

**COMBATING TERRORISM TECHNICAL SUPPORT OFFICE/  
Technical Support Working Group  
(CTTSO/TSWG)**

**BROAD AGENCY ANNOUNCEMENT (BAA)  
20S3098**

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**Due Date for Receipt of Phase 1 Quad Charts:**

**No Later Than May 26, 2020  
All submissions are due by 3:00 p.m.  
Eastern Time (ET) on the above date**

- AAC – Advanced Analytic Capabilities**
- CBRNE – Chemical, Biological, Radiological, Nuclear, and Explosives**
- IDD/EC – Improvised Device Defeat/Explosives Countermeasures**
- IFS – Investigative and Forensic Science**
- IW/ET – Irregular Warfare and Evolving Threats**
- PP – Personnel Protection**
- PS – Physical Security**
- TTD – Training Technology Development**

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**The Broad Agency Announcement Information Delivery System (BIDS) is the system in which all submissions and communications will flow. Communications outside of BIDS may result in expulsion from the competition.**

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## 1. INTRODUCTION.

This is a Combating Terrorism Technical Support Office (CTTSO) Broad Agency Announcement (BAA) issued under the provisions of paragraph 6.102(d)(2)(i) of the Federal Acquisition Regulation (FAR) to provide for the competitive selection of research proposals. Contracts based on responses to this BAA are considered to be the result of full and open competition and in full compliance with the provisions of Public Law (PL) 98-369 Section 2701, "The Competition in Contracting Act." **Awards for submissions under this BAA are planned for Fiscal Year (FY) 2021. No contract awards will be made until appropriated funds are available from which payment for contract purposes can be made.**

[NOTE: Persons submitting proposals are advised that only the Contracting Officer can obligate the Government to any agreement involving expenditure of Government funds.]

### **1.1. Approach.**

A three-phased proposal selection process will be used for this BAA to minimize cost and effort for prospective offerors:

- Phase 1 will consist of the solicitation, receipt, and evaluation of a one-page Quad Chart and a one-page addendum.
- Phase 2 will consist of the solicitation, receipt, and evaluation of a White Paper and applies to only those submissions that have been accepted in Phase 1.
- Phase 3 will consist of the solicitation, receipt, and evaluation of a Full Proposal and applies to only those submissions that have been accepted in Phase 2. Based on the priority of critical requirements and the availability of funding, Phase 1 submissions can be selected for Phase 3 without a Phase 2 submission.

Clarifications to White Papers and Full Proposals may be requested.

### **1.2. Small Business Set Aside.**

The Government encourages nonprofit organizations, educational institutions, small businesses, small disadvantaged business (SDB) concerns, Historically Black Colleges and Universities (HBCU), Minority Institutions (MI), women-owned businesses, and Historically Underutilized Business zone enterprises as well as large businesses and Government laboratories to submit research proposals for consideration and/or to join others in submitting proposals; however, no portion of the BAA will be set aside for these special entities because of the impracticality of reserving discrete or severable areas of research and development (R&D) in any specific requirement area.

### **1.3. Limitation of Funds.**

The Government intends to incrementally fund Cost Reimbursement contracts awarded from this BAA as provided by FAR 52.232-22, "Limitation of Funds." Most contracts awarded are anticipated to be 12 to 24 months in duration and at times may include additional 6 to 12 month option(s). To facilitate incremental funding, submissions shall include the cost and schedule by a task-phased structure with clear exit criteria, and shall be inclusive of all work to complete the

effort including any options. It is anticipated that the entire effort will be negotiated with the initial contract award.

[NOTE: Based upon the availability of funding, the Government may have to partially fund Fixed Price contracts in accordance with DFAR 252.232-7007, "Limitation of Government's Obligation." In such cases, milestone payments will need to be a part of the full proposal. Applicability of this issue will be stated in the email asking for a Phase 3 proposal.]

#### **1.4. Technical Evaluation Support.**

It is the intent of this office to use contractor support personnel in the review, evaluation, and administration of all submissions for this BAA. All contractor support personnel will have access to proprietary data and shall certify that they: (1) will not disclose any information pertaining to this solicitation including any submissions, the identity of any submitters, or any other information relative to this BAA; and (2) have no financial interest in any submissions evaluated, reviewed, and administered. Submissions and information received in response to this BAA constitutes permission to disclose that proposal data to certified evaluators under these conditions.

#### **1.5. BAA Package Download.**

This BAA Package can be downloaded electronically in its entirety from CTTSO BAA Information Delivery System (BIDS), <https://bids.cttso.gov/>, under Resources. Registration is not required to download the BAA package; however, BIDS registration is required to upload a response to the BAA.

#### **1.6. BAA Contractual and Technical Questions.**

All contractual and technical questions regarding this BAA, including the published requirements and instructions, must be posted via either the *BAA and Requirement Questions* feature, accessible from the [BIDS](#) homepage via [Have a Question?](#), or emailed to [BIDSHelp@cttso.gov](mailto:BIDSHelp@cttso.gov). No other office personnel will acknowledge, forward, or respond to any inquiries received in any manner concerning the BAA. All questions must be received no later than 10 days before Phase 1 Quad Charts are due. Contractual questions and answers will be posted periodically under BAA Questions. Offerors are encouraged to periodically review *BAA Questions*, accessible from the [BIDS](#) homepage via [Have a Question?](#).

#### **1.7. BIDS Website Help Requests.**

For technical help using BIDS, submit questions to [BIDSHelp@cttso.gov](mailto:BIDSHelp@cttso.gov) or by using the button located under [Have a Question?](#). Include a valid email address, your BIDS username, and a detailed description of the question or concern in the comments block. [BIDS](#) provides other valuable resources, such as *Doing Business with the Government*. Reference documents noted in this BAA, such as the Quad Chart Sample and CTTSO Cost Proposal Template, are available for download under *Resources* on the homepage menu bar.

A list of BIDS FAQs can be found in the [Have a Question?](#) section of [BIDS](#).

## 2. GENERAL INFORMATION.

This section includes information applicable to all awards under this BAA.

### **2.1. Eligibility.**

To be eligible for contract award, a responsible offeror must meet certain minimum standards pertaining to financial solvency and resources, ability to comply with the performance schedule, prior record of satisfactory performance, integrity, organization, experience, operational controls, technical skills, facilities, and equipment. See FAR 9.104.

- All offerors must be registered in the System for Award Management (SAM) database prior to award at <https://www.sam.gov>.

Other helpful information is provided under *Doing Business with the Government* on the [BIDS](#) homepage.

### **2.2. Procurement Integrity, Standards of Conduct, Ethical Considerations.**

Certain post-employment restrictions on former federal officers and employees exist including special Government employees (Section 207 of Title 18, United States Code (U.S.C.)). If a prospective offeror believes that a conflict of interest exists, the offeror should make this known to the Contracting Officer for resolution before time and effort are expended in preparing a proposal.

### **2.3. Prohibition on Contracting for Certain Telecommunications and Video Surveillance Services or Equipment.**

FAR provision 52.204-24 applies to all BAA requirements. The full text of FAR provision 52.204-24 is below. All contracts awarded from the BAA will include related FAR clauses 52.204-25 and 52.244-6.

#### **52.204-24 Representation Regarding Certain Telecommunications and Video Surveillance Services or Equipment (AUG 2019)**

(a) *Definitions.* As used in this provision-

*Covered telecommunications equipment or services, Critical technology, and Substantial or essential component* have the meanings provided in clause 52.204-25, Prohibition on Contracting for Certain Telecommunications and Video Surveillance Services or Equipment.

(b) *Prohibition.* Section 889(a)(1)(A) of the John S. McCain National Defense Authorization Act for Fiscal Year 2019 (Pub. L. 115-232) prohibits the head of an executive agency on or after August 13, 2019, from procuring or obtaining or extending or renewing a contract to procure or obtain, any equipment, system, or service that uses covered telecommunications equipment or services as a substantial or essential component of any system, or as critical technology as part of any system. Contractors are not prohibited from providing -

(1) A service that connects to the facilities of a third-party, such as backhaul, roaming, or interconnection arrangements; or

(2) Telecommunications equipment that cannot route or redirect user data traffic or permit visibility into any user data or packets that such equipment transmits or otherwise handles.

(c) *Representation.* The Offeror represents that -

It [ ] will, [ ] will not provide covered telecommunications equipment or services to the Government in the performance of any contract, subcontract or other contractual instrument resulting from this solicitation.

(d) *Disclosures.* If the Offeror has responded affirmatively to the representation in paragraph (c) of this provision, the Offeror shall provide the following information as part of the offer-

(1) All covered telecommunications equipment and services offered (include brand; model number, such as original equipment manufacturer (OEM) number, manufacturer part number, or wholesaler number; and item description, as applicable);

(2) Explanation of the proposed use of covered telecommunication equipment and services and any factors relevant to determining if such use would be permissible under the prohibition in paragraph (b) of this provision;

(3) For services, the entity providing the covered telecommunication services (include entity name, unique entity identifier, and Commercial and Government Entity (CAGE) code, if known); and

(4) For equipment, the entity that produced the covered telecommunications equipment (include entity name, unique entity identifier, CAGE code, and whether the entity was the OEM or a distributor, if known).

(End of provision)

#### **2.4. Restrictive Markings on Proposals.**

All proposals should clearly indicate content disclosure limitations. Submissions can be marked as “Proprietary” or words to that effect; however, markings such as “Company Confidential” or other phrases that could be confused with national security classifications shall not be used. All paragraphs that contain proprietary information must be clearly marked. The Contracting Officer may challenge proprietary markings if they are not substantiated.

#### **2.5. Submission Handling/Rights in Technical Data and Computer Software/Patent Rights.**

##### **2.5.1. Procurement Integrity.**

The Government shall comply with FAR 3.104 in its treatment of information submitted in response to this BAA solicitation and marked with the individual’s or company’s legend.



**2.5.2. Submission Information and FOIA.**

Records or data bearing a restrictive legend can be included in the proposal. However, the offeror is cautioned that portions of the proposal are subject to release under the terms of the Freedom of Information Act (FOIA), 5 U.S.C. § 552, as amended. In accordance with FOIA regulations, the offeror will be afforded the opportunity to comment on, or object to, the release of proposal information.

**2.5.3. Rights in Technical Data and Computer Software.**

Rights in technical data and computer software and software documentation provided in the proposal are treated in accordance with the Department of Defense Federal Acquisition Regulation Supplement (DFARS) 252.227-7016, "Rights in Bid and Proposal Information." Rights in technical data, and computer software and computer software documentation in the resultant contract shall be in accordance with DFARS 252.227-7013 (regarding technical data) and DFARS Section 252.227-7014 (regarding computer software and software documentation). Both clauses (DFARS sections 252.227-7013 and 252.227-7014) will be included in any noncommercial contract exceeding the simplified acquisition threshold. Table 1 contains these and related clauses that may be included in the contract.

<b>Table 1. Contract Clauses</b>	
<b>DFARS</b>	<b>Title</b>
252.227-7013	Rights in Technical Data – Noncommercial Items
252.227-7014	Rights in Noncommercial Computer Software and Noncommercial Computer Software Documentation
252.227-7016	Rights in Bid and Proposal Information
252.227-7017	Identification and Assertion of Use, Release, or Disclosure Restrictions
252.227-7019	Validation of Asserted Restrictions - Computer Software
252.227-7025	Limitations on the Use or Disclosure of Government-Furnished Information Marked with Restrictive Legends
252.227-7027	Deferred Ordering of Technical Data or Computer Software
252.227-7028	Technical Data or Computer Software Previously Delivered to the Government
252.227-7030	Technical Data - Withholding of Payment
252.227-7037	Validation of Restrictive Markings on Technical Data

**2.5.4. Patents.**

Patents in existence and patent applications pending at the time of the proposal, which relate to the proposed effort, shall be identified in the White Paper and Full Proposal in accordance with the clauses above.

**2.6. Product and Deliverable Requirements.**

All proposal phases shall include the costs for products and data deliverable requirements. Minimum data (report) requirements include Monthly Status Reports (MSRs), meeting minutes and a Final Technical Report even if the research is to be continued under a follow-on contract or contract option. MSRs document program, technical, and financial status. The Final Technical

Report summarizes the project and associated tasks at the conclusion of each contract. Include MSRs, the Final Technical Report, and any products and deliverables specific to the performance of the proposed effort (e.g., system specification). The Government will provide the offeror with a full listing of data deliverables (i.e., Contract Data Requirements List) in the request for Phase 3 Full Proposal. Additional products and deliverables could include prototype hardware, software, or systems; test plans; test and technical reports; technical data; specifications; requirements documents; computer programs or software; user manuals; drawings; or other products and data. The number, types, and preparation instructions for products and deliverables will be specified in the contract.

**2.7. Distribution/Release Limitations.**

The offeror should be aware that all resulting contracts or other awards will contain release limitations for all data resulting from the effort in accordance with DFARS 252.204-7000. This includes products, data, information, and services to be performed. The contractor shall protect all data and information from disclosure, and shall not release any data or information by any method of dissemination without prior Government approval.

**2.8. Subcontracting.**

Pursuant to Section 8(d) of the Small Business Act (15 U.S.C. § 637(d)), it is the policy of the Government to enable small business and small disadvantaged business concerns to be considered fairly as subcontractors to contractors performing work or rendering services as prime contractors or subcontractors under Government contracts, and to assure that prime contractors and subcontractors carry out this policy.

**2.9. Animal or Human Testing Compliance.**

The contractor shall comply with all laws and regulations governing the use of animals or human subjects in research projects. Information regarding compliance requirements for using humans and animals in testing is also available on BIDS under Resources.

**2.9.1. Animal Testing.**

Any contract resulting from this BAA that potentially involves the testing of animals shall include the following language:

Any contractor performing research on warm blooded vertebrate animals shall comply with the Laboratory Animal Welfare Act of 1966, as amended, 7 U.S.C. §§ 2131 - 2159, and the regulations promulgated thereunder by the Secretary of Agriculture in 9 C.F.R. Parts 1 through 4, pertaining to the care, handling, and treatment of vertebrate animals held or used for research, teaching, or other activities supported by Federal contract awards. In addition, the contractor shall comply with the provisions of Department of Defense Instruction (DoDI) 3216.01, as implemented by SECNAVINST 3900.38C, and DFARS 252.235-7002, "Animal Welfare," which is incorporated into this contract.

**2.9.2. Human Subjects Testing.**

Any contract resulting from this BAA that potentially involves the use of human subjects

in the research or study shall include the following language:

The contractor shall comply with all regulations promulgated by the Office of the Secretary of Defense in 32 C.F.R. Part 219, pertaining to the protection of human subjects. In addition, the contractor shall comply with the provisions of DoDI 3216.02. If human subjects are to be used at any time during the project, the contractor shall have a Federal assurance that is acceptable to CTTSO before involving human subjects. Additionally, the protocol shall be approved by a Federally-assured Institutional Review Board (IRB) office named in the institution's assurance. The contractor shall prepare these documents and shall ensure that they are on file with CTTSO prior to the start of research involving human subjects. Collaborators with the contractor, to include IRBs, shall also comply with regulations to protect human subjects for both classified and unclassified research. The contractor shall report all changes in the protocol or consent form to the CTTSO Contracting Officer's Representative as they occur. Release of initial and follow-up funding will be contingent upon initial and continuing reviews, and to other IRB and component requirements.

### **3. PROPOSAL PREPARATION.**

This section provides information and instructions for the preparation and submission of all phases under this BAA. All submissions must meet these requirements including format, content, and structure, and must include all specified information to avoid disqualification, submission rejection, or delays in evaluation.

#### **3.1. BAA Information Delivery System (BIDS).**

BIDS at <https://bids.cttso.gov/> is used: (1) to provide public access to the BAA package; (2) to collect all unclassified submissions; and (3) to collect placeholder records for all classified submissions. BIDS also provides submission progress tracking, evaluation comment collection, and results notification back to the submitter.

##### **3.1.1. Submitter Registration.**

A BIDS submitter registration is required to respond to this BAA. A new BIDS system was activated on February 15, 2020. All vendors who had register before this date, must re-register in the system. Registrations should reflect the offeror's contracting or business authority. The username, created by the offeror, must be unique and is used for BIDS log in and submission tracking. Registration acceptance for submitters is automatic, but takes several seconds to be recognized by BIDS. A success email will be sent to indicate that the username and account are accepted. BIDS is email dependent and uses the registration email as the single point of contact (POC) for all notifications associated with the BAA. This email address should be monitored frequently during the BAA process for the notices. Submitters should periodically check status in their account, not receiving a notification email does not constitute grounds to appeal an evaluation decision. Spam blockers and other email security software may cause a notification email to be rejected; check your account. Email addresses included in the submissions or any other data field in BIDS will not be used for contact and notification purposes.

### 3.1.2. User Accounts and Password Resets.

Registration account information such as the POC, email, and password can be updated after log in. The *Forgot your Password?* link on the BIDS login page allows registered users with a valid username to automatically reset a password. The system will verify the account username and email and then send a new password to that email.

### 3.1.3. Registration and Account Help.

BIDS help requests can be emailed to BIDS administrators at [BIDSHelp@cttso.gov](mailto:BIDSHelp@cttso.gov) or submitted via the button located on the [Have a Question?](#) page.

### 3.1.4. Document Identifier.

The offeror shall include the document identifier in the header of each submission. Document identifiers must match the BIDS submission record and should be constructed *before* upload to BIDS.

#### 3.1.4.1. Constructing Document Identifiers.

Document identifiers, auto-generated in part by BIDS, are based on Subgroup, the requirement number, the username, and a Vendor Internal Tracking (VIT) number. The underlined portion of the sample shown in Table 2 depicts the segment automatically formed by BIDS.

**Table 2. Sample Document Identifier and Components Definition**

<b>CB-1112-ABCCORP-10703JT-QC</b>	
<b>From Sample</b>	<b>Document Identifier Component</b>
<u>CB</u>	subgroup designation - from BAA
<u>1112</u>	requirement number - from BAA
<u>ABCCORP</u>	username - from BIDS registration
10703JT-QC	VIT number - any alphanumeric combination (with no special characters or spaces) created by the submitter for ( <i>submitter</i> ) tracking purposes along with the <b>document type suffix</b>

#### 3.1.4.2. Creating Vendor Internal Tracking (VIT) Numbers.

VIT numbers are unique identifiers created by submitters and entered in the submission record during the upload process. VIT numbers can be any alphanumeric combination (no special characters or spaces) chosen by the submitter plus a suffix indicating the document type. BIDS enforces unique VIT numbers and will not allow the submission record to be saved if the VIT number has already been used. Table 3 provides sample VIT numbering formats for each document type.

**Table 3. Sample VIT Numbers for an Accepted Submission**

<b>Document Type</b>	<b>Auto-generated by BIDS</b>	<b>VIT#</b>
Quad Chart +1-page addendum	CB-1112-ABCORP	10703JT-QC
White Paper	CB-1112-ABCORP	10703JT-WP
Full Proposal	CB-1112-ABCORP	10703JT-FP

Offerors uploading more than one submission to the same requirement shall create unique identifiers by adding a numbered sequence to the document type suffix. Table 4 offers sample VIT number formats for multiple submissions to the same requirement.

**Table 4. Sample VIT Numbers for Multiple Submissions to the Same Requirement**

<b>Submission #</b>	<b>Auto-generated by BIDS</b>	<b>VIT# Sample 1</b>	<b>VIT# Sample 2*</b>
Submission 1	CB-1112-ABCORP	10703JT-QC1	QC1
Submission 2	CB-1112-ABCORP	10703JT-QC2	QC2
Submission 3	CB-1112-ABCORP	10703JT-QC3	QC3
* NOTE: If the submitter does not require an internal tracking number, use the document type designation.			

### **3.2. BIDS Security and Access Control.**

All data uploaded to BIDS is secure from public view and download. All submissions will be considered proprietary/source selection sensitive and protected accordingly. The documents can only be reviewed by the registrant and authorized Government and contractor representatives with no conflict of interest.

### **3.3. Submission Changes.**

Changes to uploaded submissions are permitted up to the closing date and time. If a modification is required, update the original file in the source application and save. Convert to an acceptable format (detailed below) if applicable. In BIDS, open the submission record under **Previously Uploaded Proposals**. Only submissions with the **Update Proposal** status can be modified. Changes can be made after clicking on the submission link. Click on the trash icon to delete the old file. Use **Choose File** to select the revised document. Click **Save Proposal** to save the changes. Documents cannot be edited online through the BIDS interface. File names must contain no spaces or special characters. Ensure the file size does not exceed the prescribed limits. To completely remove a submission from consideration, select **Delete Proposal**. Changes after the submission due date and time are not permitted.

### **3.4. Special Handling Procedures for Classified Information.**

If a submission contains classified information, the offeror must first create a placeholder record in BIDS with an unclassified cover page attachment. Identify in the placeholder document that the submission cannot be uploaded due to classification and include the method of delivery (hand-carried, secure fax, secure mail, etc.) as well as the tracking number, if applicable. The BIDS Document Identifier must be clearly identified on the mailed document(s). Classified responses (up to SECRET) must be appropriately and clearly marked (including all paragraphs and pages containing the subject data), packaged, and shipped in accordance with classified material handling procedures and security regulations pertaining to the level of classification for that document.

To obtain mailing instructions for classified submissions, email: [BIDSHelp@cttso.gov](mailto:BIDSHelp@cttso.gov).

Classified submissions must be received by the applicable due date and time. Classification in no way eliminates the offeror's requirement to comply with all BAA instructions.

### **3.5. Phase 1 Submissions.**

Offerors shall prepare and upload a one-page Quad Chart and a one-page addendum in response to Phase 1 of this BAA. All pages shall be 8 ½ by 11 inches. Use Times New Roman font size 10 point or greater. Single spacing is preferred for the addendum. If more than two pages (i.e., the Quad Chart plus the addendum) are submitted, only the first two pages will be evaluated. Phase 1 submissions do not require a cover page.

#### **3.5.1. Phase 1 Due Date and Time.**

All unclassified Quad Charts *must be received electronically through BIDS no later than 1500 (3:00 p.m.) Eastern Time (ET) on the date specified on the cover of this document.* Likewise, classified submissions must be received by the same due date and time. Offerors must create a placeholder record in BIDS with an unclassified cover page attachment. Refer to section 3.4. of this BAA for instructions on classified submissions. BIDS does not allow proposals to be uploaded or classified placeholders to be created after the closing date and time. Any proposal, regardless of classification, submitted by any other means, or that is late, will not be considered by the Government. Avoid the last minute rush; submit early.

#### **3.5.2. Electronic File Format.**

**The Quad Chart and addendum shall be submitted in a single file. This file must be in Portable Document Format (.pdf). Adobe Acrobat and MS Word can generate such files.** The document must be print-capable, without password, and no larger than 1024 KB. File names cannot contain spaces or special characters. Apple users must ensure the entire file name and path are free of spaces and special characters. Submissions that cannot be opened, viewed, or printed will not be considered.

[NOTE: ZIP files and other application formats, such as Microsoft Office (.docx or .pptx) are NOT acceptable.]

#### **3.5.3. Quad Chart and Addendum Content.**

A Quad Chart conveys the essence of the proposed solution for a single requirement. When preparing a submission, the offeror shall ensure that the specific criteria of the requirement are addressed, the solution is clear, and can be accomplished with the proposed technology, cost, and schedule. The Quad Chart includes a document header and four quadrants. The Quad Chart format and sample are provided on [BIDS](#) under Resources.

##### **3.5.3.1. Header Information.**

Header information shall include the BAA number, the Document Identifier, and the Proposal Title. The date and company name should be included along with the appropriate document markings.

**3.5.3.2. Top Left Quadrant, Graphical Depiction.**

The top left quadrant is a graphical depiction, photograph, or artist's concept of the proposed solution or prototype. Include labels or brief descriptive text as needed for clarification. Ideally, this will convey the prototype concept, use, capability, and any relevant size or weight relationships based on the published requirement.

**3.5.3.3. Top Right Quadrant, Operational and Performance Capabilities.**

The top right quadrant contains the operational and performance capabilities summary. Describe any basic, new, or enhanced capabilities the system will provide to meet the published requirement. In bullet form, list key aspects of performance, capability, operational use, relevant software or hardware specifications, and planned interface and/or compatibility.

**3.5.3.4. Bottom Left Quadrant, Technical Approach.**

The bottom left quadrant contains the proposed technical approach. Specifically, describe the technology involved, how it will be used to solve the problem, actions done to date, and any related ongoing efforts. Briefly describe the tasks to be performed for each phase. A bulleted list is acceptable.

**3.5.3.5. Bottom Right Quadrant, Cost and Schedule.**

The bottom right quadrant contains the Rough Order of Magnitude (ROM) and Schedule, Products and Deliverables, and Corporate Contact Information. ROM and Schedule shall be proposed by phase and include the cost, period of performance (POP), and exit criteria for each phase. A total cost and POP that combines all phases, all applicable data requirements and minimum data report requirements (e.g., MSR, meeting minutes, Final Technical Report, etc.) shall also be included. Products and Deliverables shall include, by phase, a list of all prototype hardware and software along with the required data as described in "Product and Deliverable Requirements" in section 2.6. of this document. Corporate contact information shall include the submitter's company name, POC, phone number, and email address. Include any significant teaming partner (contact information) relevant to the evaluation.

[NOTE: The contact information in the BIDS registration is used for all notices and contact purposes.]

**3.5.3.6. Addendum**

The offeror shall use the addendum to describe the technical solution in greater detail.

**3.5.4. Phase 1 Notification to Offeror.**

The Government will notify the offeror when a submission has been accepted or rejected. Notification of acceptance with a request to submit the next phase document will be emailed to the offeror's contracting authority as entered in the BIDS registration and will indicate the next submission type, clarification requests, and due date and time. Likewise, rejection notifications will be emailed to the address provided in the BIDS registration.

**Debriefings for Phase 1 submissions will not be conducted due to the nature of BAAs.** In general, submissions are not considered for further review when they do not

meet the basic requirement, are too costly, or do not fit the mission. All Phase 1 submissions are evaluated in accordance with Section 4, Proposal Evaluation, of this BAA.

### **3.5.5. Phase 1 Status and Inquiries.**

Phase 1 is complete when all submissions have been accepted or rejected in accordance with this BAA. Inquiries outside of the BIDS system (e.g., phone, email, etc.) concerning the status of Phase 1 submissions will not be accepted. After BIDS log on, submitters are able to check the status of their submission(s) under **Previously Uploaded Proposals**.

### **3.6. Phase 2 White Paper Submissions.**

Offerors shall prepare and upload a White Paper with no more than twelve (12) pages plus a cover page in response to Phase 2 of this BAA. The cover page template is provided at the BIDS website under Resources. The cover page is excluded from the White Paper page count. All submission pages shall be 8 ½ by 11 inches, double-spaced with Times New Roman font no smaller than 10 point; all margins shall be one inch. Each page of the submission shall contain the document identifier in the document header. If the White Paper contains more than 12 pages including tables, charts, and figures, only the first 12 pages will be evaluated.

#### **3.6.1. Phase 2 Due Date and Time.**

All unclassified White Papers must be received electronically through BIDS no later than the due date and time specified in the Phase 1 Quad Chart acceptance email. Likewise, classified submissions must be received by the same due date and time; offerors must create a placeholder record in BIDS with an unclassified cover page attachment. Refer to section 3.4. of this BAA for instructions on classified submissions. BIDS does not allow proposals to be uploaded or for classified submissions to be created after the due date and time. Any proposal, regardless of classification, submitted by any other means, or that is late, will not be considered by the Government.

#### **3.6.2. Electronic File Format.**

**The White Paper shall be submitted in a single file. This file must be in Portable Document Format (.pdf). Adobe Acrobat and MS Word can generate such files.** The document must be print-capable, without password, and no larger than 2048 KB. File names cannot contain spaces or special characters. Apple users must ensure the entire file name and path are free of spaces and special characters. Submissions that cannot be opened, viewed, or printed will not be considered.

[NOTE: ZIP files and other application formats, such as Microsoft Office (.docx or .pptx) are NOT acceptable.]

#### **3.6.3. Phase 2 Document Upload.**

To upload a next phase document use the link back to BIDS provided in the acceptance email, or log in to BIDS and navigate to **Requested Proposals** to open the accepted record. Review the checklist then click **Create Proposal** and follow the instructions.



**3.6.4. White Paper Content.**

White Papers shall provide a description of the technical approach, the specific tasks and deliverables by phase, schedule and cost estimate by phase, intellectual property and government rights, transition planning for production, and a capability statement. The offeror shall incorporate all clarification data requests from the acceptance email into the submission. Indicate clarification entries by footnote and reference the requested item(s) in the footer area. The following White Paper sections and details are required.

**3.6.4.1. Cover Page.**

A cover page template is provided [BIDS](#) under *Resources*. The cover page includes necessary contractual information including the offeror's contracting POC (name, telephone number, email address, facsimile number, mailing address) and business information (Data Universal Numbering System (DUNS) number, Commercial and Government Entity (CAGE) code, business type). Include the proposed contract type, total cost, and the duration of all phases/tasks. The cover page is excluded from the page count.

**3.6.4.2. Technical Approach.**

Describe the proposed solution relative to the requirement. Focus content on operational capabilities required to address the problem, the underlying theory that supports the operational capability, and suggested concept of operations. Identify end users that could be interested in the proposed solution and describe how the solution will be a benefit. Include drawings, diagrams, charts, and tables needed to explain the effort. Describe if, and where, the proposed technology/solution has been, or is being used. Identify sponsoring agency and funding resources; or if none, so state.

**3.6.4.3. Tasks and Deliverables.**

Identify the proposed tasks by phase in the order of occurrence. A phase must have clear exit criteria to serve as a "go" or "no-go" decision point to proceed to the next phase. Identify work that will be performed by other organizations or agencies. Identify anticipated technical risks along with planned mitigation efforts. Indicate any Government furnished material (GFM), equipment (GFE), or information (GFI) that will be required with the task and need date; or state if none. For each phase include the exit criteria and all products and deliverables as defined in section 2.6. of this BAA. State if a phase is proposed as an option.

**3.6.4.4. Schedule.**

Develop a master project schedule preferably in Gantt chart format. The schedule shall indicate the planned start and stop point for each phase with top level subordinate tasks, estimated delivery dates, and completion dates. Indicate the total project POP in months using March 30<sup>th</sup> as a notional start date through the completion date.

**3.6.4.5. Cost.**

Provide the proposed, task-phased budgetary estimate inclusive of any proposed options. At a minimum, this estimate shall detail estimated labor hours and costs,

anticipated material costs, product and deliverable costs (see section 2.6. of this BAA), and other costs (e.g., subcontracts, indirect rates, profit or fee rate) for each phase/task. Costs allocated to other organizations (e.g., Government testing) shall be clearly shown; or state if none. Changes in cost from those proposed in the prior submission shall be explained.

#### **3.6.4.6. Intellectual Property, Technical Data, and Software.**

Disclose/discuss all intellectual property, technical data, and/or software rights that are intended to be used in connection with this submission. See section 2.5. of this BAA for additional information.

##### **3.6.4.6.1. Patents and Patent Applications.**

Identify any existing, applied for, or pending patents that will be used in the conduct of this effort. Provide patent number with date of issue and title or patent application number with filing date and title. Any patent or patent application that resulted from prior government funding should be identified. If no patents or patent applications are relevant, so state. See section 2.5. of this BAA for additional information.

##### **3.6.4.6.2. Rights in Technical Data and Software.**

Identify any technical data and/or computer software that will be delivered with less than unlimited rights as prescribed in DFARS 252.227-7013 and DFARS 252.227-7014. State if unlimited rights in technical data are proposed. See section 2.5. of this BAA for additional information.

#### **3.6.4.7. Transition from Prototype to Production.**

Describe the overall strategy to transition the results of this development effort to production once the funded effort is concluded. Briefly describe the overall strategy for transition, potential partners, transition issues to include any obvious regulatory, liability, interoperability, or financing issues. Discuss the interaction with representative users and the concept for test and evaluation by those users and follow on support of a product resulting from this effort.

#### **3.6.4.8. Organizational Capability Statement.**

Describe the offeror's capability and/or experience in doing this type of work. Identify technical team members or principal investigators and associated expertise. If applicable, include a description of co-participants' capabilities and/or experience. State whether an agreement has been reached (or not) with the co-participants. The offeror is only required to submit past performance information in response to a request for Full Proposal.

#### **3.6.5. Phase 2 Status and Inquiries.**

Phase 2 is complete when all submissions have been accepted or rejected in accordance with this BAA. Inquiries outside of the BIDS system (e.g., phone, email, etc.) concerning the status of White Papers will not be accepted. After login to the BIDS website, submitters are able to check the status of their submission(s) under **Previously Uploaded**

## Proposals.

### 3.6.6. Phase 2 Notifications to Offeror.

The Government will notify the offeror when a submission has been accepted or rejected. Notification of acceptance with a request to submit the next phase document will be emailed to the offeror's contracting authority as *entered in the BIDS registration* and will indicate the next submission type, clarification requests, and due date and time. Likewise, rejection notifications will be emailed to the address provided in the BIDS registration.

**Debriefings for White Papers will not be conducted due to the nature of BAAs.** In general, submissions are not considered for further review when they do not meet the basic requirement, are too costly, do not fit the mission, or funding is not expected. All White Papers are evaluated in accordance with section 4, Proposal Evaluation, of this BAA.

### 3.7. Phase 3 Full Proposal Submissions.

Offerors shall prepare and upload a Full Proposal, consisting of a Technical Proposal in **Portable Document Format (.pdf)**, a completed CTTSO Cost Proposal template (using the Microsoft Excel format provided by CTTSO) along with a supporting Cost Narrative pdf, plus a cover page, in response to Phase 3 of this BAA. All pages shall be 8 ½ by 11 inches, double-spaced with Times New Roman font no smaller than 10 point; all margins shall be one inch. Each page of the submission shall contain the document identifier in the document header. The Technical Proposal must be no more than 50 pages including tables, charts, and figures. If the document contains more than 50 pages, only the first 50 pages will be evaluated. All paragraphs containing proprietary information must be clearly marked. The Cost Proposal has no page limit; however, unnecessarily elaborate or information beyond those sufficient to present a complete and effective response is not desired.

**Disclaimer** - To minimize the cost and effort for submitters, Phase 3, Full Proposals, will only be requested for qualifying solutions that have a high probability of award; however, the Government reserves the right to cancel requirements, or any request for proposals for this solicitation, at any time prior to award and shall not be liable for any cost of proposal preparation or submission.

#### 3.7.1. Phase 3 Due Date and Time.

All unclassified Full Proposals must be received electronically through BIDS no later than the due date and time specified in the acceptance email. Likewise, classified submissions must be received by the CTTSO Security Office by the due date and time; offerors must create a placeholder record in BIDS with an unclassified cover page attachment. Refer to section 3.4. of this BAA for instructions on classified submissions. BIDS does not allow proposals to be uploaded or classified placeholders to be created after the due date and time. Any proposal, regardless of classification, submitted by any other means, or that is late, will not be considered by the Government.

#### 3.7.2. Electronic File Format.

The technical proposal must be submitted in in **Portable Document Format (.pdf)**. The CTTSO Cost Proposal Template (MS Excel) must be completed and submitted with

formulas visible and the document unlocked. A supporting cost narrative must be submitted in **Portable Document Format (.pdf)**.

The document must be print-capable, without password, and no larger than 2048 KB. File names cannot contain spaces or special characters. Apple users must ensure the entire file name and path are free of spaces and special characters. Submissions that cannot be opened, viewed, or printed will not be considered.

### **3.7.3. Phase 3 Document Upload.**

To upload a next phase document, locate and open the accepted record under **Requested Proposals**. Review the checklist then click **Create Proposal** and follow the instructions.

### **3.7.4. Full Proposal Components.**

Full Proposal shall consist of three major sections (Technical Proposal and Cost Proposal with a supporting Cost Narrative) described in this document, and can be uploaded to BIDS as three separate files each limited to 2048 KB.

- The first section is the technical proposal and shall include all information related to the proposal as specified in this BAA including figures, charts, and tables plus the cover page.
- The second section is the cost proposal, which will show a breakdown of costs by CLIN as well as phase using the CTTSO Cost Proposal template. **This template is available on the Resources page of BIDS.**
  - Part of the cost proposal is a cost narrative that includes all cost data as well as an explanation of changes in cost from those proposed in the prior submission. Additionally, the offeror will include a cover page as follows:

A cover page template is provided at the BIDS website under Reference Materials. The cover page includes necessary contractual information including the offeror's contracting POC (name, telephone number, email address, facsimile number, mailing address) and business information (DUNS number, CAGE code, business type). Include the proposed contract type, total cost, and the duration of all phases/tasks.

### **3.7.5. Technical Proposal Content.**

The Technical Proposal shall provide a technically detailed solution of the problem addressed in the requirement and fully expand the technology proposed in the prior submissions. The following sections and associated data are required. The offeror shall incorporate all clarification data requests in the Phase 2 acceptance email. Indicate clarification entries by footnote and reference the requested item(s) in the footer area.

#### **3.7.5.1. Table of Contents.**

The technical proposal shall include a table of contents noting the page number of each section detailed below. The table of contents is excluded from page count.

**3.7.5.2. Abstract.**

The abstract is a one-page (or less) synopsis of the proposal that includes the title and the basic approach to satisfy the requirement. Describe the overall scope of work to be performed for the entire period of performance, inclusive of options. The abstract shall stand alone and be suitable for release under the Freedom of Information Act, 5 U.S.C. § 552, as amended.

**3.7.5.3. Executive Summary.**

An executive summary is a concise description of the technology and solution being proposed. Include key information that demonstrates how the proposed solution meets the published requirement. The executive summary should not introduce any new information not covered in the subsequent content.

**3.7.5.4. Technical Approach.**

Describe the technical approach for the proposed solution to meet the requirement. Include technical details of the solution and fully expand the technology proposed in the prior phase submission. Include the methodology, underlying theory, system components, and operational scenario for the intended users. Include drawings, diagrams, charts, and tables needed to explain the effort. Describe relevant prior application of the proposed technology and/or solution, how it is being used, and by whom. Identify sponsoring agency and funding resources; or if none, so state. If subcontractors are proposed, include a detailed description of the effort that they will be performing in support of or in addition to the prime.

**3.7.5.5. Project Plan.**

The project plan shall be organized by phase and describe the work to be performed along with all associated requirements to successfully complete the proposed effort. Include a summary of the individual phases to follow.

**3.7.5.5.1. Phases.**

Phases shall be defined by the subset of tasks to be performed, phase objectives to be accomplished, and the required POP to completion. Phases shall be listed in order of occurrence. Identify phases that are optional. Each phase must contain clear exit criteria that is measurable evidence of completion and serves as a “go” or “no-go” decision point. Each phase shall include a total cost.

**3.7.5.5.2. Tasks within a Phase.**

For each task, provide a detailed description of the work to be performed. Identify any work that will be performed by other organizations or agencies; or if none, so state. Indicate if an agreement is in place for the resources.

**3.7.5.5.3. Products and Deliverables.**

Identify all deliverables - products as well as documentation and reports - for each Task/Phase. Refer to section 2.6. of this BAA for minimum reporting requirements, and additional products and deliverables in performance of the effort proposed.

**3.7.5.6. Master Schedule.**

Develop a master project schedule that includes phase start and stop dates as well as major milestones, critical tasks, and report and product delivery dates. Assume a start date of March 30<sup>th</sup>. Indicate any optional phases.

**3.7.5.7. Government Furnished Equipment.**

Reasonably identify all Government furnished equipment (GFE), materials, facilities, or information with the need date and suggested source at the time of proposal submission. GFE includes, but is not limited to: Government email accounts, SIPRNET access, Common Access Cards (CACs), and/or space at a CTTSO facility (e.g., permanent residence, temporary residence, or testing). Upon identifying GFE, if an offeror's proposal is selected for contract award, the proposed GFE will be identified in the resulting contract. Failure to adequately identify necessary GFE may result in contract termination due to the offeror's inability to perform under this competitive source selection. State if Government equipment, materials, facilities, or information are not required.

**3.7.5.8. Project Risks and Mitigation.**

Identify anticipated technical and management risks along with planned mitigation efforts. Indicate the risk assessment as high, medium, or low.

**3.7.5.9. Organizational Capability Statement.**

Include a brief description of the offeror's organization. Describe the offeror's capability and/or experience in doing the type of work being proposed. If applicable, include a description of co-participants' capabilities and/or experience. State whether an agreement has been reached with the co-participants. Provide at least three references, to include points of contact, for like or similar work.

**3.7.5.10. Organizational Resources.**

Identify key technical personnel and principal investigator(s) including alternates and co-participants, if applicable. Include a brief biography, relevant expertise, and a list of recent publications for each. Identify any team members with potential conflicts of interest. Possible conflicts of interest include personnel formerly employed by the federal Government within the past two years from the date of proposal submission. Provide name, duties, employing agency, and dates of employment; or state if none

**3.7.5.11. Intellectual Property, Technical Data, and Software.**

All anticipated intellectual property, technical data or software rights shall be disclosed. See section 2.5. of this BAA for additional information.

**3.7.5.11.1. Patents and Patent Applications.**

Identify any existing, applied for, or pending patents that will be used in the conduct of this effort. Provide patent number or application number and title. Any patent that resulted from prior Government funding should be identified. State if no patents or patent applications are relevant.

**3.7.5.11.2. Rights in Technical Data.**

State if unlimited rights in technical data are proposed. If not, identify any technical data and/or computer software that will be delivered with less than unlimited rights as prescribed in DFARS 252.227-7013 and DFARS 252.227-7014. When less than unlimited rights are proposed, a data rights assertion table shall be provided as prescribed in DFARS 252.227-7017.

**3.7.5.12. Transition from Prototype to Production.**

Describe the approach and issues related to transition or commercialization of the results of this effort to an operationally suitable and affordable product for the intended users to include the following. The cost to prepare the Transition Plan should be included in the proposed costs. The cost to prepare the Transition Plan should be detailed in the cost proposal. Additional information regarding the Transition Plan can be found in the [CTTSO Technology Transition Handbook](#) located on BIDS under Resources.

[NOTE: If the specific requirement will not reasonably result in a prototype (e.g., study, service requirement) so state “Not Applicable to this Requirement” and justify why.]

**3.7.5.12.1. Transition Strategy.**

Provide the overall strategy for transition to production (licensing, partnering, or venturing) along with the associated timelines for actions associated with the transition. Describe the roles of current development partners, subcontractors, or other organizations that will be leveraged. If the offeror is not a commercial entity, indicate if a commercial partner has been identified. Discuss barriers to commercialization, such as anticipated regulatory issues (such as environmental, safety, health, and transportation), liability issues, interoperability, and financing, and planned steps to address these barriers.

**3.7.5.12.2. Transition Approach.**

Describe the type and level of effort envisioned to take the technology from its state at the end of the development effort to a production ready, affordable, operationally suitable product (such as size and/or weight reduction, packaging, environmental hardening, integration, additional test and certification). Provide an estimate of any costs to transition the prototype to low rate initial production. Provide the estimated production unit price for the end users.

**3.7.5.12.3. Test and Evaluation.**

Describe the plan to involve representative users during the design and development process and the general plan for test and evaluation by representative end users. If the phases of performance include representative user test and evaluation: (1) ensure coordination of user participation is thoroughly discussed in the technical approach; and (2) state “Representative User Participation will occur during contract performance.”

**3.7.5.12.4. Operational Support.**

Describe the estimated level of training needed to prepare users to utilize the product in an operational environment. Discuss the anticipated support concept such as level(s) of repair, spare parts, warranties, operation and maintenance technical manuals, simulators, and other logistics considerations.

**3.7.5.13. Human Subjects and Animal Testing.**

The proposal shall provide a statement regarding the anticipated use of human subjects or animals in testing; or state if none. If yes, procedures for complying with all laws and regulations governing the use of animals or human subjects in research projects shall be included in the technical proposal. See section 2.9, "Animal or Human Testing Compliance" in this document for details.

**3.7.5.14. Environmental Impact.**

The proposal shall provide a statement regarding the impact of the work proposed on the environment. State if no impact exists.

**3.7.5.15. Classification and Security.**

If the offeror is proposing to perform research in a classified area, indicate the level of classification of the research and the level of clearance of the potential principal investigator and all proposed personnel. The contractor shall include facility clearance information. Also, the contractor shall indicate the Government agency that issued the clearances. State if the proposed effort is unclassified.

**3.7.5.16. Subcontracting Plan.**

If the total amount of the proposal exceeds \$700,000 and the offeror is not a small business, the offeror shall submit a subcontracting plan for small business and small socially and economically disadvantaged business concerns. A mutually agreeable plan will be included in and made a part of the resultant contract. The contract cannot be executed unless the contracting officer determines that the plan provides the maximum practicable opportunity for small business and small disadvantaged business concerns to participate in the performance of the contract. The Subcontracting Plan/information is excluded from page count.

**3.7.6. Cost Proposal.**

The offeror and each significant subcontractor, if any, shall fill out the CTTSO Cost Proposal Template (available on BIDS under Resources) and submit all supporting cost or pricing data along with any other supporting attachments. All prepared spreadsheet formulas must be accessible. As soon as practicable after agreement on price, but before contract award, the offeror shall submit a Certificate of Current Cost or Pricing Data for contracts exceeding \$2,000,000 as prescribed by FAR 15.406-2.

[NOTE: To determine the reasonableness of the cost proposal, the Government may request additional supporting documentation for proposed costs.]



**3.7.6.1. Cost Narrative.**

Provide a narrative discussing/substantiating elements of the cost proposal. Provide a separate summary of the total cost for each phase and for the total of the entire effort proposed. Indicate optional phases. Explain changes in cost from those proposed in the previous submission. The Cost Narrative must be submitted in PDF (.pdf) format with Times New Roman font no smaller than 10 point.

**3.7.6.1.1. Table of Contents.**

The cost narrative shall include a table of contents noting the page number of each section detailed below.

**3.7.6.1.2. Direct Labor Costs.**

Detail the direct labor cost estimate by showing the breakdown of labor hours, rates, cost for each category, and furnish the basis for the estimates.

- *Labor Category.* Include a detailed description of the category.
- *Labor Hours.* Include a Basis of Estimate for the proposed hours. Detail hours to be worked by each labor category proposed per each task, per each fiscal year and cumulatively.
- *Labor Rates.* Rates shall be in accordance with established rate agreements. If no rate agreement exists, use payroll data with actual rates to substantiate the proposed rates. If fully loaded rates are proposed, the offeror shall identify the base rate and build up.
- *Escalation.* Identify the escalation rate, how the rate is applied, and provide justification for the rate used.

**3.7.6.1.3. Indirect Costs.**

Indicate how the offeror has computed and applied offeror's indirect costs (e.g., overhead, G&A, material burden). Indicate the rates used and provide an appropriate explanation.

**3.7.6.1.4. Other Direct Costs.**

Identify all other costs directly attributable to the effort and not included in other sections (e.g., special tooling, travel, computer and consultant services, preservation, packaging and packing, spoilage and rework) and provide the basis for pricing.

- *Travel.* The basis for travel estimates will include trip purpose, departure site and destination, number of persons traveling, number of days, ground transportation requirements, and detailed costs for airfare, hotel, rental cars, and per diem allowances per Federal Travel Regulations (FTR).
- *Materials.* Submit a detailed Bill of Materials identifying each discrete material component. **Backup documentation must be submitted to explain the basis of estimate for at least 80 percent of the total material cost proposed.** Backup documentation may include: actual production costs, catalog listings, supplier quotes, actual invoices, or other documentation from a third-party source which verifies the proposed price.

- *Consultants.* If any consultants are to be used, the offeror shall submit consultant quotes for hourly rates, estimated number of hours required, and justification.
- *Subcontractors.* If any subcontractors are to be used, the offeror shall submit complete subcontractor quotes or proposals as part of the proposal. Subcontractor proposals will be evaluated along with the prime's proposal, and they are expected to contain the same level of detail as a prime proposal. Subcontractors providing commercial items may submit a commercial quote instead of a detailed proposal.  
[NOTE: In order to protect proprietary data, subcontractors may submit their detailed cost proposals directly to the Contracting Officer instead of submitting to the prime contractor. If this occurs, the prime is responsible for ensuring subcontractor's submission is timely and is completed in accordance with these instructions.]

#### **3.7.6.1.5. Government Furnished or Contractor Acquired Equipment.**

Identify the external property or materials required to perform the task in the summary. Separate items to be acquired with contract funds and those to be furnished by the Government. Reasonably provide the description or title and estimated unit and total costs of each item (i.e., manufacturer, catalog price, or previous purchase price). When such information on individual items is not available, the items should be grouped by class and estimated values indicated. In addition, the offeror shall include a statement of the extent to which the offeror is willing to acquire the items.

[NOTE: The FAR generally prohibits providing an industrial contractor with facilities (including plant equipment and real property) with a unit acquisition cost of less than \$10,000.]

#### **3.7.6.1.6. Profit or Fee.**

Include the profit or fee proposed for this effort. State if no profit or fee is proposed. Include a discussion, in the summary, of risk, technical difficulty, need for management/oversight, exceptional circumstances, etc.

#### **3.7.6.1.7. Competitive Methods.**

For those acquisitions (e.g., subcontract, purchase orders, material orders) over \$250,000 priced on a competitive basis, also provide data showing degree of competition and the basis for establishing the source and reasonableness of price. For inter-organizational transfers priced at other than cost of the comparable competitive commercial work of the division, subsidiary, or affiliate of the contractor, explain the pricing method (See FAR 31.205-26(e)).

#### **3.7.6.1.8. Established Catalog or Market Prices/Prices Set By Law or**

**Regulation.**

When an exemption from the requirement to submit cost or pricing data is claimed, whether the item was produced by others or by the offeror, provide justification for the exemption.

**3.7.6.1.9. Royalties.**

If more than \$250, provide the following information on a separate page for each separate royalty or license fee:

- Name and Address of Licensor.
- Date of the License Agreement.  
[NOTE: A copy of the current license agreement and identification of applicable claims of specific patents shall be provided upon request by the contracting officer. See FAR 27.204 and FAR 31.205.37.)
- Patent numbers, patent application serial numbers, or other basis on which the royalty is payable.
- Brief description (including any part or model numbers of each contract item or component on which the royalty is payable).
- Percentage or dollar rate of royalty per unit.
- Unit price of contract item.
- Number of units.
- Total dollar amount of royalties.

**3.7.6.10. Facilities Capital Cost of Money.**

When the offeror elects to claim facilities capital cost of money as an allowable cost, the offeror must submit Form CASB-CMF and show the calculation of the proposed amount. See FAR 31.205-10.

**3.7.6.11. Other Funding Sources.**

The proposal shall provide the names of other federal, state, or local agencies, or other parties receiving the proposal and/or funding or potentially funding the proposed effort. State if no other funding sources or parties are involved.

**3.7.6.12. Additional Information/Documents.**

Additional information/documents to be included in the Cost Narrative:

- *Business/Cost Checklist.* The offeror shall complete and include a copy of the Business/Cost Checklist found at the BIDS website under Resources. Information and documents required in the Business/Cost Checklist shall be included in this proposal.
- *Terms & Conditions.* The offeror shall identify any anticipated/proposed contract terms and conditions in the proposal summary.
- *Proposal Validity.* The proposal shall remain valid for a period of no less than 180 days from submission.
- *Forward Pricing Rate Agreement.* If the offeror has an applicable rate agreement with DCAA (or another Federal Agency, e.g., HHS), please

include a copy of the agreement and provide a point of contact to your cognizant DCAA office. If the offeror has not previously been audited by DCAA, the procuring office may request an audit to verify the proposal labor direct and indirect rates. This applies to both prime contractors and subcontractors.

- *ACH Form.* The offeror will submit a completed ACH Form. (Found on BIDS under Resources).
- *VETS-4212.* The offeror will submit the most recent VETS-4212 filing confirmation.
- *Subcontracting Plan.* If the offeror is a large business and work will be performed in the United States, a Small Business Subcontracting Plan shall be submitted if the contract is expected to exceed \$700,000.
- *Past Performance.* The offeror shall provide information on previous Federal Government prime or subcontracts featuring endeavors relevant (i.e., within the past three years and of similar size and complexity) to the specific requirement.

### **3.7.8. Phase 3 Notifications to Offerors.**

Notification of acceptance or rejection of a Phase 3 submission will be sent via email to the offeror's principal contact as entered in the BIDS registration. Acceptance of a Full Proposal does not guarantee a contract will be awarded. If the Government does not accept the Phase 3 proposal, the offeror may request a formal pre-award debriefing.

### **3.7.9. Phase 3 Protests.**

Offerors are encouraged to see resolution within the agency before filing a protest. Offerors who choose to submit any protest, must do so directly to the CTTSO Contracting Officer. All such protests will be processed under procedures that depend on whether the protest is directed to the agency, or to the Government Accountability Office (GAO) or to the Court of Federal Claims. Should the offeror choose to submit a protest, the Offeror must clearly label whether such protest is to the agency, GAO or the Court of Federal Claims. The Government will deem receipt of the protest by the Contracting Officer as constituting receipt or purposes of determining timeliness. Addresses for receipt confirmation can be requested via the BIDS Help function.

### **3.7.10. Phase 3 Status and Inquiries.**

Phase 3 is complete when the Government concludes technical evaluations of all submissions and awards any contracts considered under this BAA. Inquiries by phone concerning the status of Full Proposals will not be accepted. After log in to the BIDS website, submitters are able to check the status of any submission under **Previously Uploaded Proposals**.

## **3.8. Clarification Requests.**

Should the offeror be asked to submit clarifications to a Phase 2 White Paper or a Phase 3 Full Proposal, the BIDS email from the Contracting Officer will contain instructions on the specific request and associated requirements. BIDS will use CL (Clarification) instead of WP (White Paper), or FP (Full Proposal) as the Document Identifier designation (e.g., **CL** CB-1112-

ABCORP-xxxx-CL; where xxxx-CL is the VIT entered by the submitter). The request will contain the due date and time and can be less than the standard 30-day response time depending on the nature of the request.

### **3.9. Instructions for Offeror “No-bid” and Submission Withdrawal.**

From time to time an offeror decides not to submit a subsequent Phase 2 or Phase 3 submission. If this is the case, the offeror shall indicate in BIDS that they are not providing the subsequent submission. The offeror shall follow the steps identified in BIDS to upload a submission and attach a document to indicate the withdrawal of the previous submission(s) and the intent to not participate in further submissions. If possible, the Document Identifier should reflect the submission status (e.g., CB-1112-ABCORP-xxxx-WD or xxxx-NoBid). To withdraw a submission after the due date and time, notify the contracting officer at BIDSHelp@cttso.gov.

## **4. PROPOSAL EVALUATION.**

This section describes the criteria that will be used to evaluate each submission. The phase of the submission will determine the extent that each criterion applies based on the information requirements described in Section 3. Criteria are not weighted, and submissions are not ranked.

### **4.1. Evaluation Criteria.**

The criteria used to evaluate and select proposals for projects are described as follows. **Each proposal will be evaluated on its own merit** and relevance to the program requirements rather than against other proposals in the same general research area.

#### **4.1.1. Basic Requirement.**

The proposed solution must meet the letter and intent of the stated requirement; all elements within the proposal must exhibit a comprehensive understanding of the problem and the requirements of intended end users. The proposed solution must meet multiple user (U.S. Government or commercial) needs and be fully compliant with all elements of the solicitation including format, content, and structure as well as all BAA instructions.

#### **4.1.2. Technical Performance.**

The proposed technical approach must be feasible, achievable, complete, and supported by a proposed technical team that has the expertise and experience to accomplish the proposed tasks. Task descriptions and associated technical elements are to be complete and in a logical sequence. All proposed deliverables must clearly define a final product that meets the requirement and can be expected as a result of the award. The proposal must identify and clearly define technical risks and planned mitigation efforts. Those risks and the associated mitigation must be defined, feasible, and reasonable. The roles of the prime and other participants required must be clearly distinguished and pre-coordination with all participants (including Government facilities) fully documented.

The requirement for and the anticipated use or integration of Government Furnished Equipment/Information/Property (GFE/GFI/GFP) including all equipment, facilities, and information, must be fully described including dates when such GFE/GFI/GFP will be

required. Intellectual property ownership and the planned transition to production must be adequately addressed, including a support concept for the product described. Similar efforts completed by the offeror in this area must be fully described including identification of other Government sponsors.

**4.1.3. Cost.**

The proposed costs must be both reasonable for the work proposed and achievable. The proposal must document all anticipated costs including those of associate, participating organizations. The proposal must demonstrate that the offeror has fully analyzed budget requirements and addressed resulting cost risks. The proposal must indicate all cost-sharing and leveraging opportunities explored and identified and the intellectual property expectations associated with that cost-sharing. Other sponsors who have funded or are funding this offeror for the same or similar efforts must be identified by agency, program manager name, phone number and email address.

**4.1.4. Schedule.**

The proposed schedule must be reasonable, achievable, and complete. The proposal must indicate that the offeror has fully analyzed the project's critical path and has addressed the resulting schedule risks.

**4.1.5. Contractor Past Performance.**

Past performance is a confidence assessment based upon the probability of successfully performing the requirement. The offeror's past performance in similar efforts must clearly demonstrate an ability to deliver products that meet the proposed technical performance requirements within the proposed budget and schedule. The proposed project team must have demonstrated expertise to manage the cost, schedule, and technical aspects of the project. At Phase 3, the Government's evaluation of past performance will rely on evidence provided directly by offerors as well as independent sources of information. If applicable, the offeror shall state if it has no relevant past performance.

[NOTE: Past performance information may be used in the technical evaluation if the vendor has relevant past performance with the Government. However, having no relevant past performance with the Government will not be held against a vendor.]

**Remainder of this page intentionally left blank.**

## 5. TECHNOLOGY DEVELOPMENT REQUIREMENTS.

Unspecified requirements (R000s) are for proposing unique innovations that have not been identified by CTTSO. If CTTSO evaluators determine an unspecified requirement submission is sufficiently promising to merit pursuit, funds may be identified at that point based on the prioritized needs of the interagency. Because proposed solutions from the unspecified requirements will be competing against proposed solutions for identified and prioritized Department of Defense and interagency requirements, CTTSO may not award any of the unspecified requirements.

Note: Quad charts submitted in response to a Subgroup's R000 may be shared with other CTTSO Subgroups if the submission demonstrates relevance to more than one focus area.

### 5.1. Advanced Analytic Capabilities (AAC)

#### **R000-AAC Unspecified Requirement**

Develop new or improved technologies or emerging technological capabilities pertaining to advanced analytics that may be of interest to CTTSO and are not commercially available. Proposals submitted shall be timely and relevant, and further combating terrorism.

Although not limited to the following concepts, the Government is interested in the following:

#### 1. Big Data Applications for Operational Planners

Big data technology is rapidly maturing, and DARPA and others are demonstrating the technology's potential. However, the promise of this technology has not yet been realized in the end user community. This R000 seeks to identify and implement new, possibly game changing applications for operators. Applications of particular interest are those that can inform end users of the presence of actual, emerging, and potential threats, and assist them in planning and executing counter-threat operations. The applications sought should take a step past the usual keyword, SNA, SMA, pattern-matching approaches, and be capable of leveraging, via big data and auto-inferencing, combinations of secondary and tertiary signatures that currently go unexploited. All manner of signatures should be considered – those retrieved directly from text, as well as those derived from other high volume, high velocity sources such as audio, video, messaging, broadcasting, and advertising. Methodologies to extract the specific data required (e.g., modeling) from “big data” are also of interest.

#### 2. Anticipatory Analytics

Simple, customized analytic tools that allow end users to quickly compute and analyze information. The model should perform calculations during live transactions to evaluate the risk or opportunities of a given scenario or event, in order to guide a decision. Submitters to this area should have access to their own set of data. Follow on work may include ingestion of Government data. Specific focus should be in areas involving “Gray Zone” operations and Geopolitical Forecasting. “Gray Zone” refers to a space in the peace-conflict continuum.

#### 3. Block-chain technology for national security applications.

A firm fixed price proposal is preferred.

## **5.2. Chemical, Biological, Radiological, Nuclear, and Explosives (CBRNE)**

### **R000-CBRNE Unspecified Requirement**

Develop new or improved technologies or emerging technological capabilities pertaining to CBRNE detection and protection that may be of interest to CTTSO, but are not commercially available. Areas of particular interest include: crowded place/soft target detection systems for mass casualty threats, such as high throughput portal system, high throughput small-baggage scanners, stand-off person-borne improvised explosive device (PBIED) detection systems; next generation materials for personal protective clothing, novel low-cost reusable respiratory/percutaneous protection; and methods for chemical and biological material attribution.

Medical applications (vaccines, pharmaceuticals, clinical diagnostics, and syndromic surveillance systems) will not be considered.

A firm fixed price proposal is preferred.

## **5.3. Improvised Device Defeat/Explosives Countermeasures (IDD/EC)**

### **R000-IDDEC Unspecified Requirement**

Develop new bomb disposal technologies for operational use in the areas of improvised device defeat, device diagnostics, and robotics and remote means. These capabilities must be of interest to the IDD/EC Subgroup, but not requested as a specified requirement by CTTSO end users. In addition to technology development proposals for U.S.-based end users, the IDD/EC Subgroup has a special interest in low-cost solutions/technology that will be releasable to foreign military EOD elements that could be leveraged to build partnership capacity. Proposed projects must not be commercially available. Proposed projects shall be timely, relevant, and further worldwide efforts for combating terrorism and other threats to national security to counter the use of explosives devices.

A firm fixed price proposal is preferred.

## **5.4. Investigative and Forensic Science (IFS)**

### **R000-IFS Unspecified Requirement**

Develop an automated detection and classification software capability that runs in batch mode for media exploitation and the triage and retrieval of symbols, weapons, and extensible search targets. The media sources that it must analyze include digital evidence collections, intercepted communications/data streams, body cameras, forensically recovered audio-visual media, and other commonly encountered image and video collections. The objects to be detected may not be well represented in general object labeling problems. For example, the software should be able to detect, classify and analyze objects such as symbols, weapons, insignia, tattoos, and new search items that may be added.



The software must include the capability to add additional domain-specific detections classes through retraining with the goal to eventually work as reliably as mature detection tools on objects such as faces and vehicles. Retraining the software model shall allow for the addition of new object classifications with limited class examples and shall require no recompilation or integration of the software.

The submitter should not expect any government provided data or imagery. No proposal shall be accepted that does not grant to the U.S. Government unlimited intellectual property rights to the all data, reports, results, and final deliverables.

A firm fixed price proposal and a 12 to 18 month base contract period of performance are preferred.

### **5.5. Irregular Warfare and Evolving Threats (IW/ET)**

#### **R000-IWET Unspecified Requirement**

CTTSO seeks proposals for the research and demonstration of technologies to detect, disrupt, degrade, and dismantle adversarial influence in the U.S. and partner countries. Many areas of the world are plagued by adversaries who survive in some measure due to problems of poor governance, corruption, militant resistance, ethnic conflicts and criminality. The global web of adversary activity requires concepts and technologies that enhance and innovate strategies, and provide actionable insights to respond to evolving threats.

Proposals shall include solutions that not only counter and degrade the ability for adversaries to influence, persuade, and recruit, but also to enhance the ability for operators to achieve mass influence and agility in both the physical and the information environment. These projects shall advance high-technology readiness level (> TRL 6) prototypes, demonstrate new concepts and solutions that reduce risk to the U.S. and partner forces while eroding adversary sanctuaries, motivation, organizations, and enterprises.

A firm fixed price proposal with a 12 to 18 month base contract period of performance is preferred.

### **5.6. Personnel Protection (PP)**

#### **R000-PP Unspecified Requirement**

Develop novel solutions to enhance the survivability of personnel to include both military and civilian communities involved in combating terrorism or other national security threats. CTTSO is interested in any innovative technologies or capabilities that will enhance individual protection and survivability, which a vendor believes would be of interest to the Personnel Protection Subgroup. Specific areas of interest for the Personnel Protection Subgroup are listed below but not limited to:

1. New materials and or manufacturing techniques to improve ballistic and blast protection
2. Reducing the areal density of ballistic materials
3. Enhancing mechanical properties of materials for defensive applications
4. Metamaterials and their interactions with the electromagnetic spectrum

5. Novel ways to define material and ballistic characteristics aimed at creating a standardized surrogate test round encompassing prevalent 7.62 × 39 mm mild steel core rifle threats for testing body armor, helmets, and other ballistic-resistant protective equipment.

A firm fixed price proposal is preferred for all submissions. Proposed technologies, not directed toward enhancing personnel survivability and recovery are not desired.

### **5.7. Physical Security (PS)**

#### **R000-PS Unspecified Requirement**

Develop new or improved physical security technologies focused on maritime security in the following areas:

- 1) Novel physical security technologies to protect ships, ports, waterside or offshore maritime facilities and expeditionary advance based operations.
- 2) Technologies to detect, track, and counter maritime threats including swimmers, divers, unmanned surface vehicles (USV) or unmanned underwater vehicles (UUV).
- 3) Disruptive and less-lethal capabilities appropriate for countering malign activity by pursuing maritime “gray zone” strategies.
- 4) Distributable platforms that will enable littoral maneuver.

Proposed projects shall be timely, relevant, to worldwide maritime security threats. Special interest in low cost solutions/technology that will be releasable to foreign military elements that could be leveraged to build partnership capacity. A firm fixed price proposal, possibility of a firm fix incentive contract, with a six (6) to (12) month base contract period of performance. These projects shall be technology readiness level (> TRL 6) prototypes, demonstrate new concepts and solutions that reduce risk the U.S. end user.

### **5.8. Training Technology Development (TTD)**

#### **R000-TTD Unspecified Requirement**

The Training Technology Development (TTD) Subgroup’s focus is on addressing the most challenging problem sets associated with developing knowledge, skills, and abilities to deter, defeat, prevent, protect against, mitigate, and respond to combating terrorism and national security threats. This unspecified requirement (R000) seeks solutions to enhance the operational capabilities of our U.S. military, federal law enforcement, and interagency customers involved in combating U.S. adversaries by optimizing performance for significantly improved readiness and mission execution. All submissions shall identify the anticipated end user and/or endorsing organization.

Key areas of interest within TTD Focus Areas are:

1. Immersive Learning Technology: Low-cost immersive, virtual, or synthetic training environments and simulators to enable or replace high-cost, high-risk live training events and exercises
2. Innovative Training and Educational Concepts: Software and software plug-ins that enhance existing training programs and real-world operational tools in the following ways:
  - o Automated instruction
  - o Intelligent tutoring
  - o Automated adaptive training environments
  - o Real-time decision making and performance support
3. Human Performance Technology: Monitoring and exploiting human performance data (e.g., physiological state) within a training environment; human performance data analytics; and wearable technology and operator state assessment

A firm fixed price proposal is preferred; not to exceed 18 months base contract period of performance.

**R000-TTD-NLP Natural Language Processing Integration with Virtual Reality (VR) and Augmented Reality (AR) Systems**

This unspecified requirement (R000) seeks Natural Language Processing (NLP) solutions for integration with immersive, simulation-based training technology (e.g., VR and AR systems) for faster, more automatic and realistic verbal interactions between trainees and simulated characters, which allow for minimal instructor input to influence branching. Data models should be defined to understand how dependent they will be on end user training data inputs vs. leveraging existing data sets and repositories.

Users span U.S. military, federal law enforcement, and interagency organizations with a combating terrorism or national security mission.

**Critical characteristics:**

- Open architecture and ability to “plug and play” with AR/VR game engines (e.g., Unity, VBS, and Unreal)
- Use of semantic processing, not limited to syntax with pattern or spot matching (e.g., transformer or other similar type capability)
- Employment of Support Vector Machine(s) designed to fine tune outputs

A firm fixed price proposal is preferred; not to exceed 18 months base contract period of performance.