

## 2-Step Broad Agency Announcements

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

### Overview Information

**To access hyperlinks from this electronic solicitation – hit CTRL and click on the hyperlink.**

**Federal Agency Name:** 711<sup>th</sup> Human Performance Wing, Human Effectiveness Directorate, Biosciences and Performance Division (711 HPW/RHP)

**Broad Agency Announcement Title:** Advances in Bioscience for Airmen Performance

**Broad Agency Announcement Type:** This is the initial announcement.

**Broad Agency Announcement Number:** BAA 09-02-RH. THIS BAA REPLACES BAA 05-02-HE IN ITS ENTIRETY.

**Catalog of Federal Domestic Assistance (CFDA) Number(s):** 12.800\_AF

**THIS WILL BE A TWO-STEP SOLICITATION:**

**First Step: WHITE PAPER DUE DATE AND TIME:** White Papers will be accepted until 5 PM Eastern Time 30 Sep 2014. Submission of white papers will be regulated in accordance with FAR 15.208.

**Only white papers are due at this time.**

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

**NOTE: White Paper/Proposal receipt after the due date and time shall be governed by the provisions of FAR 52.215-1(c)(3).** It should be noted that this installation observes strict security procedures to enter the facility. These security procedures are NOT considered an interruption of normal Government processes, and proposals received after the above stated date and time as a result of security delays will be considered "late." Furthermore, note that if offerors utilize commercial carriers in the delivery of proposals, they may not honor time-of-day delivery guarantees on military installations. Early white paper submission is encouraged.

**Solicitation Request:** Air Force Research Laboratory, Human Effectiveness Directorate, Biosciences and Performance Division (AFRL/RHP), Wright Research Site is soliciting white papers on the research effort described below. White Papers should be addressed to the Contracting Point of Contact (POC) stated in Section VII of the Full Text Announcement. This is an unrestricted solicitation. Small businesses are encouraged to propose on all or any part of this solicitation. The NAICS Code for this acquisition is 541711 for Research and Development in Biotechnology, and the small business size standard is 500 employees. White Papers/Proposals submitted shall be in accordance with this announcement. *There will be no other solicitation issued in regard to this requirement.* Offerors should be alert for any BAA amendments that may permit extensions to the white paper submission date.

**On-line Representations and Certifications (ORCA):** Potential offerors are notified that effective 01 Jan 2005 to be eligible for an award; they must submit annual Electronic Representations and

Certifications, otherwise known as On-line Representations and Certifications Application (ORCA) via the Business Partner Network (BPN) at <http://www.bpn.gov/orca>. These FAR and DFARS level representations and certifications are required in addition to the representations and certifications specific to this acquisition. Before submitting the Electronic Representations and Certifications, contractors must be registered in the Central Contractor Registration (CCR) Database. On-line registration instructions can be accessed from the DISA CCR home page at <http://www.ccr.gov/>

**Type of Contract/Instrument:** *Cost Plus Fixed Fee*

**NOTE:** *All Cost Plus Fixed Fee or Cost type contracts require that the awardee has an adequate accounting system for accumulating cost, approved by DCAA. If you do NOT have a DCAA approved accounting system this will delay or possibly prevent contract award.*

**Estimated Program Cost:** \$49 Million

**Anticipated Number of Awards:** The Air Force anticipates awarding 3-4 awards per year for this announcement.

**Brief Program Summary:** The 711<sup>th</sup> Human Performance Wing, Human Effectiveness Directorate is soliciting white papers under this announcement for innovative science and technology projects to support advanced bioscience research. Specifically, the Biosciences and Performance Division is seeking unique and innovative research concepts that address its technical mission areas. Research is sought primarily in the following four technical areas: 1) Applied Biotechnology, 2) Biobehavioral Performance, 3) Biomechanics, and 4) Counterproliferation. The purpose of this BAA is to augment core research activities and facilities to provide radically new military capabilities that improve warfighter performance and combat effectiveness. The research will provide for a broad range of revolutionary and evolutionary technologies to meet the critical needs of the warfighter for full dimensional protection, survivability, and performance enhancement. The following sections provide further details of each research area:

1) Applied Biotechnology - Goal is to develop and exploit advances in biotechnology and associated nanotechnologies to enhance performance and situational awareness of the force.

- Application and integration of transcript, protein, and metabolite identification techniques to isolate unique biomarker signatures after low-level and threshold exposure concerns of toxic compounds or stressors of cognitive performance.

- Application and integration of transcriptomics, proteomics and metabonomics, and advanced bioinformatics to identify performance enhancement measures and provide optimal state for mission training conditions and deployed mission performance.

- Gene expression balance, protein expression patterns, metabolite content identification/changes, and other molecular methods that indicate cognitive and physical readiness for training and operational missions.

- Identification of phenotypic patterns to be used for the development, validation, and down-selection of predictive protein biomarkers of optimal mission-ready mental and physical states.

- Synthetic biology and other aspects of cellular dynamics for systems engineering that capitalize on emerging developments in cognitive, biological, informational and nano sciences.

2) Biobehavioral Performance – Goal is to develop bio-based methods and techniques to sustain and optimize airmen’s cognitive performance.

- Identification of individuals who are resistant to the effects of various stressors and countermeasures on cognitive performance and physiological stamina. Environments include both training and operations.

- Development of effective, reliable, and affordable alertness management, performance enhancing and emotional state modulation technologies. Includes non-medical neuroscience and biochemical pathway techniques.

- Conversely, the chemical pathway area could include methods to degrade enemy performance and artificially overwhelm enemy cognitive capabilities.

- Development and exploitation of external stimulant technology to enable the airman to maintain focus on aerospace tasks and to receive and process greater amounts of operationally relevant information.

- Exploitation of advanced imaging technologies for the evaluation of brain activity during aerospace operations.

3) Vulnerability Analysis – Goal is to rapidly identify human threat conditions, and sustain/expand Airmen performance in stressful environments. It includes research in physical and physiological biosignatures, neuroscience, anthropometry, biomechanics, human modeling, database networking, and data mining.

- Develop a new human threat awareness, visualization and risk assessment capability for the individual airman in theater and the airbase perimeter security control center by developing technologies to anticipate, find, fix, track, identify, characterize human intent and physiological status anywhere and at anytime

- Develop capability for Special Operations Forces to rapidly identify human-borne threats and enhance visualization information for decision-making by establishing modeling framework that fuses multiple human sensing modalities

- Develop the capability for the Air Force to discover and rapidly answer critical human threat and performance questions without testing or experimentation. This is done through developing innovative techniques and tools for 1) searching and discovery of new correlations among performance and injury data sets through data mining, 2) integration of risk and performance assessment tools with on-line models, and 3) expansion, organization, and linkage of human response data into the AFRL Collaborative Biomechanics Data Network (CBDN)

- Apply human physical, biological, and psychological attributes to develop designs/strategies that improve mission-related performance and protection in stressful and restricted operational environments. This is done through 1) defining relationships among human physiological, biological, and psychological responses and performance, 2) defining mechanisms and processes that alter responses and influence performance, 3) identifying environment designs and strategies that employ effective mechanisms and processes for improving performance and protection

- Major research facilities for human testing include a six degree-of-freedom vibration system, 3-D biosignatures laboratory, horizontal impulse accelerator, a vertical deceleration tower, and a computerized anthropometric whole-body scanning system

4) Counterproliferation – Goal is to improve the Air Force’s ability to locate, identify, track, target, and destroy biological warfare agents (BWA) and other weapons of mass destruction (WMD), as well as anticipate and mitigate WMD effects on AF operations.

- Research to identify, isolate, and characterize metabolic pathways involved in microbial pathogenesis, in order to develop better methods to neutralize BWA/WMD.

- Research to increase the capability to locate, identify, and track BWA/WMD.

- Research in biological, physical, and chemical technologies to determine the viability of BWA/WMD and increase the capability to neutralize them.

- Research to understand the effects of microorganisms on materials of interest to the Air Force and interactions between host organisms, antimicrobials, and materials.

- Research to anticipate, interdict, and mitigate the effects of BWA/WMD on Air Force operations and missions.

**Address technical questions to:** Mr. Mark Hoffman, Address: 711 HPW/RHP, 2215 First Street B033, Wright-Patterson AFB, OH 45433-7028, telephone: (937) 904-9573 or email [Mark.Hoffman@wpafb.af.mil](mailto:Mark.Hoffman@wpafb.af.mil)

**Address contracting questions to:** Rhonda L. Powderly, Address: 2310 Eighth Street, Bldg 167, Wright Patterson AFB, OH 45433, telephone: (937) 656-9788 or e-mail [Rhonda.Powderly@wpafb.af.mil](mailto:Rhonda.Powderly@wpafb.af.mil)

## Full Text Announcement

- I. Program Description:** Air Force Research Laboratory, Human Effectiveness Directorate, Biosciences and Performance Division (AFRL/RHP) is soliciting white papers (and later technical and cost proposals) on the following research effort:
- 1. Statement of Objective/Needs:** This effort is an open-ended BAA that will solicit innovative research projects that support the overall mission of the Biosciences and Performance Division (RHP). It is intended to generate research concepts not already defined and planned by RHP as part of its core S&T portfolio. Concepts are welcome from industry and academia. Multiple awards are anticipated.
  - 2. Deliverable Items:** Final Report
    - a. Data Items: *Will be identified on a contract by contract basis*
    - b. Software: *Software programs necessary for creating research environments and for collecting and analyzing data may be developed on a contract by contract basis*
    - c. Hardware: *Equipment necessary for collecting experimental data may be acquired on a contract by contract basis*
    - d. Other: N/A
  - 3. Schedule:**
    - a. Overall effort: Will be determined on a contract by contract basis
    - b. Data Items: Specified on individual CDRL(s)
    - c. Software: Will be identified on a contract by contract basis
    - d. Hardware: Will be identified on a contract by contract basis
  - 4. Other Requirements**
    - a. Program security classification: Depending on the work to be performed, the offeror may require a TOP SECRET facility clearance and safeguarding capability; therefore, personnel identified for assignment to a classified effort must be cleared for access to TOP SECRET information at the time of award. In addition, the offeror may be required to have, or have access to, a certified and Government-approved facility to support work under this BAA. Data subject to export control constraints may be involved and only firms holding certification under the US/Canada Joint Certification Program (JCP) ([www.dlis.dla.mil/jcp](http://www.dlis.dla.mil/jcp)) are allowed access to such data.
    - b. Export Control: Information involved in this research effort will be subject to Export Control (International Traffic in Arms Regulation (ITAR) 22 CFR 120-131, or Export Administration Regulations (EAR) 15 CFR 710-774). If effort is subject to export control then Certified DD Form 2345, Militarily Critical Technical Data Agreement, will be required to be submitted with proposal.
    - c. Type of Research: Performance of research resulting from this solicitation is not expected to be fundamental, DFARS 252.204-7008 applies.
  - 5. Other Information:**

- a. Government Furnished Property (GFP) availability: If GFP is made available on any resulting contract, then as required by DFARS 211.274-4, the clause 252.211-7007, Item Unique Identification of Government Property (SEP 2007) will be added to the contract. In addition, the clause(s) FAR 52.245-1, Government Property and/or FAR 52.245-2, Government Property Installation Operation Services shall also be added to the contract.
- b. Base Support/ Network Access: *Will be determined on a contract by contract basis*
- c. Multiple awards subject to Fair Opportunity are not anticipated
- d. Human subjects may be used in the research studies under this effort. See Section VIII, Other Information for the applicable contract language to be included in the Contractor's Statement of Work (CSOW) for the overall effort.

## II. Award Information

1. **Anticipated Award Date:** through 30 Sep 2014
2. **Anticipated funding** for the program (not per contract): FY10 /\$7.6M; FY11/\$8.1M; FY12/\$8.2M; FY13/\$8.2; FY14/\$8.2; FY15/\$8.7. *This funding profile is an estimate only and will not be a contractual obligation for funding as all funding is subject to change due to Government discretion and availability*
3. **Number of awards anticipated:** The Air Force anticipates awarding 10 awards per year for this announcement.

## III. Eligibility Information

1. **Eligible Offeror:** This is an unrestricted solicitation. Small businesses are encouraged to propose on all or any part of this solicitation.
2. **Cost Sharing or Matching:** Cost Sharing is not required. Ratio: 0 / 0
3. **Federally Funded Research and Development Centers:** The following guidance is provided for Federally Funded Research and Development Centers (FFRDCs) contemplating submitting a proposal, as either a prime or subcontractor, against this BAA. FAR 35.017-1(c)(4) prohibits an FFRDC from competing with any non-FFRDC concern in response to a Federal agency request for proposal for other than the operation of an FFRDC (with exceptions stated in DFARS 235.017-1(c)(4)). There is no regulation prohibiting an FFRDC from responding to a solicitation. However, the FFRDC's sponsoring agency must first make a determination that the effort being proposed falls within the purpose, mission, general scope of effort, or special competency of the FFRDC, and that determination must be included in the FFRDC's proposal. In addition, the non-sponsoring agency (in this case AFRL) must make a determination that the work proposed would not place the FFRDC in direct competition with domestic private industry. Only after these determinations are made would a determination be made concerning the FFRDC's eligibility to receive an award.
4. **Other:**
  - a. Foreign participation: No
  - b. Notice to Foreign-Owned Firms: Such firms are asked to immediately notify the [Contracting POC](#) cited in Section VII before deciding to respond to this announcement. Foreign contractors should be aware that restrictions might apply which could preclude their participation in this acquisition.
  - c. This acquisition involves data that are subject to export control laws and regulations. Only contractors who are registered and certified with the [Defense Logistics Services Center](#)

(DLSC) and have a legitimate business purpose may participate in this solicitation. Contact the Defense Logistics Services Center, 74 Washington Avenue N., Battle Creek, Michigan 40917-3084 (1-800-352-3572) for further information on the certification process. You must submit a copy of your approved DD Form 2345, Militarily Critical Technical Data Agreement, with your proposal.

- d. There are no limits to the number of white papers/proposals an offeror may submit.
- e. You may be ineligible for award if all requirements of this solicitation are not met on the white paper (and later proposal) due date as identified above.

#### **IV. White Paper/Proposal Preparation Instructions:**

**1. Application Package:** This Announcement consists of a Two-Step Process described in detail below. White Papers/Proposals submitted shall be in accordance with this announcement. *There will be no other solicitation issued in regard to this requirement. ONLY WHITE PAPERS ARE BEING SOLICITED AT THIS TIME.* Offerors should be alert for any BAA amendments that may permit extensions to the white paper submission date. There is no additional information to be provided.

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

- a. General: The *FIRST STEP* requests a white paper, anticipated period of performance and a rough order of magnitude (ROM) cost. The white paper shall include a discussion of the nature and scope of the research and the offeror's proposed technical approach. The Government will evaluate the white papers in accordance with the FIRST STEP evaluation criteria, set forth in Section V. below. Based on this evaluation, the Government will determine which of them have the potential to best meet the Air Force's needs. Offerors will be notified of the disposition of their white paper. It is anticipated that Government review of the white papers submitted will take **30** working days. Those offerors submitting white papers assessed as meeting Air Force needs will be asked to submit a technical and cost proposal. Those offerors not requested to submit a technical and cost proposal will be notified but may, however, still elect to submit a technical and cost proposal. An offeror submitting a proposal without first submitting a white paper **will not** be eligible for an award. The cost of preparing white papers in response to this Solicitation is not considered an allowable direct charge to any resulting or any other contract; however, it may be an allowable expense to the normal bid and proposal indirect cost as specified in FAR 31.205-18.
- b. Page Limitation: The White Paper shall be limited to 3-5 pages, prepared and submitted in Word format. Font shall be standard 10-point business font Arial. Character spacing must be "normal," not condensed in any manner. Pages shall be double-spaced, single-sided, 8.5 by 11 inches, with at least one-inch margins on both sides, top and bottom. Lines between text lines must also be 10-point. All text, including text in tables and charts, must adhere to all font size and line spacing requirements listed herein. Font and line spacing requirements do not have to be followed for illustrations, flowcharts, drawings, and diagrams. These exceptions shall not be used to circumvent formatting requirements and page count limitations by including lengthy narratives in such items. Pages shall be numbered starting with the cover page being Page 1, and the last page being Page 5. The page limitation covers all information including indices, photographs, foldouts (counted as 1 page for each 8.5 by 11 portion) tables, charts, appendices, attachments, resumes, etc. The Government will not consider pages in excess of these limitations. Offerors should submit 1 original of the White

Paper via e-mail to the Contracting POC, identified in Section VII and 2 copies to the Technical POC, identified in Section VII.

- c. **Format:** The white paper will be formatted as follows: Section A: Title, Period of Performance, Name of Company; Section B: Task Objective; Section C: Technical Summary; Section D: Cost of Task including ROM cost estimate. Respondents are requested to provide their Commercial and Government Entity (CAGE) number, a fax number, and an e-mail address with their submission. If the Government wishes to pursue a formal proposal as a result of the white paper evaluation, instructions will be provided via a request for proposal letter.
- d. **Technical Portion:** The technical portion of the white paper shall include a discussion of the nature and scope of the research and the offeror's proposed technical approach/solution. It may also include any proposed deliverables. Resumes, descriptions of facilities and equipment, a proposed Statement of Work are not required at this point.
- e. **Cost Portion:** The cost portion of the white paper shall include a single ROM cost estimate. No detailed price or cost support information should be forwarded; only a total, bottom line figure should be provided.
- f. **Other Information:** Multiple white papers within the purview of this announcement may be submitted by each offeror. If the offeror wishes to restrict its white papers, they must be marked with the restrictive language stated in FAR 15.609(a) and (b).
- g. **White Paper/Proposal Content Summary:** You may be ineligible for award if all requirements of this solicitation are not met on the proposal due date. Reference Section VIII for a Checklist of the requirements.
- h. **White Paper Due Date and Time:** See Overview Information at the beginning of the Solicitation.

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

- a. **General:** The *SECOND STEP* consists of offerors submitting a technical and cost proposal within **30** working days of the proposal request. After receipt, proposals will be evaluated in accordance with the award criteria in Section V. below. Proposals will be categorized and subsequently selected for negotiations. Offerors should apply the restrictive notice prescribed in the provision of FAR 52.215-1(e) Instructions to Offerors—Competitive Acquisition. Offerors should consider proposal instructions contained in the **Broad Agency Announcement (BAA) Guide for Industry**, which can be accessed on line at <http://www.wpafb.af.mil/library/factsheets/factsheet.asp?id=9218>. This guide is specifically designed to assist the offeror in understanding the BAA proposal process. Technical/management and cost volumes should be submitted in separate volumes, and must be valid for 180 days. Proposals must reference the announcement number BAA 09-02-RH. Offerors should submit 1 original of the proposal via e-mail to the Contracting POC, identified in Section VII and 2 copies to the Technical POC, identified in Section VII. Offerors are advised that only contracting officers are legally authorized to contractually bind or otherwise commit the government. The cost of preparing proposals in response to the Request for Proposals is not considered an allowable direct charge to any resulting or any other contract; however, it may be an allowable expense to the normal bid and proposal indirect cost as specified in FAR 31.205-18.
- b. **Page Limitations:** The following describes the page limitations on the proposal submittal:
  - (a) Proposal shall be limited to **50** pages, prepared and submitted in Word format.
  - (b) Font shall be standard 10-point business font Arial.
  - (c) Character spacing must be "normal," not condensed in any manner.



- (d) Pages shall be double-spaced, single-sided, 8.5 by 11 inches, with at least one-inch margins on both sides, top and bottom. Lines between text lines must also be 10-point.
  - (e) All text, including text in tables and charts, must adhere to all font size and line spacing requirements listed herein. Font and line spacing requirements do not have to be followed for illustrations, flowcharts, drawings, and diagrams. These exceptions shall not be used to circumvent formatting requirements and page count limitations by including lengthy narratives in such items.
  - (f) Pages shall be numbered starting with the cover page being Page 1, and the last page being Page 50. The page limitation covers all information including indices, photographs, foldouts (counted as 1 page for each 8.5 by 11 portion) tables, charts, appendices, attachments, resumes, etc.
  - (g) The proposal page limit does not include the offeror's proposed Statement of Work (SOW); however, the same formatting rules apply to the SOW.
  - (h) A CD with the WORD version of your Technical/Management Proposal and the SOW must be submitted with the hard copies of the proposal, and must match the hard copy.
  - (i) **Due to continuing attempts by numerous offerors to obtain an unfair advantage by failing to conform to the formatting rules above, the Government will check the proposal and SOW for conformance to the stated requirements. Any pages in excess of the stated page limitation after the format check will not be considered. In addition if the proposal or SOW does not conform to the above requirements, a notification will be sent to the offeror's company management to advise of the nonconformance.**
- c. Technical/Management Section: The proposal shall include a discussion of the nature and scope of the research and the technical approach. Additional information on prior work in this area, descriptions of available equipment, data and facilities and resumes of personnel who will be participating in this effort should also be included as attachments to the technical proposal. This volume shall include a SOW detailing the technical tasks proposed to be accomplished under the proposed effort and suitable for contract incorporation. ***Do not include any proprietary information in the SOW.*** Refer to the [BAA Guide for Industry](#) referenced above to assist in SOW preparation. Any questions concerning the technical proposal or SOW preparation shall be referred to the [Technical POC](#) cited in Section VII.
- d. Cost/Business Section:
- i. Separate the proposal into a business section and cost section. The business section should contain all business aspects to the proposed contract, such as type of contractual instrument, any exceptions to terms and conditions of the announcement model contract, any information not technically related, etc. Provide rationale for exceptions. Cost proposals have no page limitations; however, offerors are requested to keep cost proposals to 100 pages as a goal. The proposal shall be furnished with supporting schedules and shall contain a person hour breakdown per task. Refer to the BAA Guide for Industry mentioned in paragraph IV.3.a. above for detailed proposal instructions.
  - ii. Subcontracting plans, for efforts anticipated to exceed \$550,000, shall be submitted along with the technical and cost proposals. Reference FAR 19.704, DFARS 219.704, and AFFARS 5319.704(a)(1) for subcontracting plan requirements. Small business concerns are exempt from this requirement.

**Please Note:** If you intend to submit a grant or assistance instrument, go on to Section IV.4. below which discusses how to find the grant opportunity, prepare the cover page, and complete the certification. This section also provides the process for electronic submission of proposals for grants and cooperative agreements. If however, you intend to propose a contract, skip Section IV.4. of this solicitation.

#### 4. (Second Step) Proposals for Grants and Cooperative Agreements

- a. Grant Opportunity: Go to <http://Grants.Gov> to find the grant opportunity. The initial screen will provide the synopsis for that specific grant opportunity. To view the entire opportunity open the “Full Announcement” box in the upper center of the synopsis page and select from the documents available under “Announcement Group.” NOTE: <http://Grants.Gov> has tools and guiding documents in the left margin under “Applicant Resources” to help you find and apply for grant opportunities. Grants.gov requires Adobe Reader version 8.13 to open, download, save, and submit an application electronically. Adobe Reader version 8.13 is available for free from Grants.gov under “Applicant Resources,” “Download Software.”
- b. Proposal Cover Page – SF 424 (R&R) Form: All proposals for grants or assistance, whether submitted electronically or in hard copy must include an SF 424 (R&R) as the cover page. The SF 424 (R&R) should be downloaded from the “Application” box in the upper right hand corner of the synopsis page. Click on “download” under the column “Instructions and Application.” Select “Download Application Package” and complete the SF 424 (R & R).
- c. Certifications: To access the requisite Certifications, select the “Application” box in upper right hand corner of the synopsis page. Click on “Instructions and Application” and select “Download Application Instructions” to view the Certifications. To complete the Certifications you must check Block 18 of the SF 424 (R&R), and by signing it (either by pressing the “submit” button for Grants.gov or by hand if submitting it in hard copy), you are certifying that you have read and agree to abide by the terms in the Certifications. You do not need to submit any additional documentation unless you have lobbying activities to disclose on an SF –LLL.
- d. Proposals for Grants or Assistance Instruments: Proposals for grants or assistance instruments may be submitted either (1) directly with a hard copy to the AFRL/Det 1 contracting POC listed in this announcement or (2) electronically through the Grants.gov government-wide electronic portal. **You must notify your contracting POC before the stated proposal due date and time of this notice if you decide to submit your proposal electronically or your proposal will not be considered.**
- e. For Hard Copy Submission: The original proposal and the number of copies specified in this announcement must be delivered directly to the contracting POC in AFRL Det 1 at the time and date specified in this announcement.
- f. For Electronic Submission:
  - i. Advance Preparation – Electronic proposals must be submitted through Grants.gov. There are several one-time actions your organization must have completed. Long before the proposal submission deadline, you should verify that the persons authorized to submit

proposals for your organization have completed these actions. If not, it may take them up to **21 days** to complete the actions before they will be able to submit proposals.

- ii. Electronic Submission Process: The process your organization must complete includes obtaining a Dun and Bradstreet Data Universal Numbering System (DUNS) number, registering with the Central Contract Registry (CCR), registering with the credential provider, and registering with Grants.gov. Designating an E-Business Point of Contact (EBiz POC) and obtaining a special password called MPIN are important steps in the registration process. Go to [www.Grants.gov/GetStarted](http://www.Grants.gov/GetStarted) <<http://www.Grants.gov/GetStarted>> .
  - iii. Your organization's E-Business POC, identified during CCR Registration, must authorize someone to become an Authorized Organization Representative (AOR). This safeguards your organization from individuals who may attempt to submit proposals without permission. *Note: In some organizations, a person may serve as both an E-Business POC and an AOR.*
  - iv. The Grants.gov Organization Registration Checklist is located at <http://www.Grants.gov/section3/OrganizationRegCheck.pdf> <<http://www.Grants.gov/section3/OrganizationRegCheck.pdf>> to guide you through the process.
  - v. If a proposal is submitted through Grants.gov, Adobe Reader version 8.13 or later will need to be downloaded. This small, free program will allow you to access, complete, and submit applications electronically and securely. Reference IV. 4.a. above for instructions on how to obtain a free version of the software.
  - vi. Should you have questions relating to the registration process, system requirements, how an application form works or the submittal process, call Grants.gov at 1-800-518-4726 or [support@Grants.gov](mailto:support@Grants.gov) <<mailto:support@Grants.gov>> .
- g. Submitting the Electronic Proposal
- i. Application forms and instructions are available at Grants.gov. To access these materials, go to <http://grants.gov> <<http://grants.gov>> Select "Apply for Grant", and then select "Download Application Package". Enter the CFDA number (typically 12.800). You should also enter the BAA number, and then follow the prompts to download the application package.
  - ii. The applicant will receive a confirmation page upon completing the submission to Grants.gov. This confirmation page is a record of the time and date stamp that is used to determine whether the proposal was submitted by the deadline. A proposal received after the deadline is "late" and will not be considered for an award.
- h. Future Broad Agency Announcements for basic research that may result in grants or assistance instruments issued by this office will invite electronic proposal submission through the grants.gov government-wide portal.
- i. **Section 3 below "Content and Form of Proposal Submission" applies to grants and cooperative agreement (in hard copy or electronic) and contract proposals."**

5. **Intergovernmental Review:** None

6. **Funding Restrictions:** None

7. **Other Submission Requirements:** Proposals must be submitted to: If by postal mail or hand delivery: Rhonda Powderly, Det 1 AFRL/PKHA Bldg 167, 2310 8<sup>th</sup> St., Wright-Patterson AFB, OH 45433-7801 and Mr. Mark Hoffman, Address: 711 HPW/RHP, 2215 First Street B033, Wright-Patterson AFB, OH 45433-7028. If by electronic submission: [Rhonda.Powderly@wpafb.af.mil](mailto:Rhonda.Powderly@wpafb.af.mil) or [Mark.Hoffman@wpafb.af.mil](mailto:Mark.Hoffman@wpafb.af.mil).

## V. White Paper / Proposal Review Information

1. **FIRST STEP – White Paper Evaluation Criteria:** The Government will evaluate White Papers to determine which of them have the potential to best meet the Air Force’s needs based on the following criteria, which are listed in equal order of importance:

- a. Technical approach is consistent with technologies listed in the BAA
- b. The research is of interest to the Government
- c. Capable and Encompassing Solution
- d. Soundness of approach.
- e. Understanding of the problem
- f. The offeror’s past experience with the technology, including personnel and related facilities.  
*White papers and proposals submitted will be evaluated as they are received.*

2. **SECOND STEP – Proposal Evaluation Criteria:** The selection of one or more sources for award will be based on an evaluation of each offeror’s proposal (both technical and cost/price aspects) to determine the overall merit of the proposal in response to the announcement. The technical aspect, which is ranked as the first order of priority, shall be evaluated based on the following criteria that are equal order of importance as well as on Agency need and funding availability:

- a. **Technical:**
  - i. Capable and Encompassing Solutions
  - ii. Soundness of approach
  - iii. Understanding of the problem
  - iv. The offeror’s past experience with the technology, including personnel and related facilities
- b. **Cost/Price:** Cost/Price includes the reasonableness and realism of the proposed cost and fee and consideration of proposed budgets and funding profiles. Cost/Price is a substantial factor, but ranked as the second order of priority.
  - i. Is realistic for work to be performed
  - ii. Reflects a clear understanding of the requirements
  - iii. Is consistent with the unique methods of performance and material described in offerors’ technical proposals.

- c. **Proposal Risk Assessment:** Proposal risk for technical, cost, and schedule will be assessed as part of the evaluation of the above evaluation criteria. Proposal risk relates to the identification and assessment of the risks associated with an offeror's proposed approach as it relates to accomplishing the proposed effort. Tradeoffs of the assessed risk will be weighed against the potential payoff.

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

- a. **Categories:** The technical and cost proposals will be evaluated at the same time and categorized as follows:
  - i. **Category I:** Proposal is well conceived, scientifically and technically sound, pertinent to the program goals and objectives, and offered by a responsible contractor with the competent scientific and technical staff and supporting resources needed to ensure satisfactory program results. Proposals in Category I are determined to be acceptable, but will be recommended for award based on availability of funds. They are normally displaced only by other Category I proposals.
  - ii. **Category II:** Proposal is scientifically or technically sound, but requires further development, and may be recommended for award, but at a lower priority than Category I.
  - iii. **Category III:** Proposal is not technically sound or does not meet agency needs.
- b. No other evaluation criteria will be used. The technical and cost proposals will be evaluated at the same time. The Air Force reserves the right to select for award any, all, part or none of the proposal received.

### VI. Award Administration Information

- 1. **Award Notices:** Offerors will be notified whether their proposal is recommended for award, by letter or e-mail, on or about 7 days after completion of the technical evaluation. The notification is not to be construed to mean the award of a contract is assured, as availability of funds and successful negotiations are prerequisites to any award.
- 2. **Administrative Requirements:** See Section I
- 3. **Reporting:** See Section I, Paragraph 2a.

### VII. Agency Contacts

1. **Address technical questions to:** Mr. Mark Hoffman, Address: 711 HPW/RHP, 2215 First Street B033, Wright-Patterson AFB, OH 45433-7028, telephone: (937) 904-9573 or email [Mark.Hoffman@wpafb.af.mil](mailto:Mark.Hoffman@wpafb.af.mil)

2. **Address contracting questions to:** Rhonda L. Powderly, Address: 2310 Eighth Street, Bldg 167, Wright Patterson AFB, OH 45433, telephone: (937) 656-9788 or e-mail [Rhonda.Powderly@wpafb.af.mil](mailto:Rhonda.Powderly@wpafb.af.mil)

## VIII. Other Information

1. **Acquisition of Commercial Items:** Based upon market research, the Government is not using the policies contained in Part 12, Acquisition of Commercial Items, in its solicitation for the described supplies or services. However, interested persons may identify to the contracting officer their interest and capability to satisfy the Government's requirement with a commercial item within 15 days of this notice.
2. **Support contractors:** Offerors are advised that employees of commercial firms under contract to the Government may be used to administratively process proposals, monitor contract performance, or perform other administrative duties requiring access to other contractors' proprietary information. These support contracts include nondisclosure agreements prohibiting their contractor employees from disclosing any information submitted by other contractors or using such information for any purpose other than that for which it was furnished.
3. **Wide Area Work Flow:** NOTICE: Any contract award resulting from this solicitation will contain the clause at DFARS 252.232-7003, *Electronic Submission of Payment Requests*, which requires electronic submission of all payment requests. The clause cites three possible electronic formats through which to submit electronic payment requests. Pursuant to that clause, the Department of Defense is adopting Wide Area Work Flow-Receipt and Acceptance (WAWF-RA). Any contract resulting from this solicitation will establish a requirement to use WAWF-RA for invoicing and receipt/acceptance, and provide coding instructions applicable to this contract. Contractors are encouraged to take advantage of available training (both web-based and through your local DCMA office), and to register in the WAWF-RA system. Information regarding WAWF-RA, including the web-based training and registration, can be found at <https://wawf.eb.mil>. Note: This WAWF-RA requirement does not apply to Universities that are audited by an agency other than DCAA.
4. **Item Identification and Valuation.** Any contract award resulting from this solicitation may contain the clause at DFARS 252.211-7003, *Item Identification and Valuation*, (JUN 2005) which requires unique item identification and valuation of any deliverable item for which the Government's unit acquisition cost is \$5,000 or more; subassemblies, components, and parts embedded within an item valued at \$5,000 or more; or items for which the Government's unit acquisition cost is less than \$5,000 when determined necessary by the requiring activity for serially managed, mission essential, or controlled inventory. Also included are any DoD serially managed subassembly, component, or part embedded within a delivered item and the parent item that contains the embedded subassembly, component, or part. Per DFARS 211.274-3 *Policy for Valuation*, it is DoD policy that contractors shall be required to identify the Government's unit acquisition cost for all items delivered, even if none of the criteria for placing a unique item identification mark applies. Therefore, your proposal must clearly break out the unit acquisition cost for any deliverable items. Per DFARS 211.274-3, *Policy for Valuation*, "The Government's

unit acquisition cost is the Contractor's estimated fully burdened unit cost at time of delivery to the Government for cost type or undefinitized line, subline, or exhibit line items" (Per DoD, "fully burdened unit costs" to the Government would include all direct, indirect, G&A costs, and an appropriate portion of fee.). If you have questions regarding the Unique Item Identification requirements, please contact the Contracting Point of Contact listed above. For more information, see the following website: <http://www.acq.osd.mil/dpap/pdi/uid/index.html>.

5. **Excessive Pass-Through Charges.** As prescribed in DFARS 215.408(3), provision 252.215-7003, "Excessive Pass-Through Charges – Identification of Subcontract Effort, is contained in this solicitation (as shown below). Any contract valued greater than \$650,000, resulting from this solicitation, shall contain the Clause at DFARS 252.215-7004, Excessive Pass-Through Charges (APR 2007). This clause requires the contractor to notify the Contracting Officer in writing if: (1) The Contractor changes the amount of subcontract effort after award such that it exceeds 70 percent of the total cost of work to be performed under the contract, task order, or delivery order. The notification shall identify the revised cost of the subcontract effort and shall include verification that the Contractor will provide added value; or (2) Any subcontractor changes the amount of lower-tier subcontractor effort after award such that it exceeds 70 percent of the total cost of the work to be performed under its subcontract. The notification shall identify the revised cost of the subcontract effort and shall include verification that the subcontractor will provide added value as related to the work to be performed by the lower-tier subcontractor(s).

252.215-7003 Excessive Pass-Through Charges – Identification of Subcontract Effort.

EXCESSIVE PASS-THROUGH CHARGES—  
IDENTIFICATION OF SUBCONTRACT EFFORT (MAY 2008)

- (a) Definitions. Added value, excessive pass-through charge, subcontract, and subcontractor, as used in this provision, are defined in the clause of this solicitation entitled "Excessive Pass-Through Charges" (DFARS 252.215–7004).
  - (b) General. The offeror's proposal shall exclude excessive pass-through charges.
  - (c) Performance of work by the Contractor or a subcontractor.
    - (1) The offeror shall identify in its proposal the total cost of the work to be performed by the offeror, and the total cost of the work to be performed by each subcontractor, under the contract, task order, or delivery order.
    - (2) If the offeror intends to subcontract more than 70 percent of the total cost of work to be performed under the contract, task order, or delivery order, the offeror shall identify in its proposal—
      - (i) The amount of the offeror's indirect costs and profit applicable to the work to be performed by the subcontractor(s); and
      - (ii) A description of the added value provided by the offeror as related to the work to be performed by the subcontractor(s).
    - (3) If any subcontractor proposed under the contract, task order, or delivery order intends to subcontract to a lower-tier subcontractor more than 70 percent of the total cost of work to be performed under its subcontract, the offeror shall identify in its proposal—
      - (i) The amount of the subcontractor's indirect costs and profit applicable to the work to be performed by the lower-tier subcontractor(s); and
      - (ii) A description of the added value provided by the subcontractor as related to the work to be performed by the lower-tier subcontractor(s).
- (End of provision)

6. **Ombudsman:** The Ombudsman clause, 5352.201-9101 Ombudsman (Aug 2005) will be contained in any contracts or agreements resulting from this Solicitation. The AFRL Ombudsman is Ms Sue Hunter, Director of Contracting, AFRL/PK, (937) 255-0432, email: Sue.Hunter@wpafb.af.mil.
7. **Post-Award Small Business Program Re-representation:** As prescribed in FAR 19.308, FAR Clause 52.219-28, "Post-Award Small Business Program Re-representation (JUN 2007)," is incorporated by reference in this solicitation. This clause will be contained in any contracts resulting from this solicitation. This clause requires a contractor to re-represent its size status when certain conditions apply. The clause provides detail on when the re-representation must be complete and what the contractor must do when a re-representation is required.

## 8. Protection of Human Subjects

The Contractor shall comply with the provisions of the following directives/regulations: (i) Title 32, Code of Federal Regulations, Part 219 (32 CFR 219), "Protection of Human Subjects" and; (ii) DHHS Regulations, "Protection of Human Subjects" (45 CFR Part 46), effective 23 June 2005, Subparts A, B, C, & D; and, (iii) DoD Directive 3216.02, "Protection of Human Subjects and Adherence to Ethical Standards in DoD Supported Research", (certified current as of 24 April 2007); and, (iv) Air Force Instruction 40-402, 5 May 2005, "Protection of Human Subjects in Biomedical and Behavioral Research" and, (v) AFRL Instruction 40-402, 17 Oct 2008, "Protection of Human Subjects Research." Interaction with human research subjects shall not commence until approval from the Air Force IRB has been obtained. Interaction includes communication or interpersonal contact between investigator and subject for the purposes of conducting research. If an exemption to the above is granted by the IRB, then the provisions above are no longer applicable, although standard ethical principles should still be adhered to. Investigators should refer to, and abide by, "The Belmont Report: Ethical Principles and Guidelines for the Protection of Human Subjects of Research," 18 April 1979

9. **White Paper/Proposal Content Checklist:** You may be ineligible for award if all requirements of this solicitation are not met on the proposal due date.
  - a. *Step One:* White Papers are due to the [Contracting POC](#) and the Technical POC.
  - b. *Step One:* White Papers are due no later than the [due date and time](#) specified in this announcement.
  - c. *Step One and Step Two:* White Paper and Proposal page limits are strictly enforced. See Section IV.2.b. and IV.3.b. of the solicitation for [page limits](#).
  - d. *Step One and Step Two:* Proposals and White Papers must be submitted in the format specified in Section IV.
  - e. *Step Two:* Completed Certifications and Representations (Section K) are due with the proposal. Certifications and Representations (Section K) can be found at <http://www.wpafb.af.mil/library/factsheets/factsheet.asp?id=6790> under the Sample Contract Documents title of the Business Resources Header. In the interests of transformation and streamlining and in order to be in position to award within days of completion of the technical evaluation, it is imperative that you review the model contract appropriate for your business type and provide with your proposal any exceptions to terms and conditions.
  - f. *Step Two:* The Cost/Business Proposal must contain all information described in Section IV. 3.d.



- g. *Step Two:* For any subcontracts proposed, the Cost/Business Proposal must contain a subcontractor analysis IAW FAR 15.404-3(b).
- h. *Step Two:* The Cost/Business Proposal must contain any exceptions to the sample Model Contract Terms and Conditions. (See <http://www.wpafb.af.mil/library/factsheets/factsheet.asp?id=6790> for sample model contracts.) However, be advised that the document awarded may include contract line items (CLINs)/clauses/articles in addition to those in the models, and/or some of the CLIN/clauses/articles in the models may be deleted, depending on the specific circumstances of the individual program. Any additions or deletions will be discussed with the offeror prior to award of the document.
- i. *Step Two:* Offerors other than small businesses are to include a subcontracting plan in Microsoft Word Readable Format on a CD ROM as well as a hard copy.
- j. *Step Two:* Offerors who have Forward Pricing Rate Agreements (FPRA's) and Forward Pricing Rate Recommendations (FPRR's) should submit them with their proposal.
- k. *Step Two:* If a DD254 is applicable, offerors must verify their Cognizant Security Office information is current with Defense Security Service (DSS) @ [www.dss.mil](http://www.dss.mil).
- l. *Step Two:* If export control is applicable, offerors must submit a Certified DD Form 2345, Militarily Critical Technical Data Agreement, with proposal.