address the following:

- The responding Quad Charts should address each area within the provided Quad Charts (Attachment 003) and shall not exceed four (4) MS PowerPoint Slides.

(b) Solution briefs must include the following:

- The Solution Brief shall not exceed five (5) single-sided typed pages using 12-point font. The title page does not count against page limit.
- Offeror Name, Title, Date, Point of Contact Name, E-Mail Address, Phone, and Address.
- Specifically identify the AOI for which the solution brief is submitted.
- Concept: Describe how your proposed solution or potential new capabilities represent an application of innovative commercial products, innovative commercial technologies and services or adaptations/modifications of existing commercial product technologies and services to the AOI. Describe the unique aspects of your technology and the proposed work as it relates to the AOI. Identify whether the effort includes a demonstration of existing commercial technology (identified as commercially ready and viable technology) or experimental technology. If development or adaptation is proposed, identify a suggested path to mature the technology. If applicable, identify aspects of your solution, to include date and software, which may be considered proprietary.
- Price: Provide a rough order of magnitude price for the proposed solution and include desired payment terms.