BROAD AGENCY ANNOUNCEMENT (BAA)
RESEARCH AND DEVELOPMENT
COUNTERING WEAPONS OF MASS DESTRUCTION

BAA/Solicitation No. 70RWMD24R00000003

Department of Homeland Security
Countering Weapons of Mass Destruction Office

Effective: May 7, 2024, through May 6, 2029

Published: May 7, 2024

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1 GENERAL INFORMATION

1.1 Introduction

The Department of Homeland Security (DHS) Countering Weapons of Mass Destruction Office (CWMD) is announcing to business and academia its intent to solicit Research and Development (R&D) proposals under this Broad Agency Announcement (BAA). This BAA is contemplated in Federal Acquisition Regulations (FAR) 6.102(d)(2) and 35.016. Responses from proposers will be requested in the form of white papers and/or proposals in response to the various Areas of Interest (AOI) under this BAA. From time to time, this BAA will be related to add specific AOIs and their respective Notice IDs on SAM.gov. Notice IDs for specific AOIs will be posted on SAM.gov and each AOI will outline scope, specific proposal instructions or evaluation criteria, and open/close dates.

The over-arching strategy involves the use of this 5-year BAA to quickly and efficiently execute R&D to identify, explore, and demonstrate new technologies and capabilities that will help enable CWMD and stakeholders to prevent, protect against, respond to, and mitigate nuclear, chemical, radiological, and biological threats and incidents. This strategy will provide DHS an acquisition tool with the flexibility to solicit proposals and make awards to provide innovative solutions to countering Weapons of Mass Destruction (WMD), as ever-changing urgent operational issues and capability gaps are identified.

This BAA will remain "open" for 5 years; however, white papers and proposals will only be solicited and accepted during the timeframes specified within the AOIs posted periodically throughout the life of this over-arching BAA. All prospective proposers can learn more about the available AOIs by reading the notice IDs to BAA No. 70RWMD24R00000003, which will detail all open AOIs. More detail on AOIs is provided in Section 8 of this BAA. All AOIs will be posted on SAM.gov. It is expected notice IDs for AOIs will be added regularly, modifications to existing AOI topics, changes in submission details, deadlines, etc. Therefore, proposers will be responsible for reviewing and ensuring submissions adhere to the AOI details. Each AOI will:

(1) Include an individual AOI Number specific to the R&D being solicited;
(2) Contain specific cutoff dates for white paper and/or proposal submissions, if applicable. *Any proposal submissions received by the Government after the submission deadline will not be accepted unless receipt of the proposal would not unduly delay the acquisition and it was the only proposal received.*
(3) Identify if a single phased evaluation or a two phased evaluation process will be utilized (Section 1.6);
(4) Identify any changes to the standard evaluation criteria or white paper and/or proposal preparation instructions (Section 4 and Section 5);
(5) Identify specific R&D portfolio research areas the AOI aligns with Section 1.2;
(6) Identify the Technology Readiness Levels (TRLs) at the beginning and conclusion of the research to be conducted (Attachment A);
(7) Identify anticipated number of selections;
(8) Identify anticipated ceiling & period of performance;
(9) Identify anticipated award type;

(10) Identify anticipated award dates;
(11) Notify proposers of contractor support services to be utilized for review processes; and
(12) Provide instructions to proposers and indicate a deadline for submitting questions regarding the AOI.

It is anticipated that this BAA will be unrestricted. Small businesses are encouraged to propose on all of the AOIs. The NAICS code, unless otherwise stated under a specific AOI, shall be 541715 (i.e., Research and Development in the Physical, Engineering, and Life Sciences except Biotechnology), and the size standard is 1,000 employees. White papers and proposals submitted shall be in accordance with this BAA, Notice IDs for AOIs, and/or applicable, amendment(s).

This announcement is restricted to work relating to the following types of R&D under the following TRLs. For more information on TRLs, see Attachment A:

- Basic Research (TRL 1-2): Includes a systematic study directed toward greater knowledge of understanding of the fundamental aspects of phenomena and/or observable facts which is normally conducted without specific applications toward processes or products in mind. CWMD efforts under this R&D type will lead to a small-scale demonstration of a component prototype technology in a laboratory environment.

- Applied Research (TRL 3-4): Includes a systematic study directed toward greater knowledge of understanding of the fundamental aspects of phenomena and/or observable facts to determine the means by which a recognized and specific operational need may be met. CWMD efforts under this R&D type will lead to a demonstration of a prototype technology in a laboratory environment.

- Technology Development (TRL 4-5): The systematic application of knowledge toward the production of useful materials, devices, and systems or methods that leverage the results of applied research activities to include validation and demonstration of a chosen technology in laboratory, representative, and operational environments and improvement on research prototypes. CWMD efforts under this R&D type will lead to a demonstration of a component or system prototype technology in a laboratory or realistic simulated operational environment.

- Systems Development (TRL 5-6): The systematic application of knowledge toward the production of useful materials, devices, and systems or methods that leverage the results of applied research activities to include integration into systems and subsystems; addressing manufacturing, producibility, and sustainability needs; and independent developmental test and evaluation. CWMD efforts under this R&D type will lead to a demonstration of a system prototype technology in a realistic simulated operational environment.

- Developmental Test & Evaluation (T&E) (TRL 7): A program that is being tested in an operational environment to determine if it works as intended or requires further development should be funded through R&D and is considered to be in TRL 7. CWMD efforts under this R&D type will lead to a demonstration of a system prototype technology in an operational environment.

The research and development TRLs for this BAA are dependent on the specific CWMD threat being addressed.

AOIs will not be issued under this BAA for hardware procurement or acquisitions but may cover that part of development not related to the development of a specific system or hardware procurement (FAR 35.016(a)). This BAA does not cover contractor support personnel services; such submissions are considered non-compliant with this BAA and will be rejected without evaluation.

1.2 Program Mission, Portfolios, and Research Areas

The mission of CWMD is to counter attempts by terrorists or other threat actors to carry out an attack against the United States or its interests using a weapon of mass destruction. The DHS CWMD R&D appropriation provides resources necessary to identify, explore, and demonstrate new technologies and capabilities that will help enable DHS and its stakeholders to prevent, protect against, respond to, and mitigate nuclear, chemical, radiological, and biological threats and incidents.

Each AOI may denote specific development requirements, portfolio research area the AOI falls under, and TRLs. Therefore, open AOIs may include one or more of the following portfolios: Biological Defense, Chemical Defense, Radiological/ Nuclear, Data Analytics portfolios, and their designated research areas. Portfolios are generally defined below for the purpose of helping interested proposers understand the types of needs and their potential scope:

Biological Defense Portfolio (BDP)
A review of the current state of biological detection and mission needs identified the need to improve sensor detection technologies. This includes prioritizing which agents are most likely to be utilized or dispersed, developing technologies that can detect agents faster, identify new, emerging or engineered pathogens autonomously, promoting field-forward technologies with agnostic detection capabilities, and detect pathogens at a reduced cost. BDP may include but is not limited to the following research areas:

1. Reducing time interval between detection and confirmation that a biological attack has occurred.
2. Advancement of autonomous detection/identification/ characterization technologies.
3. Bringing Biological Detection Technologies Field-Forward.
4. Agent Agnostic Detection.
5. Reducing the overall costs of biological detection systems.
6. Develop widespread environmental monitoring and detection capability.

Chemical Defense Portfolio (CDP)
CDP has considered chemical threat detection scenarios relevant to DHS operational components, as well as a set of identified deficiencies in currently fielded chemical detection equipment. An assessment of the current state of chemical detection and the research drivers has identified but is not limited to the following research areas:

1. Transportation defense: improved checkpoint and mass transit chemical threat detection.

2. Wide area monitoring for early Chemical threat warning.
3. Improved fieldable detection and identification for chemical threats.

Radiological/ Nuclear Portfolio (R/N)

Based on an assessment of the current state of R/N detection and the research drivers CWMD has identified needs in the following research areas. R/N may include but is not limited to the following research areas:

1. Cost-effective R/N equipment with sufficient performance and reduced operational burden to ensure widespread deployment.
2. Detection of special nuclear material even when heavily shielded.
3. Monitoring along challenging pathways and in between ports of entry for R/N threats.
4. Monitoring threats of interior origin.
5. Cargo container inspection.

Data Analytics Portfolio (DAP)

The principal technical aim of CWMD's investment in data analytics is fourfold: 1) to increase detection sensitivity to threats (radioactive, chemical, and biological); 2) to increase the selectivity of detection systems, minimizing the number of false alarms; 3) to optimize throughputs at checkpoint, chokepoints, or elsewhere; 4) to expand the coverage of possible threats over broad areas. Cost-effective R/N equipment with sufficient performance and reduced operational burden to ensure widespread deployment.

DAP may include but is not limited to the following research areas:

1. Increase Chemical, Biological, Radiological, and Nuclear (CBRN) detection sensitivity (greater probability of detection)
2. Increase CBRN detection selectivity (fewer false alarms and nuisance alarms)
3. Increase the speeds of scanning and detection (maximizing throughput)
4. Devise sensor networking methodologies (maximizing coverage)
5. Capture sensor and program data (maximizing analytic opportunity)
6. Improve the DHS ability to maintain WMD awareness by developing advanced algorithms. For example, algorithmic improvements that assist the National Biosurveillance Integration Center (NBIC) in performing its mission (maximizing awareness)

NOTE: All prospective proposers can learn more about the available AOIs by reading the prospective Notice IDs related to this BAA, which detail open AOIs. All AOIs and their respective notice IDs are posted on SAM.gov. AOIs are expected to be added regularly to reflect new AOI topics, modifications to existing AOI topics, changes to submission details, deadlines, etc. Therefore, proposers are responsible for reviewing and ensuring submissions adhere to the AOI details.

1.3 Agency Name

Department of Homeland Security
Countering Weapons of Mass Destruction
Research & Development Division

1.4 Program Name

CWMD Research & Development

1.5 Research Opportunity Number

Solicitation Number 70RWMD24R00000003

1.6 Area of Interest and Process Overview

DHS CWMD Office will not issue paper copies of this announcement. DHS CWMD reserves the right to recommend for award and fund all, some, or none of the proposals received in response to this BAA. No funding for direct reimbursement of proposal development costs will be allowed. White papers, Technical and Cost proposals, or any other material submitted in response to AOIs issued under this BAA will not be returned. However, depending on the markings on the proposal, DHS CWMD will adhere to FAR policy on handling source selection information and proprietary information contained in proposals. It is the policy of DHS CWMD to treat all proposals as sensitive competitive information and to disclose their contents only for the purposes of evaluation. Documents containing sensitive information that are not suitable for uncontrolled public dissemination should be marked "For Official Use Only" (FOUO). When transmitted electronically, FOUO proposals should be sent with password protection. Proposal pages with business proprietary information should be marked clearly with header or footer stating: "Business Proprietary Information." Hard copy, facsimile, or hand delivered white papers or proposals will not be permitted or accepted.

Awards may take the form of FAR-based contracts. In the event a proposer's subcontractor is a Federally Funded Research and Development Center (FFRDC), Department of Energy National Laboratory, or other Federally funded entity, DHS CWMD will work with the appropriate sponsoring agency to issue an Interagency Agreement (IAA) pursuant to Section 309 of the Homeland Security Act of 2002, Economy Act (31 U.S.C. 1535) or other appropriate authority. Therefore, the applicable laws and regulations governing the legal vehicle used for award will depend on the legal vehicle chosen by DHS CWMD. In this regard, proposers should propose a preferred vehicle type for DHS CWMD to consider for award.

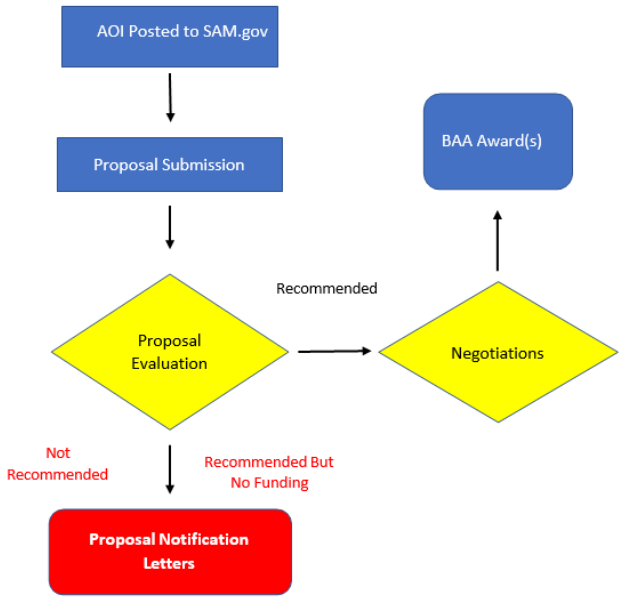
Depending on the nature of the requirements for each AOI, the following evaluation approaches will be used for purposes of minimizing the costs and efforts for prospective proposers. The single phased process and two phased processes may use oral presentations. AOIs will denote if oral presentations will be used.

1.6.1 Single Phased Evaluation Process

The Single Phased Evaluation Process will begin with the AOI announcement, followed by receipt and evaluation of proposals. The Evaluation Process will consist of the evaluation of Volume I (limited to 14 pages, excluding the cover sheet), Volume II, and Volume III. Once the peer/scientific review process has been completed, a proposer will be notified in writing, typically via e-mail, that its proposal has been Recommended for Further Consideration of Award, Recommended for Further Consideration of Award But No Available Funding, or Not Recommended for Further Consideration of Award. See the following figure for a visual representation of the flow of events.

There may be instances when proposers receive a rating of "Recommend for Further Consideration of Award But No Available Funding." Notification of this rating does not initiate negotiations, but instead informs the proposer that its proposal satisfies the definition of "Acceptable", however our program team determined that there is insufficient funding. This rating reserves the right for DHS to enter negotiations with the proposer at a future date but no more than 6 months after the proposer receives this rating notification. The proposer may also be contacted at any time after receiving notice of this rating that DHS will not advance its proposal in this BAA-AOI evaluation process. Note: if the Government enters into negotiations with a proposer, the Government is not obligated to make an award.

Figure 1: Single Phased Evaluation Process



1.6.2 Two Phased Evaluation Process

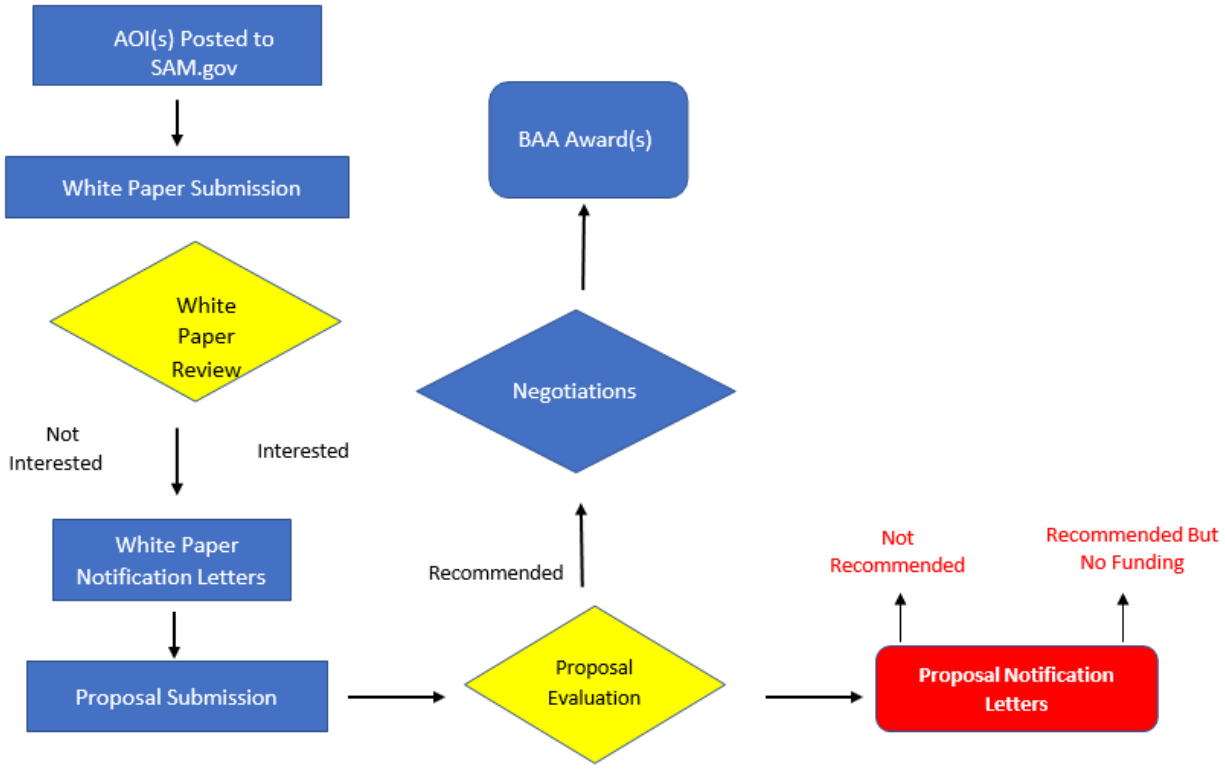
The two-phased evaluation process will consist of the AOI then receipt, and evaluation of both white papers and proposals. Under this evaluation process, Phase 1 will begin with the AOI solicitation, followed by receipt and review of the white papers from potential proposers. Entries in the various sections of the white papers should be concise and conform to the specified formatting and word count limitations as indicated in the BAA. Once the white paper peer/scientific review process has been completed, potential proposers will be notified in writing, typically via e-mail, whether the Government is "Interested" or "Not Interested" in the concept presented in the white paper. Although the Government does not expect to receive proposals from potential proposers whose white papers the Government deemed "Not Interested", proposers are not prohibited from submitting a proposal.

After the advisory down-selection process is completed for white papers, then Phase 2 will proceed with notification to potential proposers if the Government is "interested" or "not interested." receipt of proposal; and evaluation of a proposal. Once the proposal peer/scientific evaluation process has been completed, proposers will be notified in writing, typically via e-mail, that its proposal has been Recommended for Further Consideration of Award, Recommended for Further Consideration of Award But No Available Funding, or Not Recommended for Further Consideration of Award.

There may be instances when proposers receive a rating of "Recommend for Further Consideration of Award But No Available Funding." Notification of this rating does not initiate negotiations, but instead informs the proposer that its proposal satisfies the definition of "Acceptable", however our program team determined that there is insufficient funding. This rating reserves the right for DHS to enter negotiations with the proposer at a future date but no more than 6 months after the proposer receives this rating notification. The proposer may also be contacted at any time after receiving notice of this rating that DHS will not advance its proposal in this BAA-AOI evaluation process.

Proposers Not Recommended for Further Consideration of Award will receive a brief written rationale for the decision, however, debriefings will not be conducted. See the following figure for a visual representation of the Two-Phased Evaluation process. Note: if the Government enters into negotiations with a proposer, the Government is not obligated to make an award.

Figure 2: Two-Phased Evaluation Process



2 AWARD INFORMATION

2.1 Anticipated Award Date

The anticipated award dates will be specified under each AOI.

2.2 Anticipated Funding for the Program

Estimated Value: The value of this BAA will not exceed $182.3 million dollars over its five-year duration. Multiple awards are anticipated and subject to change, dependent on the mission priorities and funding availability.

2.3 Limitation of Funds

The Government reserves the right to incrementally fund contracts awarded from this BAA.

2.4 Type of Contract/Instrument

It is anticipated that the majority of awards issued under this BAA will be in the form of Cost Reimbursement type contracts. The Government reserves the right to award FAR-based contracts or Interagency Agreements (IAAs) to appropriate parties should the situation warrant.

2.5 Number of Awards Anticipated

The total projected number of awards under this BAA is unknown at this time. The anticipated number of awards for an AOI will be specified within notice IDs realted to this BAA. DHS CWMD reserves the right to recommend for award and fund all, some, or none of the prospective contracts as a result of the proposals received in response this BAA.

2.6 Expected Amount of Individual Awards

The anticipated value of individual awards will be specified in notice IDs addressing AOIs.

2.7 Anticipated Period of Performance for Individual Awards

The anticipated initial period of performance for each award will not exceed 12 months, with exceptions to non-severable actions where 3-year money is available for use. Awards may include options to extend the period of performance. Specific period of performance guidance will be specified in AOIs, depending on the type of research to be conducted.

2.8 Provisions and Contract Clauses

Contracts from this announcement are awarded under the authority using scientific review through the procedures described in FAR Part 35 and are not controlled by general procedures of FAR Part 15, except if noted by regulation. Given the inherent nature of a BAA, the specific terms, conditions, and contract clauses will largely be determined by the specific nature of the proposed project, as well as the appropriate contract and entity type. Accordingly, contract clauses will be identified and defined during negotiations prior to an award.

Proposers are advised to review the provisions and clauses relevant to the project being considered for proposal to ensure compliance with all terms and conditions. Unless otherwise authorized, the FAR as well as the Homeland Security Acquisition Regulations (HSAR) will be applicable to any FAR-based contract made under this announcement.

3 ELIGIBILITY INFORMATION

This BAA is open to **ALL** responsible sources unless otherwise stated in the AOI. Proposers may include single entities or teams from academia, private sector organizations, Government laboratories, and Federally Funded Research and Development Centers (FFRDCs), including Department of Energy National Laboratories and Centers.

To be eligible for award, the proposer must be able to demonstrate the ability to achieve the goals and objectives of the proposed project. Proposers must have the minimum financial and technical capabilities to comply with the proposed performance specifications, schedule, technical controls, facilities, equipment, and other organizational requirements for performance. Duplicate submissions across more than one AOI topic or multiple submissions to the same AOI topic with little-to-no material difference are discouraged and may be rejected. Proposers must be registered in the System for Award Management (SAM) with the appropriate North American Industry Classification System (NAICS) code prior to white paper submission. Registration can be completed on SAM.gov.

3.1 Federally Funded Research & Development Centers

FFRDCs, including Department of Energy National Laboratories and Centers and Department of Defense Laboratories are eligible to respond to this BAA, individually or as a team member of an eligible principal proposer, as long as such responses are permitted under a sponsoring agreement between the Government and the specific FFRDC. Please refer to notice IDs related to this BAA to see if an AOI has restrictions on FFRDC participation.

3.2 Nonprofit Organizations, Educational Institutions and Small Business Set Aside

The Government encourages Nonprofit Organizations, Educational Institutions, Small Businesses, Small Disadvantaged Business (SDB) concerns, Historically Black Colleges and Universities (HBCU), Minority Institutions (MI), Women-Owned Businesses (WB), Small Disabled Veteran-Owned Small Business (SDVOSB), and Historically Underutilized Business (HUB) zone enterprises as well as large businesses, academic institutions, and Government laboratories to submit white papers and/or proposals for consideration and/or to join others in submitting proposals. However, no portion of the BAA will be set aside for these special entities pursuant to FAR 19.502-2, because of the impracticality of reserving discrete or severable areas of research and development in any specific requirement area.

3.3 Organizational Conflict of Interest

Organizational Conflict of Interest issues will be evaluated on a case-by-case basis, as outlined below. Proposers who have existing contract(s), or contracts within the past year, with Advisory and Assistance Support (A&AS) directly to the DHS CWMD will receive particular scrutiny.

3.3.1 Determination. Prospective proposers should review FAR Subpart 9.5—Organizational Conflicts of Interest. The Contracting Officer may determine that this effort may result in an actual or potential conflict of interest or may provide one or more proposers with the potential to obtain an unfair competitive advantage based on the information provided or based on knowledge of the Contracting Officer.

3.3.2 Nonprofit Organizations, Educational Institutions and Small Business Set Aside. If any such conflict of interest is found to exist, the Contracting Officer may (1) disqualify the proposer, or (2) determine that it is otherwise in the best interest of the United States to contract with the proposer and include the appropriate provisions to mitigate or avoid such conflict in the contract awarded. The Contracting Officer may determine that the actual conflict cannot be avoided, neutralized, mitigated, or otherwise resolved to the satisfaction of the Government, and the proposer may be found ineligible for award.

3.3.3 Disclosure. All members of the proposed team for the project (including any subcontractors or consultants) must certify whether their organization, including its individual team members and proposed subcontractors or consultants, have provided similar support to any U.S. Government agency. If a proposer's team includes former DHS federal employees or a member who has provided A&AS support to DHS or another U.S. Government agency with whom DHS engages, it is the responsibility of the proposer to disclose this information and demonstrate that no potential conflict of interest exists. The proposer must represent, as part of its proposal and to the best of its knowledge that:

3.3.3.1 The proposer is not aware of any facts which create any actual or potential organizational conflicts of interest relating to the award of this contract; or if the proposer represents that it is not aware of any facts which create any actual or potential organizational conflicts of interest relating to the award of this contract, the proposer will nevertheless provide in its proposal a description of the analysis/due diligence it performed that informed its representation. The proposer should discuss what methods it used, such as employee interviews and contract reviews, to determine that no facts appear to exist that create any actual or potential organizational conflict of interest.

3.3.3.2 The proposer has included information in its proposal, providing all current information bearing on the existence of any actual or potential organizational conflicts of interest, and has included the mitigation plan in accordance with paragraph (d) of this provision.

3.3.4 Mitigation/Waiver. If a proposer with a potential or actual conflict of interest or unfair competitive advantage believes the conflict can be mitigated, neutralized, or avoided, the proposer may submit a mitigation plan to the Contracting Officer for review. Award of a contract where an actual or potential conflict of interest exists shall not occur before Government approval of the mitigation plan. The Government acknowledges that approval of a mitigation plan does not eliminate the possibility of an Organizational Conflict of Interest (OCI) issue arising. Minimum required contents of a mitigation plan are as follows. The plan will:

3.3.4.1 Demonstrate an understanding of OCI principles to include the types of harm, both to the Government and to the contractor, that can result from unresolved organizational conflicts of interest;

3.3.4.2 Define company roles, responsibilities, and procedures for screening existing and new business opportunities for actual and potential OCI;

3.3.4.3 Identify any affiliated companies/entities and the procedures for coordinating OCI actions with such affiliated companies/entities;

3.3.4.4 Provide a detailed discussion of the potential or actual conflict(s);

3.3.4.5 Describe how the proposer will require its subcontractor(s) to comply with the mitigation plan and discuss any effect on any subcontractor's organizational conflicts of interest plans;

3.3.4.6 Describe any firewalling of subcontractors;

3.3.4.7 Describe how it will ensure inputs to the Government are derived from objective judgment;

3.3.4.8 Describe how its recommendations to the Government will not generate more work for itself under another contract;

3.3.4.9 Describe the benefits, as well as risks, of its mitigation plan;

3.3.4.10 Describe how its mitigation actions will not adversely affect performance of its contract(s);

3.3.4.11 Set forth detailed procedures the performer would follow in order to implement its plan, to include signed certification from performer's employees who are subject to the mitigation plan;

3.3.4.12 Discuss its plans to review documents for OCI issues regardless of whether those documents are marked as sensitive or proprietary;

3.3.4.13 Address any training the performer will provide to its employees, including anticipated duration, frequency, and content, and exit training, as well as how the performer will enforce attendance/compliance;

3.3.4.14 Require the contractor to notify the Contracting Officer of any conflicts that arise and contain mechanisms to address such conflicts;

3.3.4.15 Provide for compliance verification methods, such as regular contractor-led compliance audits as well as periodic compliance audits by the Contracting Officer;

3.3.4.16 Define which records related to this plan will be made available to the Government upon request; and,

3.3.4.17 Include a requirement that the plan be updated at least annually and as necessary to ensure its continued effectiveness.

3.3.5 Other Relevant Information. In addition to the mitigation plan, the Contracting Officer may require further relevant information from the proposer. The Contracting Officer will use all information submitted by the proposer, and any other relevant information known to DHS, to determine whether an award to the proposer may take place, and whether the mitigation plan adequately neutralizes or mitigates the conflict.

3.3.6 Corporation Change. The successful performer shall inform the Contracting Officer at least thirty (30) days prior to the effective date of any corporate mergers, acquisitions, and divestures that may affect this provision.

3.3.7 Flow-down. The successful performer shall insert the substance of this clause in each first- tier subcontract that exceeds the simplified acquisition threshold.

4 EVALUATION CRITERIA

Proposals will be evaluated using the following criteria, which are listed in descending order of importance.

4.1 Criterion I Strategic Impact - assess the relevance of the proposed technical effort to agency programs.

4.2 Criterion II Technical Approach and Implementation - assess the feasibility of the proposed technical effort.

4.3 Criterion III Cost/ Price Realism and Reasonableness - assess the proposed costs are reasonable and realistic for the proposed technical effort.

For evaluation criteria content of white papers, please reference Section 5.3.2, Format and Content of White Paper, of the BAA. For the evaluation content of proposals, please reference Section 5.4.2, Format and Content of Proposal, of the BAA.

5 APPLICATION AND SUBMISSION INFORMATION

The following submission preparation instructions may apply in total, or in part, to each AOI. Each AOI under this BAA will detail which submission preparation instructions apply. Submissions shall be in accordance with this announcement and any instructions specific to a particular AOI. Submission deadlines are established per AOI and will be communicated through notice IDs for AOIs posted to SAM.gov. It is the responsibility of potential proposers and proposers to monitor SAM.gov for updates (e.g. AOIs that may permit extensions to a submission date communicated via SAM.gov.)

Possible submission types in response to an AOI are outlined in the matrix below:

Submission Type	White Paper	Full Proposal	Oral Presentation
Single Phase Written Proposal	N/A	Volume 1: Not to Exceed 14 pages	N/A
		Volume 2: Not to Exceed 30 pages	
		Volume 3: Unlimited (.xls format)	
Single Phase Oral Presentation Proposal	N/A	Volume 1: Not to Exceed 10 pages	Proposer may invite up to 6 participants including all Key Personnel in Microsoft Teams setting (organized by Government)
		Volume 2: Not to Exceed 30 pages	
		Volume 3: Unlimited (.xls format)	
Two-Phase Written White Paper, Written Proposal	Not to Exceed 4 pages	Volume 1: Not to Exceed 14 pages	N/A
		Volume 2: Not to Exceed 30 pages	
		Volume 3: Unlimited (.xls format)	
Two-Phase Oral Presentation White	Not to Exceed 2 pages	Volume 1: Not to Exceed 14 pages	Proposer may invite up to 6 participants including all

Paper, Written Proposal		Volume 2: Not to Exceed 30 pages	Key Personnel in Microsoft Teams setting (organized by Government)
		Volume 3: Unlimited (.xls format)	
Two-Phase Written White Paper, Oral Presentation Proposal	Not to Exceed 4 pages	Volume 1: Not to Exceed 10 pages	Proposer may invite up to 6 participants including all Key Personnel in Microsoft Teams setting (organized by Government)
		Volume 2: Not to Exceed 30 pages	
		Volume 3: Unlimited (.xls format)	
Two-Phase with Written White Paper and Oral Presentation Proposal	Not to Exceed 2 pages	Volume 1: Not to Exceed 10 pages	Proposer may invite up to 6 participants including all Key Personnel in Microsoft Teams setting (organized by Government)
		Volume 2: Not to Exceed 30 pages	
		Volume 3: Unlimited (.xls format)	

5.1 BAA Package Download

This BAA package may be downloaded in its entirety from the Contract Opportunities section of SAM website at http://www.SAM.gov.

5.2 Oral Presentations

The Government may choose to require portions of the white paper and/or proposal be provided as an in-person or virtual oral presentation in lieu of a complete written submission. The evaluation criteria are found herein (Section 4). White Paper and Proposal Submission Instructions are found herein (Section 5). Each AOI will communicate the Government's decision on the use of oral presentations.

5.2.1 Oral Presentation Medium

The Government may hold oral presentations virtually via a Microsoft Teams meeting. However, at the discretion of the Government, oral presentations may take place via another video teleconferencing (VTC) medium or voice-only telephone. Proposers shall not purchase any VTC software in response to this solicitation and will not be reimbursed for any costs associated. By participating in the oral presentations, the Proposer acknowledges that it is in compliance with all BAA and AOI rules and parameters, in accordance with applicable laws and statutes.

5.2.2 Proposer Participants in Oral Presentations

No more than six (6) total proposer's participants shall attend the oral presentation. At least one (1) individual who will serve as Project Manager shall attend the presentation. The

Government desires that the remaining participants be personnel the proposer deems as Key Personnel and/or the responsible corporate official. Participants must be an employee of the proposer or subcontractor(s).

5.2.3 Recording of Oral Presentations and Scientific Engagement Discussions

Recording of oral presentations by proposers is strictly prohibited, notwithstanding local laws and regulations with regards to virtual meetings or voice-only telephone oral presentations. The Government reserves the right to record oral presentations and scientific engagement discussions. If recorded, the recording will be source selection sensitive and will be handled accordingly.

5.2.4 Exchanges During Oral Presentations

The Government intends to engage in interactive dialogue during the oral presentations. These exchanges are viewed as a component of the oral presentation itself and do not constitute discussions. The Government reserves the right to take notes and ask clarifying questions.

5.3 White Paper Format and Submission Process

CWMD will not reimburse proposers for any white paper preparation costs.

5.3.1 White Paper Submission Instructions

White papers will only be requested for AOIs issued pursuant to the Two-Phased Process (see Section 1.6). Potential proposers are strongly encouraged to take advantage of the white paper process but are not required to submit a white paper in advance of a proposal. White papers shall be submitted on or before the deadline listed in the AOI (not later than 30 calendar days from AOI posting), in electronic format and emailed to the inbox – CWMDBAA@hq.dhs.gov. White paper submissions consist of one (1) attachment (see Section 5.3.2 for white paper format and content) in the email submission. Specific guidance is provided below regarding the email and white paper file name format.

In the email subject line, please use "CWMD BAA White Paper Submission for <organization>, Solicitation Number 70RWMD24R00000003 Area of Interest ##"

Each white paper file name will include the following: "CWMDBAA-PP-0#-XXXX," where "0#" = number of white paper submission, and "XXXX" = four letter character shortcut for organization name

Example: Company A, Inc.'s submission for one white paper comprised of

one (1) file in the attached email: **Subject:** CWMD BAA White Paper

Submission for Company A, Inc.

The email submission should at least include the following information:

- **Organization:** Company A, Inc.

- **Submitted by:** <first last name>, <title>, <email of submitter>
- **Area of Interest Number:** ##
- **Attached file for submission:**
    1. white paper: *CWMDBAA-PP-01-COMA.pdf*
- **Request for receipt confirmation?** (YES or NO)

Hard copy, facsimile, or hand delivered white papers will not be permitted or accepted.

White papers should be submitted well in advance of the deadline for submission, to ensure completion of the electronic submission process by the date and time of the deadline, as stated in the AOI. **Any white paper submissions received by the Government after the deadline for submission will not be accepted.** It is highly encouraged that proposers do not wait until the last minute to submit their white paper(s). Receipt of white papers will be handled in accordance with FAR 15.208 and FAR 52.215-1.

5.3.2 Format and Content of White Paper

White papers should capture the essence of a complete proposal and are designed to permit potential proposers an opportunity to obtain feedback from CWMD on their proposed project without having to go to the expense and effort of writing a proposal. Such exchanges are to improve the understanding of Government requirements and industry capabilities, thereby allowing the potential proposers to judge whether or how they can satisfy the Government's requirements and to enhance the Government's ability to obtain quality supplies and services, at reasonable prices, and increase efficiency in proposal preparation, proposal evaluation, and contract award.

5.3.2.1 Format and Content of White Paper (Written Submission Only)

The white paper shall consist of a *maximum of four (4) pages*, including all pictures, figures, tables, and charts in legible size. The Quad Chart described below is included in the four-page limit. The cover sheet will not be included in the four-page limit. The AOI may denote a different maximum page limit. In these cases, the AOI will take precedence.

A white paper is a single electronic file in PDF format, viewable by Microsoft Windows 10 compatible machines. The individual white paper file size must be no more than 20 MB. White papers shall not exceed three pages (standard size: 8.5" by 11") using 1" margins and 12-point fonts or larger for text and 9-point fonts or larger for pictures, figures, tables and charts. The white paper should contain the following information in the following order:

- Cover Sheet (see Attachment B for format, not included in four-page limit);
- Quad Chart (see Attachment D for format, included in four-page limit);
- Three-page summary capturing information not included in the Quad Chart or Cover Sheet abstract to include:
    - Technical Approach and Implementation: Describe the main research goals, and main tasks and methodologies to be employed to achieve these goals. Point out the critical research path to the proposed investigation, to include what will specifically be accomplished during the initial phase(s) of the effort to achieve research objectives.
    - Team Capability and Experience: List and describe the extent of your team's past experience and current capabilities to successfully execute the proposed

research project.

- Management Approach: Provide a summary description of the management structure and approach for the effort.

5.3.2.2 Format and Content of White Paper (Written and Oral Presentation Submission)

The Government may choose to require portions of the white paper be provided as an in-person or virtual oral presentation in lieu of written submission. If the Government chooses to use oral presentations for the white paper process, only the Strategic Impact Criteria will be evaluated during oral presentations with a meeting duration that will be determined within the AOI. The oral presentation will be a meeting organized by the Government with the potential proposer in accordance with Section 5.2 of this BAA. The Government may ask the potential proposer to discuss the following but is not limited to:

- Provide additional thoughts on technology transition activities
- Provide clarification(s) on technical, performance or cost risks in achieving CWMD mission objectives
- Discuss the expected performance of the technology or system with respect to the BAA AOI

Note: The Government may change the questions at the AOI level. The Government does not have to ask all questions and intends to enter into a dialogue with the potential proposer.

The white paper in conjunction with oral presentations shall consist of a *maximum of two (2) pages*, including all pictures, figures, tables, and charts in legible size. The Quad Chart described below is included in the two-page limit. The cover sheet will not be included in the two-page limit. The AOI may denote a different maximum page limit. In these cases, the AOI will take precedence.

The Technical Approach and Implementation criteria will then be evaluated via written submission. The written white paper will be a single electronic file in PDF format, viewable by Microsoft Windows 10 compatible machines. The individual white paper file size must be no more than 20 MB. White papers shall not exceed two pages (standard size: 8.5" by 11") using 1" margins and 12-point fonts or larger for text and 9-point fonts or larger for pictures, figures, tables and charts. The white paper should contain the following information in the following order:

- Cover Sheet (see Attachment B for format, not included in two-page limit);
- Quad Chart (see Attachment D for format, included in two-page limit);
- One page summary capturing information not included in the Quad Chart or Cover Sheet abstract to include:
  - Technical Approach and Implementation: Describe the main research goals, and main tasks and methodologies to be employed to achieve these goals. Point out the critical research path to the proposed investigation, to include what will specifically be accomplished during the initial phase(s) of the effort to achieve research objectives.
  - Team Capability and Experience: List and describe the extent of your team's past experience and current capabilities to successfully execute the proposed research project.

- Management Approach: Provide a summary description of the management structure and approach for the effort.
- Cost: Provide a Rough Order of Magnitude (ROM) cost to accomplish the technical approach

5.3.3 White Paper Review Process

White papers will go through an informal review process instead of a formal evaluation as described in Section 5. During this review process, white papers will be reviewed by subject matter experts that are Federal employees. The reviewers can also seek the assistance of A&AS contractors, who have signed appropriate non-disclosure agreements. For additional information about the use of non-federal advisors in the evaluation process, see Section 5.7, Evaluation Panel.

If the white paper is found to be responsive to the AOI, CWMD may schedule a brief (no more than 20 minutes) scientific engagement discussion with the potential proposer. If oral presentations apply to the AOI, the scientific engagement discussion will be held immediately after the oral presentation. The primary purpose of the scientific engagement discussion is for the Government to learn more about the proposed research concept, the proposer, and their capabilities. The Government will not be obligated by these scientific engagement discussions, and nothing discussed will authorize the proposer to work, start work, or bill for work. During these scientific discussion engagement sessions, CWMD:

- Will ask clarifying questions about the information provided in the written white paper and oral presentation, if applicable. This includes questions to get an understanding of the advantages and issues associated with a particular technical approach or business practice.
- Will not attempt to replace the potential proposer's original ideas with their own.
- Will not share ideas of technical solutions that were provided by another potential source.
- Will not provide information concerning the objectives/requirements of the AOI to one potential proposer without providing the information to all potential proposers.

White papers will be reviewed against two (2) criteria, in descending order of importance: Strategic Impact and Technical Approach and Implementation, which are described in Section 4, above.

After this review, CWMD will promptly notify potential proposers, that either their white paper was deemed "Interested" and are encouraged to submit a proposal; or deemed "Not Interested" and are not encouraged to submit a proposal. It is anticipated that white paper notifications will be provided no later than 10 days after the white paper deadline. If a white paper was deemed "Not Interested", feedback will be provided. If a white paper submission is deemed "Interested", comments and questions regarding the white paper will be provided, which may include comments regarding the potential proposer's apparent capability and experience and management approach. Although the Government doesn't expect to receive proposals from potential proposers whose white papers were deemed "Not Interested", they are not prohibited from submitting a proposal.

5.4 Proposal Format and Submission Process

CWMD will not reimburse proposers for any proposal preparation costs.

5.4.1 Proposal Submission Instructions

The evaluation of proposals submitted in response to each AOI shall follow either the Single Phased Evaluation Process, or the Two Phased Evaluation Process (see Section 1.6). The terms of each AOI will dictate the evaluation process the Government will use for proposal evaluation. The AOI will state if oral presentations will be utilized during the proposal evaluation process. Proposers shall submit written proposals no later than the deadline set forth in the notification letters encouraging proposal submission (if the proposer utilized the Two-Phased Evaluation Process), or the deadline set forth in the specific AOI (if the Single Phased Evaluation Process is being followed). Proposers shall submit proposals in electronic format and email their proposals to the inbox – CWMDBAA@hq.dhs.gov. If a Two Phased Evaluation Process is being used, a proposer may choose to alter its ideas, concepts, technical approaches, etc. or expand on its original ideas reflected in the proposer's white paper (if submitted) at any time after the submission of the proposer's white paper and prior to the proposer's submission of its proposal. Exchanges between the Government and a proposer regarding the proposer's white paper are not binding.

Proposals shall remain valid from the date of submission for at least six (6) months. Proposals consist of three separate documents described in detail below:

- Volume I: Technical and Management proposal (Not to exceed 14 pages. The cover sheet (Attachment C) will not be included in the 14-page limit);
- Volume II: Supplemental Data (Not to exceed 30 pages); and
- Volume III: Cost proposal (no page limit).

Volume I is the primary document to be evaluated by the technical reviewers, with Volumes II and III providing supporting information. Note that Volume I should be a stand-alone document, describing, consistent with section 5.4.2 below, the material aspects of the proposed effort. The supplemental material in Volumes II and III are intended to support Volume I's statements and ensure compliance with non-technical aspects of the solicitation. All volumes will be evaluated by the Contracting Officer to ensure compliance with the requirements of the BAA. For instance, Volume III will serve as the formal cost submission for future contracting discussions should the proposal be recommended for award from a technical aspect. Specific guidance is provided below regarding the email and proposal file name format.

In the email subject line, please use "CWMD BAA Proposal Submission for <organization>, Solicitation Number 70RWMD24R00000003 Area of Interest No. ##"

Each proposal file name will include the following: "CWMDBAA-VOL#-FP-0#-XXXX," where "VOL#" = volume number, "0#" = number of proposal submission, and "XXXX" = four letter character shortcut for organization name.

Example: Company A, Inc.'s submission for one proposal comprised of the three separate files in the attached email:

Subject: CWMD BAA proposal Submission for Company A

- Volume I file name: *CWMDBAA-VOL1-FP-01-COMA* (.pdf file)
- Volume II file name: *CWMDBAA-VOL2-FP-01-COMA* (.pdf file)
- Volume III file name: *CWMDBAA-VOL3-FP-01-COMA* (.xls or .xlsx file)

The email for the proposal submission should at least include the following information:

- **Organization:** Company A, Inc.
- **Submitted by:** <first last name>, <project title>, <email of submitter>
- **Area of Interest No.:** ##
- **Attached Files for Submissions:**
    1. Volume 1 – CWMDBAA-VOL1-FP-01-COMA.pdf
    2. Volume 2 – CWMDBAA-VOL2-FP-01-COMA.pdf
    3. Volume 3 – CWMDBAA-VOL3-FP-01-COMA.xls (or .xlsx)
- **Request for receipt confirmation?** (YES or NO)

Hard copy, facsimile, or hand delivered proposals are not permitted or accepted.

Proposers are highly encouraged to submit their proposals well in advance of the proposal submission deadline, in order to ensure completion of the electronic submission process no later than the date and time of the deadline, as set forth in the particular AOI. **Any proposal submissions received by the Government after the submission deadline will not be accepted unless receipt of the proposal would not unduly delay the acquisition and it was the only proposal received. Submission deadlines, if applicable, will be detailed in the AOI.**

5.4.2 Format and Content of Proposals

Each of the three (3) Volumes will be submitted as a separate electronic file, which may need to be delivered to the Government in separate emails but may be transmitted in a single email if size limitations permit. Volumes I and II will only be accepted in PDF format. Volume III will only be accepted in Microsoft Excel format (only .xls and .xlsx files are acceptable). The **maximum file size for each volume is 20 MB**. Memory sizes of graphic images should be minimized before insertion into any of the files and should support clear display and document printing. **Non-conforming proposals may be rejected without review**.

Proposals may include oral presentations for one or more criteria, as detailed in the AOI.

Proposal content may vary between AOIs and will be detailed in individual AOIs.

5.4.2.1 Volume I, Technical and Management Proposal

Volume I shall provide the primary technical and management description of the proposal. **Volume I is the primary document/ information to be evaluated by the technical reviewers**, with Volumes II and III used as supplementary material.

5.4.2.1.1 Volume I, Technical and Management Proposal (WRITTEN PROPOSAL ONLY)

Volume I shall not exceed fourteen (14) pages of standard size (8.5" by 11") using 1" margins in 12 pt fonts or larger for text and 9- point fonts or larger for pictures, figures, tables and charts for all AOIs. Volume I shall include the sections described below. The section headings below are mandatory, the page limits for each section are suggestions, and only the **overall limit of 14 pages** will be considered during compliance checks. **Proposals for which Volume I exceeds the 14 page limit will have any pages above the 14 page limit removed and those pages will not be reviewed or evaluated.**

The AOI may denote a different maximum page limit. In these cases, the AOI will take precedence.

Quad Chart (1 page)

The general Quad Chart can be found in Attachment B. The proposal Quad Chart content does not have to be the same as the white paper Quad Chart but should be in a similar format.

Strategic Impact (1 Page)

Describe how the intended research will provide strategic impact to the CWMD mission to counter attempts by terrorists or other threat actors to carry out an attack against the United States or its interests using a weapon of mass destruction.

- What CWMD need(s) is/are being addressed and discuss the impact on that need(s) if the project were successful?
- What is the expected performance of the technology or system with respect to the research AOI objectives and/or current-state-of-art? What are the quantitative performance improvements expected?
- How will this performance dramatically reduce the technical, performance or cost risks in achieving CWMD mission objectives?
- What are the envisioned transition activities for the resulting technology, to include identification of CWMD end user?

Technical Approach and Implementation (12 Pages)

Technical Approach (3 pages)

This narrative section should describe in detail what is intended to be accomplished and the premise or theory justifying the approach taken. It should describe the fundamental principle, premise or theory that the work will explore, the scientific approach being pursued to explore this premise, and how the results or data from the effort will be analyzed and/or evaluated. This section should also provide some detail as to why this particular approach was taken, and an estimate of the risk in achieving research goals. In developing the technical approach, the following should be considered:

- Is there a clear understanding of the research objectives and driving goals?
- Are the research objectives/goals clearly supported by appropriate performance modeling, analysis or existing literature, and are quantitative performance metrics defined, as appropriate?
- What technological choices were made and why, including trade studies which were made and alternate technologies/approaches which were considered?
- What is the likelihood the research goals are achievable as proposed in pursuit of the stated research objectives?

Technical Implementation (4 Pages)

This Section should provide a detailed outline of the plans and rationale for technical implementation including a summary of proposed tasks (work breakdown structure) for each phase of the effort. The discussion of Phase I tasks is expected to be more comprehensive than those of the follow-on phases. The narrative should answer the following questions:

- What key research or development tasks are needed to execute the effort?
- Is the technical plan clear, detailed and complete so as to fully explain how research objectives will be met?
- Have likely risks in the proposed technical approach been identified and is there a risk mitigation strategy?
- What is the critical path and milestones for the effort? Have methods been proposed for assessing technical progress?

Capability and Experience (1 Page)

This section should provide an overview of the team composition and experience, and must include short biographies of all key personnel. This section should address the following:

- Team's understanding of past scientific and technical accomplishments and the current state-of-the art knowledge or technology;
- Prior experience and performance of the team (to include history of subcontractor performance, if applicable) in related efforts demonstrating an ability to perform innovative research and deliver results/products within proposed budgets/schedules.
- Completeness of the proposed team. That is, are key personnel and partners identified who have the required range of competencies to execute this effort?
- Ongoing related efforts of each team member, with source and level of funding. Explain, as appropriate, how ongoing or relatively recent efforts relate to the proposed work.

Management Approach (2 Pages)

This section should provide an overview of the proposed management approach, tools, and management processes to be used to execute the project. This section must provide:

- Delineation of schedule, phasing and milestones via integrated master plan and schedule (including all hardware deliverables and reviews). The schedule shall be presented in a Gantt chart;
- Delineation of roles, responsibilities and coordination among all team members and organizations, to include description of subcontractors (if applicable) will be managed;
- Approach for project management including management experience of the team and use of appropriate management tools, as applicable;
- If necessary, a brief summary of required information, facilities, equipment, materials and data which must be provided by the Government to support the proposed work; and
- If necessary, a security plan that describes the rationale for what aspects of the work need to be protected, at what level, and proposed strategy for doing so.

Cost/Price (2 Pages)

This section should provide an overview of the total cost of the proposed work. This section must provide:

- The type of award vehicle proposed;

- A narrative description of the cost and cost-estimation approach;
- Cost allocation among team members summed over all phases;
- An itemized description of any individual material and supplies or capital equipment item that exceeds $10K;
- A listing costs per task for Phase I, itemized as shown in the table below;

Task	Labor ($k)	Materials and Supplies ($k)	Capital Equipment ($k)	Travel ($k)	Subcontracts ($k)	Total ($K)
1						
…						
N						
Total						

- A listing of costs per phase, over the entire project, itemized as shown in the table below;

Phase	Labor ($k)	Materials and Supplies ($k)	Capital Equipment ($k)	Travel ($k)	Subcontracts ($k)	Total ($k)
I						
…						
V						
Total						

Note 1 – For each Subcontractor and Consultant cost, the prime proposer must submit a detailed breakdown by labor, materials, equipment, travel, and other costs.
Note 2- If travel is applicable, fee shall not be applied to travel as it is an unallowable cost.

5.4.2.1.2 Volume I, Technical and Management Proposal (WRITTEN AND ORAL PRESENTATION PROPOSAL ONLY)

The Government may elect to use oral presentations for the Strategic Impact Criteria**, as specified within the AOI**. The duration of each criterion during oral presentations will be determined within the AOI. After receipt of the written proposal, the Government will coordinate a meeting to conduct oral presentations in accordance with Section 4.2 of the BAA. Questions will be determined at the AOI level if oral presentations are to take place.

Note: The Government may change the questions at the AOI level. The Government does not have to ask all questions and intends to enter into a dialogue with the proposer.

The Technical Approach criteria will be submitted as a written proposal. If oral presentations are to take place, Volume I shall not exceed ten pages of standard size (8.5” by 11”) using 1” margins in 12 pt fonts or larger for text and 9- point fonts or larger for pictures, figures, tables and charts for all AOIs. Volume I shall include the sections described below. The section headings below are mandatory, the page limits for each section are suggestions, and only the **overall limit of 10 pages** will be considered during compliance checks. **Proposals for which Volume I exceed the 10 page limit will have any pages above the 10 page limit removed and those pages will not be reviewed or evaluated.**

The AOI may denote a different maximum page limit. In these cases, the AOI will take precedence.

Quad Chart (1 page)

The general Quad Chart can be found in Attachment B. The proposal Quad Chart content does not have to be the same as the white paper Quad Chart but should be in a similar format.

Technical Approach and Implementation (9 Pages)

Technical Approach (6 pages)

This narrative section should describe in detail what is intended to be accomplished and the premise or theory justifying the approach taken. It should describe the fundamental principle, premise or theory that the work will explore, the scientific approach being pursued to explore this premise, and how the results or data from the effort will be analyzed and/or evaluated. This section should also provide some detail as to why this particular approach was taken, and an estimate of the risk in achieving research goals. In developing the technical approach, the following should be considered:

- Is there a clear understanding of the research objectives and driving goals?
- Are the research objectives/goals clearly supported by appropriate performance modeling, analysis or existing literature, and are quantitative performance metrics defined, as appropriate?
- What technological choices were made and why, including trade studies which were made and alternate technologies/approaches which were considered?
- What is the likelihood the research goals are achievable as proposed in pursuit of the stated research objectives?

Technical Implementation (2 Pages)

This Section should provide a detailed outline of the plans and rationale for technical implementation including a summary of proposed tasks (work breakdown structure) for each phase of the effort. The discussion of Phase I tasks is expected to be more comprehensive than those of the follow-on phases. The narrative should answer the following questions:

- What key research or development tasks are needed to execute the effort?
- Is the technical plan clear, detailed and complete so as to fully explain how research objectives will be met?
- Have likely risks in the proposed technical approach been identified and is there a risk mitigation strategy?
- What is the critical path and milestones for the effort? Have methods been proposed for assessing technical progress?

Cost/Price (1 Pages)

This section should provide an overview of the total cost of the proposed work. This section must provide:

- The type of award vehicle proposed;

- A narrative description of the cost and cost-estimation approach;
- Cost allocation among team members summed over all phases;
- An itemized description of any individual material and supplies or capital equipment item that exceeds $10K;
- A listing costs per task for Phase I, itemized as shown in the table below;

Task	Labor ($k)	Materials and Supplies ($k)	Capital Equipment ($k)	Travel ($k)	Subcontracts ($k)	Total ($K)
1						
…						
N						
Total						

- A listing of costs per phase, over the entire project, itemized as shown in the table below;

Phase	Labor ($k)	Materials and Supplies ($k)	Capital Equipment ($k)	Travel ($k)	Subcontracts ($k)	Total ($k)
I						
…						
V						
Total						

Note 1 – For each Subcontractor and Consultant cost, the prime proposer must submit a detailed breakdown by labor, materials, equipment, travel, and other costs.
Note 2- If travel is applicable, fee shall not be applied to travel as it is an unallowable cost.

5.4.2.2 Volume II, Supplemental Data Proposal

Volume II, the Supplemental Data proposal, will be used to ensure the proposal guidelines have been met. Volume II may not exceed thirty (30) pages of standard size (8.5" by 11") using 1" margins in 12 pt fonts or larger. The first two sections are mandatory (Résumés and Statement of Work); the other sections (Technical Approach, Management Approach, Small Business Considerations, Employee Eligibility Verification, and Assertion of Data Rights) are optional.

Resumés

Provide a résumé for all key personnel listed in Volume I. A list of relevant publications (if any) must also be included. Each résumé shall be no more than two (2) pages.

Biographies of All Team Members

Provide a small biography for all proposed team members. Biographies should include relevant experience to the effort and shall not exceed 8 sentences.

Statement of Work

Provide a detailed statement of work (SOW), by task, for all phases of the proposed work using the template provided. Tasks and sub-tasks up to three levels are recommended for efforts of high complexity. Quantitative performance or time milestones must be defined.

Describe all deliverables proposed under this effort, including data, software, and reports, material, or systems consistent with objectives of the work involved. The SOW shall demonstrate a clear and complete technical approach with task descriptions and the associated technical elements in a logical sequence with all proposed deliverables.

Technical Approach

Provide additional or supplemental technical information and data not included in Volume I.

Experience & Management Approach

Provide additional or supplemental information describing how the overall effort will be managed.

Subcontractor Letters of Commitment

Provide fully executed agreement(s) documenting the essential details of the agreement. At a minimum this documentation will include, the names of the parties, scope of work to be performed, number of hours, hourly price/cost, total price/estimated cost, effective date, duration of the agreement, and terms and conditions between the prime contractor and subcontractor(s) and/or consultant(s).

Small Business Considerations

Proposals that exceed $750,000, except for those submitted by small business concerns, must include a Small Business Subcontracting Plan, in accordance with FAR Subpart 19.7 and FAR 52.219-9. The Small Business Subcontracting Plan is included in the 30-page limit. Although the Small Business Subcontracting Plan is required to be included in the proposal, the Small Business Subcontracting Plan is not an evaluated factor. Although the Small Business Subcontracting Plan is not an evaluated factor, the Government reserves the right to not evaluate proposals that are not in compliance with the requirement. Proposals that do not include a required Plan will receive no further consideration.

Regardless of the proposed dollar value, all proposers shall indicate their business size status and list all subcontractors and their business size statuses. All proposers are encouraged to offer subcontracting opportunities to small businesses to the maximum extent practicable.

Employment Eligibility Verification

Include a statement specifying compliance with FAR Clause 52.222-54.

Assertion of Data Rights

Include a summary of any assertions to any technical data or computer software (as each term is defined in FAR 52.227-14(a)) that will be developed or delivered under any resultant award. This includes any assertions to pre-existing results, prototypes, or systems supporting and/or necessary for the use of the research, results, and/or prototype. Any rights asserted in other parts of the proposal that would impact the rights in this Section must be cross-referenced. If less than unlimited rights (as defined in FAR 52.227-14(a)) in any data delivered under the resultant award are asserted, the performer must explain how these rights in the technical data or computer software will affect its ability to deliver research data, subsystems, and toolkits for integration as set forth below. Additionally, the performer must explain how the program goals are achievable in light of these proprietary and/or restrictive limitations in the technical data or computer software. If there are no claims of proprietary

rights in pre-existing data, this section shall consist of a statement to that effect.

Proposals submitted in response to any AOI issued against this BAA shall identify all technical data or computer software that the performers assert will be furnished to the Government with restrictions on access, use, modification, reproduction, release, performance, display, or disclosure. performer's pre-award identification of such claims shall be submitted using the following Assertions Table as an attachment to its offer and shall contain the following information:

Assertions Table

For each deliverable listed in the below table, please identify any assertion of restriction on the Government's Use, release or disclosure of technical data or computer software.

Deliverable	Technical Data or Computer Software to be Furnished With Restrictions*	Basis for Assertion**	Asserted Rights Category***	Name of Person Asserting Restrictions****

*For technical data (other than computer software documentation) pertaining to items, components, or processes developed at private expense, identify both the deliverable technical data and each such item, component, or process. For computer software or computer software documentation identify the software or documentation.

**Generally, development at private expense, either exclusively or partially, is the only basis for asserting restrictions. For technical data, other than computer software documentation, development refers to development of the item, component, or process to which the data pertain. The Government's rights in computer software documentation generally may not be restricted. For computer software, development refers to the software. Indicate whether development was accomplished exclusively or partially at private expense. If development was not accomplished at private expense, or for computer software documentation, enter the specific basis for asserting restrictions.

***Enter asserted rights category (e.g., government purpose license rights from a prior contract, limited, restricted, or government purpose rights under this or a prior contract, or specially negotiated licenses).

****Corporation, individual, or other person, as appropriate, or enter "none" when all data or software will be submitted without restrictions.
Completed by:

_____ _____

Signature Date
Printed Name and Title

(1) *Statement of Assertion.* Include the following statement: "The performer asserts for itself, or the persons identified below, that the Government's rights to access, use, modify, reproduce, release, perform, display, or disclose only the following technical data or computer software should be restricted."

(2) *Identification of the technical data or computer software to be furnished with restrictions*. For technical data (other than computer software documentation) pertaining to items, components, or processes developed at private expense, identify both the deliverable technical data and each such item, component, or process as specifically as possible (e.g., by referencing specific sections of the proposal or specific technology or components). For computer software or computer software documentation, identify the software or documentation by specific name or module or item number.

(3) *Detailed description of the asserted restrictions.* For each of the technical data or computer software identified above in paragraph (2), identify the following information:

(i) Asserted rights. Identify the asserted rights for the technical data or computer software (Please see FAR 52.227-14 and FAR 52.227-15).

(ii) Copies of negotiated, commercial, and other non-standard licenses. The performer shall attach to its offer for each listed item copies of all proposed negotiated license(s), performer's standard commercial license(s), and any other asserted restrictions other than Government purpose rights; limited rights; restricted rights; rights under prior government contracts, including Small Business Innovation Research (SBIR) data rights for which the protection period has not expired; or government's minimum rights.

(iii) Specific basis for assertion. Identify the specific basis for the assertion. For example:

- Development at private expense, either exclusively or partially. For technical data, development refers to development of the item, component, or process to which the data pertains. For computer software, development refers to the development of the software. Indicate whether development was accomplished exclusively or partially at private expense.
- Rights under a prior government contract, including SBIR data rights for which the protection period has not expired.
- Standard commercial license customarily provided to the public.
- Negotiated license rights.

(iv) Entity asserting restrictions. Identify the corporation, partnership, individual, or other person, as appropriate, asserting the restrictions.

(4) *Previously delivered technical data or computer software*. The performer shall identify the technical data or computer software that are identical or substantially similar to technical data or computer software that the performer has produced for, delivered to, or is obligated to deliver to the Government under any contract or subcontract. The performer need not identify commercial technical data or computer software delivered subject to a standard commercial license.

(5) *Estimated Cost of Development.* The estimated cost of development for that technical

data or computer software to be delivered with less than Unlimited Rights.

(6) *Supplemental information.* When requested by the Contracting Officer, the performer shall provide sufficient information to enable the Contracting Officer to evaluate the performer's assertions. Sufficient information must include, but is not limited to, the following:

- The contract number under which the data or software were produced;
- The contract number under which, and the name and address of the organization to whom, the data or software were most recently delivered or will be delivered; and
- Identification of the expiration date for any limitations on the Government's rights to access, use, modify, reproduce, release, perform, display, or disclose the data or software, when applicable.

The Bayh-Dole Act shall apply for any patentable materials, technologies, or knowledge developed on a contract resulting from this AOI. The Government reserves nonexclusive, perpetual, royalty-free licensure of any materials developed under a contract resulting from this AOI.

(7) *Ineligibility for award.* A performer's failure to submit or complete the identifications and assertions required by this provision with its offer may render the offer ineligible for award.

Please note: This section entitled "Assertion of Data Rights" must be severable, i.e., it must start on a new page. It is anticipated that the proposed Assertion of Data Rights will be incorporated as an attachment to the resultant award instrument. Proposals must include a severable self-standing Assertion of Data Rights section without any proprietary restrictions, which can be used to make the contract or agreement award.

5.4.2.3 Volume III, Cost Proposal

The Cost proposal shall consist of a cover page and a detailed cost by task/sub-task using the same task numbers in the Statement of Work. Options must be separately priced. The purpose of this volume is to provide detailed backup information for the summary costs provided in Volume 1. There should be a clear correlation between the information in these two volumes, including, but not limited to, total amounts proposed. Volume 3 has no page limitations.

The cost of preparing proposals in response to this BAA is not considered an allowable direct charge to any resulting contract or any other award.

When a government accounting review of the prospective contractor's accounting system has not been completed within the past four years, or there's no other information is available, a pre-award survey of the prospective contractor's accounting system may be needed. The DCAA website at: https://www.dcaa.mil/Guidance/Audit-Process-Overview/ has been prepared by DCAA to assist contractors in understanding applicable requirements and to help with the contract audit process.

Cover Page

The words "Cost proposal" should appear on the cover page in addition to the following

information:

1) BAA number;
2) Area of Interest number;
3) Research & Development Focus Area (See Section 2.1);
4) proposal ID for Volume I;
5) Title of proposal;
6) Type of classifications;
7) Identity of prime performer and complete list of subcontractors, if applicable;
8) Technical point of contact (name, address, phone/fax, electronic mail address);
9) Administrative/business point of contact (name, address, phone/fax, electronic mail address);
10) Duration of effort (separately identify the basic effort and any options);
11) Unique Entity Identifier (UEI) Number;
12) TIN/EIC;
13) Banking Information:
    a) Bank Name
    b) Bank Routing Number (ABA)
    c) Swift (BIC - Bank Identifier Code; Applicable for Foreign Vendor Payments to non-US Banks)
    d) Bank Account Number
    e) IBAN (Applicable for Foreign Vendor Payments to Non-US Banks)
    f) Account Type (Checking/Savings)
14) In accordance with FAR 4.1201, prospective performers for contracts involving prototypes (Section 845), shall state the representations and certifications in the System for Award Management Application (SAM) at www.SAM.gov have been completed and shall provide the certification validity period; and
15) The signature and title of an authorized representative of the entity submitting the proposal. If multiple organizations are participating, one signature from the principal/leading organization is acceptable.

Cost proposal

Detailed Bases of Estimates (BOEs) are required for all tasks/sub-tasks in the SOW. The proposer should provide a total estimated price for major demonstrations and other activities associated with the program, including cost sharing, if any. The proposer should state whether any Independent Research and Development (IR&D) program is or will be dedicated to this effort, or if IR&D is being pursued to benefit related programs as well. Any cost sharing estimates should include the type of cost share, i.e., cash or in-kind. If in-kind is proposed, the proposer should provide a discussion of how the cost share was valued. For the Government to determine the reasonableness, realism, and completeness of the cost proposal, the proposer shall submit Microsoft Excel spreadsheet(s) with a detailed cost breakdown of all proposed costs by cost categories, including quotes, receipts, historical pricing, payroll records, catalogue pricing, etc. to include the following sets of data:

- **Labor:** Labor cost is defined as the number of direct labor hours multiplied by their respective hourly rates (unburdened). Labor cost shall be segmented by task for the initial phase. Provide a breakdown of labor hours and rates for each task/sub-task by category of personnel.

- **Direct Materials:** Total direct material that will be acquired and/or consumed during the project. Summary information shall be supplied for all material items. Provide detailed information only for all material items (e.g., how the estimated expense was derived) to include copies of price lists or quotes or price estimates for proposed materials. Material costs shall be assigned to specific work tasks.
- **Subcontracts:** Describe the work in detail to be subcontracted, the source, the estimated cost, and the basis for this estimate. Subcontract labor and material shall be accounted for per the two paragraphs above. A summary chart showing each major subcontractor labor and material effort by work phase is required. For each subcontractor, provide the basis for selection, a narrative explaining why the price is reasonable and any adjustments the prime may have made to the subcontractor's price.
- **Travel:** Total proposed travel expenditures relating to the period of performance. Limit this information to the number of trips, location, duration, number of travelers, and purpose of each trip. Travel costs must be itemized for each segment listed above, and then totaled. Travel costs should have a basis of estimation. NOTE: Fee or profit on Travel will not be reimbursed. Therefore, do not include fee or profit in proposed Travel costs. Prospective awards will have a cost reimbursable CLIN for authorized allowable Travel, that is separate from the labor CLIN.
- **Indirect Costs:** Include current negotiated indirect rate agreements, letters, and the names of cognizant audit agencies. If no such agreements exist, provide a detailed listing and explanation of indirect costs and/or rates. DCAA or other audit organization's audited statements are required to support indirect cost rates. The proposal must list the name, telephone number and email address of the proposer's DCAA contact person/office.
- **Other Direct Costs:** Any direct costs not included above. List the item, the estimated costs, and the basis for the estimate with supporting documentation.
- **Fee/Profit:** Any proposed fee/profit and appropriate justification.

The Price/Cost proposal should be consistent with your proposed SOW. Activities such as demonstrations required to reduce the various technical risks should be identified in the SOW and reflected in the Price/Cost proposal. The proposer should provide a total estimated price for the major Research, Development, Test, and Evaluation (RDT&E) activities associated with the program.

Note that while cost/price realism and reasonableness is a criterion for award, it will not be analyzed or evaluated unless a proposal is recommended for an award from a technical standpoint. No cost/price feedback will be provided for those proposals not recommended for award.

The objective of conducting cost realism is to establish that the proposed costs are reasonable and realistic for the technical and management approach offered, as well as to determine the proposer's practical understanding of the effort. The proposed costs should be based on realistic assumptions, reflect a sufficient understanding of the technical thresholds and objectives of the AOI, and be consistent with the proposer's technical approach (to include the proposed Statement of Work). The cost proposal should substantiate the proposed costs with the type and number of labor hours proposed per task, as well as the types and kinds of materials, equipment and fabrication costs proposed. This will be principally measured

through an independent Government cost estimate consisting of cost per labor-hour and number of labor-hours proposed, by major capital expenditures and consumables in the early phase and evaluating the likelihood of completing the effort on time and at the proposed costs. Cost realism analyses shall be performed to determine the probable cost of performance for each proposer that is recommended for award.

The Government recognizes that undue emphasis on cost may motivate proposers to offer low-risk ideas with minimum uncertainty and to staff the effort with junior personnel in order to be in a more competitive posture. CWMD **discourages** such cost strategies.

The following items will be considered and evaluated:

- Proposer's practical understanding of the effort. Realism of the scope of effort and the likely labor-hours and major capital expenditures required to execute;
- Realism and reasonableness of proposed costs as they relate to the technical and management effort for each phase; and
- Realism of the schedule for the completing the proposed effort on time at the proposed cost.

Note: ***DHS CWMD reserves the right to select for award and fund all, some, or none of the proposals received in response to the AOIs issued against this BAA.***

Note: Proposals shall be submitted in U.S. dollars. The Prime and Sub-contractors using exchange rates must include the exchange rate used and shall provide the origin/source of the exchange rate in the proposal submission.

5.5 Further Assistance Needed for this BAA

The applicable electronic address for all correspondence for this BAA is: CWMDBAA@hq.dhs.gov

5.6 AOI Contractual and Technical Questions.

All contractual and technical questions regarding this BAA including the published requirements and instructions must be directed to the AOI Contracting Officer, Contract Specialist, and to CWMDBAA@hq.dhs.gov. The program and technical staff will not acknowledge, forward, or respond to any inquiries received in any other manner concerning this BAA. Contractual questions and answers will be posted periodically under the Frequently Asked Questions (FAQs) section on the www.SAM.gov.

5.7 Evaluation Panel

A review panel drawn from Government and non-Government experts, including A&AS, who have signed appropriate non-disclosure agreements, will support CWMD in performing reviews of the white papers and technical evaluations of proposals; however, they will not be involved in decision-making. National Laboratory personnel on detail to CWMD will be considered Government personnel for purposes of the technical evaluation of proposals and

will participate in the evaluation subject to conflict of interest considerations.

5.8 Notification to Proposers of Contractors Support Services for Proposal Evaluation Process

Proposers are advised that employees of contractor support services firm(s) may serve as advisory non-voting members in the source selection process. These individuals will be authorized access to only those portions of proposal data and discussions that are necessary to enable them to perform their respective duties. The firm(s) is/are expressly prohibited from competing on the subject acquisition and from scoring or rating of proposals or recommending the selection of a source. In accomplishing their duties related to the source selection process, the firm(s) may require access to proprietary information contained in the proposer's proposals. Therefore, pursuant to FAR 9.505-4, the firm(s) must execute an agreement with each proposer that states that it will (1) protect the proposer's information from unauthorized use or disclosure for as long as it remains proprietary, and (2) refrain from using the information for any purpose other than that for which it was furnished. Specific details regarding the firm(s) and execution of agreements will be contain in the AOI.

5.9 Notification to Proposers of Evaluation Findings

Once the proposal evaluation process is complete, proposers will be notified of selection or non-selection for further consideration of an award. It is anticipated that responses will be provided no later than 25 calendar days after the proposal deadline. Proposers not selected for further consideration of an award may request feedback regarding the evaluation findings of submitted proposals.

5.10 Non-Responsive Proposals

A proposal that does not address the Criterion I: Strategic Impact as required by the CWMD Office may be deemed non-responsive. Non-responsive proposals will not be further evaluated.

6 BAA ADMINISTRATION INFORMATION

6.1 Comments or Concerns

If proposers have any comments or concerns about the BAA, the DHS CWMD Contracting Officer can be contacted by the contact information provided for the BAA on www.SAM.gov.

7 OTHER INFORMATION

7.1 Information for Proposers

This BAA is for planning purposes only. It will not be construed as an obligation on the part of the Government to acquire any products or services.

No entitlement to payment of direct or indirect costs or charges by the Government will arise as a result of submission of responses to this BAA and the Government's use of such information. Proposers to all AOIs issued under this BAA may be requested to provide additional information based on their submittals. Unnecessarily elaborate responses containing extensive marketing materials are not desired.

Technical and cost proposals, or any other material, submitted in response to this BAA will not be returned. However, depending on the markings on the proposal, DHS CWMD will adhere to FAR policy on handling source selection information and proprietary proposals.

7.2 Government Property, Government Furnished Equipment (GFE) and Facilities

The Government may provide government-furnished equipment (GFE), resources (GFR), information (GFI), or services (GFS) under the terms of each negotiated contract or agreement. GFE, GFR, GFI, or GFS requested by a proposer must be factored into the proposer's project cost. Each proposer must provide a very specific description of any equipment or hardware it needs to acquire to perform the work. This description should indicate whether or not each particular piece of equipment or hardware will be included as part of a deliverable item under the resulting award.

In addition, this description should identify the component, nomenclature, and configuration of the equipment or hardware that it proposes to purchase for this effort. The Government wants to have the contractor purchase the equipment or hardware for deliverable items under its contract. It will evaluate case-by-case the purchase, on a direct reimbursement basis, of special test equipment or other equipment, not included in a deliverable item, will be evaluated for allowability on a case-by-case basis. Maximum use of Government integration, test, and experiment facilities is encouraged in each of the proposer's proposals.

Government research facilities may be available and should be considered as potential GFE. These facilities and resources are of high value, and some are in constant demand by multiple programs. The use of these facilities and resources will be negotiated as the program unfolds. proposers should explain which of these facilities they recommend and why.

If any prototype, instrument or device that is produced during the period of performance of a funded project, one or more samples shall be delivered to DHS CWMD before the end of the period of performance for demonstration purposes. More specific information about the provision of a sample(s) will be incorporated in the Statement of Work.

7.3 SAFETY Act

As part of the Homeland Security Act of 2002, Congress enacted the Support Anti- Terrorism by Fostering Effective Technologies Act of 2002 (the "SAFETY Act"). The SAFETY Act puts limitations on the potential liability of firms that develop and provide qualified anti-terrorism technologies. DHS CWMD, acting through its Office of SAFETY Act Implementation (OSAI), encourages the development and deployment of anti-terrorism technologies by making available the SAFETY Act's system of "risk management" and "liability management." Proposers submitting proposals in response to this BAA are encouraged to submit SAFETY Act applications for their existing technologies. They are

invited to contact OSAI for more information, at 1-866-788-9318 or helpdesk@safetyact.gov. They also can visit OSAI's Web site at www.safetyact.gov.

7.4 Export Control Considerations

The Export Administration Regulations (EAR), the International Traffic in Arms Regulations (ITAR), and the Office of Foreign Assets Control (OFAC) Regulations may apply to one or more of the Research & Development Focus Areas in this BAA. Foreign nationals must meet the requirements for participation set by those regulations, if required.

7.5 Compliance with DHS Policy

In the event an AOI and/or proposal involves biological select agents and toxins, biosafety, animal welfare, human subjects, chemical and biological arms control agents, life sciences dual use research of concern, and/or export controls, a proposer's Statement of Work may be subject to review to ensure compliance with DHS Policy. Visit the Compliance Assurance Program Office website at CAPO | Homeland Security (dhs.gov) for more information.

7.6 Security Classification

The Government anticipates that white papers/proposals submitted under this BAA will be unclassified.

However, for work categorized For Official Use Only (FOUO), proposers shall follow Department of Homeland Security procedures for processing, transmitting, and storing said material. These procedures are outlined in the Department of Homeland Security Management Directive System MD Number 11042.1, Issue Date: 01/06/2005, SAFEGUARDING SENSITIVE BUT UNCLASSIFIED (FOR OFFICIAL USE ONLY) INFORMATION, and can be found on the DHS website at https://www.dhs.gov/publication/security-1.

7.7 Information for Prospective Proposers

This BAA seeks to solicit sound scientific studies and techniques to address the DHS CWMD portfolios set forth in Section 1.2. It will not be construed as an obligation on the part of the Government to acquire any products or services. No entitlement to payment of direct or indirect costs or charges by the Government will arise as a result of submission of responses to this BAA and the Government's use of such information. Proposers to this BAA may be requested to provide additional information based on their submittals.

7.8 Subcontracting Plan

Successful contract proposals that exceed $750,000.00, submitted by other than small business concerns, will be required to submit a Small Business Subcontracting Plan in accordance with FAR 52.219-9, prior to award.

7.9 Additional Deliverables

Proposers should define additional program-specific deliverables as appropriate for the

proposed approach. The Government may describe additional deliverables at the time proposals are requested.

7.10 Reporting

The following *minimum* deliverables will be required under traditional procurement contracts or other transactions agreements awarded to those proposers whose proposals are selected for award.

7.10.1 Monthly Progress Report (MR)

Brief narrative reports shall be submitted within two weeks after the last day of each month. These reports will include:

- Program Overview
- A summary of the previous month's activity,
- Progress achieved against planned goals and milestones,
- Technical program details by major task,
- A summary of technical challenges and risks, and risk mitigation strategies (as necessary)
- An account of all funds expended by task to date,
- Details of research planned for the next month by task,
- Contract schedule status with respect to baseline Gantt chart,
- Description of any publications, presentations or intellectual property stemming from the effort,
- Any changes or organization or personnel involved with effort, and
- Any additional information required by the CWMD Program Manager (PM).

Monthly reports generally should follow a standardized template format that will be provided by CWMD.

7.10.2 Performance Reviews

Performance Reviews (PRs) will be held every three (3) to six (6) months, or as needed depending on the project risk and duration. A kickoff meeting will take the place of the initial PR and shall be held within the first three (3) months after contract or grant award. The PR briefing is due one week prior to the PR, for which a suggested presentation outline will be provided by CWMD. A PR briefing will be comprehensive in nature and must include, where appropriate:

<u>Executive summary (30 min)</u>

- Conceptual Overview
- Capabilities; Performance targets; Goals
- Development Approach (technical tasks, teams, schedule)
- Key Challenges / Issues to Address
- Risks; Mitigation
- Accomplishments & Highlights
- Milestones: list all and progress towards each
- Remaining Issues

- Schedule: Gantt chart with milestones & deliverables indicated
- Cost (planned, actual, commitments)
- Effort for next quarter / phase / year as appropriate slides

Detailed technical and programmatic discussion for last quarter (as long as required)

- Accomplishments: Plan vs Actual, per Task activities
- Milestones: progress for each deliverables
- Schedule: Gantt chart by major task with list of milestones & list of deliverables included
- Cost: Expenditure burn over period of performance – monthly plan, actuals, commitments (to date) in graphical form
- Assessment of Feasibility / Proof of Concept
- Proposed Follow-On Effort
- Key Objectives
- Technical issues: risks and mitigation strategy
- Plans to complete Phase
- Technical Plans for next Quarter / to complete Phase, as appropriate
- Cost & Schedule
- Any additional information required by the CWMD PM.

Meeting minutes shall be generated within one week after the PR. The PR does not replace the monthly progress report, unless agreed upon in advance with the CWMD PM.

7.10.3 End of Phase Performance Evaluation & Report

Each phase concludes with submission of an End of Phase Report and may also include a performance evaluation. If a performance evaluation is required, the briefing material is due one week prior to the evaluation. The performance evaluation will be the basis for determining continued funding for the follow-on phase. The End of Phase Report does not replace the monthly technical report. The evaluation must include, where appropriate:

- Technical progress achieved against phase goals,
- A summary of technical challenges and risks, and risk mitigation strategies,
- A comprehensive account of all funds by program, project, and tasks expended during the phase along with a comparison of these figures with projections from the start of the contract,
- If follow on work is proposed, updates as required to the project plan, milestones and schedule, statement of work (SOW) and cost breakdown for the next phase,
- Lessons learned and their impact on future R&D, and
- Any additional information required by the CWMD PM.

The End of Phase Report and meeting minutes are due two weeks after the evaluation or end of phase, whichever is soonest, and it should address issues raised during the evaluation.

7.10.4 Final Performance Evaluation & Report

Each project concludes with submission of a Final Report due at the end of the final phase of the effort. The final report will be a cumulative, stand-alone document that describes the work of the entire program and project. The final report shall also include "lessons learned" from the effort, recommendations for future research in this area, and a comprehensive

accounting of all funds expended. Prior to submission of this final performance report, a final performance evaluation may also occur. If a performance evaluation is required, the briefing material is due one week prior to the evaluation. A final report will be due no later than the end of the final phase's period of performance.

7.11 Certificate of Current Cost or Pricing Data

Successful contract proposals that exceed $2,000,000.00 may require the submission of a Certificate of Current Cost or Pricing Data, in accordance with FAR 15.403-4(b)(2), prior to award. FAR Subpart 15.4 contains the basic requirements related to requiring certified cost or pricing data, including the procedural requirements for submitting certified cost or pricing data to the Contracting Officer. Certified cost and pricing data will be required, prior to contract award, for awards exceeding the dollar threshold outlined in FAR 15.403-4 ($2,000,000.00). This applies to awards to University Affiliated Research Centers (UARCs) and Federal Government activities.

7.12 Test and Evaluation Facilities

DHS CWMD Office may make available appropriate test and evaluation facilities to support this program. Proposers should provide any specific requirements needed for test and evaluation of their proposed concept in their white papers and proposals.

7.13 Hazardous Materials

Depending on the AOI, proposers may choose to or be required to utilize hazardous materials during the course of the project development effort. If the Government provides hazardous samples as part of the developmental and operational testing, information on the samples will be provided to the successful performers requiring such samples.

Hazardous material, as used here, includes any material defined as hazardous under the latest version of Federal Standard No. 313 (including revisions adopted during the term of the contract). If the successful performers choose to use their own hazardous samples, performers must meet the requirements for the identification and material safety as follows:

HAZARDOUS MATERIAL IDENTIFICATION AND MATERIAL SECURITY DATA

(a) "Hazardous material," as used in this clause, includes any material defined as hazardous under the latest version of Federal Standard No. 313 (including revisions adopted during the term of the contract).

(b) The performer must list any hazardous material, as defined in paragraph (a) of this clause, to be delivered under this contract. The hazardous material shall be properly identified and include any applicable identification number, such as National Stock Number or Special Item Number. This information shall also be included on the Material Safety Data Sheet submitted under this contract.

Material (*If none, insert "None"*) Identification No.

_____ _____
_____ _____
_____ _____

(c) This list must be updated during performance of the contract whenever the Contractor determines that any other material to be delivered under this contract is hazardous.

(d) The apparently successful performer agrees to submit, for each item as required prior to award, a Material Safety Data Sheet, meeting the requirements of 29 CFR 1910.1200(g) and the latest version of Federal Standard No. 313, for all hazardous material identified in paragraph (b) of this clause. Data shall be submitted in accordance with Federal Standard No. 313, whether or not the apparently successful performer is the actual manufacturer of these items. Failure to submit the Material Safety Data Sheet prior to award may result in the apparently successful performer being considered non-responsible and ineligible for award.

(e) If, after award, there is a change in the composition of the item(s) or a revision to Federal Standard No. 313, which renders incomplete or inaccurate the data submitted under paragraph (d) of this clause, the Contractor shall promptly notify the Contracting Officer and resubmit the data.

(f) Neither the requirements of this clause nor any act or failure to act by the Government shall relieve the Contractor of any responsibility or liability for the safety of Government, Contractor, or subcontractor personnel or property.

(g) Nothing contained in this clause shall relieve the Contractor from complying with applicable Federal, State, and local laws, codes, ordinances, and regulations (including the obtaining of licenses and permits) in connection with hazardous material.

(h) The Government's rights in data furnished under this contract with respect to hazardous material are as follows:

(1) To use, duplicate and disclose any data to which this clause is applicable. The purposes of this right are to—

(i) Apprise personnel of the hazards to which they may be exposed in using, handling, packaging, transporting, or disposing of hazardous materials;

(ii) Obtain medical treatment for those affected by the material; and

(iii) Have others use, duplicate, and disclose the data for the Government for these purposes.

(2) To use, duplicate, and disclose data furnished under this clause, in accordance with paragraph (h) (1) of this clause, in precedence over any other clause of this contract providing for rights in data.

(3) The Government is not precluded from using similar or identical data acquired from other sources.

(i) Except as provided in paragraph (i)(2), the Contractor shall prepare and submit a sufficient number of Material Safety Data Sheets (MSDS's), meeting the requirements of 29 CFR 1910.1200(g) and the latest version of Federal Standard No. 313, for all hazardous

materials identified in paragraph (b) of this clause.

(1) For items shipped to consignees, the Contractor shall include a copy of the MSDS's with the packing list or other suitable shipping document which accompanies each shipment. Alternatively, the Contractor is permitted to transmit MSDS's to consignees in advance of receipt of shipments by consignees, if authorized in writing by the Contracting Officer.

For items shipped to consignees identified by mailing address as agency depots, distribution centers or customer supply centers, the Contractor shall provide one copy of the MSDS's in or on each shipping container. If affixed to the outside of each container, the MSDS's must be placed in a weather resistant envelope.

8 Areas of Interest (AOIs)

Prospective AOIs will use the subject BAA, 70RWMD24R00000003, as the related notice on SAM.gov. AOI notices will be posted as AreaofInterestXX. For example, if the AOI is number 11, the notice ID on SAM.gov will be AreaofInterest11. Users should be able to search for their designated AOI by typing in this BAA number, 70RWMD24R00000003, or the Notice ID.

Attachment A Technology Readiness Level (TRL) Definitions

Research and Development						
Basic Research		Applied Research		Technology Development	Technology Demonstration	System Development
Technology Readiness Level-1	Technology Readiness Level-2	Technology Readiness Level-3	Technology Readiness Level-4	Technology Readiness Level-5	Technology Readiness Level-6	Technology Readiness Level-7
Basic Principles Observed/ Reported	Technology Concept/ application formulated	Critical Function or Characteristic proof of concept	Validation in lab Environment	Validation in Relevant Environment	System Prototypes in relevant environment	System Prototypes in operational environment

Attachment B White Paper Cover Sheet Format

CWMD BAA Cover Sheet for White Paper	
Submission ☐ Contains ☐ Does Not Contain Proprietary Information	
Submission ID: CWMDBAA-PP-0##-XXX	**Solicitation Number:** 70RWMD24R00000003 **Area of Interest No.:**
Proposed Amount:	**Proposed Duration (in months):**
Title:	
Executive Summary (less than 2500 characters w/ spaces)	
Provide a brief summary of your concept's anticipated performance relative to the research Area of Interest (AOI) goals and current state-of-the-art solutions, and why, if the research is successful, it could have a strategic impact on the CWMD mission to counter attempts by terrorists or other threat actors to carry out an attack against the United States or its interests using a weapon of mass destruction. Describe what is unique about this proposed technology, how it fits within the AOI, and how it would, if successfully realized, have a significant impact on the CWMD mission objectives to prevent nuclear terrorism through nuclear detection and forensics. Provide a concise description of the scientific, technical, and/or engineering approach you propose to pursue and address in this effort. Describe the key aspects, core concepts or components and/or prototype device proposed and relevant details about how such will function or perform. This summary should contain enough information to fully capture the program concept/intent and should completely describe the overall program in its entirety without relying on other sections of the white paper.	

Organization Information		
Organization Name:	**Organization Address 1:**	**Organization Address 2:**

Organization City/Province:	**Organization State (2 letter designation):**	**Organization ZIP + Four:**
Country:		
Program Manager (PM) Information		
PM First Name:	**PM Middle Initial:**	**PM Last Name:**
PM Phone (include area code):	**PM E-mail:**	
Principal Investigator (PI) Information		
PI First Name:	**PI Middle Initial:**	**PI Last Name:**
PI Phone (include area code):	**PI E-mail:**	
President/Company Officer/Technical Representative (For Business and Financial Matters)		
First Name:	**Middle Initial:**	**Last Name:**
Phone (including area code):	**E-mail:**	
Subcontractor Information		
Subcontractor Name:		

Attachment C Proposal Cover Sheet Format

CWMD BAA Cover Sheet Proposal	
Submission ☐ Contains ☐ Does Not Contain Proprietary Information	
Submission ID: CWMDBAA-FP-0##-XXXX	**Solicitation Number:** 70RWMD24R00000003 **Area of Interest No.:**
Proposed Amount:	**Proposed Duration (in months):**
Title:	
Executive Summary (less than 2500 characters w/ spaces)	
Provide a brief summary of your concept's anticipated performance relative to the research Area of Interest (AOI) goals and current state-of-the-art solutions, and why, if the research is successful, it could have a strategic impact on the CWMD mission to counter attempts by terrorists or other threat actors to carry out an attack against the United States or its interests using a weapon of mass destruction. Describe what is unique about this proposed technology, how it fits within the AOI, and how it would, if successfully realized, have a significant impact on the CWMD mission objectives to prevent nuclear terrorism through nuclear detection and forensics. Provide a concise description of the scientific, technical, and/or engineering approach you propose to pursue and address in this effort. Describe the key aspects, core concepts or components and/or prototype device proposed and relevant details about how such will function or perform. This summary should contain enough information to fully capture the program concept/intent and should completely describe the overall program in its entirety without relying on other sections of the white paper.	

Prime Organization Information		
Organization Name:	**Organization Address 1:**	**Organization Address 2:**

Organization City/Province:	**Organization State (2 letter designation):**	**Organization ZIP + Four:**
Country:		
Principal Investigator (PI) Information		
PI First Name:	**PI Middle Initial:**	**PI Last Name:**
PI Address 1:	**PI Address 2:**	
PI City/Province:	**PI State (2 letter designation):**	**PI ZIP + Four:**
PI Phone (include area code):	**PI Fax (include area code):**	**PI E-mail:**
Program Manager (PM) Information		
PI First Name:	**PI Middle Initial:**	**PI Last Name:**
PI Address 1:	**PI Address 2:**	
PI City/Province:	**PI State (2 letter designation):**	**PI ZIP + Four:**
PI Phone (include area code):	**PI Fax (include area code):**	**PI E-mail:**
President/Company Officer/Technical Representative (For Business and Financial Matters)		
First Name:	**Middle Initial:**	**Last Name:**
Address 1:	**Address 2:**	
City/Province:	**State (2 letter designation):**	**ZIP + Four:**
Phone (including area code):	**Fax (including area code):**	**E-mail:**
Subcontractor Information		
Subcontractor Name:		
First Name:	**Middle Initial:**	**Last Name:**
Phone (including area code):	**E-mail:**	

Attachment D Quad Chart Format

Insert Project Title, Insert Area of Interest Number

Insert Proposer Name, to include Prime + Subcontractors

Description:

- Short description of the project to include a (not overly) technical description of the proposed work to be done. Write-out acronyms.
- Current TRL: Expected TRL at End:
- Provide a simple, legible, but sufficiently detailed graphic to convey the main concept or idea of the research effort and/or development prototype.
- Whether this effort is being duplicated, or is redundant under funding from either CWMD or another government activity, and the risk and/or reward, if successful, does not warrant multiple efforts in the same area.

Strategic Impact:

- Identify CWMD need being addressed and provide a non-technical statement indicating the impact on that need if the project were successful.
- Include anticipated cost/performance improvements relative to BAA Area of Interest goals and state-of-the-art solutions
- Describe envisioned transition activities, to include identification of CWMD end user.

Technical Approach:

- At a high level, describe the technical approach to be taken to meet the goals of the BAA Area of Interest.
- Describe current status of the proposed effort.
- Provide high level quantitative performance goals and milestones.
- Identify key technical risks and mitigation strategy.

Schedule & Cost ($K):

Phase	Cost ($K)	Duration (Months)	Milestones, Go/No Go Criteria, Primary Deliverables

– Identify any key schedule/cost risks and mitigation strategies