MDA Advanced Capability Concepts, Solicitation No. HQ0860-25-S-C001
Attachment 3
White Paper Submission Requirements

RECORD OF REVISIONS

Amendment No.	Description	Date
1	Update Title Page requirements to include Proposed Authority	07 August 2025

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Attachment 3
White Paper Submission Requirements
AMENDMENT 1

White papers submitted under this solicitation must adhere to the following requirements or they may be considered ineligible.

A. White Paper Submission

- Unclassified white papers should be submitted via email to MDA-ACC-WP@mail.mil. If submission of higher than Unclassified information is anticipated, contact MDA-ACC-WP@mail.mil for further instruction.

- The subject line of the email submission must read *"HQ0860-25-S-C001, Prime Offeror Name, White Paper Number or Title"*.

- The white paper must be submitted electronically in Microsoft Word or Adobe PDF format and included as an attachment to the email. The email size limit is 10MB. DO NOT SEND – compressed (zipped) and/or password-protected files.

B. White Paper Content

White papers submitted in response to this solicitation must include the following:

1. Title Page
2. Executive Summary
3. Program Description
4. Program Plan and Milestone Chart
5. Description of Relevant Prior Work
6. Rough Order of Magnitude (Attachment 3a)
7. Program Summary Quad Chart (Attachment 3b)

The Executive Summary and Program Description is **limited to 10 pages**. The white paper should be letter size (8.5 x 11 inches), have one-inch margins on all sides, and use a 12-point font. Any pages beyond these limitations will not be evaluated. The white paper should address the entire proposed period of performance, including all options or phases. Page limitations apply to any higher than Unclassified information submitted.

C. White Paper Guidelines

1. Title Page (not included in page count):

Header	WHITE PAPER, MDA ADVANCED CAPABILITY CONCEPTS, SOLICITATION NO. HQ0860-25-S-C001
Markings	Offerors are responsible for marking proprietary information with the proper disclosures, along with any required security markings, including controlled unclassified information (CUI)
Topic Area #	
Prime Offeror Name and Business Type (large, small, non-traditional, non-profit, educational institution, or other)	
Prime Offeror Mailing Address	
Prime Offeror Commercial and Government Entity (CAGE) Code	
White Paper Number (generated by the offeror)	
White Paper Title	
Proposed Authority (Broad Agency Announcement – FAR Part 35, Other Transaction for Research – 10 U.S.C. §4021, Other Transaction for Prototype – 10 U.S.C. §4022, Procurement for Experimental Purposes – 10 U.S.C. §4023)	
Recommended Award Type (FAR-based Procurement Contract (specify contract type), Other Transaction Agreement or Other	
Prime Offeror's Technical Point of Contact (Name, Email Address, Phone Number)	
Prime Offeror's Authorized Contracting Representative (Name, Email Address, Phone Number)	
Date offer is submitted	
Abstract: Non-proprietary abstract providing a quick overview of the effort, not to exceed 250 words.	

2. Executive Summary (included in the page count): Summarize the proposed objectives and approach to provide innovation and benefits to the Missile Defense System. Include the significance of the proposed effort to the advancement of scientific knowledge as it relates to Missile Defense Agency (MDA) and Department of Defense (DoD) objectives and applications.

3. Program Description (included in page count): Describe the techniques, methods, materials, or ideas that will be addressed in the white paper, the innovation aspect, and to what degree they advance the current state-of-the-art. Discuss relationships to similar research and fundamental science. Identify the nature and extent of the anticipated results and how the results will be demonstrated. Describe key transition oriented objectives that will support future analysis and acquisition processes. Describe the facilities hosting the research activities and approach to safeguard and execute the tasks described, including the ability to protect controlled unclassified information (CUI) and classified data, as applicable to the research objectives. The effort shall be segmented into logical tasks and be clearly severable between phases.

Identify the type of support, if any, the offeror requests of the Government, such as facilities, equipment, demonstration sites, test ranges, software, personnel or materials. Offerors should indicate any Government coordination that may be required for obtaining equipment or facilities necessary to perform any simulations or exercises that would demonstrate the proposed capability.

4. Program Plan and Milestone Chart (not included in page count): Describe, in detail, the management plan, technical objectives, and how the plan will be executed. Milestones should indicate when specific objectives are expected to be met in the overall schedule of the program and should identify the specific accomplishments necessary to proceed on to the next task. Describe, in detail, the critical path of activities for the entire research project. Identify areas of risk and scientific uncertainties and describe resolution or mitigation approaches.

5. Description of Relevant Prior Work (not included in page count): Include a list of both in-house efforts funded by internal research funds and contracts funded by others. For each such effort, provide a list that includes the title of effort, contract number, funding organization (customer), and a brief summary of results. Identify and provide Program Manager (PM), Principle Investigator (PI) and key personnel team members' resumes, highlighting relevant education and experience related to the proposed research topic.

6. Rough Order of Magnitude (ROM) (not included in page count): Furnish Tables 1-3 (provided as Attachment 3a) with the white paper submission for the entire period of performance, including a breakout by task.

7. Program Summary Quad Chart (not included in page count): The <u>non-proprietary and Unclassified</u> Quad Chart shall be prepared in landscape orientation as an editable Power Point and provided as an attachment to the white paper. The Quad Chart template is provided as Attachment 3b. The Quad Chart should highlight key elements from the white paper submission. The Quad Chart may be used to solicit interest in the proposed effort.