DEFENSE THREAT REDUCTION AGENCY

BROAD AGENCY ANNOUNCEMENT

HDTRA1-24-S-0001

Acquisition, Contracts, and Logistics,
Office of Small Business Programs, Mentor Protégé Program

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1 INTRODUCTION

1.1 The Defense Threat Reduction Agency (DTRA) provides cross-cutting solutions to enable the Department of Defense (DoD), the United States Government (USG), and international partners to Deter strategic attack against the United States and its allies; Prevent, reduce, and counter Weapons of Mass Destruction (WMD) and emerging threats; and Prevail against WMD-armed adversaries in crisis and conflict.

1.2 DTRA's Acquisition, Contracts, and Logistics (AL), Office of Small Business Programs (OSBP) is the manager for this Broad Agency Announcement (BAA) and the focal point to receive and review all submittals to this announcement.

2 PURPOSE

2.1 The purpose of this BAA is to solicit white papers ("Step I" proposals) for AL, OSBP's Mentor-Protégé Program (MPP). Full technical and cost proposals ("Step II") are not requested at this time under this BAA.

2.2 The goal for the MPP is to engage industries to shape and expand the industrial base to support DTRA's mission. DTRA is seeking mentor-protégé agreements (MPAs) that will assist protégés in enhancing their capabilities to provide value-added support to DTRA as it combats weapons of mass destruction and improvised threats and deters nuclear proliferation.

2.3 DTRA's MPP is funded by the DoD's Mentor Protégé Program. DTRA receives these funds and issues contractual agreements to approved mentor firms that provide incentives to Mentors for allowable mentoring expenses (a reimbursable MPA), provides small business subcontracting credit for allowable mentoring expenses (a credit MPA), or a combination of those two benefits (a hybrid MPA).

2.4 DISCLOSURE: The MPP was established as a pilot program and has periodically been reauthorized by Congress. On December 15, 2022, the U.S. Senate passed the National Defense Authorization Act (NDAA) for the Fiscal Year 2023. Section 856 permanently codifies the Department of Defense's (DOD) Mentor-Protégé Program (MPP). This agency cannot reimburse Mentor-Protégé teams for cost to develop their white papers and process their submittals. DFARS Appendix I provides DoD Guidance for the Mentor-Protégé program.

3 ELIGIBILITY

3.1 The OSBP is seeking eligible mentors for participation in the DTRA Mentor Protégé Program (MPP) through this Broad Agency Announcement (BAA). Eligible protégés are defined as small and disadvantaged businesses (SDB), organizations that hire the severely handicapped, women-owned small businesses, service disabled veteran-owned small businesses (SDVOSB), small businesses located in historically underutilized business zones (HUBZone), Indian owned small businesses Native Hawaiian organization-owned small businesses, and non-traditional contractors. To be eligible to participate as a protégé, an entity must be—

(1) A small business concern;

(2) Eligible for the award of Federal contracts;

(3) Not more than the Small Business Administration (SBA) size standard for its primary North

American Industry Classification System (NAICS) code;

(4) Not owned or managed by individuals or entities that directly or indirectly have stock options or convertible securities in the mentor firm; and

(5) At least one of the following:

(i) A qualified HUBZone small business concern.

(ii) A women-owned small business concern.

(iii) A service-disabled veteran-owned small business concern.

(iv) An entity owned and controlled by an Indian tribe.

(v) An entity owned and controlled by a Native Hawaiian organization.

(vi) An entity owned and controlled by socially and economically disadvantaged individuals.

(vii) A qualified organization employing severely disabled individuals.

(viii) A nontraditional defense contractor.

(ix) An entity that currently provides goods or services in the private sector that are critical to enhancing the capabilities of the defense supplier base and fulfilling key DoD needs.

3.2 Further description of the program and eligibility requirements are provided in the Policy and Procedures for the DOD Mentor-Protégé Program (Defense Federal Acquisition Regulation Supplement ((DFARS) Appendix I). (https://www.acq.osd.mil/dpap/dars/dfars/html/current/appendix_i.htm).
APPENDIX I - POLICY AND PROCEDURES FOR THE DOD PILOT MENTOR-PROTEGE PROGRAM (osd.mil)

4 SUBMISSION

4.1 Overview: The DoD Mentor-Protégé Program provides incentives to provide developmental assistance to eligible protégés by enhancing their capabilities to support DTRA's strategic goals and objectives while delivering assistance that contains a strong technical component or focuses on innovative, state of the art technology, consistent with DTRA's science and technology emphasis areas or strategic objectives (hereafter referred to as "Technology Transfer"). DTRA's objective is to help foster the relationship between the mentor and the protégé to increase the industrial supplier base and enable the transition of eligible protégés from subcontractors to prime contractors. An additional intent is to increase subcontract opportunities under the Mentor's contracts, DoD contracts, other government agency contracts and commercial contracts, and to promote the establishment of long-term business relationships between eligible protégés, the mentor and other contractors.

4.2 Instruction: Interested mentors and protégés are responsible for submitting white papers relevant to DTRA's science and technology emphasis areas. Mentors and protégés are invited to review the following resources to learn more about DTRA's goals and strategic objectives.

Defense Threat Reduction Agency Strategic Initiatives and Strategic Intent

- Strategic-Initiatives (https://www.dtra.mil/About/Strategic-Initiatives/)
- Director-Strategic-Intent (https://www.dtra.mil/About/Director-Strategic-Intent/)
- Strategy (https://www.dtra.mil/About/Strategy/)
- Strategic Integration (https://www.dtra.mil/About/Mission/Strategic-Integration/)
- Research and Development (https://www.dtra.mil/About/Mission/Research-and-Development/)
- Cooperative Threat Reduction (https://www.dtra.mil/About/Mission/Cooperative-Threat-Reduction/)

4.2.1 Mentors are required to provide a Command Endorsement Letter with the white paper submission. The endorsement shall be from someone in DTRA leadership (program manager, technical expert, etc.), or benefiting command leadership, that is knowledgeable in the proposed technology transfer. The endorsement letter, on Agency letterhead, must:

1) provide contact information for the endorsing activity representative;
2) include a statement that the developmental assistance proposed is sound and is of benefit to DTRA in terms or expanding the industrial base with qualified small business concerns that can support the program referenced by the mentor;
3) indicate that the technology transfer in the Mentor-Protégé Agreement (MPA) addresses one of DTRA's, DoD's, or a Combatant Commander's top mission priorities;
4) identify that priority;
5) must be signed by the knowledgeable leader.

4.2.2 White papers shall be submitted for consideration on **02/12/2024 through 9/30/2026. (Submittals received after 2400 on 9/30/2026 Eastern Standard Time (EST) are considered late and shall not be reviewed.)** Only UNCLASSIFIED white papers will be accepted in the Procurement Integrated Enterprise Environment (PIEE) Solicitation Module. Do not email or submit any other level of classification within the white paper. If you desire to submit a classified white paper, contact DTRA at DTRA-MPP@mail.mil.

1. Potential Mentors shall submit white papers in Procurement Integrated Enterprise Environment (PIEE) Solicitation Module, with subject: DTRA Mentor-Protégé Program White Paper Submittal." The white paper shall not exceed ten (10) pages (excluding the protégé status and eligibility certification and the endorsement letter. Pages shall be single sided and single-spaced with Times New Roman font no smaller than 12 point. The purpose of the white paper is to prevent unnecessary proposal development costs on behalf of the mentor. Full proposals ("Step II") will not be accepted from a Mentor Protégé team until and unless their submitted white paper is selected and the Offeror receives an invitation to propose.

2. White papers shall address the areas listed below. Failure to comply may result in the rejection of the white paper during administrative review at the Government's discretion. See White Paper checklist for what we are seeking during the Administrative Review. **White paper submissions are limited to 10 pages, excluding the endorsement letter, protégé status and eligibility certification, and evidence of no duplication with existing Mentor-Protégé Agreements.** Any pages beyond the 10th page shall be discarded and not considered. The white paper shall be structured and completed as follows: PDF format, 8 ½" x 11" paper, no smaller than 12-point font, 1-inch page margins, single-spaced pages.

Section A: Provide mentor and protégé company names, the points of contact at each, along with the phone numbers, email addresses, and physical addresses.

Section B: Provide description of the protégé company to include core business, years in business, current number of full time employees, CAGE Code, annual revenue for past three years, and small business status/eligibility (include certification of the protégé's small business status and eligibility within the Mentor Protégé program). If applicable, provide protégé's previous participation in the DoD MP Program and any past or present participation in any other Mentor-Protégé Program. (Note: Mentor-Protégé teams in a current Small Business Administration (SBA) All Small or Mentor-Protégé Agreement must provide their MPA and evidence that there is not duplication of the developmental assistance provided to the protégé. This additional information will not count against the page count.)

Section C: Provide description of mentor's current/past relationship with the protégé.

Section D: Provide anticipated approach, description, and timeline of the developmental assistance and technology transfer including business infrastructure and technical development, proposed to the protégé.

Section E: Provide description, required capabilities, and estimated percentage of developmental assistance effort to be provided by the Historically Black Colleges and Universities (HBCUs) and Minority Institutions (MIs), Apex Accelerators (formerly called Procurement Technical Assistance Centers [PTACs]), and/or Small Business Development Centers (SBDCs) role in Section D above. Assistance that the mentor firm obtains for the protégé firm from one or more of the following:
(i) Small Business Development Centers established pursuant to section 21 of the Small Business Act (15 U.S.C. 648).
(ii) Entities providing procurement technical assistance pursuant to 10 U.S.C. Chapter 388 Apex Accelerators formerly called Procurement Technical Assistance Cooperative Agreement Program).
(iii) Historically Black colleges and universities.
(iv) Minority institutions of higher education.
(v) Women's business centers described in section 29 of the Small Business Act (15 U.S.C. 656)

Section F: Provide description of the benefits of the technology transfer to DTRA and/or the Government as well as the anticipated benefits to the protégé. The required Endorsement Letter must be included in this section or referenced as an attachment in this section.

Section G: Identify anticipated mentor subcontracting to the protégé on both a competitive and non-competitive basis, to include program and estimated value by each year. Discuss how participation will increase the protégé's ability to participate in DoD contracts and subcontract opportunities.

Section H: Indicate whether the agreement will be a reimbursable, credit, or hybrid agreement. Provide the estimated value and period of performance for the proposed development assistance and technology transfer by year. The cost estimate shall include a single Rough Order of Magnitude (ROM) cost estimate for proposed technical and business mentoring efforts. Developmental assistance provided under an approved Mentor-Protégé agreement is distinct from, and **must not duplicate**, any effort that is the normal and expected product of the award and administration of the mentor firm's subcontracts. Mentor firm costs that are eligible for reimbursement are set forth in DFARS Appendix I, FAR Part 31 and DFARS Part 231.

5 **Evaluation - White Paper Assessment/Review**: The following criteria will be used to determine whether the white paper is consistent with the intent of the BAA, the program and of interest to the Government:

A. Relevance of proposed technology to current DTRA goals and strategic objectives.
B. Overall technical approach to providing transfer of technology and developmental assistance to the Protégé.
C. The estimated cost of the proposed assistance.
D. Presence of a signed endorsement letter. Failure to provide a signed endorsement letter will end further consideration.
E. The Government may choose to communicate with an Offeror regarding the white paper content prior to conducting a thorough evaluation and releasing an invitation for a MPA proposal. The purpose of the communication is to allow the Government the opportunity to clarify any aspect of the white paper that is not clearly understood.

The white papers will be assessed by using the white paper checklist. The following items are what we are reviewing/checking for in the white paper. (See White Paper Checklist):

1. Signed endorsement letter that states that the technology transfer is good for the industrial base, that it helps DTRA address one of our mission priorities, and it identifies that mission priority.
2. White paper identifies the Mentor company, address, POC and Protégé company, address and POC.
3. White paper identifies Protégé core business, # of full-time employees (EEs), annual revenue for last 3 years; socioeconomic status, and any past participation in any Mentor-Protégé Program (MPP) and indicates whether both the Protégé and Mentor are eligible for the DoD MPP.
4. Does the Mentor have a current or past relationship with the Protégé?
5. White paper contains the approach of providing technology transfer and developmental assistance to the protégé, with a description of the technology transfer and developmental assistance and a timeline.
6. White paper provides a description of services to be provide by HBCU/MSI, Apex Accelerator, or SBDC; provides the required capabilities of the HBCU/MSI, Apex Accelerator, or SBDC; provides the % of MPA cost for developmental/technical assistance provided by HBCU/MSI, Apex Accelerator or SBDC; and indicates that the cost is at least 5% of the MPA cost.
7. White paper indicates a clear benefit to DoD/DTRA/Component Commands (CoCOMs) and the Protégé for the proposed technology transfer.

8. White paper identifies anticipated Mentor subcontracting with the Protégé with an estimated value by year and discusses how the Protégé's participation on the MPP will increase Protégé's ability to participate in DoD contracts and subcontracts.
9. White paper identifies technology transfer that addresses a need/concern/priority for DTRA/DoD/CoCOMs.
10. White paper indicates the type of Mentor-Protégé Agreement (MPA) – i.e. Reimbursable, Credit, or Hybrid; identifies the Period of Performance; provides a Rough Order of Magnitude (ROM) for the cost; provides a cost by year and meets criteria for PoP and cost – i.e up to 36 months and <$1M/year.

6 REQUEST FOR PROPOSAL: Those companies whose white papers are consistent with the intent of this BAA may be invited by DTRA to submit full technical and cost proposals subject to the desire for the offered technology and/or the availability of program funds. This will be through written Request for Proposal by email with invitation to submit a full technical and cost proposal ("Phase II") for award consideration. As stated earlier, a DTRA panel will decide who will be invited to propose.

The following evaluation criteria factors are as follows:

Evaluation Weight	Seven Evaluation Factors
10%	• **Factor 1: Past & Present Performance** The mentor shall discuss any prior experience (preceding 3 years) for same or similar mentor training in the technology area proposed and identify any or all past, and active mentor-protégé agreements, and proposed agreements under consideration, (include name of Agency, POC name and phone number). Lack of prior or present experience will not result in a favorable or unfavorable rating.
10%	• **Factor 2: Management Plan** The mentor shall discuss their planned management approach to accomplish mentor-protégé goals. At a minimum, the discussion should focus on (i) the mentor's/protégé's organizational structure, (ii) roles and responsibilities of key personnel,(iii)levelsofmanagementoversight,(iv)problemresolutionplan, (v)performancemetricsand,(vi)adherencetoreportingrequirementsand(vii) Corporate commitment.
Evaluation Weight	**Seven Evaluation Factors**
10%	• **Factor 3 : Capability & Commitment of Mentor** Thementorshalladdresstheircorporatecommitmenttoprovideassistanceto theProtégé. At a minimum, the discussion should focuson;(i)the usage of corporate training policies, resources and staff, (ii) the mentor's capabilities to conduct training, (iii) training philosophy, (iv) scope of training, (v) qualifications of trainers and their availability, (vi) availability of classrooms/laboratories,(vii)usageoftrainingmaterials/lessonplans,(viii) approachto"handson"trainingand(ix)followuptraining(reinforcement) activities.
10%	• **Factor 4: Relevancy to DTRA &DoD** The war-fighter and DTRA's priorities are intended to be the underlying benefactor of technically enhanced products and services. The mentor shall discuss how their technology transfer approach relates to the overall MP Program objectives and provide supporting evidence as required.

15%	• **Factor 5: Historically Black Collegesand Universities (HBCU)/Minority Institute (MI) Involvement** The mentor shall describe how HBCU/MI's will be used in support of the agreement. Specifically, the HBCU/MI involvement in terms of (i) development of curricula, (ii) classroom instruction, (iii) availability of laboratories, (iv) employment of HBCU/MI students to provide protégé development support, (v) HBCU/MI faculty involvement in technical training, (vi) new technology implementation efforts, (vii) provision of data collection and interpretation services, and (viii) writing of technical papers for publication. The discussion should also include the types of tasks typically assigned to student personnel. ,i.e., data collection, literature research, drafting, on-the-job training, and other assigned tasks. And finally, how will the mentor coordinate with the HBCU/MI to develop curriculum in support of the mentor-protégé agreement.
20%	• **Factor 6: Technical Approachfor Developmental Assistance** The mentor shall describe in detail their approach to mentor the protégé. At a minimum, the following technology transfer and infrastructure improvements shall be addressed; (i) Are protégé personnel to be placed with the mentor's organization to work alongside their mentor counterparts, (ii) Will the mentoring be only on-the-job training, or will formal classroom training also be included,(iii) What professional certifications will the protégé firm gain, (iv) What provisions has the mentor made to offset the protégé's potential loss of productivity and revenue while key personnel are in training, and (v) What business infrastructure improvements and production or management controls will be required to allow the protégé to fully exploit the new technology and realize an enhanced competitive advantage?

25%	• **Factor 7: Subcontracting and Prime Contractor Opportunities** Subcontracts from the mentor area key factor in determining the successful outcome of any mentor-protégé relationship. The mentor shall describe: (a) prior or existing agreements with Protégé to satisfy Outside of Continental United States (OCONUS) requirements, where applicable, and (b) projects they intend to award to the protégé, with particular emphasis on how that project relates to the type of technology being transferred. The mentor shall also identify and propose contract vehicles to transfer technology through prime contract awards. Information provided shall consist of, types of contracts, contract number if known,a description of the service or supply tobe provided by protégé, agency/command, and estimated dollar value of each potential

The criteria evaluation rating definitions are as follows:

Rating	Definitions
Unsatisfactory	• The proposal contains one deficiency and numerous weaknesses. Based on the information provided, the Offeror has not demonstrated an understanding of the services requiredto meet the contract requirements.
Marginal	• The proposal contains no deficiency and two or more weaknesses. Based on the information provided, the Offeror has demonstrated minimal understanding of the requirement and may not be able to meet contract requirements without further direction or guidance.

Satisfactory	• The proposal contains no deficiencies and one weaknesses. Based on the information provided, the Offeror demonstrates an understanding of the services required to meet contract requirements.
Excellent	• The proposal contains no deficiencies and no weaknesses. Based on the information provided, the Offeror demonstrates a thorough understanding of the services required to meet contract requirements.
Deficiency	• A required portion of the white paper or proposal is missing; failure to provide a 1:1 Return on Investment or higher; Offeror fails to convey an understanding of the requirement.
Weakness	• There are inconsistencies in the proposal; Government needs additional information to determine Offerors complete understanding of the requirement.

7 **AWARDS**: All reimbursable Mentor-Protégé Agreement contracts will be invoiced and paid monthly. The total Period of Performance (PoP) for any proposal cannot exceed three years (36 months). Standard agreements consist of a 12-month base PoP with up to two 12-month option periods, which may be executed at the discretion of DTRA's AL Contracting Office. For Hybrid agreements, the small business subcontracting credit PoP can be any time during the life of the contract, but shall not exceed twelve months, and the agreement can have one 12-month option period of subcontracting credit and up to two years of reimbursement for allowable mentoring expenses. The dollar amount of individual contract awards will vary depending on the complexity of the proposal, but shall not exceed the regulatory amount set forth in DFARS, Appendix I.