

**UNITED STATES
SPECIAL OPERATIONS COMMAND
SPECIAL OPERATIONS RESEARCH, DEVELOPMENT,
AND ACQUISITION CENTER**



**BROAD AGENCY ANNOUNCEMENT
FOR
TACTICAL ASSAULT LIGHT OPERATOR SUIT (TALOS) TECHNOLOGIES FOR
USE BY SPECIAL OPERATIONS FORCES**

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1.0. Introduction: READ THIS DOCUMENT THOROUGHLY AND FOLLOW ALL INSTRUCTIONS CAREFULLY. This publication constitutes a Broad Agency Announcement (BAA) as contemplated in Federal Acquisition Regulation (FAR) 6.102(d) (2) and 35.016. A formal Request for Proposals (RFP), solicitation, and/or additional information regarding this announcement will not be issued.

1.1. White Paper Selections, Proposal Selections, and Contract Awards: This BAA addresses research and development efforts that include Step I - White Paper Submission and Review Process, Step II – Proposal Submission and Review Process, and Step III – Contract Award and/or Other Transaction. Contracts and/or Other Transaction will be awarded only from a selected proposal or proposals for the advancement of technology to include studies, design, prototype assembly/fabrication, and assessment of mature technology for United States Special Operations Command (USSOCOM) applications.

1.2. Long-Term Goal and Technical Challenges: USSOCOM has a long-term goal to develop technologies to meet Special Operations Forces (SOF) mission requirements. TALOS is a vision to integrate S&T projects focused on far ridgeline capabilities into an integrated suit that better protects the SOF warfighter. The intent is to accelerate the delivery of these innovative capabilities to the warfighter. Prior studies and analysis have determined a number of technical challenges exist for the SOF equipment that require improvements for missions into the future. Those challenges are 1) trade space between weight, protection, power, and mobility, 2) cost 3) system component integration.

1.3. Authorization to Legally Commit the Government: Offerors are advised that only Contracting Officers are legally authorized to obligate the Government.

1.4. Appendices: This BAA contains Appendix A – White Paper Format and Appendix B - Proposal Format to help Offerors in the formatting for writing white papers and proposals.

1.5. Document Submissions - General: All Offeror documents to include white papers, technical proposals, statements of work, and cost proposals shall be submitted in electronic format. Offerors may submit their documents in Microsoft Word, Excel, or Adobe Acrobat. Quad Charts or briefing presentations may be submitted in Microsoft Power Point, or preferably Adobe Acrobat. All Offeror’s submitting white papers shall complete requisite data fields for BAAST-13-TALOS at the following URL: <http://www.socom.mil/sordac/Pages/BAAHome.aspx>. If you experience problems uploading attachments, you are still required to complete requisite data fields and then email attachments to TALOS@socom.mil. Subject line of email should state, “**White Paper-Topic Area -TALOSBAA-Company Name.**”

1.6 Export-Controlled Technologies - Some requirements may cover export-controlled technologies. Research in these areas is limited to "U.S. persons" as defined in the International Traffic in Arms Regulations (ITAR), 22 CFR § 1201.1.

2.0. General Information:

2.1. Agency: USSOCOM.

2.2. Program Office: Science and Technology Directorate.

2.3. BAA Title: BAA for Tactical Assault Light Operator Suit (TALOS) Technologies for Use by Special Operations Forces.

2.4. BAA Number: BAAST-13-TALOS

2.5. Closing Date: This BAA will remain open until September 3, 2014, unless superseded, amended, or cancelled. White papers may be submitted any time during this period subject to the submission process described in this BAA.

2.6. Contracting Officer and Technical Point of Contact (POC):

Contracting Officer:

Primary: Mr. Peter. M. Coffey; Phone: 813-826-7515; email peter.coffey@socom.mil.

Alternate: Ms. Geneva M. Emiliani; Phone: 813-826-6959;

Email: geneva.emiliani@socom.mil

All BAA and white paper information will be submitted through <http://www.socom.mil/sordac/Pages/BAAHome.aspx> or the TALOS@socom.mil email address.

Technical POC:

Mr. Howard Strahan; Phone: 813-826-1267; email howard.strahan@socom.mil.

2.7. Technology Areas of Interest:

USSOCOM is interested in receiving white papers from all responsible sources from industry, academia, individuals, and Government Labs capable of providing the design, construction, and testing of TALOS related technologies. The intent is to accelerate the delivery of innovative TALOS capabilities to the Special Operations Forces (SOF) warfighter. It is an interactive process designed to assess the viability of technologies while simultaneously refining user requirements.

Technologies may include, but are not limited to:

2.7.1 Advanced Armor

2.7.1.1 Materials to support next generation ballistic protection.

2.7.2 Mobility/Agility

2.7.2.1 Enhancement platforms such as powered/unpowered exoskeletons.

2.7.3 Situational Awareness (SA)

2.7.3.1 Technology that promotes timely, relevant, and accurate assessment of friendly, enemy and other operations within the battle space in order to facilitate decision making.

2.7.4 Light/Noise Discipline

2.7.4.1 Technology that aids in concealment from the observation of the enemy.

2.7.5 Command, Control, Communications & Computers (C4)

2.7.5.1 Technology supporting conformable & wearable antennae and wearable computers.

2.7.6 Individual soldier combat ready displays

2.7.6.1 Technology supporting information display, and potentially utilization of cognitive thoughts and the surrounding environment to display personalized information.

2.7.7 Power generation and management

2.7.7.1 Technology includes soldier power generation systems, power scavenging, renewable energy, power distribution, power management, and power storage solutions that are light weight, and soldier portable/wearable.

2.7.8 Thermal management of suit occupant

2.7.8.1 Technology to manage heat to reduce the soldiers' metabolic rate and prolong endurance.

2.7.9 Medical

2.7.9.1 Embedded monitoring, oxygen systems, wound stasis, electromechanical compensation.

2.8. Award Information: The award of each selected proposal will depend on the methodology and the technical approach to be pursued by the selected Offeror. The Government expects to award contracts using a Firm Fixed Price (FFP) contract. Cost plus Fixed Fee (CPFF) contracts may be awarded based on the merit of the submission and the type of work. The inclusion of options in any contract award will not obligate the Government to exercise the options at any time during contract performance. The Government reserves the right to remove BAA participants from award consideration should the parties fail to reach agreement on award terms, conditions, and cost/price within a reasonable time or the proposer fails to timely provide requested additional information. Proposals identified for negotiation may result in procurement contract and/or Other Transaction depending upon the nature of the work proposed, the required degree of interaction between parties, whether or not the research is classified as Fundamental Research, and other factors.

2.9. Classified Information: Offerors are encouraged to submit unclassified white papers and proposals to simplify and expedite reviews and response by the Government. If an Offeror deems that a white paper contains classified information then the Offeror is instructed to contact the technical point of contact identified in Paragraph 2.6 for

submission instructions of classified white papers and proposals. Classified submissions must be handled, labeled, and stored in accordance with the National Industrial Security Program (NISP) Operating Manual. Offerors are advised that submission of a classified white paper will require additional time for the Government to process, review, and respond, and will not delay the review and selection of unclassified white papers. Offerors must possess all required personnel security clearances, facility clearances, and other infrastructure requirements necessary to perform the classified work in accordance with the Contract Security Classification Specification (DD Form 254) and corresponding Security Classification Guide without reliance on Government resources.

2.10. Industry Classification and Business Size Standards: The North American Industry Classification System (NAICS) code for this announcement is 541712 -Research and Development in Physical, Engineering, and Life Sciences (except Biotechnology) with a small business size standard of 1,000 employees.

2.11. Eligibility Information: Although participation is encouraged, no portion of this BAA is set-aside for small businesses, to include veteran-owned, service-disabled veteran-owned, Historically Underutilized Business Zones (HUB Zone) program, small disadvantaged businesses, women-owned, or historically black colleges and universities and minority institutions. Foreign or foreign-owned contractors are advised that their participation, while not precluded, is subject to foreign disclosure review procedures. Foreign contractors should contact the Contracting Officer immediately if they contemplate responding to this BAA.

2.12. Cost Sharing/Matching: Cost sharing is not required. However, it will be carefully considered where there is an applicable statutory condition relating to the selected funding instrument (e.g., for any Other Transaction under the authority of 10 U.S.C 2371). Cost Sharing is encouraged where there is a reasonable probability commercial application related to the proposed research and development effort.

2.13. White Paper Consideration: All responsible Offerors capable of satisfying the Government's needs may submit a white paper for consideration. An Offeror may submit multiple white papers in different areas of research. Offerors are advised that a single white paper that attempts to address the whole scope of the technology described in this FedBizOpps BAA will most likely be rejected. In order to be considered for award, Offerors must be registered in the System Award Management (SAM), complete the Online Representations and Certifications Application (ORCA) at www.sam.gov, and are considered responsible within the meaning of FAR Part 9.1 "Responsible Prospective Contractors," have a satisfactory performance record, and otherwise be eligible for award based on federal law and regulation.

2.14. Determination of Technology Readiness Level: Each Offeror shall include in the white paper a preliminary Technology Readiness Level (TRL) assessment of the proposed technology that conforms to the technology objectives, and an expected TRL at the conclusion of the effort. The Offeror shall perform a TRL assessment of each subsystem and the system as a whole to identify technical risk areas. The Offeror shall

determine the TRL of each subsystem/system according to the Department of Defense Technology Readiness Assessment Guidance contained in DoD 5000.2-R and develop mitigation plans for all systems and subsystems at or above TRL 3. Offerors are expected to be knowledgeable of TRL assessment when submitting white papers.

2.15. Disclaimers/Notifications: USSOCOM reserves the right to select all, some, partial white paper content, or none of the white papers received in response to this announcement throughout its term. All awards are subject to the availability of funds. Offerors will not be reimbursed for white paper development costs. There shall be no basis for claims against the Government as a result of any information submitted in response to this BAA. White papers and other material submitted with the white paper for review purposes under this BAA will not be returned.

2.16. White Paper Disclosures: It is the policy of USSOCOM to treat white papers as sensitive competitive information and to disclose the contents only for the purposes of review. Non-government personnel may be used to facilitate the review process.

2.17. Technology Development Cost and Schedule: Offerors are advised to consider a limit of not more than \$2 million total cost of development and not more than 12 months to complete all efforts for each submission.

3.0. Research Opportunity Description: This BAA addresses the areas of interest stemming from the needs for advancement in technology in SOF equipment and systems. USSOCOM is interested in receiving white papers from all responsible sources from industry, academia, and research laboratories capable of providing the development, design, and prototype fabrication and technology proof of functionality to meet SOCOM unique requirements.

3.1. White Paper Submission and Review: The BAA is advertised through FedBizOpps on September 4, 2013 and closes on September 3, 2014. USSOCOM will conduct scientific and peer reviews on a quarterly review cycle. At the end of each quarterly review, USSOCOM will notify Offerors within an additional 15 days (approximate) whether their white papers were selected for submission of a proposal. For planning purposes, a notional white paper evaluation schedule is provided. Future changes to this notional schedule may not be published and are at the sole discretion of the Government.

Quarterly Evaluation 1 - White papers submitted from September 4 to October 19, 2013 will be evaluated from October 20 – November 19 2013, with Offerors being contacted regarding the scientific peer review results of their white paper the last week of November or first week of December 2013.

Quarterly Evaluation 2 - White papers submitted October 20, 2013 – January 19, 2014 will be evaluated January 20-February 19, 2014, with offerors being contacted regarding the scientific peer review results of their white paper week of February/first week of March 2014.

Quarterly Evaluation 3 - White papers submitted January 20, 2014 – May 20, 2014 will be evaluated May 21- June 19, 2014, with offerors being contacted regarding the scientific peer review results of their white paper last week of June/first week of July 2014.

Quarterly Evaluation 4 - White papers submitted May 21, 2014 – September 3, 2014 will be evaluated September 4 – October 3, 2014, with offerors being contacted regarding the scientific peer review results of their white paper in October 2014.

3.2. Proposal Submission and Review: Upon notification of selection, Offerors have 30 calendar days to prepare and submit a proposal in accordance with the format and instructions in Appendix B. Following receipt of a proposal (proposals), there will be an additional 30-day scientific or peer review. After this review period, the Government anticipates contract award within 90 days for those proposals selected for award.

3.3. Data Rights: The contractor shall mark each page of its white paper that contains proprietary information. It is the Government's intention to receive unlimited rights as a result of funded efforts. A contractor may provide with its white paper assertions to restrict use, release, or disclosure of data and/or computer software that will be provided in the course of contract performance. Rules governing these assertions are prescribed in the Defense FAR Supplement (DFARS) clauses 252.227-7013, 7014, and 7017 and may be accessed at <http://farsite.hill.af.mil/VFDFARA.HTM>.

3.3.1 Non-Procurement Contract Proposers-Noncommercial and Commercial Items (Technical Data and Computer Software: Proposers responding to this BAA requesting “Other Transaction for Prototype” shall follow the applicable rules and regulations governing these Other Transaction Agreement (OTA), but in all cases should appropriately identify any potential restrictions on the Government’s use of any Intellectual Property contemplated under OTAs in question. This includes both Noncommercial Items and Commercial Items. Although not required, proposers may use a format similar to that described in Section 3.3. The Government may use the list during the evaluation process to evaluate the impact of any identified restrictions, and may request additional information for the proposer, as may be necessary, to evaluate the proposer’s assertions. If no restrictions are intended, then the proposer should state “NONE.” Failure to provide full information may result in a determination that the proposal is not compliant with the BAA-resulting in nonselectability of the proposal.

4.0. Step I - White Paper Submission and Review Process: The Government is interested in receiving white papers from Offerors who possess relevant experience to transform USSOCOM TALOS technology needs into practical technology-based products.

4.1. White Paper Submission Process: Interested Offerors shall submit a white paper as described below to be considered for submission of proposals and follow-on award of a contract. Contractors shall submit white papers that shall be valid for a minimum of six months from the closing date of the BAA.

4.2. White Paper Content and Format:

4.2.1. Format: White papers shall use the format described at Appendix A - White Paper Format. White papers shall meet the following requirements: (1) Paper Size - 8.5 x 11 inch paper; (2) Margins - 1"; (3) Spacing - single; (4) Font – Times New Roman, 12 Point; (5) Microsoft Word 2007 or later and/or PDF format. The Integrated Master Schedule is not restricted in size. The naming convention of white papers shall conform to the following format (CompanyName_WhitePaperTitle_MMDDYYYY.doc or pdf, contain no more than 50 characters, and no special characters.

4.2.2. Number of Pages: White papers will not exceed five pages. The cover page is not counted in this page limit. All pages shall be numbered.

4.2.3. Cover Page: Labeled "WHITE PAPER" and shall include: (1) BAA number and Technology Areas of Interest as referenced in paragraph 2.7 ; (2) white paper title; and (3) Offeror information to include address, phone, fax, and technical contact with email address.

4.2.4. Technical: The Offeror shall submit a description of the scope of work necessary to satisfy the BAA stated technical challenges and design objectives. This shall include: (1) technical approach; (2) technical risk areas; (3) design maturity; (4) any other technical data/information to be conveyed for consideration. The Offeror will identify the management, technical qualification and composition of the research team, key personnel, and subcontractors. The Offeror must address the quality assurance process to assess its capability to successfully develop the technology and configuration control plan.

4.2.5. Price/Cost and Schedule: The Offeror will provide a determination of the cost to develop the technology through each phase from concept development through prototype proofing. Each Offeror shall submit a rough order of magnitude (ROM) of the costs based on work areas of development to perform the overall technology development effort. The Offeror will state the ability to complete all requirements within the proposed schedule, or 12 months, whichever is less. The Offeror shall submit a schedule by major tasks to develop the technology through completion of the prototype and proof of readiness.

4.2.6. Quad Chart: The Offeror shall submit a quad chart following the example at Appendix A. The quad chart shall include: (1) description of the technology effort with drawing or schematic; (2) technical performance required to achieve and complete the effort; (3) costs by deliverable, and schedule; and (4) technical resources and team members.

4.2.7. Submission: Only electronic submissions through <http://www.socom.mil/sordac/Pages/BAAHome.aspx> or the TALOS@socom.mil as stated in Paragraph 1.5.

4.3. White Paper Review Information:

4.3.1. Review Method: The Government will review each white paper and select the Offerors that have the greatest potential to meet the needs of USSOCOM technology requirements based on the areas stated in the BAA. Initially, a determination will be made if each Offeror is technically qualified and has a comprehensive understanding to undertake the development of the technology based on the information stated in the white paper. The Government will determine the most technically competent and capable of the qualified Offerors using the criteria below.

4.3.2. Review Criteria: The Government will review the Offeror's capability to meet the technology requirements using the following specific criteria listed in descending order of importance:

4.3.2.1. Relevance: The Government will review the Offeror's description of the technology and the USSOCOM unique technology need that it meets for the technical challenges listed in paragraph 2.7. The Offeror's facilities and equipment will be reviewed to assess its capability to conduct complete development of the technology, construction of a prototype or prototypes, and proof testing to assure maturity readiness.

4.3.2.2. Innovative or Revolutionary Technology: The Government will assess the Offeror's capability to satisfy the technical challenges and design objectives by reviewing the Offeror's unique, innovative, or revolutionary approach; technical risk and mitigation plan; the ability to achieve technology maturity; and other technical data/information conveyed.

4.3.2.3. Price/Cost: The Government will make a determination of the fairness and reasonableness for the proposed price/cost. The Offeror will be assessed whether the technology development can be successfully completed from the costs stated by the Offeror.

4.3.2.4. Schedule: The Offeror's schedule will be evaluated based on the reasonable level of effort and complexity of the technology; the resources, facilities, and equipment available; and the allocation of time per major task.

4.3.3. Notification of Selection: All Offerors submitting white papers will be contacted by the Government, either with a letter informing them that the effort proposed is not of interest to the Government, or with a request for a formal cost and technical proposal by a specified date. Offerors whose white papers are determined not to be of interest are not precluded from submitting a proposal and may request proposal instructions if they so desire. The submission of a proposal not specifically requested by the Government does not commit the Government to review the proposal.

5.0. Step II - Proposal Submission and USSOCOM Review Process: All proposals stand on their own technical merit. The evaluation of each proposal will be based on the criteria stated below.

5.1. Proposal Submission/Format/Number of Pages: Offerors selected to submit a proposal will use the proposal format and structure shown in Appendix B. Each proposal shall include a Statement of Work (SOW) so that the evaluation process includes direct consideration for contract award. Proposals shall not exceed 20 pages, excluding cover page and cost/schedule. All pages shall be numbered.

5.2. Proposal Review, Evaluation, and Selection Criteria and Process: Each proposal will be evaluated by the Government where the proposal must stand on its own technical merit. Each proposal will be evaluated for technical merit using the criteria below.

5.2.1. Category I: Proposal is well conceived, scientifically and technically sound, pertinent to the program goals and objectives, and offered by a responsible Offeror with the competent scientific and technical staff and supporting resources needed to ensure satisfactory program results. Proposals in Category I are recommended for acceptance (subject to availability of funds) and normally are displaced only by other Category I proposals.

5.2.2. Category II: Proposal is scientifically or technically sound, requiring further development and is recommended for acceptance, but at a lower priority than Category I.

5.2.3. Category III: Proposal is not technically sound or does not meet agency needs.

6.0. Step III - Contract Award/Other Transaction: The Government's plan is to award contracts and /or Other Transaction to selected technologies that meet USSOCOM's needs. The Government anticipates that awards will be made up to 90 days after scientific or peer review of selected proposals. Contract awards and/or Other Transactions will be made based on the following.

6.1. Proposal Awards: Multiple awards may be made based on the quality of the proposals and availability of funding. Occasionally, USSOCOM may be interested in buying only a certain portion (or portions) of a proposal. This BAA method provides the flexibility to make an award for only those portions or tasks of the proposal that are of interest to the Government. You will be notified in writing if the Government intends to make an award based on your proposal. The notification will indicate if all or only portions of your proposal will be included in the award.

6.2. Sequence of Awards: Awards will be made to Category I proposals prior to any Category II proposals. Due to the uniqueness of the proposal evaluation process, it may be the case that while the overall proposal is ranked in Category II (or even Category III) a certain part of the proposal may be ranked Category I or II. In this case, it will allow the Government to make an award for that portion of an Offeror's proposal that is of high interest to the Government. Category III proposals, with the exception of certain parts of the proposal (as described above), are generally not awarded. Offerors whose proposal(s) is (are) not recommended for acceptance will be notified by the Contracting Officer.

7.0. Government Furnished Information (GFI): All GFI will be provided via Compact Discs and will be mailed upon request if determined necessary and advantageous by the Government. For verification please provide the following in the request: full company name, address, Cage Code (and Facility Code if differs), Security Office point of contact with telephone number/email, and level of clearance/safeguarding. All requests shall be directed to the Contracting Officer

ONLY via email at Primary: Peter.Coffey@socom.mil; Secondary: Geneva.Emiliani@socom.mil

8.0. References

Federal Acquisition Regulation

National Industrial Security Program Operating Manual

9.0 Acronyms

Defense Federal Acquisition Regulation Supplement

BAA	Broad Agency Announcement
CPFF	Cost-Plus-Fixed-Fee
C4	Command, Control, Communications, and Computers
DFARS	Defense Federal Acquisition Regulation Supplement
FAR	Federal Acquisition Regulation
FFP	Firm-Fixed-Price
GFI	Government Furnished Information
HUB Zone	Historically Underutilized Business Zones
NISP	National Industrial Security Program
NAICS	North American Industry Classification System
POC	Point of Contact
RFP	Request for Proposals
ROM	Rough Order of Magnitude
SA	Situational Awareness
SOF	Special Operations Forces
SOW	Statement of Work
TALOS	Tactical Assault Light Operator Suit
TRL	Technology Readiness Level
U.S.C.	United States Code
USSOCOM	United States Special Operations Command

Appendix A – White Paper Format

Section A – Title, **Technology Areas of Interest as referenced in paragraph 2.7**, period of performance, estimated cost of task, name and address of the Offeror, technical and contracting points of contact, telephone and fax numbers.

Section B – Task objective with description of work to be performed.

Section C – Technical summary and proposed deliverables.

The white paper/abstract should include the anticipated period of performance as well as a ROM cost. The ROM cost consists of the total cost plus profit/fee, if any. It is a best guess of the anticipated cost of the effort and should be consistent with any dollar value or ranges specified in the announcement, as well as the level of work being proposed. The white paper/abstract does not include a cost proposal or any of the material which usually accompanies a cost proposal. It must include a short technical description of the concepts and plans to accomplish the technical objectives. It also briefly describes the technologies to be pursued in the effort. It should also identify any Independent Research and Development (IR&D) work underway within the company which may have direct application. The white paper/abstract should address only that specific part of the BAA that the Offeror intends to accomplish. A single white paper/abstract that attempts to address the whole scope of the technology described in the FedBizOpps will most likely be rejected.

Section D – Quad Chart

The quad chart presents the overall view of the proposed work in a snapshot. It is essential that the quad visually present the relevant information of what the project will accomplish, a description, the technical efforts necessary to achieve results, benefit to SOF, technical and management resources, costs, and schedule/major milestones. It is preferred that quad charts be provided in the latest version of Microsoft (MS) Power Point, although they may be provided in MS Word or Adobe Acrobat files so long as the quad file can be opened and read. A sample quad is shown below in Figure 2.

Project Title

Project Description



Technical Performance

Technology Area(s) of Interest
Goals and Objectives
Key Technology (ies)
Dependencies (resources or access to materials outside the control of the research team)
Benefit to Special Operations Forces

Year 1	Year 2	Total
000	000	000

Schedule/Major Milestones

Deliverables: (e.g., study, written reports, prototype device, or proof of prototype testing)

Company/Organization Name
Project POC Name
POC Phone Number
POC Email

Appendix B – Proposal Format

INTRODUCTION: The Offeror’s proposal shall consist of three parts. Part I is the technical proposal, Part II is the statement of work, and Part III is the cost proposal.

Part I: Technical Proposal Table of Contents

I	Cover Page
ii	Table of Contents
iii	List of Illustrations/Tables
iv	Executive Summary
1.0	Technical Approach
1.1	Technical Discussion
1.2	Technical Program Summary
1.3	Risk Analysis and Alternatives
1.4	References
2.0	Capabilities and Relevant Experience
2.1	Previous or Current Relevant Independent Research and Development (IR&D) Work
2.2	Related Government Contracts
2.3	Facilities/Resources
2.4	Resumes of Key Personnel
3.0	Schedule
3.1	Time Line Chart by Task
4.0	Program Organization
4.1	Organization Chart(s) with Key Personnel
4.2	Management and Technical Team
4.2.1	Offeror Responsibilities
4.2.2	Subcontractor(s) Responsibilities
4.2.3	Consultant Responsibilities

Appendix (es)

Part I: Technical Proposal – Detailed Description of Contents

i. Cover Page

The cover page shall include the BAA title and reference number; name with telephone number, fax, and email address for the Offeror's principal points of contact (both technical and contractual); and a proprietary data disclosure statement, if applicable.

ii. Table of Contents

Follow the table of contents format described above.

iii. List of Illustrations/Tables

This list is a quick reference of charts, graphs, and other important information. A separate List of Illustrations/Tables is recommended.

iv. Executive Summary

The Executive Summary allows the Offeror to present, briefly and concisely, the important aspects of their proposals to key management personnel. The summary should present an organized progression of the work to be accomplished, without the technical details, so that the reader can grasp the core issues of the proposed program. The Executive Summary shall not exceed more than one half of one page in length.

1.0 Technical Approach: In this section, the Offeror should provide as much technical detail and analysis as is necessary or useful to support the proposed technical approach. One must clearly identify the technologies, (e.g., basic, applied research, or exploratory development) forming the solution(s) proposed. It is not effective to address a variety of possible solutions to the technology problems.

1.1 Technical Discussion: No technical approach is without its limitations or shortcomings. Every issue should be identified and compared with the successes/ failures of previous approaches. A tradeoff analysis is a good way to make this comparison and should be supported by theory, simulation, modeling, experimental data, or other sound engineering and scientific practices. If the Offeror has a new and creative solution to the problem(s), that solution should be developed and analyzed in this section. The preferred technical approach should be described in as much detail as is necessary or useful to establish confidence in the approach.

- 1.2 Technical Program Summary: This section summarizes the above technical discussion in an orderly progression through the program, emphasizing the strong points of the proposed technical approach.
 - 1.3 Risk Analysis and Alternatives: Every technology has limitations and shortcomings. The proposal evaluator(s) will formulate a risk assessment; therefore, it is in the best interest of the Offeror to have its own understanding of the risk factors presented. Critical technologies should be identified along with their impact on the overall program, as well as fallback positions that could still improve on existing approaches.
 - 1.4 References: Any good technology discussion must present the basis for, and reference, the findings cited in the literature.
- 2.0 Capabilities and Relevant Experience: In this section, the Offeror should describe any capabilities the Offeror has that are uniquely supportive of the technology to be pursued. The following subparagraphs are recommended to be addressed.
- 2.1 Previous or Current Relevant IR&D Work and Points of Contact
 - 2.2 Related Government Contracts and Points of Contact
 - 2.3 Facilities/Resources
 - 2.4 Resumes of Key Personnel
- 3.0 Schedule: The schedule represents the Offeror's commitment to perform the program tasks in an orderly, timely manner.
- 3.1 Time Line Chart by Task: Each major task identified in the SOW should appear as a separate line on the program schedule. Planned meetings, such as kick-off, presentations (including final presentation on the effort), technical interchange meetings, should be included in the time line. The time line should also indicate the anticipated meeting site.
- 4.0 Program Organization: In this paragraph, the Offeror should present its organization's ability to conduct difficult technical programs. Any pertinent or useful information may be included in this paragraph, but a minimum recommended response should address the following subparagraphs:

4.1 Organization Chart(s) with Key Personnel: Include prime Offeror and subcontractor organization charts.

4.2 Management and Technical Team: This should specifically identify what tasks will be performed by each party and why each subcontractor, if any, was selected to perform its task(s).

4.2.1 Offeror Responsibilities

4.2.2 Subcontractor(s) Responsibilities

4.2.3 Consultant(s) Responsibilities

Appendix (es): Appendices may include technical reports, published papers, and referenced material. A listing of these reports/papers, with short description of the subject matter, is usually adequate. **DO NOT PROVIDE COMMERCIAL PRODUCT ADVERTISING BROCHURES.** Please be aware that these may be included in the proposal page limitation.

Part II – Offeror Statement of Work (SOW)

- a. PLEASE USE THE FOLLOWING DECIMAL NUMBERING SYSTEM FOR SOW PREPARATION. **Do not put proprietary data or restrictive markings in the SOW.**

Table of Contents

- 1.0 Objective
- 2.0 Scope
- 3.0 Background
- 4.0 Tasks/Technical Requirements
- 4.1 Task – 1st sub-level
 - 4.1.1 Sub-task – 2nd sub-levels
 - 4.1.1.1 Second level sub-task – 3rd sub-level

- b. An Offeror-developed SOW is required to accurately describe the work to be performed and void of inconsistencies. If, in the Government’s opinion, the Offeror’s SOW does not reflect these requirements, changes or adjustments may be required that could delay the award. The SOW must be a separate and distinct part of the proposal. The proposed SOW must contain a summary description of the technical methodology as well as the task description, but not in so much detail as to make the SOW inflexible. **DO NOT INCLUDE THE OFFEROR’S NAME, OR ANY PROPRIETARY INFORMATION IN THE SOW.**

- c. The following is offered as the format for the SOW. Begin this section on a new page. Start your SOW at Paragraph 1.0.

- (1) 1.0 - Objective: This section is intended to give a brief overview of the specialty area and should describe why it is being pursued and what you are trying to accomplish.
- (2) 2.0 - Scope: This section includes a statement of what the SOW covers. This should include the technology area to be investigated, objectives/goals, and major milestones for the effort.
- (3) 3.0 - Background: The Offeror shall identify appropriate documents that are applicable to the effort to be performed. This section includes any information,

explanations, or constraints that are necessary in order to understand the requirements. It may include relationships to previous, current, and future operations. It may also include techniques previously tried and found ineffective.

(4) 4.0 - Technical Requirements:

(a) This section contains the detailed description of tasks representing the work to be performed that are contractually binding. Thus, this portion of the SOW should be developed in an orderly progression and in enough detail to establish the feasibility of accomplishing the overall program goals. The work effort should be segregated into major tasks and identified in separately numbered paragraphs according to the decimal system above. Each numbered major task should delineate, by subtask, the work to be performed. The SOW must contain every task to be accomplished.

(b) The tasks must be definite, realistic, and clearly stated. Use “shall” whenever the work statement expresses a provision that is binding. Use “should” or “may” whenever it is necessary to express a declaration of purpose. Use “will” in cases where no Offeror requirement is involved, e.g., power will be supplied by the Government. Use active voice, not passive voice, in describing work to be performed.

(c) Do not use acronyms or abbreviations without spelling out acronyms and abbreviations at the first use; place the abbreviation in parenthesis immediately following a spelled-out phrase. This provides the definition for each subsequent reuse. As an option, a glossary may contain definitions of acronyms and abbreviations.

(d) If presentations/meetings are identified in your schedule, include the following paragraph in your SOW:

“Conduct presentations/meetings at times and places specified in the contract schedule.”

(e) It is preferred that your proposed Statement of Work be submitted on a CD ROM using Microsoft Word. *It is still necessary, however, to submit a hard copy of the Statement of Work.*

PART III - Offeror Cost Proposal

- a. The Offeror's cost proposal shall be a separate document from the Offeror SOW and included with the technical proposal and SOW. For pricing purposes, Offerors should assume a contract or agreement start date of approximately ninety (90) days after submission of the proposal.
- b. Offerors will limit the cost proposal to the minimum number of pages necessary to adequately support the proposed cost. Cost or pricing data, as defined in FAR 2.101 must be submitted. If a negotiated contract is expected to exceed \$700,000, then the submission of certified cost or pricing data shall be required. When certified cost or pricing data are required, the Contracting Officer shall require the Offeror to submit to the Contracting Officer (and to have any subcontractor or prospective subcontractor submit to the Offeror or appropriate subcontractor tier) the following in support of any proposal:
 - (1) The cost or pricing data.
 - (2) A certificate of current cost or pricing data, in the format specified in FAR 15.406-2, certifying that to the best of its knowledge and belief, the cost or pricing data are accurate, complete, and current as of the date of agreement on price or, if applicable, an earlier date agreed upon between the parties that is as close as practicable to the date of agreement on price.
- c. If certified cost or pricing data are requested and submitted by an Offeror, but an exception is later found to apply, the data will not be considered cost or pricing data as defined in FAR 2.101 and will not be certified in accordance with FAR 15.406-2.
- d. Format. Cost proposals shall be formatted as follows.
 - (1) Paper Size – 8.5 X 11-inch paper
 - (2) Margins 1-inch
 - (3) Spacing – single
 - (4) Font – Times New Roman, 12 Point
 - (5) Electronic Software: Microsoft Word, Excel, or Adobe Acrobat
 - (6) Submission, electronic as stated in Section 1.5 of this BAA
- e. Additional Information: The following information should be contained in a cover sheet attached to the cost proposal:
 - (1) Full company name and address
 - (2) BAA number submitting proposal against
 - (3) Point of contact, name, title, and phone and fax number

(4) CAGE code

(5) DUNS number

(6) Type of contract proposed (i.e. FFP, CPFF, and T&M)

(7) Name, address, and telephone number of the proposer's cognizant Defense Contract Management Agency (DCMA) administration office or Office of Naval Research (ONR) office.

(8) Name, address, and telephone number of the proposer's cognizant Defense Contract Audit Agency (DCAA) audit office.

(9) Will you require the use of any Government property in the performance of this work? If yes, identify.

(10) Is this proposal consistent with your established estimating and accounting practices and procedures and FAR Part 31 cost principles? If no, explain.

(11) Award instrument requested: Firm Fixed Price, Cost Plus Fixed Fee Cost-Contract-No Fee, Cost Sharing Contract-No Fee, or Other Transaction.

f. Cost Element Breakdown: Clear, concise and accurate cost proposals reflect the Offeror's financial plan for accomplishing the effort contained in the technical proposal. All direct costs (e.g., labor, material, travel, and computer) as well as labor and overhead rates should be provided by contractor fiscal year (CFY) unless otherwise specified in the BAA. The cost element breakdown(s) may include the following.

- (1) Direct Labor: Direct labor should be detailed by number of labor hours, category, and rates in burdened costs.
- (2) Labor and Overhead Rates: Direct labor hours, with their applicable rates, must be broken out by CFY and the bases used clearly identified. The source of labor and overhead rates and all pricing factors should be identified. For instance, if a Forward Pricing Rate Agreement (FPRA) is in existence, that should be noted, along with the Administrative Contracting Officer's (ACO's) name and telephone number. If the rates are based on current experience in your organization, provide the history base used and clearly identify all escalation, by year, applied to derive the proposed rates. If computer usage is determined by a rate, identify the basis used and rationale used to derive the rate.
- (3) Material/Equipment: List all material/equipment items by type and kind with associated costs and advise if the costs are based on vendor quotes, data and/or engineering estimates; provide copies of vendor quotes and/or catalog pricing data.

- (4) Sub-Officer Costs: Offerors must submit all subcontractor proposals and analyses with the cost proposal (See FAR 15.404-3(b)). If the subcontractor will not submit cost and pricing information to the Offeror, this information must be submitted directly to the Government for analysis. On all subcontracts and interdivisional transfers, provide the method of selection used to determine the subcontractor and the proposed contract type of each subcontract. An explanation shall be provided if the Offeror proposes a different amount than that quoted by the subcontractor. The Offeror's proposal must:
- (a) Identify principal items/services to be subcontracted.
 - (b) Identify prospective subcontractors and the basis on which they were selected. If non-competitive, provide selected source justification.
 - (c) Identify the type of contractual business arrangement contemplated for the subcontract and provide a rationale for same.
 - (d) Identify the basis for the subcontract costs (e.g., firm quote or engineering estimate, etc.).
 - (e) Identify the cost or pricing data or information other than cost or pricing data submitted by the subcontractor.
 - (f) Provide an analysis of the proposed subcontract in accordance with FAR 15.404-3(b). Provide an analysis concerning the reasonableness, realism and completeness of each subcontractor's proposal. If the analysis is based on comparison with prior prices, identify the basis on which the prior prices were determined to be reasonable. The analysis should include, but not be limited to, an analysis of materials, labor, travel, other direct costs, and proposed profit or fee rates.
- (5) Special Tooling or Test Equipment: When special tooling, and/or test equipment is proposed, attach a brief description of said items and indicate if they are solely for the performance of this particular contract or project and if they are or are not already available in the Offeror's existing facilities. Indicate quantities, unit prices, whether items are to be purchased or fabricated, whether items are of a severable nature and the basis of the price. These items may be included under direct material in the summary format.
- (6) Consultants: When consultants are proposed to be used in the performance of the contract, indicate the specific project or area in which such services are to be used. Identify each consultant, number of hours or days to be used and the

consultant's rate per hour or day. State the basis of said rate and give your analysis of the acceptability of the consultant's rate.

(7) Travel: Travel costs must be justified and related to the needs of the project. Identify the number of trips, the destination and purpose. Travel costs should be broken out by trip with number of travelers, airfare, per diem, lodging, etc. If an Offeror takes exceptions to the requirements called out in the announcement, the exceptions should be clearly stated in the cost proposal.

NOTE: “cost or pricing data”, as defined in Federal Acquisition Regulation (FAR) 2.101, shall be required if the proposer is seeking a procurement contract award of \$700,000 or greater unless the proposer requests an exception from the requirement to submit cost or pricing data. “Cost or pricing data” are not required if the proposer proposes an award instrument other than procurement contract (e.g. other transaction).

All proposers requesting an 845 Other Transaction for Prototypes (OT) agreement must include a detailed list of milestones. Each milestone must include the following: milestone description, completion criteria, due date, and payment /funding schedule (to include, if cost share is proposed, contractor and Government share amounts). It is noted that, at a minimum, milestones should relate directly to accomplishment of program technical metrics as defined in the BAA and/or the proposer’s proposal. Agreement type, fixed price or expenditure based, will be subject to the negotiation by the Contracting Officer; however, it is noted that the Government prefers use of fixed priced milestones with a payment/funding schedule to the maximum extent possible. Do not include proprietary data. If the proposer requests the award of an 845 OT agreement as a nontraditional defense contractor, as so defined in the OSD guide entitled “Other Transactions (OT) Guide for Prototype Projects” dated January 2001 (as amended) (<http://www.asq.osd.mil/dpap/Docs/otguide.doc>), information must be included in the cost proposal to support the claim. Additionally, if the proposer requests the award of an 845 OTA agreement without the required one-third (1/3) cost share, information must be included in the cost proposal supporting that there is at least one non-traditional defense contractor participating to a significant extent in the proposed prototype project. For more information on 845 Other Transaction for Prototypes (OT) agreements, refer to [http://www.darpa.mil/Opportunities/Contract_Management/Other Transactions and Technology Investment Agreements.aspx](http://www.darpa.mil/Opportunities/Contract_Management/Other_Transactions_and_Technology_Investment_Agreements.aspx).