NeedipeDIA White Paper Submission Instructions

NeedipeDIA Links. The follow links provide further information on submissions to NeedipeDIA.

NeedipeDIA Web Portal:

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

NeedipeDIA Broad Agency Announcement (BAA):

- https://sam.gov/opp/477ef92d86c04814bc6719f789c4bc60/view

NeedipeDIA Commercial Solutions Opening (CSO):

- https://sam.gov/opp/6b8adcfd726e4887b2ac13a55fc566c3/view

NeedipeDIA White Paper Format. The format for White Papers submitted to NeedipeDIA is intended to be flexible, quick to produce, and quick to read. All submissions should adhere to the following general guidelines:

- 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 cover sheet check the NeedipeDIA BAA or CSO on SAM.gov or by emailing the NeedipeDIA Program Office at ~Ideas2Action@dodiis.mil. Submit the coversheet and white paper as separate files when submitting to ~Ideas2Action@dodiis.mil
- Font Type should not be smaller than 12-point text, although smaller font type may be used for figures, tables, and charts.
- 1” margins are preferred
- All White Papers must be written in English

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 four parts:

Part 1 – Coversheet.

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).

Part 2 - Executive Summary.

The Executive Summary should address the Heilmeier questions, which include the following:

- What are you trying to do?
- How is it currently done?
- What's new?
- Who cares?
- What are the risks?
- What's your plan?
- What's your progress?

Please note that the mission owners are expecting to see the white paper in this format during the review process.

Part 3 - 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. This is used by the USG to imagine what an initial pilot might look like using the capability. Typically, awards using the NeedipeDIA BAA and CSO do not conform to this estimate.

Part 4 - 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 4 of their White Paper submission.

Questions.

Please refer any questions regarding the submission process to ~Ideas2Action@dodiis.mil.