

HR001125S0014 CoasterChase BAA Proposal Instructions and Volume I Template

Use of this template is **required** for all proposal submissions to this BAA. Full proposal submissions **must include** all information in the:

- Attachment B: Proposal Summary Slide Instructions and Template,
- Attachment C: Proposal Instructions and Volume I Template (Technical and Management),
- Attachment D: Proposal Instructions and Volume II Template (Cost),
- Attachment E: Streamlined Cost Proposal Spreadsheet, and
- Attachment F: Risk Assessment Matrix Instructions and Template

All submissions must be written in English with type no smaller than 12-point font. Font sizes of 8- or 10-point may be used for figures, tables, and charts. All pages shall be formatted for printing on 8-½ by 11-inch paper. Margins must be 1-inch on all sides. Copies of all documents submitted must be clearly with the DARPA BAA number, proposer organization, and proposal title. Volume I, Technical and Management Proposal, may include an optional bibliography of relevant technical papers or research notes (published and unpublished) which document the technical ideas and approach upon which the proposal is based. Copies of not more than three (3) relevant technical papers may be included with the submission. The submission of other supporting materials along with the proposals is strongly discouraged and will not be considered for review. **The maximum page count for Volume I is 20 pages.**

Page limit includes:	Page limit does NOT include:
Technical figures, tables, charts	Cover Sheet
	Official transmittal letter (Optional)
	Table of Contents
	Appendix A
	Resumes (Optional)
	References/Bibliography (Optional)
	Technical Papers (Optional)

Proposers are encouraged to submit concise but descriptive proposals. Specific examples of problems, approaches, or goals are preferred to qualitative generalities. The Government will not consider pages in excess of the page count limitations, as described herein. Proposals with fewer than the maximum number of pages will not be penalized. Proposals must be submitted per the instructions outlined herein and received by DARPA no later than the due date and time listed in the BAA Overview. Proposals received after this time and date may not be reviewed. Please visit <https://www.darpa.mil/work-with-us/proposer-instructions> for instructions on how to submit your proposal through the Broad Agency Announcement Tool (BAAT). Proposers requesting Cooperative Agreements or Other Transaction Agreements for Research (OT-Rs) as an award instrument type **must** submit proposals via Grants.gov.

COVER SHEET
[PRIME ORGANIZATION LOGO *optional*]

Proposal Title	
Proposer Organization	
Type of Organization	Choose all that apply: Large Business, Small Business, Academia, or Nonprofit.
Proposer Reference Number, if any	
Technical Point of Contact (POC)	Name: Address: Telephone: Email:
Administrative POC	Name: Address: Telephone: Email:
Other Team Members (sub-awardees and consultants), if any	Technical POC Name: Organization: Organization Type:
Place(s) of Performance	
Estimated Period(s) of Performance	
Award Instrument Requested	Choose one: Procurement contracts, Cooperative agreement, Other Transaction
Total Proposed Cost (by Contractor Fiscal Year)	Year 1: \$ Year 2: \$ Total: \$
SAM.gov Unique Entity ID (UEI)ⁱ	
Taxpayer identification number (TIN)ⁱⁱ	
Commercial and Government Entity (CAGE) codeⁱⁱⁱ	
Date Proposal was Submitted	
Proposal Validity Period (minimum 120 days)	

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1. Official Letter of Transmittal (Optional)

2. Executive Summary (2 pages maximum)

Provide a top-level synopsis of the proposed project, including answers to the following questions:

1. What is the proposed work attempting to accomplish or do?
2. How is it done today, and what are the limitations?
3. What is innovative in your approach?
4. What are the key technical challenges in your approach, and how do you plan to overcome these?
5. Who or what will be affected, and what will the impact be if the work is successful?
6. How much will it cost, and how long will it take?

The summary must include a description of the key technical challenges, a concise review of the technologies proposed to overcome these challenges and achieve the project's goal, and a clear statement of the novelty and uniqueness of the proposed work.

3. Goals and Impact (2 pages recommended)

Clearly describe what the team is trying to achieve and the difference it will make (qualitatively and quantitatively) if successful. Describe the innovative aspects of the project in the context of existing capabilities and approaches, clearly delineating the uniqueness and benefits of this project in the context of the state-of-the-art, alternative approaches, and other projects from the past and present. Describe how the proposed project is revolutionary and how it significantly rises above the current state-of-the-art. Describe the deliverables associated with the proposed project and any plans to commercialize the technology, transition it to a customer, or further the work.

4. Technical Plan and Rationale (8-12 pages recommended)

Outline and address technical challenges inherent in the approach and possible solutions for overcoming potential problems. This section should provide appropriate measurable milestones (quantitative if possible) at intermediate stages of the program to demonstrate progress, plan for achieving the metrics/milestones/deliverables required by the program. Clearly describe how the two functional areas will be developed in parallel and how data/information from one functional area will inform the development of the other. Demonstrate a deep understanding of the technical challenges and present a credible (even if risky) plan to achieve the project's goal. Clearly explain why the proposed technical plan will work. Identify top risks to achieving program goals, discuss mitigation plans for technical risk and include risk monitoring and management approaches. List Government-furnished materials or data assumed to be available.

5. Management Plan (2 pages maximum)

A principal investigator (PI) for the project must be identified, along with a description of the team's organization, including the breakdown by Functional Area (FA). All teams are strongly encouraged to identify a project manager/integrator to serve as the primary point of contact to communicate with the DARPA Program Manager and Contracting Officer's Representative, coordinate the effort across co-performers, vendors, and subcontractor teams,

organize regular performer meetings or discussions, facilitate data sharing, and ensure timely completion of milestones and deliverables.

Provide a clear description of the team's organization, including an organization chart that illustrates, as applicable, the relationship of team members, unique capabilities of team members, task responsibilities of team members, teaming strategy among the team members to ensure crosstalk and synergy between the FAs. Denote the principal investigator (PI), co-PI, program manager/integrator (if applicable), and key personnel with the amount of effort to be expended by each person during the project. Provide a detailed plan for coordination, including explicit guidelines for interaction among collaborators/subcontractors of the proposed project. Describe any formal teaming agreements that are required to execute this program.

6. Schedule and Milestones (1 page maximum)

Provide a detailed schedule referencing the tasks from the Statement of Work (SOW) (task name, duration, work breakdown structure elements as applicable, performing organization), milestones, and the interrelationships/co-dependencies among tasks. The task structure must be consistent with that in the SOW. Measurable milestones and metric fulfillment should be clearly articulated and defined in time relative to the start of the project.

7. Capabilities (1 page maximum)

Describe the organizational experience in the relevant subject area(s), existing intellectual property, or specialized facilities, and any Government-furnished materials or information. Describe any specialized facilities to be used as part of the program, the extent of access to these facilities, and any radiological or biological containment, biosafety, permitting and/or certification requirements necessary to use these facilities. Discuss any work in closely related research areas and previous accomplishments.

8. Qualifications of Key Personnel (NOT INCLUDED IN PAGE COUNT)

Curriculum Vitae for PI, PM, and key co-Investigators (not included toward Volume I page count).

9. Statement of Work (SOW, NOT INCLUDED IN PAGE COUNT)

The SOW should provide a detailed task breakdown by Contractor Fiscal Year, citing specific tasks and their connection to the milestones, deliverables, and metrics, as applicable. Do not include proprietary information.

For each defined task and subtask, provide:

- A general description of the objective.
- A detailed description of the approach to be taken to accomplish each defined task/subtask.
- Identification of the primary organization/team responsible for task/subtask execution (if using subcontractor(s) or consultant(s), identify by name).
- A measurable milestone (i.e., a deliverable, demonstration, or other event/activity that marks task completion). Include completion dates for all milestones/fulfillment of metrics/deliverables.

- A definition of all deliverables (e.g., data, reports, software) to be provided to the Government in support of the proposed tasks/subtasks.

10. Bibliography (Optional, NOT INCLUDED IN PAGE COUNT)

A brief bibliography, limited to 5 pages, may be provided with *links* to relevant papers, references, reports, etc.

APPENDIX A

11. Identification of Key Personnel

Please use the table below to identify all key personnel for the project.

Prime		
Individual Name:	Organization:	Non-U.S. Organization: <input type="checkbox"/> Yes <input type="checkbox"/> No Non-U.S. Individual: <input type="checkbox"/> Yes <input type="checkbox"/> No FFRDC: <input type="checkbox"/> Yes <input type="checkbox"/> No Government Entity: <input type="checkbox"/> Yes <input type="checkbox"/> No
Subawardees/Consultants		
Individual Name:	Organization:	Non-U.S. Organization: <input type="checkbox"/> Yes <input type="checkbox"/> No Non-U.S. Individual: <input type="checkbox"/> Yes <input type="checkbox"/> No FFRDC: <input type="checkbox"/> Yes <input type="checkbox"/> No Government Entity: <input type="checkbox"/> Yes <input type="checkbox"/> No
Individual Name:	Organization:	Non-U.S. Organization: <input type="checkbox"/> Yes <input type="checkbox"/> No Non-U.S. Individual: <input type="checkbox"/> Yes <input type="checkbox"/> No FFRDC: <input type="checkbox"/> Yes <input type="checkbox"/> No Government Entity: <input type="checkbox"/> Yes <input type="checkbox"/> No

12. Requirements for teams that include Government Entities and/or Federally Funded Research and Development Centers (FFRDCs)

Note per Section IX of the BAA, FFRDCs and Government entities interested in participating in the CoasterChase program or proposing to this BAA *must* first contact the Agency Point of Contact (POC) listed in Section 1, Overview prior to the Abstract due date to discuss eligibility. Was contact made with the CoasterChase POC:

Yes No

Are any of the team member organizations (prime or subawardee) a Government entity or FFRDC?

Yes No

If yes, provide the information outlined below.

a. Proof of Eligibility to Propose

Provide documentation citing the specific authority that establishes the applicable team member’s eligibility to propose to Government solicitations; include: (1) statutory authority; (2) contractual authority; (3) supporting regulatory guidance; and (4) evidence of agency approval for applicable team member participation. For FFRDCs, this documentation must be in the form of a letter on official letterhead from their sponsoring organization and must also include a statement of compliance with the terms and conditions of the associated FFRDC sponsor agreement, as applicable.

b. Statement of Unique Capability

Provide a statement that demonstrates the work to be performed by the Government entity or FFRDC team member is not otherwise available from the private sector.

13. Organizational Conflict of Interest Affirmations and Disclosure

In accordance with the requirements of the BAA, provide the following information.

- a. Are any of the proposed individual team members *or* their respective organizations (whether prime or subawardee or consultant) *currently* providing SETA, A&AS or similar support to DARPA?

Yes No

- b. Did any of the proposed individual team members *or* their respective organizations (whether prime or subawardee or consultant) provide SETA, A&AS or similar support to DARPA within one calendar year of this proposal submission?

Yes No

If you answered “Yes” to 12.a OR 12.b, provide the following information for each applicable team member:

- The name of the DARPA office receiving the support;
- The prime contract number;
- Identification of proposed team member (subawardee, consultant) providing the support; and
- An OCI mitigation plan in accordance with FAR 9.5.

- c. Are there any other potential Organizational Conflicts of Interest involving any of the proposed individual team members *or* their respective organizations (whether prime or subawardee or consultant)?

Yes No

If yes, provide the following information for each applicable team member:

- Identification of applicable team member; and
- An OCI mitigation plan in accordance with FAR 9.5.

14. Novelty of Proposed Work

Has the proposed work been submitted to any other Government solicitation?

Yes No

If yes, provide the following information

- Solicitation number: _____
- Agency: _____
- Proposed work has already received funding or a positive funding decision.

Yes No Decision pending

15. Representations and Certifications

- For proposers requesting procurement contracts, please **download, complete, and submit** within this volume “Procurement Contracts Reqs and Certs 2024” fillable template available at the following link: <https://www.darpa.mil/work-with-us/procurement-contracts>
- For proposers requesting Other Transactions, please **download, complete, and submit** within this volume “2-SAMPLE OT certifications” available at the following link: <https://www.darpa.mil/work-with-us/reqs-certs>

16. Intellectual Property (IP)

Please provide the following information, as applicable. *Note: the Government will assume unlimited rights to all IP not explicitly identified as restricted in the proposal.*

a. Technical Data and Computer Software

Are you asserting any IP restrictions on any technical data or non-commercial computer software that will be delivered to the Government?

Yes No

If yes, list all proprietary claims to results, prototypes, deliverables or systems supporting and/or necessary for the use of the proposed research, results, prototypes and/or deliverables. Provide a short summary for each item asserted with less than unlimited rights that describes the nature of the restriction and the intended use of the intellectual property in the conduct of the proposed research. Use the following format for these lists.

NONCOMMERCIAL				
Technical Data and/or Computer Software To be Delivered with Restrictions	Summary of Intended Use in the Conduct of the Research	Basis for Assertion	Asserted Rights Category	Name of Person Asserting Restrictions

Are you proposing any commercial software that will be delivered to the Government?

Yes No

If yes, please provide licensing terms.

COMMERCIAL				
Technical Data and/or Computer Software To be Delivered with	Summary of Intended Use in the Conduct of the	Basis for Assertion	Asserted Rights Category	Name of Person Asserting Restrictions

Restrictions	Research			

b. Patents

Does the proposed effort involve using patented inventions that are owned by or assigned to the proposing organization or individual?

Yes No

If yes, provide documentation proving ownership or possession of appropriate licensing rights to all patented inventions to be used for the proposed project. If a patent application has been filed for an invention, but it includes proprietary information and is not publicly available, provide documentation that includes: the patent number, inventor name(s), assignee names (if any), filing date, filing date of any related provisional application, and summary of the patent title, with either: (1) a representation of invention ownership; or (2) proof of possession of appropriate licensing rights in the invention (i.e., an agreement from the owner of the patent granting license to the proposer).

ⁱ The SAM-generated UEI becomes the official identifier for doing business with the U.S. Government. This replaces DUNS.

ⁱⁱ See <https://www.irs.gov/individuals/international-taxpayers/taxpayer-identification-numbers-tin> for information on requesting a TIN. Note, requests may take from 1 business day to 1 month depending on the method (online, fax, mail).

ⁱⁱⁱ A CAGE Code identifies companies doing or wishing to do business with the Federal Government. See BAA Section VI.B.2 for further information.