

## 2-Step Broad Agency Announcement

The 2-Step Process reduces acquisition resources for both the Government and industry. It may be considered when a large number of proposals are anticipated or to determine if further Government interest is warranted. If further interest is not warranted, industry saves unnecessary bid and proposal costs and the Government saves review time.

### Overview Information

**NAICS Code:** The NAICS Code for this acquisition is **541715 (Research and Technology in the Physical, Engineering, and Life Sciences (except Nanotechnology and Biotechnology) with the Aircraft, Aircraft Engine and Engine Parts exception)**, and the small business size standard is **1,500** employees.

**Federal Agency Name:** Air Force Research Laboratory, AFRL/RQ Aerospace Systems Directorate, Aerospace Vehicles Division (AFRL/RQV)

**Broad Agency Announcement Title:** Collaborations for Innovative Research on Aerospace Structure (CIRAS)

**Broad Agency Announcement Type:** This is the **Initial Announcement (Two Step Closed BAA with Calls)**

**Broad Agency Announcement Number:** FA8650-21-S-2205

**Catalog of Federal Domestic Assistance (CFDA) Number(s):** 12.800 AIR FORCE DEFENSE RESEARCH SCIENCES PROGRAM

#### **THIS WILL BE A TWO-STEP CLOSED BAA WITH CALLS SOLICITATION:**

This Two Step Closed BAA with Calls will be effective for a period of 5 years from the date of publication. Calls are individual solicitations for research that will be issued in (<https://beta.SAM.gov> ) and (<http://Grants.Gov>), based on available funding and agency needs.

**First Step: WHITE PAPER DUE DATE AND TIME:** The Air Force Research Laboratory, Aerospace Systems Directorate, Aerospace Vehicles Division (AFRL/RQV), will be soliciting white papers described in the Calls to be published in (<https://beta.SAM.gov> ) and (<http://Grants.Gov>) at a later date. Each Call will contain the specific requirements and submission due date and time. Unless otherwise stated in a Call , all other requirements are contained in this BAA. Small businesses are encouraged to propose on all or any part of these upcoming Calls.

**Offerors should be alert for any individual Calls and or BAA Amendments.**

**Second Step: PROPOSAL DUE DATE AND TIME:** To be provided in the Requests for Proposals sent to offerors that submit White Papers considered to meet the needs of the Air Force.

**Submission:** White Papers must be submitted to the Contracting Point of Contact (POC): *Joycelyn Roux and Jodonna Alvarez, AFRL/RQKPC, [Jodonna.alvarez@us.af.mil](mailto:Jodonna.alvarez@us.af.mil) and [Joycelyn.roux@us.af.mil](mailto:Joycelyn.roux@us.af.mil)*

**Solicitation Request:** Air Force Research Laboratory, *AFRL/RQ Aerospace Systems Directorate, Aerospace Vehicles Division (AFRL/RQV)*, Wright Patterson Air Force Base will be soliciting white papers on research effort described in future Calls.

**Type of Contract/Instrument:** The Air Force reserves the right to award the instrument best suited to the nature of research proposed. Accordingly, the Government may award any appropriate contract type under the FAR or Other Transaction (OT) for Prototype, grant, cooperative agreement, or OT for Research. The Air Force may also consider award of an appropriate technology transfer mechanism if applicable. It is anticipated that awards under this BAA will generally be Cost Plus Fixed Fee (CPFF), and Cooperative Agreement. Cost reimbursement contracts require successful offerors to have an accounting system considered adequate for tracking costs applicable to the contract.

**Estimated Program Cost:** Anticipated funding for the entire program is \$6M. The estimated cost for each Call will be specified in each individual Call.

**Anticipated Number of Awards:** The Air Force anticipates awarding a minimum of one award per individual Call. However, the Air Force reserves the right to award zero, one, or more awards for all, some or none of the effort solicited for each individual Call based on the offeror's ability to perform desired work and funding fluctuations.

**Brief Program Summary:** The Aerospace Vehicles Division (RQV), Aerospace Systems Directorate (RQ), Air Force Research Laboratory (AFRL), is soliciting research in aircraft structural design, analysis, and experimentation, specifically in the following areas:

1. Innovative structural concepts for reducing weight and/or improving performance
2. Generation of realistic load and environmental spectra
3. Advanced structural design and analysis methods

4. Advanced techniques for experimental validation of structural models and simulations

### **Communication Between Prospective Offerors and Government Representatives:**

The acquisition team intends to manage communications in a manner best designed to facilitate the submittal of optimal proposals while not providing any unfair competitive advantages. Technical communications will be managed by the Program Manager identified below. Technical questions may be addressed after the Two Step Closed BAA release. Questions determined to provide a competitive advantage will be answered via (<https://beta.SAM.gov> ) and (<http://Grants.Gov>). Dialogue between prospective offerors and Government representatives is encouraged until submission of proposals. Discussions with any of the points of contact shall not constitute a commitment by the Government to subsequently fund or award any proposed effort. Only Contracting Officers are legally authorized to commit the Government.

**Address technical questions to the Technical POC:** Eric Tuegel, Program Manager, AFRL/RQVS, 2130 8<sup>th</sup> Street, WPAFB, OH 45433, 937-656-8826, [eric.tuegel@us.af.mi](mailto:eric.tuegel@us.af.mi)

**Address contracting questions to the Contracting POC:** Jodonna Alvarez and Joycelyn Roux, AFRL/RQKPC, Contracting Officer, 2130 Eighth Street Building 45, Wright Patterson AFB OH 45433-7541, [jodonna.alvarez@us.af.mil](mailto:jodonna.alvarez@us.af.mil), 937-713-9966, and [joycelyn.roux@us.af.mil](mailto:joycelyn.roux@us.af.mil), 937-713-9795

### **Full Text Announcement**

**I. Program Description:** Air Force Research Laboratory, Aerospace Systems Directorate, Aerospace Vehicles Division (AFRL/RQV) is soliciting white papers (and later technical and cost proposals) on the following research effort:

*Note: White papers will be solicited in future Calls.*

- 1. Statement of Objective/Description of Technical Area(s):** The objective of this Two Step Closed BAA with Calls is to advance the technology and/ or increase knowledge and understanding of:
  - a. Innovative structural concepts for reducing weight and/or improving performance
  - b. Generation of realistic load and environmental spectra
  - c. Advanced structural design and analysis methods
  - d. Advanced techniques for experimental validation of structural models and simulations

The complete Statement of Objectives (SOO) is Attachment 1 to this Two Step Closed BAA.

**2. Within Scope Modifications:** Potential offerors are advised that due to the inherent uncertainty of research and development efforts, awards resulting from this announcement may be modified during performance to make within scope changes, to include but not limited to, modifications which increase overall contract ceiling amount.

**3. Deliverable Items:**

- a. Data Items: See attached DD Form 1423-1 CDRLS (Attachment 2)
- b. Software: TBD per individual Call
- c. Hardware: TBD per individual Call
- d. Other: TBD per individual Call

**4. Schedule:**

- a. Overall effort: TBD per individual Call
- b. Data Items: Specified on individual CDRL(s)
- c. Software: TBD per individual Call
- d. Hardware: TBD per individual Call

**5. Other Requirements:**

- a. This announcement incorporates FAR and supplement provisions and clauses by reference. The full text of provisions and clauses can be found at Acquisition.gov.
- b. Program Security Classification: **Unclassified.** If a DD254 is applicable, offerors must verify their Cognizant Security Office information is current with Defense Counterintelligence and Security Agency (DCSA) at [www.dcsa.mil](http://www.dcsa.mil).
- d. OPSEC: See attached SOO for OPSEC guidance.
- e. Export Control: Information involved in this research effort **MAY** be subject to Export Control (International Traffic in Arms Regulation (ITAR) 22 CFR 120-131, or Export Administration Regulations (EAR) 15 CFR 710-774). If effort may be subject to export control, then a Certified DD Form 2345, Militarily Critical Technical Data Agreement, will be required to be submitted with proposal.
- f. Export-Controlled Items: As prescribed by DFARS 225.7901-4, DFARS 252.225-7048, "Export-Controlled Item (JUN 2013)" is contained in this solicitation. This clause shall be contained in ALL resulting contracts.

**6. Other Information:**

- a. Government Furnished Property (GFP) Availability: GFP is not anticipated to be made available under any resulting contract.
- b. Base Support/ Network Access: Base Support is anticipated. The Government will provide the following: work space, phones, network access, material, equipment, services, or other support for the performance of this effort.
  - (1) Available Base Facilities: Base Support will be located at Building 65, Wright Patterson AFB, Ohio 45433
- c. Multiple awards subject to Fair Opportunity are **not anticipated**

- d. Data Rights Desired:
- (1) Noncommercial Technical Data: Unlimited Rights desired, will accept Government Purpose Rights (GPR)
  - (2) Noncommercial Computer Software (NCS): Unlimited Rights desired will accept GPR
  - (3) NCS Documentation: Unlimited Rights desired, will accept GPR
  - (4) Commercial Computer Software Rights: Customary License

The Air Force Research Laboratory is engaged in the discovery, development, and integration of warfighting technologies for our air, space, and cyberspace forces. As such, rights in noncommercial technical data and NCS developed or delivered under this contract are of significant concern to the Government. The Government will therefore evaluate any restrictions on the use of noncommercial technical data, NCS, and NCS documentation which could result in transition difficulty or less-than full and open competition for subsequent development of this technology.

In accordance with DFARS 252.227-7013(b)(1) and 252.227-7014(b)(1), the Government shall receive unlimited rights in all noncommercial technical data and computer software developed exclusively with Government funds.

In accordance with DFARS 252.227-7013(b)(2) and DFARS 252.227-7014(b)(2), the Government shall receive Government Purpose Rights in all noncommercial technical data and computer software developed with mixed funding. "Developed with mixed funding" means, "development was accomplished partially with costs charged to indirect cost pools and/or costs not allocated to a government contract, and partially with costs charged directly to a government contract. Offerors that propose delivery of noncommercial technical data, NCS, or NCS documentation subject to Government Purpose Rights should fully explain how a portion of the data was developed at private expense. Specifically, offerors must explain what noncommercial technical data, NCS, or NCS documentation developed with costs charged to indirect cost pools and/or costs not allocated to a Government contract will be incorporated, how the incorporation will benefit the program, and address whether those portions or processes are segregable.

Offerors that propose delivery of noncommercial technical data with Limited Rights, NCS with Restricted Rights, or NCS documentation with Limited Rights will be considered. Proposals should fully explain what noncommercial technical data, NCS, or NCS documentation developed with costs charged to indirect cost pools and/or costs not allocated to a Government contract will be incorporated and how the incorporation will benefit the program and whether those portions or processes are segregable.

Offerors shall include the data rights assertions as required by DFARS 252.227-7017, Identification and Assertion of Restrictions on the Government's Use, Release, or Disclosure of Technical Data or Computer Software. The assertions list is included in Section K and due at time of proposals. Assertions must be completed with specificity. Each assertion must identify the technical data or computer software to be delivered and the associated item, component, or process developed exclusively or partially at private expense to which it pertains. Nonconforming data rights assertion lists will not be accepted until submitted in accordance with DFARS 252.227-7017.

Terms used in this section are defined in the clauses at 252.227-7013, Rights in Technical Data-Noncommercial Items, and 252.227-7014, Rights in Noncommercial Computer Software and Noncommercial Computer Software Documentation.

### **THIRD PARTY SOFTWARE (COMMERCIAL AND NONCOMMERCIAL):**

If any such software, noncommercial or commercial, is not reasonably identifiable at proposal submission, it must still be approved by the contracting officer prior to incorporation. This obligation to obtain pre-approval by the contracting officer, as described above, continues throughout contract administration.

Noncommercial Computer Software:

DFARS 252.227-7014(d) describes requirements for incorporation of third party noncommercial copyrighted computer software and computer software documentation and is incorporated as follows:

The Contractor shall not, without the written approval of the Contracting Officer, incorporate any copyrighted computer software or computer software documentation in the software or documentation to be delivered under this contract unless the Contractor is the copyright owner or has obtained for the Government the license rights necessary to perfect a license or licenses in the deliverable software or documentation of the appropriate scope set forth in DFARS 252.227-7014(b), and prior to delivery of such—

- (1) Computer software, has provided a statement of the license rights obtained in a form acceptable to the Contracting Officer;
- or
- (2) Computer software documentation, has affixed to the transmittal document a statement of the license rights obtained.

In addition, all noncommercial computer software will receive the appropriate level rights set forth in DFARS 252-7014(b), which could include: Unlimited rights, GPR, Restricted Rights, or specifically negotiated license.

Commercial Computer Software:

For commercial computer software, the Government will neither accept nor execute a DD Form 250 for such software deliverables until the Contractor obtains from all third party software suppliers and/or vendors (Licensor) licenses for any commercial computer software to be delivered that are consistent with Federal Statutes, Federal Case Law, and Federal Regulations.

The following is a non-exhaustive list of terms and conditions which are inconsistent with Federal law and shall not be included in the commercial computer software license agreement between the Licensor and the Government:

1. The license shall not subject the Government to a contingent liability or a liability that is indefinite or indeterminate, including but not limited to: indemnification clauses, unilateral price increases, the right to attorney fees, automatic assessment of charges, or automatic renewal provisions. These provisions constitute obligations in advance or in excess of an appropriation and violate the Anti-Deficiency Act.
2. The license shall be governed by Federal Statutes, Federal Case Law, and Federal Regulations, and shall not be subject to the laws or jurisdiction of any municipality, state, or foreign country. The license shall not bind the Government to litigation in a particular forum or venue or require the Government to participate in arbitration.
3. The license shall not include non-substitution language that would preclude or limit the Government from using another vendor/reseller and/or product to fulfill Government requirements.
4. The Licensor shall not have the authority to unilaterally terminate the license. All remedies available shall be consistent with the Disputes and Termination Clauses in the underlying basic contract.
5. The Licensor shall not have the right to enter the premise or monitor Government networks for the purpose of auditing the use of the license.
6. The Licensor shall not have the authority to control or otherwise influence any litigation between a third party and the Government. The United States Department of Justice has the sole authority to represent the Government in all litigation matters.
7. The Licensor shall not use the fact that the Government is using the Licensor's products in any notification or advertisement to the public (e.g., no publicity rights permitted).
8. The license shall not require automatic updates or give Licensor the authority to unilaterally replace the software.

**[IF APPLICABLE] Additionally, the Contractor may be required to obtain licenses that comply with the following terms and conditions, based on the Government's needs:**

1. [IF APPLICABLE] The license shall not disclaim all warranties through use of an "as is" provision.
2. [IF APPLICABLE] The license shall neither restrict the Government from using the product at various sites nor limit use of the product by

various Government agencies or third parties performing work on behalf of the Air Force under the [PROGRAM NAME]. In performance of the [PROGRAM NAME], Government personnel as well as Government contractors may use the software, subject to any negotiated limits on number of users, as applicable.

3. [IF APPLICABLE] [The license shall not limit the Government's use of the software at other Government and Government contractor sites.] [The license shall authorize the Government to use the software at the following sites: [list].
4. [IF APPLICABLE] The license shall not restrict the Government from copying or embedding elements of accessible code into other applications (e.g., nesting code, derivative works).

The Contractor may obtain agreement from the Licensor to insert the clause below in its respective software licenses intended to be transferred to the Government:

"In the event that any of the provisions of the [Software License] are determined to be inconsistent with Federal law or do not otherwise satisfy the Government's needs, the parties to the [Software License] hereby agree that such provisions shall be null and void as they pertain to the Government. Specifically, the following sections are hereby deleted from the [Software License] [and/or amended as indicated below]:

[Section X: deleted; Section Y: amended as follows [...]]"

If the Licensor will not agree to the terms and conditions cited herein and/or as contained in DFARS 227.72, the Contractor shall retain the current license on behalf of and for the benefit of the US Government if permissible under its license and such use will not subject the Government to the terms of the license. If the software in question is required to be delivered to the Government, the Licensor must grant the Government a sublicense that allows the Government to use the software to meet its requirements.

The Contractor shall provide documentation to clearly correlate or map any commercial computer software to be delivered to:

- a) Contract Line Item Numbers (CLINS);
- b) Contract Deliverables (CDRLS);
- c) Paragraphs in the statement of work (SOW); and
- d) Portions of any functional block diagrams and/or system architecture diagrams, so that it can be readily determined where certain commercial computer software corresponding to certain software license agreement(s) are physically located on the system to be delivered under the contract

## II. Award Information

1. **Anticipated Award Date:** TBD per individual Call.

**2. Anticipated funding** for the program (not per contract)

FY21	FY22	FY23	FY24	FY25	FY26	Total
\$50,000	\$950,000	\$1,250,000	\$1,250,000	\$1,250,000	\$1,250,000	\$6,000,000

*This funding profile is an estimate only and not a contractual obligation for funding. All funding is subject to change due to Government discretion and availability. Potential offerors should be aware that due to unanticipated budget fluctuations funding in any or all areas may change with little or no notice.*

**III. Eligibility Information**

- 1. Eligible Offeror:** This is an unrestricted solicitation. Small businesses are encouraged to propose.
- 2. Cost Sharing or Matching:** Cost Sharing is not required, but is allowed.
- 3. Federally Funded Research and Development Centers:** The following guidance is provided for Federally Funded Research and Development Centers (FFRDCs) contemplating submitting a proposal, as either a prime or subcontractor. FAR 35.017-1(c)(4) prohibits an FFRDC from competing with any non-FFRDC concern in response to a Federal agency request for proposal for other than the operation of an FFRDC (with exceptions stated in DFARS 235.017-1(c)(4)). There is no regulation prohibiting an FFRDC from responding to a solicitation. However, the FFRDC's sponsoring agency must first make a determination that the effort being proposed falls within the purpose, mission, general scope of effort, or special competency of the FFRDC, and that determination must be included in the FFRDC's proposal. In addition, AFRL must make a determination that the work proposed would not place the FFRDC in direct competition with domestic private industry. Only after these determinations are made, would a determination be made concerning the FFRDC's eligibility to receive an award.
- 4. Government Agencies:** If a Government agency is interested in performing work, contact the Program Manager identified in the BAA. If those discussions result in a mutual interest to pursue your agency's participation, the effort will be pursued independent of this announcement.
- 5. Other:**
  - a. Foreign Participation: If a foreign participant is identified, the offeror will be required to submit their country of origin and a detailed description of the information that is to be provided to the foreign participant at each stage of the contract and that information will be sent to our Foreign Disclosure Office for determination of release.
  - b. This acquisition is **MAY BE** subject to export control laws and regulations (International Traffic in Arms Regulations (ITAR)). TBD per individual Call.
  - c. There are no limits on the number of white papers/proposals an offeror may submit.

- d. You may be ineligible for award if all requirements of this solicitation are not met on the white paper (and later proposal) due date as identified in individual Call.

#### **IV. White Paper / Proposal and Submission Information**

- 1. Overview:** This Announcement consists of a Two-Step Process described in detail below. White Papers/Proposals submitted for individual Calls shall be in accordance with this announcement. *There will be no other solicitation issued in regard to this requirement.* The Government intends to review white papers/proposals and award some, all, or none of the proposals received without negotiation/discussion; however, the Government reserves the right to negotiate with those offeror(s) whose proposal is selected for funding.

Offerors should be alert for any individual Calls and or BAA amendments.

For additional information, a copy of the Broad Agency Announcement (BAA) Guide for Industry is located at:

<https://www.afrl.af.mil/Portals/90/Documents/HQ/BAA%20Ind%20Guide%202020.pdf?ver=7AivkWvoUoptKgypgCuIvw%3d%3d>

#### **2. First Step (White Paper) Instructions:**

- a. General: The *FIRST STEP* requests a white paper and a rough order of magnitude (ROM) cost. The white paper shall include a discussion of the nature and scope of the research and the offeror's proposed technical approach. The Government will review the white papers in accordance with the *FIRST STEP* Peer or Scientific Review criteria, set forth in Section V below. Based on this review, the Government will determine which of them have the potential to best meet the Air Force's needs. Offerors will be notified of the disposition of their white paper. It is anticipated that Government review of the white papers submitted will take **30** working days. Those offerors submitting white papers assessed as meeting Air Force needs will be asked to submit a technical and cost proposal. Those offerors not requested to submit a technical and cost proposal will be notified but may, however, still elect to submit a technical and cost proposal. An offeror submitting a proposal without first submitting a white paper **will not** be eligible for an award. The cost of preparing white papers in response to this Solicitation is not considered an allowable direct charge to any resulting or any other contract; however, it may be an allowable expense to the normal bid and proposal indirect cost as specified in FAR 31.205-18.
- b. Page Limitation: The White Paper shall be limited to 5 pages, prepared and submitted in Word format. Font shall be standard 10-point business font Arial. Character spacing must be "normal," not condensed in any

manner. Pages shall be double-spaced (must use standard double-space function in Microsoft Word), double-sided (each side counts as one page), 8.5 by 11 inches, with at least one-inch margins on both sides, top and bottom. All text, including text in tables and charts, must adhere to all font size and line spacing requirements listed herein. Font and line spacing requirements do not have to be followed for illustrations, flowcharts, drawings, and diagrams. These exceptions shall not be used to circumvent formatting requirements and page count limitations by including lengthy narratives in such items. Pages shall be numbered starting with the cover page being Page 1, and the last page being no greater than Page 5. The page limitation covers all information including indices, photographs, foldouts (counted as 1 page for each 8.5 by 11 portion) tables, charts, appendices, attachments, resumes, etc. The Government will not consider pages in excess of these limitations. Offerors should submit the White Paper electronically (email) to the Contracting POCs, identified in the Overview Information.

- c. Format: The white paper will be formatted as follows:
- (1) Section A: BAA Number, Title of Program, Name of Company, Business Size, Company's Commercial and Government Entity (CAGE) number, Dun & Bradstreet (D&B) Data Universal Numbering System (DUNS) number, Contracting POC and Technical POC with appropriate telephone numbers, fax numbers, and email addresses for the POCs.
  - (2) Section B: Period of Performance and Task Objectives;
  - (3) Section C: Technical Summary and Proposed Deliverables; and
  - (4) Section D: Cost of Task (Rough Order of Magnitude (ROM)).
  - (5) Section E: Quad Chart. The Quad chart should include Objective, Description of Effort, List of Related Accomplishments/Research Efforts/Contracts, Program Technical Approach, Challenges, Benefits of Proposed Technology, Major Goals/Milestones by FY, Cost by FY, Contact Information. See Attachment 4 for the Quad chart Guidance and Template. The Quad Chart Guidance includes font and text formatting.
- d. Technical Portion: The technical portion of the white paper shall include a discussion of the nature and scope of the research and the offeror's proposed technical approach/solution. It may also include any proposed deliverables. Resumes, descriptions of facilities and equipment, a proposed Statement of Work are not required at this point.
- e. Cost Portion: The cost portion of the white paper shall include a ROM cost estimate. No detailed price or cost support information should be forwarded; only a time-phased bottom line figure should be provided.
- f. Other Information: Multiple white papers within the purview of this announcement may be submitted by each offeror. If the offeror wishes to

restrict its white papers, they must be marked with the restrictive language stated in FAR 52.215-1(e).

- g. White Paper/Proposal Content Summary: You may be ineligible for award if all requirements of this solicitation are not met on the proposal due date.

### **3. Second Step (Proposal) Instructions:**

**Note:** *If you intend to submit a proposal for an assistance instrument, go to Attachment 5 which discusses how to find the assistance opportunity, prepare the cover page, and complete the certification. This section also provides the process for electronic submission of proposals for assistance instruments that may be submitted in addition to BAA Section IV Paragraph 3.a.(5).*

#### **a. General Instructions:**

- (1) The *SECOND STEP* consists of offerors submitting a technical and cost proposal within **30** working days of the proposal request. After receipt, proposals will be reviewed in accordance with the award criteria in Section V. below. Proposals will be categorized and subsequently selected for negotiations.
- (2) Offerors should apply the restrictive notice prescribed in FAR 52.215-1(e) Instructions to Offerors—Competitive Acquisition. Offerors should consider proposal instructions contained in the Broad Agency Announcement (BAA) Guide for Industry, which can be accessed on line at <https://www.afrl.af.mil/Portals/90/Documents/HQ/BAA%20Ind%20Guide%202020.pdf?ver=7AivkWvoUoptKgypgCuIvw%3d%3d>. This guide is specifically designed to assist the offeror in understanding the BAA proposal process.
- (3) Technical/management and cost/business volumes should be submitted in separate volumes and must be valid for 180 days.
- (4) Proposals must reference the announcement number FA8650-21-S-2205.  
The cost file(s) spreadsheets must be in Microsoft Excel and include the formulas for calculating cost element bases (i.e., G&A, O/H, etc.)
- (5) Offerors are advised that only Contracting Officers are legally authorized to contractually bind or otherwise commit the Government.
- (6) The cost of preparing proposals in response to this BAA is not considered an allowable direct charge to any resulting or any other contract; however, it may be an allowable expense to the normal bid and proposal indirect cost as specified in FAR 31.205-18.
- (7) No classified technical proposals or cost volumes are expected. Offerors are encouraged to keep all elements of the proposal package unclassified. In the rare case where an offeror has a need

to submit a classified appendix, please contact the technical POC for delivery instructions.

**b. Technical/Management Proposal:**

- (1) Page Limitations: The following describes proposal page limitations:
  - a) The Technical/Management Proposal shall be limited to **20** pages. Technical/Management proposals and Statements of Work must be provided in Microsoft Word. Signed pages may be submitted in Adobe.
  - b) Font shall be standard 10-point business font Arial.
  - c) Character spacing must be "normal," not condensed in any manner.
  - d) Pages shall be double-spaced (must use standard double-space function in Microsoft Word), double sided (each side counts as one page), 8.5 by 11 inches, with at least one-inch margins on both sides, top and bottom.
  - e) All text, including text in tables and charts, must adhere to all font size and line spacing requirements listed herein. Font and line spacing requirements do not have to be followed for illustrations, flowcharts, drawings, and diagrams. These exceptions shall not be used to circumvent formatting requirements and page count limitations by including lengthy narratives in such items.
  - f) Pages shall be numbered starting with the cover page being Page 1, and the last page being no greater than Page **20**. The page limitation covers all information including indices, photographs, foldouts (counted as 1 page for each 8.5 by 11 portion) tables, charts, appendices, attachments, resumes, etc.
  - g) The proposal page limit does not include the offeror's proposed Statement of Work (SOW) and Quad Chart; however, the same formatting rules apply to the SOW, which is limited to **5** pages. The Quad Chart is limited to **1** page.
  - h) **Please Note: The Government will check the proposal and SOW for conformance to the stated requirements. Any pages in excess of the stated page limitation after the format check will not be considered for review purposes.**
- (2) The Technical/Management proposal(s) shall include a discussion of the nature and scope of the research and the technical approach. Additional information on prior work in this area, descriptions of available equipment, use of base support (if desired), data and facilities and resumes of personnel who will be participating in this effort should also be included as attachments to the technical proposal. This volume shall include a SOW detailing the technical tasks proposed to be accomplished under the proposed effort and suitable for contract incorporation. ***Do not include any***

**proprietary information in the SOW.** Refer to the BAA Guide for Industry referenced above to assist in SOW preparation. In addition to the contractor proposed SOW, a Government generated SOW attachment containing additional contracting requirements will be included in any resulting contracts. The SOW attachment is included as Attachment **3** to this BAA.

- (3) Any questions concerning the technical proposal or SOW preparation shall be referred to the Contracting POC.

**c. Cost/Business Proposal:**

- (1) Separate the proposal into a business section and cost section.  
Adequate price competition is anticipated
  - a) See attachment 7 for the Section K - Representations and Certifications and attachment 8 for the Section L – Instructions, Conditions, and Notices to Offerors and
  - b) See Attachment 9 for the Model Contract and Attachment 10 for Model Assistance Instrument. Note that the document awarded may include contract line items (CLINs)/clauses/articles in addition to those in the model(s), and/or some of the CLIN/clauses/articles in the model(s) may be deleted, depending on the specific circumstances of the individual award. Any additions or deletions will be negotiated with the offeror prior to award.
  - c) The business section should contain all business aspects to the proposed contract, such as type of contract, any exceptions to terms and conditions of the announcement including the model contract, any information not technically related, etc. Provide rationale for exceptions.
  - d) Associate Contractor Agreements: Associate Contractor Agreements (ACAs) are agreements between contractors working on Government contracts that require them to share information, data, technical knowledge, expertise, or resources. The contracting officer may require ACAs when contractors working on separate Government contracts must cooperate, share resources or otherwise jointly participate in working on contracts or projects. Prime contractor to subcontractor relationships do not constitute ACAs. For each award, the contracting officer will identify associate contractors with whom agreements are required.
  - e) Identify any technical data that will be delivered with less than unlimited rights.
  - f) Subcontracting Plans: For efforts to exceed \$750,000, Subcontracting Plans shall be submitted in the cost/business proposal. Reference FAR 19.704 and DFARS 219.704 for subcontracting plan requirements. Small business concerns are exempt from this requirement
  - g) Limitations on Pass-Through Charges: As prescribed in FAR 15.408(n)(1) & 15.408(n)(2), provisions 52.215-22, "Limitations on

Pass Through Charges- Identification of Subcontract Effort (Oct 2009)," apply.

- h) Completed Certifications and Representations (Section K) are due with the proposal. Certifications and Representations (Section K) can be found at Atch. 7. Offerors may also be required to submit updated or supplemental Certifications and Representations based on the specifics of their proposal.
  - i) If an offeror proposes the use of Government Furnished Property (GFP), other than GFP identified in the BAA, the offer must specifically identify each piece of GFP in the Cost/Business Proposal and propose and substantiate a rental cost for evaluation purposes in accordance with FAR 45.202. Include the following information in the proposal:
    - (i) A list describing all Government property that the offeror or its subcontractors propose to use on a rent-free basis. The list shall identify the accountable contract under which the property is held and the authorization for its use (from the contracting officer having cognizance of the property);
    - (ii) The dates during which the property will be used and, for any property that will be used concurrently in performing two or more contracts, the amounts of the respective uses in sufficient detail to support prorating the rent;
    - (iii) The amount of rent that would otherwise be charged in accordance with FAR 52.245-9, Use and Charges; and
    - (iv) The voluntary consensus standard or industry leading practices and standards to be used in the management of Government property, or existing property management plans, methods, practices, or procedures for accounting for property.
- (2) **Cost Element Breakdown:** Clear, concise, and accurate cost proposals reflect the offeror's financial plan for accomplishing the effort contained in the technical proposal. As a part of its cost proposal, the offeror shall submit the information outlined below, together with supporting breakdowns. All direct costs (labor, material, travel, computer, etc.) as well as labor and overhead rates should be provided by contractor fiscal year (CFY). Detailed cost element breakdowns by Government Fiscal Year or calendar year are not required. The supporting schedules may include summary level estimating rationale used to generate the proposed costs. The cost element breakdown(s) should include the following if applicable.
- a) **Direct Labor:** Direct labor should be detailed by number of labor hours by category of labor.
  - b) **Labor and Overhead Rates:** Direct labor hours, with their applicable rates, must be broken out 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 historical 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.

- c) **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.
- d) **Subcontractor Costs:** Submit all subcontractor proposals and analyses with your 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:
  - (i) Identify principal items/services to be subcontracted.
  - (ii) Identify prospective subcontractors and the basis on which they were selected. If non-competitive, provide selected source justification.
  - (iii) Identify the type of contractual business arrangement contemplated for the subcontract and provide rationale
  - (iv) Identify the basis for the subcontract costs (e.g., firm quote or engineering estimate, etc.).
  - (v) Identify the cost or pricing data submitted by the subcontractor.
  - (vi) 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.
- e) **Special Tooling or Test Equipment:** When special tooling, and/or test equipment is proposed, attach a brief description of 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.

- f) **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.
- g) **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.
- h) **Computer Use:** Detail the amount and kind of computer usage, the cost, and how the costs were derived.
- i) **Facilities Capital Cost of Money:** If Facilities Capital Cost of Money is proposed, a properly executed DD Form 1861 is required.
- j) **Project Funding Profile:** Offerors should include a project funding profile by Government Fiscal Year (GFY) (1 Oct through 30 Sept) for budgetary purposes. This will enable the Government to easily identify program funding needs by GFY.
- k) If an offeror takes exceptions to the requirements Called out in the announcement (e.g., base support, Government-furnished property (GFP), CDRLs), the exceptions should be clearly stated in the cost proposal.
- l) **Forward Pricing Rate Agreements:** Offerors who have forward pricing rate agreements (FPRA's) and forward pricing rate recommendations (FPRR's) should submit them with their proposal.
- m) Cost/Business proposals have no page limitations.

e. **Proposal Content Summary:** You may be ineligible for award if all requirements of this solicitation are not met on the proposal due date.

## V. White Paper / Proposal Review Information

1. **FIRST STEP – White Paper Peer or Scientific Review Criteria:** The Government will review White Papers to determine which of them have the potential to best meet the Air Force's needs based on the following criteria, which are listed in **equal** order of importance:
  - a. Is the technical approach consistent with the technologies listed in the BAA?
  - b. Is the research of interest to the Government?
  - c. Is appropriate funding available?

2. **SECOND STEP – Proposal Peer or Scientific Review Criteria:** Proposals will be reviewed against the criteria listed below. The technical aspect, which is ranked as the first order of priority, shall be reviewed based on the following criteria that are of **equal** order of importance.

a. **Technical:**

- (1) Unique and innovative approach proposed to accomplish the technical objectives. New and creative solutions and/or advances in knowledge, understanding, technology, and the state of the art.
- (2) The offeror's understanding of the scope of the technical effort.
- (3) Soundness of the offeror's technical approach.
- (4) The potential for AFRL to transition the research and development deliverables to future Government needs. Any proposed restrictions on technical data or computer software will be considered.
- (5) Availability of qualified technical personnel and their experience with the applicable technologies.
- (6) Availability, from any source, of necessary research, test, laboratory, or shop facilities.

- b. **Cost/Price:** The cost/price criterion includes the realism of the proposed cost. Cost/Price is a substantial factor, but ranked as the second order of priority. (If an offeror proposes the use of GFP other than any GFP identified in this BAA, and that proposed GFP provides the offeror an unfair competitive advantage, then FAR 45.202 requires rental equivalent be applied to the Cost Factor for evaluation purposes only).

3. **SECOND STEP / PROPOSAL - Review and Selection Process**

- a. **Categories:** Based on the Peer or Scientific Review, proposals will be categorized as Selectable or Not Selectable (see definitions below). The selection of one or more sources for award will be based on the Peer or Scientific Review, as well as importance to agency programs and funding availability.

- (1) **Selectable:** Proposals are recommended for acceptance if sufficient funding is available
- (2) **Not Selectable:** Even if sufficient funding existed, the proposal should not be funded.

Note: The Government reserves the right to award some, all, or none of proposals. When the Government elects to award only a part of a

proposal, the selected part may be categorized as Selectable, though the proposal as a whole may not merit such a categorization.

- b. No other criteria will be used.
- c. Prior to award of a potentially successful offer, the Contracting Officer will make a determination regarding price reasonableness.

## **VI. Award Administration Information**

1. **Award Notices:** Offerors will be notified whether their proposal is recommended for award on or about 45 calendar days after submission of their proposal. The notification is not to be construed to mean that any contract or assistance award is assured, as availability of funds and successful negotiations are prerequisites to any award.
2. **Administrative and National Policy Requirements:** See Section I.
3. **Reporting:** See *I.3.a., CDRLs*.

## **VII. Other Information**

1. **Acquisition of Commercial Items:** Based upon market research, the Government is not using the policies contained in Part 12, Acquisition of Commercial Items, in this solicitation. However, interested offerors may identify to the Contracting Officer their interest and capability to satisfy the Government's requirement with a commercial item within 15 days of this notice.
2. **Support Contractors:** Only Government employees will participate in Peer or Scientific Reviews. Offerors are advised that employees of commercial firms under contract to the Government may be used to administratively process proposals, monitor contract performance, or perform other administrative duties requiring access to other contractors' proprietary information. These support contracts include nondisclosure agreements prohibiting their contractor employees from disclosing any information submitted by other contractors or using such information for any purpose other than that for which it was furnished.
3. **Feedback Sessions:**
  - a. **Contracts:** When requested, a Feedback Session will be provided with content consistent with the procedures that govern BAAs (FAR 35.016). The process will follow the time guidelines outlined in the award notice described in Paragraph VI.1.

- b. **Assistance Instruments:** When requested, an informal feedback session will be provided. The process will follow the time guidelines outlined in the award notice described in Paragraph VI.1.
4. **Item Unique Identification and Valuation.** It is DoD policy that contractors shall be required to identify the Government's unit acquisition cost for all deliverable end items for which Item Unique Identification applies. Therefore, proposals must clearly break out the unit acquisition cost for any deliverable items. See DFARS 211.274-3, Policy for Valuation, for more information. (Per DoD, "fully burdened unit costs" to the Government would include all direct, indirect, G&A costs, and an appropriate portion of fee). For more information, see the following website:  
<http://www.acq.osd.mil/dpap/pdi/uid/index.html>.
5. **Pre-Award Clearance:** Pursuant to FAR 22.805, a pre-award clearance must be obtained from the U.S. Department Of Labor, Employment Standards Administration, Office Of Federal Contract Compliance Program's (OFCCP) prior to award of a contract (or subcontract) of \$10,000,000 or more unless the contractor is listed in OFCCP's National Pre-award Registry [https://ofccp.dol-esa.gov/preaward/pa\\_reg.html](https://ofccp.dol-esa.gov/preaward/pa_reg.html). Award may be delayed if you are not currently listed in the registry and the contracting officer must request a pre-award clearance from the OFCCP.
6. **Updates of Publicly Available Information Regarding Responsibility Matters:** Any contract or assistance award that exceeds \$600,000; and when offeror checked "has" in paragraph (b) of the provision FAR 52.209-7, shall contain the clause/article, FAR 52.209-9 "Updates of Publicly Available Information Regarding Responsibility Matters."
7. Offerors are required to submit the completed provision at DFARS 252.215-7009 Proposal Adequacy Checklist with their proposal. (See *Atch. 6*).
8. **White Paper / Proposal Reminders:** You may be ineligible for award if all requirements of this solicitation are not met on the proposal due date.
- a. **Step One:** White Papers are due to the Contracting POC.
  - b. **Step One:** White Papers are due per individual Call announcement.
  - c. **Step One and Step Two:** White Paper and Proposal page limits are strictly enforced.
  - d. **Step One and Step Two:** White Papers and Proposals must be submitted in the format specified.
  - e. **Step Two:** Proposals are due to the Contracting POC.
  - f. **Step Two:** The Cost/Business Proposal must contain all information described in the Cost/Business Proposal Submission Section.
  - g. **Step Two:** Offerors other than small businesses must include a subcontracting plan.

- h. **Step Two:** Offerors who have Forward Pricing Rate Agreements (FPRA's) or Forward Pricing Rate Recommendations (FPRR's) should submit them with their proposal.
- i. **Step Two:** If a DD254 is applicable, offerors must verify their Cognizant Security Office information is current with Defense Counterintelligence and Security Agency (DCSA) at [www.dcsa.mil](http://www.dcsa.mil).
- j. **Step Two:** If a Call is subject to export control, offerors must submit a Certified DD Form 2345, Militarily Critical Technical Data Agreement, with proposal.

## **ATTACHMENTS**

### List of Attachments:

1. Statement of Objectives (SOO)
2. CDRLs
3. Statement of Work (SOW) Supplemental Requirements
4. Quad Chart Template
5. Proposals for Assistance Instruments
6. Proposal Adequacy Checklist (if applicable; used when APC is not anticipated)
7. Section K- Representations and Certifications
8. Section L – Instructions, Conditions, and Notices to Offerors
9. Model Contract
10. Model Assistance Instrument