

<PRIME ORGANIZATION LOGO>

Cover Sheet

Proposal: Volume 1 - Technical and Management Volume	
DARPA-BAA-##-##	
Proposal Title	
Proposer Reference Number, if any	
Lead Organization	
Type of Organization	Choose one: Large Business, Small Disadvantaged Business, Other Small Business, HBCU, MI, Other Educational, or Other Nonprofit
Technical Point of Contact (POC)	Name: Address: Telephone: Email:
Administrative POC	Name: Address: Telephone: Email:
Total Proposed Cost	Base: \$ Option (if any): \$ Total: \$
Award Instrument Requested	Choose type: procurement contract (specify type), cooperative agreement or OT
Place(s) of Performance	
Period(s) of Performance	
Other Team Members (subcontractors and consultants), if any	Technical POC Name: Organization: Organization Type:
Date Proposal was prepared	
Proposal Validity Period (minimum 120 days)	

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1. Official Transmittal Letter

[Attach the official transmittal letter from the prime proposer organization.]

2. Executive Summary

Proposal Overview Description

[Provide a synopsis of the proposed project, including a description of the key technical challenges, a concise review of the technologies proposed to overcome these challenges and achieve the project's goal, and a clear statement of the novelty and uniqueness of the work.

The synopsis should answer the following questions:

- What is the work attempting to accomplish or do?
- How is it done today, and what are the limitations?
- Who or what will be affected and what will be the impact if the work is successful?
- How much will it cost, and how long will it take?]

3. Executive Summary Slide

[Use the template provided as Attachment 2 to the BAA posted at www.fbo.gov.]

4. Goals and Impact

Goals and Impact Description

[Describe what the proposed team is trying to achieve and the difference it will make (qualitatively and quantitatively) if successful. Describe the innovative aspects of the project in the context of existing capabilities and approaches, clearly delineating the uniqueness and benefits in the context of the state of the art, alternative approaches, and other projects from the past and present. Describe how the project is revolutionary and how it significantly rises above the current state of the art.

Describe the deliverables and any plans to commercialize the technology, transition it to a customer, or further the work. Discuss the mitigation of any issues related to sustainment of the technology over its entire lifecycle, assuming the technology transition plan is successful.]

5. Technical Plan

[Outline and address the technical challenges inherent in the proposed approach and possible solutions for overcoming potential problems. Demonstrate a deep understanding of the technical challenges and present a credible (even if risky) plan to achieve the project's goal. Discuss mitigation of technical risk.

Provide appropriate measurable milestones (quantitative if possible) at intermediate stages to demonstrate progress, and a plan for achieving the milestones.

List Government-furnished materials or data assumed to be available.]

6. Management Plan

[Provide a summary of expertise of the key personnel on the proposed team (including any subcontractors and consultants) who will be executing the work. Identify a principal investigator (PI) for the project.

Provide a clear description of the team's organization including an organization chart that includes, as applicable, the relationship of team members; unique capabilities of team members; task responsibilities of team members; teaming strategy among the team members; and key personnel with the amount of effort to be expended by each person during the project.

Provide a detailed plan for coordination including explicit guidelines for interaction among collaborators/subcontractors of the proposed project. Include risk management approaches.

Describe any formal teaming agreements that are required to execute this project.]

7. Personnel, Qualifications, and Commitments

[List key personnel (no more than one page per person), showing a concise summary of their qualifications, discussion of previous accomplishments, and work in this or closely related research areas. Do not include personnel that are not anticipated to execute the work.

Indicate the level of effort in terms of hours to be expended by each person during each year and other (current and proposed) major sources of support for them and/or commitments of their efforts.]

8. Capabilities

[Describe organizational experience in relevant subject area(s), existing intellectual property, or specialized facilities. Discuss any work in closely related research areas and previous accomplishments.

Identify any other solicitation(s) to which this concept has been proposed. If applicable, state whether funding or a positive funding decision has already been received, and from which agency.]

9. Statement of Work (SOW)

[Provide a detailed task breakdown, citing specific tasks and their connection to the proposed milestones. The SOW task structure must be consistent with the schedule, milestones and costs. Separately define each year of the project. Do not include any proprietary information. For each defined task/subtask/activity, provide:

- A general description of the objective.
- A detailed description of the approach to be taken to accomplish each defined

task/subtask (including, where applicable, identifying the tasks/subtasks that will be performed on campus at a university).

- Identification (by name) of the primary organization (prime contractor, subcontractor(s), consultant(s)) responsible for task/subtask execution.
- A measurable milestone, (e.g., a deliverable, demonstration, or other event/activity that marks task completion).
- A definition of all deliverables (e.g., data, reports, software) to be provided to the Government in support of the proposed tasks/subtasks.]

10. Schedule and Milestones

[Provide a detailed schedule showing tasks (task name, duration, work breakdown structure element as applicable, performing organization), milestones, and the interrelationships among tasks. The task structure must be consistent with that in the SOW. Measurable milestones should be clearly articulated and defined in time relative to the start of the project.]

11. Cost Summary

Cost Summary by Year

[Provide total effort cost by Government Fiscal Year (GFY) broken down by major cost items to include: labor costs, materials, travel, consultants, subcontracts, other direct charges (ODCs), indirect costs (overhead, fringe, general and administrative (G&A)), and any proposed fee for the project.]

12. Administrative and National Policy Requirements

[This section must include ALL of the following components. If a particular subsection is not applicable, check the “No” box; do not delete the subsection or leave it blank.]

a. Team Member Identification

[Provide a list of all team members working on the project, including the prime and any subcontractor(s), and consultant(s). Specifically identify whether any are a non-US organization or individual, FFRDC and/or Government entity. Use the following format for this list; add additional rows for subcontractors and consultants, as applicable.]

Prime				
Individual Name:	Organization:	Non-US Organization:	<input type="checkbox"/> Yes	<input type="checkbox"/> No
		Non-US Individual:	<input type="checkbox"/> Yes	<input type="checkbox"/> No
		FFRDC:	<input type="checkbox"/> Yes	<input type="checkbox"/> No
		Government Entity:	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Subcontractors/Consultants				
Individual Name:	Organization:	Non-US Organization:	<input type="checkbox"/> Yes	<input type="checkbox"/> No
		Non-US Individual:	<input type="checkbox"/> Yes	<input type="checkbox"/> No
		FFRDC:	<input type="checkbox"/> Yes	<input type="checkbox"/> No
		Government Entity:	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Individual Name:	Organization:	Non-US Organization:	<input type="checkbox"/> Yes	<input type="checkbox"/> No
		Non-US Individual:	<input type="checkbox"/> Yes	<input type="checkbox"/> No

		FFRDC: <input type="checkbox"/> Yes <input type="checkbox"/> No
		Government Entity: <input type="checkbox"/> Yes <input type="checkbox"/> No

b. Government or FFRDC Team Member Requirements

Are any of the team member organizations (prime or subcontractor) a Government entity or FFRDC? No Yes

[If yes, provide the information outlined below.]

- **Proof of Eligibility to Propose**

[Provide documentation citing the specific authority that establishes the applicable team member’s eligibility to propose to Government solicitations; include: (1) statutory authority; (2) contractual authority; (3) supporting regulatory guidance; and (4) evidence of agency approval for applicable team member participation.]

- **Government or FFRDC Team Member Statement of Unique Capability**

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

c. Organizational Conflict of Interest Affirmations and Disclosure

Are any of the proposed individual team members or their respective organizations (whether prime or subcontractor or consultant) currently providing SETA or similar support to DARPA? No Yes

[If yes, provide the information outlined below; add additional rows, as applicable.]

Prime Contract Number	DARPA Technical Office supported	A description of the action the proposer has taken or proposes to take to avoid, neutralize, or mitigate the conflict

d. Intellectual Property

Are you asserting any intellectual property (IP) restrictions on any technical data or computer software that will be delivered to the Government? *Note: the Government will assume unlimited rights to all IP not explicitly identified as restricted in the proposal.*

No Yes

[If yes, list all proprietary claims to results, prototypes, deliverables or systems supporting and/or necessary for the use of the proposed research, results, prototypes and/or deliverables. Use the following format for these lists; add additional rows, as applicable. Provide documentation proving ownership or possession of appropriate licensing rights to all patented inventions (or inventions for which a patent application has been filed) to be used for the proposed project.]

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

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

e. Human Subjects Research

Does the proposed work involve human subjects?

No Yes

[If yes, provide evidence of or a plan for review by an institutional review board.]

f. Animal Use

Does the proposed work involve animal use?

No Yes

[If yes, provide a brief description of the plan for Institutional Animal Care and Use Committee (IACUC) review and approval.]

g. Representations Regarding Unpaid Delinquent Tax Liability or a Felony Conviction under Any Federal Law

[Complete the following statements.]

(a) The proposer represents that it is [] is not [] a corporation that has any unpaid Federal tax liability that has been assessed, for which all judicial and administrative remedies have been exhausted or have lapsed, and that is not being paid in a timely manner pursuant to an agreement with the authority responsible for collecting the tax liability.

(b) The proposer represents that it is [] is not [] a corporation that was convicted of a felony criminal violation under a Federal law within the preceding 24 months.

13. Bibliography

[Optional. If desired, include links to relevant papers, reports or resumes. Do not include technical papers.]