

**U.S. ARMY FUTURES COMMAND**

**ARTIFICIAL INTELLIGENCE INTEGRATION CENTER (AI2C)**

**BROAD AGENCY ANNOUNCEMENT**

**FOR**

**TRANSFORMATIVE ARTIFICIAL INTELLIGENCE RESEARCH  
AND APPLICATIONS**

**August 1, 2021 – July 31, 2026**



## I. OVERVIEW OF THE FUNDING OPPORTUNITY

The Army Artificial Intelligence Integration Center (AI2C) is seeking artificial intelligence research and development whitepapers and proposals in support of new technologies and translational research-based approaches that support the identification, alignment, and exploitation of basic, applied, and advanced research and technology.

This publication constitutes a Broad Agency Announcement (BAA) for awards by the AI2C, as contemplated in Federal Acquisition Regulation (FAR) 6.102(d)(2) and 35.016; the Department of Defense Grants and Agreements Regulations (DoDGARS) 32 CFR 22.315(a); and DoD's Other Transaction Guide for Prototype Projects, USD(AT&L), OT Guide, Jan 2017. A formal Request for Proposals (RFP), solicitation, and/or additional information regarding this announcement will not be issued. AI2C will not issue paper copies of this announcement. We reserve the right to fund all, some, or none of the proposals received under this BAA. AI2C provides no funding for direct reimbursement of proposal development costs. Technical and cost proposals (or any other material) submitted in response to this BAA will not be returned. This BAA utilizes competitive procedures in accordance with 10 USC 2302(2)(B) for the selection and award of science and technology (S&T) proposals.

For purposes of this BAA, S&T includes activities involving basic research, applied research, advanced technology development, and, under certain conditions, may include activities involving advanced component development and prototypes as defined in DoD 7000.14-R Volume 2B, Chapter 5, Section 050105. This Announcement is not for the acquisition of technical, engineering, and other types of support services.

This BAA may be used to award FAR based instruments (e.g. procurement agreements) or instruments not subject to the FAR (e.g. grants, Cooperative Agreements, Technology Investment Agreements, and Other Transactions). Those instruments not subject to the FAR may be referred to as Assistance Agreements in this BAA. AI2C will consider a wide range of funding constructs which might include, but are not limited to, Government funding, cost sharing, in-kind labor or facility sharing by all parties, or any other allowable mechanism. Applicants may propose cost sharing approaches, but they are not required. AI2C envisions opportunities to engage in other types of collaboration agreements where no funds are exchanged, such as Cooperative Research and Development Agreements (CRADAs) which are negotiated separately from this BAA.

AI2C will utilize two approaches to engage with potential applicants under this BAA.

**Ongoing Areas of Interest** – AI2C does not necessarily have funding for any particular research area at any given time. Those contemplating submission of a whitepaper or proposal are strongly encouraged to review the AI2C website to understand our priorities. Whitepapers and proposals should be prepared in accordance with the instructions contained in this BAA. AI2C will assess whitepapers and proposals and return feedback to applicants on a not-to-exceed quarterly basis.

**Special Topics** - As a part of this BAA, AI2C will post specific areas with strong potential for funding on its website <https://www.armyfuturecommand.com/ai2c/> and as an amendment to this BAA via <http://www.grants.gov>. These topics will generally have clear deadlines for submission and may have other specific preparation guidelines.

### **Ongoing Areas of Interest**

- a. Autonomous Platforms** – The Army is particularly interested in research in autonomous ground and air vehicles, which must operate in open, urban and cluttered environments. Robotics and autonomous systems regardless of their missions require similar concepts and technologies including:
  - i. Ability to move in very cluttered, irregular, urban and underground terrains
  - ii. Ability to move effectively in contested environments and survive attacks
  - iii. Technologies to enable low electromagnetic and physical profiles
  - iv. Architectures to enable autonomous learning and adaptation under dynamic conditions
  - v. Sensing methods to detect obscured targets and to characterize terrain obstacles
  - vi. Autonomous ground and air structures, propulsion, and mobility components
  - vii. Technologies to significantly reduce logistical burdens and/or make them autonomous
  
- b. Artificial Intelligence and Machine Learning Algorithms (AI/ML)** - The Army is interested in core algorithmic improvements such as:
  - i. Scaling supervised learning methods to operate on larger data sets in shorter periods of time and/or with reduced computation, memory, and/or power requirements.
  - ii. Improving the data efficiency of learning algorithms (e.g. low-shot, zero-shot learning)
  - iii. Scaling reinforcement learning and game theoretic approaches to control and decision making to operate on larger, more complex, more Army-relevant problems.
  - iv. Improved methods for collecting, labeling, utilizing, managing, and tracking data and the models learned from them.
  
- c. AI-Based Decision Making** – The Army is interested in research on AI algorithms and systems to improve decision making across all echelons including:
  - i. Core reinforcement learning, game theoretic, optimal control algorithms
  - ii. Algorithms for improved online, operational decision making
  - iii. Algorithms for improved offline strategic planning including tactics and portfolio optimization of assets
  - iv. Algorithms for increased autonomy and speed in decision making.
  - v. Algorithms for improved human-machine collaboration in decision making
  
- d. Analysis and Human-Machine Interfaces** - The Army is interested in AI/ML research in areas which can reduce the cognitive burden on humans and improve

overall performance through human-machine teaming. AI/ML research is needed in areas such as:

- i. Ability to analyze large, diverse data sets to predict enemy intent and behaviors
- ii. Technologies to ensure robust, resilient and intelligent networking, cyber, electronic warfare and analysis of adversary signals
- iii. Data analysis capabilities to engage with and exploit classified and unclassified sources in order to produce enhanced intelligence products
- iv. Techniques to fuse data from disparate sources to improve a particular mission
- v. Methods of fusing human insight and knowledge with machine analysis and knowledge.
- vi. Methods of efficiently conveying analytical results to humans
- vii. Speech and language algorithms that support more efficient human-machine teaming.
- viii. Algorithms that raise the level of autonomy in systems (i.e. increase the number and size of tasks that can be accomplished without human input and/or reduce the level of details required in human commands to machines).

**e. Data Visualization and Synthetic Environments** – The Army is interested in research that enables improved situational awareness and the visualization and navigation of large data sets to enhance operational activities and training and readiness. Research is needed in the visualization of data in following areas:

- i. Sensor data and large data sets
- ii. Complex multi-source multi-modal data sets
- iii. Novel visualization and synthetic environment approaches to enable improved training
- iv. Synthetic environments and networked instrumentation approaches for virtual-live validation of concepts and prototypes

**f. Assured Position, Navigation, and Timing (PNT)** – The Army is interested in research involving novel PNT technologies for many capabilities including autonomous vehicles, communications, and land navigation. Solutions that enable robust PNT for vehicles, soldiers, munitions include research in the following areas:

- i. PNT technologies which operate reliably in GPS-degraded or denied areas which cannot be exploited by adversaries
- ii. Enhancements to commercial technologies to enable them to meet Army needs
- iii. PNT-enabled guidance and control
- iv. Algorithms and techniques to fuse data from multiple PNT sources to provide robust capabilities

**g. Sensing** – The Army is interested in developing a detailed understanding of

the environments and activities in the areas where it operates. Research is needed in the areas of sensors and associated processing in order to:

- i. Detect people, equipment, weapons, and any other object or action of interest
- ii. Detect all targets even when obscured
- iii. Detect based upon, physical, behavioral, cyber or other signatures
- iv. Sensing methods to detect chemical, biological, radiological, nuclear, and explosive threats

**h. Communications & Networks** – It is critical the Army maintain secure, reliable communications for Soldiers, vehicles, and at fixed locations even in austere environments. Research is needed in the areas related to following:

- i. Concepts and methodologies to enable robust, secure networks
- ii. Network interoperability
- iii. High efficiency components
- iv. Autonomous response to attacks on networks
- v. AI based approaches to offensive capabilities
- vi. Cyber protection technologies, methodologies, and concepts to protect Army systems

**i. Internet of Things (IoT)** – The Army needs to better integrate a wide range of capabilities and equipment and capitalize on commercial developments in industrial and human IoT. Research is needed to improve Army IoT in the following areas:

- i. New machine learning techniques that accelerate decision making to address the scale/volume of IoT information and advance the science
- ii. New approaches to enable secure, resilient, and automatically managed IoT networks in highly complex, mixed cooperative/adversarial, information-centric environments

**j. Human Performance** – The Soldier is the foundation of all Army capabilities. Technologies that reduce Soldiers' mental or physical burden and allow them to react faster than their adversaries are needed in the following areas:

- i. Human-machine interaction to insure autonomous platforms are efficiently managed and exploited
- ii. Methodologies and approaches for effective augmentation of Soldiers in areas of cognition, perception, and physical performance
- iii. Human performance optimization to endure harsh and extenuating conditions

**k. Underpinning Methodologies** - Methodologies, frameworks, tools, facilities, techniques, and experimentation concepts, which underpin and enable advanced research and development are of interest, including those which enhance the following:

- i. Collect, standardize, transform, and maintain data to focus research and

- validate concepts
- ii. Rapid modeling, development, and assessment of technologies across widely distributed research teams
- iii. Integrate innovative technology applications into current or future warfighting systems, applications, and analysis systems to assess the potential operational effectiveness of novel new technology elements
- iv. Automate data analytics to enhance discovery, development and transition management of technologies that address Army capability gaps

Whitepapers should be prepared in accordance with the instructions contained in this BAA. Upon receipt, a whitepaper will be evaluated and the applicant will be advised of the results. Applicants whose whitepapers receive a favorable evaluation may be encouraged to prepare a proposal in accordance with instructions contained in this BAA. The costs of whitepapers and/or proposals in response to this BAA are not considered an allowable direct charge to any award resulting from this BAA or any other award. It may be an allowable expense to the normal bid and proposal indirect costs specified in FAR 31.205-18. Proposals may be submitted at any time during the announcement period.

Applicants submitting proposals are cautioned that only a Contracting, Agreements Officer, or Grants Officer can obligate the Government to any legal instrument involving expenditure of Government funds.

All Scientific and technical questions, and administrative inquiries regarding this BAA shall be submitted via email to: [ai2c\\_baa\\_submissions@army.mil](mailto:ai2c_baa_submissions@army.mil).

### **Additional Overview Information**

The AI2C's BAA is issued under the provisions of paragraphs 35.016 and 6.102(d)(2) of the FAR. Proposals may range from theoretical studies to proof-of-concept, including fabrication and delivery of a prototype. However, this is limited to research procurements for which it would be impossible to draft an adequate RFP in sufficient detail without restraining the technical response and thus hindering competition rather than expanding it.

Proposals submitted in response to a BAA announcement that are selected for award are considered to be the result of full and open competition and are in full compliance with the provisions of Public Law 98-369, "The Competition in Contracting Act of 1984."

The AI2C reserves the right to select for award all, some, or none of the proposals submitted in response to this announcement. However, prospective offerors are cautioned that only the Contracting Officer, Agreements Officer, or Grants Officer is legally authorized to commit the Government. AI2C will provide no funding for direct reimbursement of whitepaper or proposal development costs.

Whitepapers and technical and cost proposals (or any other material) submitted in

response to this BAA will not be returned to the applicant. Unless noted in an applicant's proposal to the contrary, unsuccessful proposals will be retained for six (6) months from declination and then properly destroyed. It is our policy to treat all proposals as sensitive, competitive information, and to disclose their contents only for the purposes of evaluation.

An applicant may withdraw a proposal at any time before award by written notice.

(End of Section)

## **II. Application and Submission Information**

### **a. General Information**

- i. **Classified Submissions:** Classified proposals are not expected. However, in an unusual circumstance the applicant may be notified that access to classified information and/or controlled unclassified information will occur under the work proposed. In those instances where a contract is awarded requiring access to classified information and/or controlled unclassified information, clause FAR 52.204-2 or FAR 52.204-2 Alternate I, shall be in effect, as well as a DD254, if issued.
- ii. **Use of Color in Proposals:** All proposals received will be stored as electronic images. Electronic color images require a significantly larger amount of storage space than black-and white images. As a result, applicants' use of color in proposals should be minimal and used only when necessary for details. Do not use color if it is not necessary.
- iii. **Conflict of Interest:** A Conflict of Interest (COI) exists whenever personal, professional, commercial, or financial interests or activities outside of the AI2C have the possibility (either in actuality or in appearance) of (1) compromising an AI2C's judgment; (2) biasing the nature or direction of proposal evaluation; (3) influencing a AI2C's decision or behavior any matters to AI2C; or (4) resulting in a personal or family member's gain or advancement at the expense of the AI2C. For example, there are certain post-employment restrictions on former federal employees, including special government employees (18 U.S.C. 207). If a prospective applicant believes any conflict of interest may exist, the situation must be submitted in writing to the point of contact listed in the BAA prior to the applicant expending time and effort in preparing a proposal. The applicant should also provide a plan on how the conflict of interest will be avoided or mitigated. If a Contracting Officer (or Grants/Agreements Officer) determines the conflict of interest cannot be avoided or mitigated, the applicant cannot be considered responsible and is not eligible for award. See "Recipient Qualification" section below. Every applicant has a continuing duty to update the COI throughout the pre-award, award, and post-award process every time that applicant knew or should have known the COI existed.
- iv. **Equipment** (see instrument-specific regulations provided in Section II.B of this BAA): Normally, title to equipment or other tangible property purchased with Government funds vests with nonprofit institutions of higher education or with nonprofit organizations whose primary

purpose is conducting scientific research if vesting will facilitate scientific research performed for the Government. For-profit organizations are expected to possess the necessary plant and equipment to conduct the proposed research. Deviations may be made on a case-by-case basis to allow for-profit organizations to purchase equipment but regulatory disposition instructions must be followed.

## **b. The Application Process**

The application process is in three stages as follows:

- i. Stage 1- Verify the accuracy of your Unique Entity Identifier (formerly DUNS) at the Dun and Bradstreet (D&B) website <http://fedgov.dnb.com/webform> before registering with the System for Award Management System (SAM) at <https://www.sam.gov>. Prospective applicants must be registered in SAM prior to submitting an application or plan. The SAM obtains Legal Business Name, Doing Business Name (DBA), Physical Address, and Postal Code/ Zip+4 data fields from D&B. If corrections are required, registrants will not be able to enter/modify these fields in SAM; they will be pre-populated using D&B Unique Entity Identifier record data. When D&B confirms the correction has been made, the registrant must then re-visit sam.gov and click a “yes” to D&B's changes. Only at this point will the D&B data be accepted into the SAM record. Allow a minimum of two (2) business days for D&B to send the modified data to SAM.
- ii. Stage 2 - Prospective proposers are requested to submit whitepapers prior to the submission of a complete, more detailed proposal. The purpose of whitepapers is to minimize the labor and cost associated with the production of detailed proposals that have very little chance of being selected for funding. Based on assessment of the whitepapers, feedback will be provided to the proposers to encourage or discourage them from submitting proposals. Whitepapers should present the effort in sufficient detail to allow evaluation of the concept's scientific merit and its potential contributions of the effort to the Army mission.
- iii. Stage 3 - Interested applicants are required to submit proposals. All proposals submitted under the terms and conditions cited in this BAA will be reviewed regardless of the feedback on, or lack of submission of, a whitepaper. If applicants have not submitted whitepapers, proposals may still be submitted for funding consideration. Proposals must be submitted in order for the applicant to be considered for funding.

Whitepapers and Proposals may be submitted by email to: [ai2c\\_baa\\_submissions@army.mil](mailto:ai2c_baa_submissions@army.mil)

All required forms for proposals may be downloaded from the ARO web site at: <https://www.arl.army.mil/business/broad-agency-announcements/baa-forms/>.

## **c. Whitepaper Preparation**

- i. Whitepapers should focus on describing details of the proposed research, including how it is innovative, how it could substantially increase the scientific state of the art, Army



relevance, and potential impact.

- ii. White papers not complying with the formatting requirements detail in this section may not be considered for review. Whitepapers are limited to seven (7) total pages; five (5) pages for whitepaper technical content, one (1) cover page and a one (1) page addendum as discussed below. Evaluators will only review the whitepaper cover page, up to five whitepaper technical content pages, and the one-page addendum.

Whitepapers must be in the following format but do not require any special forms:

- Page Size: 8 ½ x 11 inches
- Margins – 1 inch
- Spacing – single
- Font – Times New Roman, 12 point

- iii. Combine all files and forms into a single PDF before submitting.

- iv. Format and content of whitepapers:

- (1) COVER PAGE (not to exceed one page):

The whitepaper cover page shall include at a minimum: BAA Number, Title of Program, Title of the whitepaper, Name of Company, Business Size, Company's Commercial and Government Entity (CAGE) number, Dun & Bradstreet (D&B) Data Universal Numbering System (DUNS) number, Contracting POC and Technical POC with appropriate telephone numbers, fax numbers, and email addresses for the POCs.

- (2) TECHNICAL CONTENT (not to exceed five pages):

- (a) A detailed discussion of the effort's scientific research objective, approach, relationship to similar research, and level of effort shall be submitted. Also include the nature and extent of the anticipated results and, if known, the manner in which the work will contribute to the accomplishment of the Army's mission and how this contribution would be demonstrated.

- (b) The type of support, if any, the applicant requests of the Government, such as facilities, equipment, demonstration sites, test ranges, software, personnel or materials, shall be identified as government furnished equipment (GFE), government furnished information (GFI), government furnished property (GFP), or government furnished data (GFD). Applicants shall indicate any Government coordination that may be required for obtaining equipment or facilities necessary to perform any simulations or exercises that would demonstrate the proposed capability.

- (c) The cost portion of the whitepaper shall contain a brief cost estimate revealing all the component parts of the proposal, including research hours, burden, material costs, travel, etc.

(3) ADDENDUM (not to exceed one page):

Include biographical sketches of the key personnel who will perform the research, highlighting their qualifications and experience.

v. RESTRICTIVE MARKINGS ON WHITEPAPERS:

(1) Any proprietary data that the applicant intends to be used only by the Government for evaluation purposes must be clearly marked. The applicant must also identify any technical data or computer software contained in the whitepaper that is to be treated by the Government as limited rights in technical data and restricted rights in computer software. In the absence of such identification, the Government will conclude there are no limitations or restrictions on technical data or computer software included in the whitepaper. Records or data bearing a restrictive legend may be included in the whitepaper. It is the intent of the Army to treat all whitepapers as procurement sensitive before award and to disclose their contents only for the purpose of evaluation. No contents will be disclosed outside of the US Government.

Care must be exercised to ensure that classified, sensitive, and critical technologies are not included in a whitepaper. If such information is required, appropriate restrictive markings and procedures should be applied prior to submission of the whitepaper.

(2) Applicants are cautioned, however, that portions of the whitepapers may be subject to release under terms of the Freedom of Information Act, 5 U.S.C. 552, as amended.

vi. EVALUATION AND DISPOSITION OF WHITEPAPERS:

(1) Evaluation Process: Applicants are advised that invitations for proposals will be made based on the whitepaper submission and the availability of funding. The whitepaper will be evaluated for the concept's scientific merit and potential contributions of the effort to the Army mission. Applicants whose whitepapers are evaluated as having significant scientific merit may be invited to submit a proposal. However, an applicant may submit a proposal despite not submitting a whitepaper or receiving a proposal invite from the Government.

(2) Disposition Process: The applicant will be notified in writing after completion of the evaluation. Whitepapers will not be returned to applicants.

**d. Whitepaper Submission**

All whitepapers must be emailed. In the email subject line, include the phrase "Whitepaper Submission," the BAA number, and the Area of Interest listed in section I of this BAA. Whitepapers must be in a single PDF formatted file as an email attachment.

**e. Preparation of Proposals**

i. COVER PAGE:

- (1) A Cover Page is required. For contract proposals submitted by email, use ARO Form 51.
- (2) Should the project be carried out at a branch campus or other component of the applicant, that branch campus or component should be identified in the space provided (Block 11 on the ARO Form 51).
- (3) The title of the proposed project should be brief, scientifically representative, intelligible to a scientifically-literate reader, and suitable for use in the public domain.
- (4) The proposed duration for which support is requested should be consistent with the nature and complexity of the proposed activity. Applicants shall discuss the preferred performance period with the TPOC.
- (5) Specification of a desired starting date for the project is important and helpful; however, requested effective dates cannot be guaranteed.
- (6) Pursuant to 31 U.S.C. 7701, as amended by the Debt Collection Improvement Act of 1996 [Section 31001(I)(1), Public Law 104-134] and implemented by 32 CFR 22.420(d), federal agencies shall obtain each awardees' Taxpayer Identification Number (TIN). The TIN is being obtained for purposes of collecting and reporting on any delinquent amounts that may arise out of an awardees' relationship with the Government.
- (7) Applicants shall provide their organization's Unique Entity Identifier (formerly DUNS). This number is a nine-digit number assigned by D&B Information Services. See Section II.D.3 of this BAA for requirements pertaining to the Unique Entity Identifier.
- (8) Applicants shall provide their assigned Commercial and Government Entity (CAGE) Code. The CAGE Code is a 5-character code assigned and maintained by the Defense Logistics Service Center (DLSC) to identify a commercial plant or establishment.

ii. TABLE OF CONTENTS:

Use the following format for the Table of Contents. Forms are available at <https://www.arl.army.mil/business/broad-agency-announcements/baa-forms/>

SECTION	PAGE NUMBER
Table of Contents	A-1
Statement of Disclosure Preference (Form 52 or 52A)	B-1
Research and Related Other Project Information	B-2
Project Abstract	C-1
Project Description (Technical Proposal)	D-1 - D-□
Biographical Sketch	E-1 - E-□
Bibliography	F-1 - F-□
Current and Pending Support	G-1 - G-□
Facilities, Equipment, and Other Resources	H-1 - H-□
Proposal Budget	I-1 - I-□
Contract Facilities Capital Cost of Money(FCCM) (DD Form 1861)	J-1
Appendices	K-□
List Appendix Items: _____	

This format applies to all proposals submitted via email and via Grants.gov. Applicants' should show the location of each section of the proposal, as well as major subdivisions of the project description.

iii. STATEMENT OF DISCLOSURE PREFERENCE (FORM 52 OR 52A): Complete and sign ARO Form 52 (Industrial Contractors) or ARO Form 52A (Educational and Nonprofit Organizations).

iv. RESEARCH AND RELATED OTHER PROJECT INFORMATION: Must be completed and signed by all applicants.

v. PROJECT ABSTRACT:

(1) The project abstract shall be completed on the form entitled “Publicly Releasable

Project Abstract” found at the following website:

<https://www.arl.army.mil/business/broad-agency-announcements/baa-forms/>

- (2) Unless otherwise instructed in this BAA, the project abstract shall include a concise statement of work and basic approaches to be used in the proposed effort. The abstract should include a statement of scientific objectives, methods to be employed, and the significance of the proposed effort to the advancement of scientific knowledge.
- (3) The abstract should be no longer than one (1) page (maximum 4,000 characters).
- (4) The project abstract shall be marked by the applicant as publically releasable. By submission of the project abstract, the applicant confirms that the abstract is releasable to the public. For a proposal that results in a grant award, the project abstract will be posted to a searchable website available to the general public to meet the requirements of Section 8123 of the DoD Appropriations Act, 2015. The website address is: <https://dodgrantawards.dtic.mil/grants>.

vi. PROJECT DESCRIPTION (TECHNICAL PROPOSAL): The technical portion of the proposal shall contain the following:

- (1) A complete discussion stating the background and objectives of the proposed work, the scientific approaches to be considered, the relationship to competing or related research, and the level of effort to be employed. Include also the nature and extent of the anticipated results and how they will significantly advance the scientific state-of-the-art. Also, if known, include the manner in which the work will contribute to the accomplishment of the Army's mission. Ensure the proposal identifies any scientific uncertainties and describes specific approaches for the resolution or mitigation of the uncertainties.
- (2) A brief description of your organization. If the applicant has extensive government contracting experience and has previously provided the information to the A-AITF, the information need not be provided again. A statement setting forth this condition should be made.
- (3) The names of other federal, state, local agencies, or other parties receiving the proposal and/or funding the proposed effort. If none, state so. Concurrent or later submission of the proposal to other organizations will not prejudice its review by the A-AITF if we are kept informed of the situation. A statement regarding possible impact, if any, of the proposed effort on the environment, considering as a minimum its effect upon water, atmosphere, natural resources, human resources, and any other values.
- (4) A statement regarding the use of Class I and Class II ozone- depleting substances. Ozone depleting substances are any substance designated as Class I by EPA, including but not limited to chlorofluorocarbons, halons, carbon tetrachloride, and methyl chloroform, and any substance designated as Class II by EPA, including but not limited to hydrochlorofluorocarbons. See 40 CFR Part 82 for detailed information. If Class I or II substances are to be utilized, a list shall be provided as part of the applicant's proposal. If

none, state so.

(5) The type of support, if any, requested by the applicant (e.g., facilities, equipment, and materials).

vii. BIOGRAPHICAL SKETCH:

(1) This section shall contain the biographical sketches for key personnel only.

(a) Primary Principal Investigator (PI): The Primary PI provides a single or initial point of communication between the AI2C and the awardee organization(s) about scientific matters. If not otherwise designated, the first PI listed will serve as the Primary PI. This individual can be changed with notification to AI2C. AI2C does not infer any additional scientific stature to this role among collaborating investigators.

(b) Co-Principal Investigators: The individual(s) a research organization designates as having an appropriate level of authority and responsibility for the proper conduct of the research and submission of required reports to AI2C. When an organization designates more than one PI, it identifies them as individuals who share the authority and responsibility for leading and directing the research, intellectually and logistically. A- AI2C does not infer any distinction among multiple PIs.

(2) The following information is required:

(a) Relevant experience and employment history including a description of any prior Federal employment within one year preceding the date of proposal submission.

(b) List of up to five publications most closely related to the proposed project and up to five other significant publications, including those being printed. Patents, copyrights, or software systems developed may be substituted for publications.

(c) List of persons, other than those cited in the publications list, who have collaborated on a project or a book, article, report or paper within the last four years. Include pending publications and submissions. Otherwise, state "None."

(d) Names of each investigator's own graduate or post-graduate advisors and advisees.

NOTE: The information provided in (c) and (d) is used to help identify potential conflicts or bias in the selection of reviewers.

(3) For the personnel categories of postdoctoral associates, other professionals, and students (research assistants), the proposal may include information on exceptional qualifications of these individuals that merit consideration in the evaluation of the proposal.

(4) The biographical sketches are limited to three (3) pages per investigator and other individuals that merit consideration.

viii. BIBLIOGRAPHY: A bibliography of pertinent literature is required. Citations must be complete (including full name of author(s), title, and location in the literature).

ix. CURRENT AND PENDING SUPPORT:

(1) All project support from whatever source must be listed. The list must include all projects requiring a portion of the PI's and other key personnel's time, even if they receive no salary support from the project(s).

(2) The information should include, as a minimum: (i) the project/proposal title and brief description, (ii) the name and location of the organization or agency presently funding the work or requested to fund such work, (iii) the award amount or annual dollar volume of the effort, (iv) the period of performance, and (v) a breakdown of the time required of the PI and/or other key personnel.

x. FACILITIES, EQUIPMENT, and OTHER RESOURCES: The applicant should include in the proposal a listing of facilities, equipment, and other resources already available to perform the research proposed.

xi. PROPOSAL BUDGET (including DD Form 1861):

(1) Each proposal must contain a budget for each year of support requested and a cumulative budget for the full term of requested support. Each budget year and the cumulative budget for the full term must be documented on ARO Form 99. ARO Form 99 may be reproduced, but you may not make substitutions in prescribed budget categories nor alter or rearrange the cost categories as they appear on the form. The proposal may request funds under any of the categories listed so long as the item is considered necessary to perform the proposed work and is not precluded by applicable cost principles. In addition to the forms, the budget proposal should include budget justification for each year.

(2) A signed summary budget page must be included. The documentation pages should be titled "Budget Explanation Page" and numbered chronologically starting with the budget form. The need for each item should be explained clearly.

(3) All cost data must be current and complete. Costs proposed must conform to the following principles and procedures:

Institutions of Higher Education: 2 CFR Part 200

Nonprofit Organizations: 2 CFR Part 200

For-Profit/Commercial Organizations: FAR Part 31, DFARS Part 231, FAR Subsection 15.403-5, and DFARS Subsection 215.403-5.

\* For those nonprofit organizations specifically exempt from the provisions of Subpart E of 2 CFR Part 200 (see 2 CFR 200.401(c)), FAR Part 31 and DFARS Part 231 shall apply.

(4) Sample itemized budgets and the information they must include for a contract and for grants and cooperative agreements can be found at Section II.H of this BAA (Other Information). Before award of a cost-type contract or assistance instrument it must be established that an approved accounting system and financial management system exist.

xii. APPENDICES: Some situations require that special information and supporting documents be included in the proposal before funding can be approved. Such information and documentation should be included by appendix to the proposal.

- (1) To evaluate compliance with Title IX of the Education Amendments of 1972 (20 U.S.C. A Section 1681 Et. Seq.), the Department of Defense is collecting certain demographic and career information to be able to assess the success rates of women who are proposed for key roles in applications in STEM disciplines. To enable this assessment, each application must include the following forms completed as indicated.

(A) Research and Related Senior/Key Person Profile (Expanded) form:

The Degree Type and Degree Year fields on the Research and Related Senior/Key Person Profile (Expanded) form will be used by DoD as the source for career information. In addition to the required fields on the form, applicants must complete these two fields for all individuals that are identified as having the project role of PD/PI or Co-PD/PI on the form. Additional senior/key persons can be added by selecting the “Next Person” button.

(B) Research and Related Personal Data form:

This form will be used by DoD as the source of demographic information, such as gender, race, ethnicity, and disability information for the Project Director/Principal Investigator and all other persons identified as Co-Project Director(s)/Co-Principal Investigator(s). Each application must include this form with the name fields of the Project Director/Principal Investigator or any Co-Project Director(s)/Co-Principal Investigator(s) completed; however, provision of the demographic information in the form is voluntary. If completing the form for multiple individuals, each Co-Project Director/Co-Principal Investigator can be added by selecting the “Next Person” button. The demographic information, if provided, will be used for statistical purposes only and will not be made available to merit reviewers. Applicants



who do not wish to provide some or all of the information should check or select the “Do not wish to provide” option.

## **f. Submission of Proposals**

Proposals must be submitted by email. Proposals must be submitted through the applicant’s organizational office having responsibility for Government business relations. All signatures must be that of an official authorized to commit the organization in business and financial affairs.

### **i. EMAIL SUBMISSION):**

- (1) Proposals will be emailed directly to: [ai2c\\_baa\\_submissions@army.mil](mailto:ai2c_baa_submissions@army.mil). All emailed proposals must adhere to the format requirements and contain the information outlined in this BAA.
- (2) The applicant must include with its proposal submission the representations required of this BAA. The representations must include applicant point of contact (POC) information and be signed by an authorized representative. Note: If the applicant’s SAM Representations and Certifications include its response to the representations a hard copy representation is not required with proposal submission.
- (3) All forms requiring signature must be completed, printed, signed, and scanned into a PDF document. All documents must be combined into a single PDF formatted file to be attached to the email.
- (4) Proposal documents (excluding required forms) must use the following format:
  - Page Size – 8 ½ x 11 inches
  - Margins – 1 inch
  - Spacing – single
  - Font – Times New Roman, 12 point, single-sided pages

## **III. Submission Dates and Times**

### **a. Proposals**

Proposals will be considered until and including the closing date of this announcement (see cover page of this announcement for opening/closing dates), except for special programs identified in this BAA that may announce specific opening/closing dates. Proposals submitted after the closing date will not be considered by the Government.

- i. Email Submission: After a proposal is submitted to [ai2c\\_baa\\_submissions@army.mil](mailto:ai2c_baa_submissions@army.mil) the applicant will receive an email confirming time of receipt of the proposal. For the purposes of this BAA, an applicant’s proposal is not considered received by the agency until the confirmation of receipt of the proposal is received.

b. Information to Be Requested from Successful Applicants: Applicants whose proposals are accepted for funding will be contacted before award to provide additional information required for award. The required information may include requests to clarify budget explanations, representations, certifications, and some technical aspects.

c. Performance Work Statements (PWS). Prior to award the Contracting Officer, Agreements Officer, or Grants Officer may request that the contractor submit a PWS for the effort to be performed, which will be incorporated into the contract at the time of award.

(End of Section)

#### **IV. Criteria for Selection**

##### **A. Application Review Information**

##### **1. Criteria**

Proposals submitted in response to this BAA will be evaluated using the factors listed below (in descending order of importance):

- a. The overall scientific and/or technical merits of the proposal.
- b. The potential contributions of the effort to the Army mission and the extent to which the research effort will contribute to balancing the overall AI2C research program.
- c. The applicant's capabilities, related experience, facilities, techniques, or unique combinations of these, which are integral factors for achieving the proposed objectives.
- d. The qualifications, capabilities, and experience of the proposed PI, team leader, or other key personnel who are critical to achievement of the proposed objectives.
- e. The applicant's record of past performance.

**\*\*NOTE:** Cost sharing will not be considered in the evaluation.

##### **2. Review and Selection Process**

- a. Upon receipt of a proposal, the AI2C staff will perform an initial review of its scientific merit and potential contribution to the Army mission, and also determine if funds are expected to be available for the effort. Proposals not considered having sufficient scientific merit or relevance to the Army's needs, or those in areas for which funds are not expected to be available, may not receive further review.

- b. All proposals are treated as procurement sensitive and are disclosed only for the purpose of evaluation. Proposals not declined as a result of an initial review will be subject to a peer review by highly qualified government scientists. The applicant must indicate on the appropriate proposal form (Form 52 or 52A) any limitation to be placed on disclosure of information, e.g. potentially proprietary or proprietary information, contained in the proposal.
- c. Each proposal will be evaluated based on all the evaluation criteria of this BAA rather than against other proposals for research in the same general area.
- d. Upon completion of an evaluation against the criteria, a proposal selected for possible award may be analyzed for the realism and reasonableness of costs . Proposal costs must be determined reasonable and realistic before the Government can make an award.
- e. Consistent with FAR 35.016(e), “[t]he primary basis for selecting proposals for acceptance shall be technical, importance to agency programs, and fund availability.”
- f. At the discretion of the Contracting Officer (or Grants/Agreements Officer), the Government reserves the right to conduct its own independent research on any information submitted by the Applicant, e.g. applicability of biographical sketch information to proposed technical information.

### **3. Recipient Qualification**

- i. Awards shall be to responsible prospective contractors only. See FAR 9.104-1 for a listing of the general standards against which an applicant will be assessed to determine responsibility. Applicants are requested to provide information with proposal submission to assist the Contracting Officer, Agreements Officer, or Grants Officer’s evaluation of responsibility.
- ii. Before making award, the Government shall review the performance and integrity information available in the Federal Awardee Performance and Integrity Information System (FAPIIS), (available at <https://www.cpars.gov>), including FAPIIS information from the System for Award Management (SAM) Exclusions and the Contractor Performance Assessment Reporting System (CPARS). The information in these systems will be used in making a judgment about the entity’s integrity, business ethics, and record of performance under Federal awards that may affect the official’s determination that the applicant is qualified to receive an award.

(End of Section)

## **V. Award Administration Information**

### **1. Award Notices**

Applicants whose proposals are recommended for award may be contacted by a Contract/Grant Specialist to discuss additional information required for award. This may include representations and

certifications, revised budgets or budget explanations, certificate of current cost or pricing data, subcontracting plan for small businesses, and/or other information as applicable to the proposed award. The anticipated start date will be determined at that time.

The notification email must not be regarded as an authorization to commit or expend funds. The Government is not obligated to provide any funding until a Government Contracting Officer, Agreements Officer, or Grants Officer signs an award document.

The award document signed by the Government Contracting/Agreements/Grants Officer is the official and authorizing award instrument. The authorizing award instrument, signed by the Contracting/Agreements/Grants Officer, will be emailed to the PI and Authorized Organization Representative (AOR).

## **2. Administrative and National Policy Requirements**

### **a. Required Representations and Certifications:**

(1) Representations and certifications shall be completed by successful applicants prior to award. FAR Online Representations and Certifications are to be completed through SAM at <https://www.SAM.gov>. As appropriate, DFARS and contract-specific certification packages will be provided to the contractor for completion prior to award.

(2) FAR 52.203-18, PROHIBITION ON CONTRACTING WITH ENTITIES THAT REQUIRE CERTAIN CONFIDENTIALITY AGREEMENTS OR STATEMENTS—REPRESENTATION (JAN 2017)

(a) Definition. As used in this provision--

“Internal confidentiality agreement or statement”, “subcontract”, and “subcontractor”, are defined in the clause at 52.203-19, Prohibition on Requiring Certain Internal Confidentiality Agreements or Statements.

(b) In accordance with section 743 of Division E, Title VII, of the Consolidated and Further Continuing Appropriations Act, 2015 (Pub. L. 113-235) and its successor provisions in subsequent appropriations acts (and as extended in continuing resolutions), Government agencies are not permitted to use funds appropriated (or otherwise made available) for contracts with an entity that requires employees or subcontractors of such entity seeking to report waste, fraud, or abuse to sign internal confidentiality agreements or statements prohibiting or otherwise restricting such employees or subcontractors from lawfully reporting such waste, fraud, or abuse to a designated investigative or law enforcement representative of a Federal department or agency authorized to receive such information.

(c) The prohibition in paragraph (b) of this provision does not contravene requirements applicable to SF 312, (Classified Information Nondisclosure Agreement), Form 4414

(Sensitive Compartmented Information Nondisclosure Agreement), or any other form issued by a Federal department or agency governing the nondisclosure of classified information.

(d) Representation. By submission of its offer, the applicant represents that it will not require its employees or subcontractors to sign or comply with internal confidentiality agreements or statements prohibiting or otherwise restricting such employees or subcontractors from lawfully reporting waste, fraud, or abuse related to the performance of a Government contract to a designated investigative or law enforcement representative of a Federal department or agency authorized to receive such information (e.g., agency Office of the Inspector General).

(3) FAR 52.209-11, REPRESENTATION BY CORPORATIONS REGARDING DELINQUENT TAX LIABILITY OR A FELONY CONVICTION UNDER FEDERAL LAW (FEB 2016)

As required by sections 744 and 745 of Division E of the Consolidated and Further Continuing Appropriations Act, 2015 (Pub. L 113-235), and similar provisions, if contained in subsequent appropriations acts, the Government will not enter into a contract with any 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, where the awarding agency is aware of the unpaid tax liability, unless an agency has considered suspension or debarment of the corporation and made a determination that suspension or debarment is not necessary to protect the interests of the Government; or

Was convicted of a felony criminal violation under any Federal law within the preceding 24 months, where the awarding agency is aware of the conviction, unless an agency has considered suspension or debarment of the corporation and made a determination that this action is not necessary to protect the interests of the Government.

The applicant 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; and

It is  is not  a corporation that was convicted of a felony criminal violation under a Federal law within the preceding 24 months.

i. Grant and Cooperative Agreement Proposals:

(1) Grant awards greater than \$100,000 require a certification of compliance with a national policy mandate concerning lobbying. Statutes and Government-wide regulations require the certification to be submitted prior to award. When submitting your grant through Grants.gov, by completing blocks 18 and 19 of the SF 424 (R&R) Form, the grant applicant is providing the certification on lobbying required by 32 CFR Part 28; otherwise a copy signed by the AOR must be provided. Below is the required certification:

**CERTIFICATION AT APPENDIX A TO 32 CFR PART 28 REGARDING LOBBYING:** Certification for Contracts, Grants, Loans, and Cooperative Agreements the undersigned certifies, to the best of his or her knowledge and belief, that:

- (1) No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of an agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.
- (2) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit SF-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.
- (3) The undersigned shall require that the language of this certification be included in the award documents for all sub-awards at all tiers (including subcontracts, sub-grants, and contracts under grants, loans, and cooperative agreements) and that all sub-recipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by 31 U.S.C. 1352. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

(2) In accordance with Continuing Appropriations Act, 2017 (Pub. L. 114-223), or any other Act that extends to fiscal year (FY) 2017 funds the same prohibitions as contained in section 743, division E, title VII, of the Consolidated Appropriations Act, 2016 (Pub. L. 114-113), none of the funds appropriated or otherwise made available by that or any other Act may be made available for a grant or cooperative agreement with an entity that requires its employees or contractors

seeking to report fraud, waste, or abuse to sign internal confidentiality agreements or statements prohibiting or otherwise restricting those employees or contractors from lawfully reporting that waste, fraud, or abuse to a designated investigative or law enforcement representative of a Federal department or agency authorized to receive the information.

#### PROHIBITION ON CONTRACTING WITH ENTITIES THAT REQUIRED CERTAIN INTERNAL CONFIDENTIALITY AGREEMENTS – REPRESENTATION

Agreement with the representation below will be affirmed by checking the “I agree” box in block 17 of the SF424 (R&R) as part of the electronic proposal submitted via Grants.gov. The representation reads as follows:

By submission of its proposal or application, the applicant represents that it does not require any of its employees, contractors, or sub-recipients seeking to report fraud, waste, or abuse to sign or comply with internal confidentiality agreements or statements prohibiting or otherwise restricting those employees, contractors, sub- recipients from lawfully reporting that waste, fraud, or abuse to a designated investigative or law enforcement representative of a Federal department or agency authorized to receive such information.

\*Note that: Section 743 states that it does not contravene requirements applicable to SF 312, Form 4414, or any other form issued by a Federal department or agency governing the nondisclosure of classified information.

(3) Recipients are required to submit the following representation with the application package IAW the instructions at Section II.D.2.f.ii of this BAA:

#### REPRESENTATIONS UNDER DOD ASSISTANCE AGREEMENTS: APPROPRIATIONS PROVISIONS ON TAX DELINQUENCY AND FELONY CONVICTIONS

The applicant is ( ) is not ( ) a “Corporation” meaning any entity, including any institution of higher education, other nonprofit organization, or for-profit entity that has filed articles of incorporation.

If the applicant is a “Corporation” please complete the following representations:

- (a) The applicant 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 applicant represents that it is ( ) is not ( ) is not a corporation that was convicted of a criminal violation under any Federal law within the preceding 24 months.

NOTE: If an applicant responds in the affirmative to either of the above representations, the applicant is ineligible to receive an award unless the agency suspension and debarment official (SDO) has considered suspension or debarment and determined that further action is not required to protect the Government's interests. The applicant therefore should provide information about its tax liability or conviction to the agency's SDO as soon as it can do so, to facilitate completion of the required considerations before award decisions are made.

b. Policy Requirements:

The following list provides notable national policy requirements that may be applicable to an award. NOTE: The following is not an all-inclusive list of policy requirements. For assistance awards, refer to the DoD Research and Development General Terms and Conditions at <http://www.onr.navy.mil/Contracts-Grants/submit-proposal/grants-proposal/grants-termsconditions.aspx> for additional national policy requirements that may apply. For contract awards, appropriate clauses will be added to award documents.

i. PROTECTION OF HUMAN SUBJECTS:

(1) Assistance Instruments:

(a) The recipient must protect the rights and welfare of individuals who participate as human subjects in research under this award and comply with the requirements at 32 CFR part 219, Department of Defense Instruction (DoDI) 3216.02, 10 U.S.C. 980, and when applicable, Food and Drug Administration (FDA) regulations.

(b) The recipient must not begin performance of research involving human subjects, also known as human subjects research (HSR), that is covered under 32 CFR part 219, or that meets exemption criteria under 32 CFR 219.101(b), or expend funding on such effort, until you receive a formal notification of approval from a DoD Human Research Protection Official (HRPO). Approval to perform HSR under this award is received after the HRPO has performed a review of the recipient's documentation of planned HSR activities and has officially furnished a concurrence with the recipient's determination as presented in the documentation.

(c) In order for the HRPO to accomplish this concurrence review, the recipient must provide sufficient documentation to enable his or her assessment as follows:

(i) If the HSR meets an exemption criteria under 32 CFR 219.101(b), the documentation must include a citation of the exemption category under 32 CFR 219.101(b) and a rationale statement.



(ii) If the recipient's activity is determined as "non-exempt research involving human subjects", the documentation must include:

- Assurance of Compliance (i.e., Department of Health and Human Services Office for Human Research Protections (OHRP) Federal Wide Assurance (FWA)) appropriate for the scope of work or program plan; and
- Institutional Review Board (IRB) approval, as well as all documentation reviewed by the IRB to make their determination. Institutional Review Boards are administered on a federal level by the Office for Human research protections (OHRP), an office with the Department of Health and Human Services.

(d) The HRPO retains final judgment on what activities constitute HSR, whether an exempt category applies, whether the risk determination is appropriate, and whether the planned HSR activities comply with the requirements in paragraph (a) of this section.

(e) The recipient must notify the HRPO immediately of any suspensions or terminations of the Assurance of Compliance.

(f) DoD staff, consultants, and advisory groups may independently review and inspect the recipient's research and research procedures involving human subjects and, based on such findings, DoD may prohibit research that presents unacceptable hazards or otherwise fails to comply with DoD requirements.

(g) Definitions for terms used in this section of this BAA are found in DoDI 3216.02.

(h) Cadaver materials alone, which are not directly regulated by 32 CFR Part 219 or DoD Directive 3216.02, are governed by other DoD policies and applicable State and local laws. See e.g. DFARS 235.072(e).

(2) Contracts: The appropriate clauses shall be added to the award, such as DFARS clause 252.235-7004, which applies to solicitation and contracts that include research involving human subjects.

## ii. ANIMAL USE:

### (1) Assistance Instruments:

(a) Prior to initiating any animal work under the award, the recipient must:

(i) Register the recipient's research, development, test, and evaluation or training facility with the Secretary of Agriculture in accordance with 7 U.S.C. 2136 and 9 CFR section 2.30, unless otherwise exempt from this requirement by meeting the conditions in 7 U.S.C. 2136 and 9 CFR parts 1-4 for the duration of the activity. Note that this registration shall be updated every 3 years.

(ii) Have the recipient's proposed animal use approved in accordance with DoDI 3216.01, Use of Animals in DoD Programs by a DoD Component Headquarters Oversight Office.

(iii) Furnish evidence of such registration and approval to the grants officer.

- (b) The recipient must make the animals on which the research is being conducted, and all premises, facilities, vehicles, equipment, and records that support animal care and use available during business hours and at other times mutually agreeable to the recipient, the United States Department of Agriculture Office of Animal and Plant Health Inspection Service (USDA/APHIS) representative, personnel representing the DoD component oversight offices, as well as the grants officer, to ascertain that the recipient is compliant with 7 U.S.C. 2131 et seq., 9 CFR parts 1-4, and DoDI 3216.01.
- (c) The recipient's care and use of animals must conform with the pertinent laws of the United States, regulations of the Department of Agriculture, and regulations, policies, and procedures of the DoD (see 7 U.S.C. 2131 et seq., 9 CFR parts 1-4, and DoDI 3216.01).
- (d) The recipient must acquire animals in accordance with DoDI 3216.01.

(2) Contracts: The appropriate clauses shall be added to the award, such as DFARS 252.235-7002.

iii. BIOLOGICAL SAFETY PROGRAM REQUIREMENTS:

(1) Assistance Instruments and Contracts: Awards may be subject to biological safety program requirements IAW:

- (a) Army Regulation (AR) 385-10, Chapter 20
- (b) Department of Army (DA) PAM 385-69
- (c) DoD Manual 6055.18-M, Enclosure 4, Section 13
- (d) DoD Executive Agent List (see item 3)

iv. MILITARY RECRUITING:

(1) Assistance Instruments: This is to notify potential applicants that each grant or cooperative agreement awarded under this announcement to an institution of higher education must include the following term and condition:

(a) As a condition for receiving funds available to the DoD under this award, you agree that you are not an institution of higher education (as defined in 32 CFR part 216) that has a policy or practice that either prohibits, or in effect prevents:

(i) The Secretary of a Military Department from maintaining, establishing, or operating a unit of the Senior Reserve Officers Training Corps (ROTC)—in accordance with 10 U.S.C. 654 and other applicable Federal laws—at that institution (or any sub-element of that institution);

(ii) Any student at that institution (or any sub-element of that institution) from enrolling in a unit of the Senior ROTC at another institution of higher education.

(iii) The Secretary of a Military Department or Secretary of Homeland Security from gaining access to campuses, or access to students (who are 17 years of age or older) on campuses, for purposes of military recruiting in a manner that is at least equal in quality and scope to the access to campuses

and to students that is provided to any other employer; or

(iv) Access by military recruiters for purposes of military recruiting to the names of students (who are 17 years of age or older and enrolled at that institution or any sub-element of that institution); their addresses, telephone listings, dates and places of birth, levels of education, academic majors, and degrees received; and the most recent educational institutions in which they were enrolled.

(b) If you are determined, using the procedures in 32 CFR part 216, to be such an institution of higher education engaged in that policy or practice during the period of performance of this award, we:

(i) Will cease all payments to you of DoD funds under this award and all other DoD grants and cooperative agreements; and

(ii) May suspend or terminate those awards unilaterally for material failure to comply with the award terms and conditions.

(2) Contracts: Each contract awarded under this announcement to an institution of higher education shall include the following clause: FAR 52.209-14, Reserve Officer Training Corps and Military Recruiting on Campus.

v. SUBCONTRACTING:

(1) Assistance Instruments: N/A

(2) Contracts: 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 (SDB) concerns to be considered fairly as subcontractors. All other than U.S. small businesses proposing contracts expected to exceed \$700,000 and that have subcontracting possibilities are required to submit a subcontracting plan IAW FAR 19.702(a), and shall do so with their proposal.

Subcontracting plans are determined to be acceptable or unacceptable based on the criteria established at FAR 19.705-4, DFARS 219.705-4, and AFARS 5119.705-4. Goals are established on an individual contract basis and should result in realistic, challenging and attainable goals that, to the greatest extent possible, maximize small business participation in subcontracting for Small Business, SDB, Woman-Owned Small Business (WOSB), Economically-Disadvantaged Woman-Owned Small Business (EDWOSB), Service-Disabled Veteran-Owned Small Business (SDVOSB), Veteran-Owned Small Business (VOSB), and Historically Underutilized Business Zone (HUBZone) Small Business consistent with applicants' make-or-buy policy, the pool of and availability of qualified and capable small business subcontractors, their performance on subcontracts, and existing relationships with suppliers.

Subcontracting goals should result in efficient contract performance in terms of cost, schedule, and performance and should not result in increased costs to the government or undue administrative burden to the prime contractor. For reference, DoD Small Business Subcontracting Goals may be found at: <http://www.acq.osd.mil/osbp/statistics/sbProgramGoals.shtml>.

vi. EXPORT CONTROL LAWS:

(1) Assistance Instruments: N/A

(2) Contracts: Applicants should be aware of current export control laws and are responsible for ensuring compliance with all International Traffic in Arms Regulation (ITAR) (22 CFR 120 et. Seq.) requirements, as applicable. In some cases, developmental items funded by the DoD are now included on the United States Munition List (USML) and are therefore subject to ITAR jurisdiction. Applicants should address in their proposals whether ITAR restrictions apply or do not apply, such as in the case when research products would have both civil and military application, to the work they are proposing to perform for the DoD. The USML is available online at <http://www.ecfr.gov/cgi-bin/text-idx?node=pt22.1.121>. Additional information regarding the President's Export Control Reform Initiative can be found at <http://export.gov/ecr/index.asp>.

vii. DRUG-FREE WORKPLACE:

(1) Assistance Instruments: The recipient must comply with drug-free workplace requirements in Subpart B of 2 CFR part 26, which is the DoD implementation of 41 U.S.C. chapter 81, "Drug Free Workplace."

(2) Contracts: The appropriate clause(s) shall be added to the award, to include but not limited to DFARS 252.223-7004, Drug-free work force.

viii. DEBARMENT AND SUSPENSION:

(1) Assistance Instruments: The recipient must comply with requirements regarding debarment and suspension in Subpart C of 2 CFR part 180, as adopted by DoD at 2 CFR part 1125. This includes requirements concerning the recipient's principals under an award, as well as requirements concerning the recipient's procurement transactions and sub-awards that are implemented in DoD Research and Development General Terms and Conditions PROC Articles I through III and SUB Article II.

(2) Contracts: The appropriate clause(s) shall be added to the award, to include but not limited to FAR 52.209-5, FAR 52.209-6, and 52.212-3(h).

ix. REPORTING SUBAWARDS AND EXECUTIVE COMPENSATION:

(1) Assistance Instruments: The recipient must report information about sub-awards and executive compensation as specified in the award term in Appendix A to 2 CFR part 170, "Reporting sub-award and executive compensation information," modified as follows:

(a) To accommodate any future designation of a different Government wide Web site for reporting sub-award information, the Web site "<http://www.fsrc.gov>" cited in paragraphs a.2.i. and a.3 of the award provision is replaced by the phrase "<http://www.fsrc.gov> or successor OMB designated Web site for reporting sub-award information";

(b) To accommodate any future designation of a different Government wide Web site for reporting executive compensation information, the Web site "<http://www.sam.gov>" cited in paragraph b.2.i. of the award provision is replaced by the phrase "<https://www.sam.gov> or successor OMB-designated Web site for reporting information on total compensation"; and (c) The reference to "Sec. \_\_.210 of the attachment to OMB Circular A-133, "Audits of States, Local Governments, and Non-Profit Organizations" in paragraph e.3.ii of the award term is replaced by "2 CFR 200.330, as implemented

in DoD Research and Development General Terms and Conditions SUB Article I of this award.”

(2) Contracts: The appropriate clause(s) shall be added to the award.

### **3. Reporting**

a. Additional reports including number and types will be specified in the award document, but will include as a minimum monthly financial status reports. The reports shall be prepared and submitted in accordance with the procedures contained in the award document and mutually agreed upon before award. Reports and briefing material will also be required as appropriate to document progress in accomplishing program metrics. A final report that summarizes the project and tasks will be required at the conclusion of the performance period for the award.

b. **ARMY MANPOWER CONTRACTOR REPORTING: For Contracts Only**. The Office of the Assistant Secretary of the Army (Manpower & Reserve Affairs) operates and maintains a secure Army data collection site where the contractor will report ALL contractor manpower (including subcontractor manpower) required for performance of this contract. The contractor is required to completely fill in all the information in the format using the following web address: <https://cmra.army.mil/>. The required information includes:

- (1) Contracting Office, Contracting Officer, Contracting Officer’s Technical Representative;
- (2) Contract number, including task and delivery order number;
- (3) Beginning and ending dates covered by reporting period; Contractor name, address, phone number, email address, identity of contractor employee entering data;
- (4) Estimated direct labor hours (including sub-contractors);
- (5) Estimated direct labor dollars paid this reporting period (including sub-contractors);
- (6) Total payments (including sub-contractors);
- (7) Predominate Federal Service Code (FSC) reflecting services provided by contractor (and separate predominant FSC for each sub-contractor if different);
- (8) Estimated data collection cost;
- (9) Organizational title associated with the Unit Identification Code (UIC) for the Army Requiring Activity (the Army Requiring Activity is responsible for providing the contractor with its UIC for the purposes of reporting this information);
- (10) Locations where contractor and sub-contractors perform the work (specified by zip code in the United States and nearest city, country, when in an overseas location, using standardized nomenclature provided on website);
- (11) Presence of deployment or contingency contract language; and
- (12) Number of contractor and sub-contractor employees deployed in theater this reporting period (by country).

As part of its submission, the contractor will also provide the estimated total cost (if any) incurred to comply with this reporting requirement. Reporting period will be the period of performance not to exceed 12 months ending 30 September of each government FY and must be reported by 31 October of each calendar year. Contractors may use a direct XML data transfer to the database server or fill in the fields on the website. The XML direct transfer is a format for transferring files from a contractor’s systems to the secure web site without the need for separate data entries for each required data element at the web site. The specific formats for the XML direct transfer may be downloaded from the web site.

c. If the total Federal share exceeds \$500,000 on any Federal award under a notice of funding opportunity, the post-award reporting requirements reflected in Appendix XII to 2 CFR 200 will be included in the award document. This requirement also applies to modifications of awards that: 1) increase the scope of the award, 2) are issued on or after January 1, 2016, and 3) increase the federal share of the award's total value to an amount that exceeds \$500,000.

(End of Section)

**VI. Other Information**

Below is a sample cost proposal.

**1. Proposals**

Cost Proposal – {No Page Limit}

Cover sheet to include:

1	BAA number
2	Technical area
3	Lead organization submitting proposal
4	Type of business, selected among the following categories: "LARGE BUSINESS", "SDB", "OTHER SMALL BUSINESS", "HBCU", "MI", "OTHER EDUCATIONAL", OR "OTHER NONPROFIT"
5	Contractor's reference number (if any)
6	Other team members (if applicable) and type of business for each
7	Proposal title
8	TPOC to include: salutation, last name, first name, street address, city, state, zip code, telephone, fax (if available), electronic mail (if available)
9	Administrative point of contact to include: salutation, last name, first name, street address, city, state, zip code, telephone, fax (if available), and electronic mail (if available)
10	Award instrument requested: cost plus fixed fee (CPFF), cost-contract—no fee, cost sharing contract – no fee, or other type of procurement contract (specify)
11	Place(s) and period(s) of performance
12	Total proposed cost separated by basic award and option(s) (if any)
13	Name, address, and telephone number of the proposer's cognizant Defense Contract Management Agency (DCMA) administration office (if known)
14	Name, address, and telephone number of the proposer's cognizant Defense Contract Audit Agency (DCAA) audit office (if known)
15	Date proposal was prepared
16	DUNS number
17	TIN number
18	CAGE code
19	Subcontractor information

20	Proposal validity period
21	Any Forward Pricing Rate Agreement, other such approved rate information, or such other documentation that may assist in expediting negotiations (if available)

a. Reasoning for Submitting a Strong Cost Proposal

The ultimate responsibility of the Contracting Officer is to ensure that all prices offered in a proposal are fair and reasonable before contract award. To establish the reasonableness of the offered prices, the Contracting Officer may ask the applicant to provide supporting documentation that assists in this determination. The applicant's ability to be responsive to the Contracting Officer's requests can expedite contract award. As specified in Section 808 of Public Law 105-261, an applicant who does not comply with a requirement to submit information for a contract or subcontract in accordance with paragraph (a)(1) of FAR 15.403-3 may be ineligible for award.

b. DCAA-Accepted Accounting System

i. Before a cost-type contract can be awarded, the Contracting Officer must confirm that the applicant has a DCAA-accepted accounting system in place for accumulating and billing costs under Government contracts [FAR 53.209-1(f)]. If the applicant has DCAA correspondence, which documents the acceptance of its accounting system, this should be provided to the Contracting Officer (i.e. attached or referenced in the proposal). Otherwise, the Contracting Officer will submit an inquiry directly to the appropriate DCAA office and request a review of the applicant's accounting system.

ii. If an applicant does not have a DCAA-accepted accounting system in place, the DCAA review process can take several months depending upon the availability of the DCAA auditors and the applicant's internal processes. This will delay contract award.

iii. For more information about cost proposals and accounting standards, view the link titled "Information for Contractors" on the main menu of the DCAA website.

c. Field Pricing Assistance

During the pre-award cost audit process, the Contracting Officer may solicit support from DCAA to determine commerciality, cost realism, and cost reasonableness of the proposal [FAR 15.404-2]. However, cost realism is applied to an applicant's submission when determined by a Contracting Officer (or Grant/Agreements Officer) as needed, unless required by law. Any proprietary information or reports obtained from DCAA field audits will be appropriately identified and protected within the Government.

d. Sample Cost Proposal – "Piece by Piece"

To help guide applicants through the pre-award cost audit process, a sample cost proposal is detailed below. This sample allows the applicant to see exactly what the Government is looking for so that all cost and pricing back-up data can be provided to the Government in the first cost proposal submission. Review each cost element within the proposal, and take note of the types of documentation that the Contracting Officer will require from the applicant.

i. Direct Labor: The first cost element included in the cost proposal is Direct Labor. Each proposed employee must be listed by name and labor category.

Below is the Direct Labor as proposed by our sample applicant:

DIRECT LABOR		YEAR 1			YEAR 2		
Employee Name	Labor Category	Direct Hourly Rate	Hours	Total Direct Labor	Direct Hourly Rate	Hours	Total Direct Labor
Andy Smith	Program Manager	\$55.00	720.00	\$39,600.00	\$56.65	720.00	\$40,788.00
Bryan Andrews	Senior Engineer	\$40.00	672.00	\$26,880.00	\$41.20	672.00	\$27,686.40
Cindy Thomas	Principal Engineer	\$50.00	512.00	\$25,600.00	\$51.50	512.00	\$26,368.00
David Porter	Entry Level Engineer	\$10.00	400.00	\$4,000.00	\$10.30	400.00	\$4,120.00
Edward Bean	Project Administrator	\$25.00	48.00	\$1,200.00	\$25.75	48.00	\$1,236.00
Subtotal Direct Labor (DL)				\$97,280.00			\$100,198.40

(1) For this cost element, the Contracting Officer requires the applicant to provide adequate documentation in order to determine that the labor rate for each employee/labor category is fair and reasonable. The documentation must explain how these labor rates were derived. For example, if the rates are DCAA-approved labor rates, provide the Contracting Officer with copies of the DCAA documents stating the approval. This is the most acceptable means of documentation to determine the rates fair and reasonable. Other types of supporting documentation may include General Service Administration (GSA) contract price lists, actual payroll journals, or Salary.com research. If an employee listed in a cost proposal is not a current employee (maybe a new employee, or one contingent upon the award of this contract), a copy of the offer letter stating the hourly rate, signed and accepted by the employee, may be provided as adequate documentation.

Sometimes the hourly rates listed in a proposal are derived through subjective processes, i.e., blending of multiple employees in one labor category, or averaged over the course of the year to include scheduled payroll increases, etc. These situations should be clearly documented for the Contracting Officer.

(2) Another cost element in Direct Labor is labor escalation, or the increase in labor rates from year to year. In the example above, the proposed labor escalation is 3% (ex., Andy Smith's direct labor rate increased by 3% from \$55.00/hour in Year 1 to \$56.65/hour in Year 2). Often times, an applicant may not propose escalation on labor rates during a 24-month period. Whatever the proposed escalation rate is, please be prepared to explain why it is fair and reasonable. For example, a sufficient explanation for our sample escalation rate would be "The Government's General Schedule Increase and Locality Pay for the same time period (name FY) in the same location (name location) was published as 3.5%; therefore a 3% increase is fair and reasonable". ii. *Other Direct Costs (ODCs)*: This section of the cost proposal includes all other directly related costs required in support of the effort (i.e., materials, subcontractors, consultants, travel, etc.). Any cost element that includes various items must be detailed in a cost breakdown.



(3) Direct Material Costs: This subsection of the cost proposal will include any special tooling, test equipment, and material costs necessary to perform the project. Items included in this section must be carefully reviewed relative to need and appropriateness for the work proposed, and must, in the opinion of the Contracting Officer, be advantageous to the Government and directly related to the specific topic.

The Contracting Officer will require adequate documentation from the applicant to determine the cost reasonableness for each material cost proposed. The following methods are ways in which the Contracting Officer can determine this [FAR 15.403-1]:

(a) Adequate Price Competition. A price is based on adequate price competition when the applicant solicits and receives quotes from two or more responsible vendors for the same or similar items or services. Based on these quotes, the applicant selects the vendor who represents the best value to the Government. The applicant will be required to provide to the Contracting Officer copies of all vendor quotes received.

\*NOTE: Price competition is not required for items at or below the micro-purchase threshold (\$3,000) [FAR 15.403-1]. If an item’s unit cost is less than or equal to \$3,000, price competition is not necessary. However, if an item’s total cost over the period of performance (unit cost x quantity) is higher than \$3,000, two or more quotes must be obtained by the applicant.

(b) Commercial Prices. Commercial prices are those published on current price lists, catalogs, or market prices. This includes vendors who have prices published on a GSA schedule contract. The applicant will be required to provide copies of such price lists to the Contracting Officer.

(c) Prices set by law or regulation. If a price is mandated by the Government (i.e. pronouncements in the form of periodic rulings, reviews, or similar actions of a governmental body, or embodied in the laws) that is sufficient to set a price.

Below is the list of Direct Material costs included in our sample proposal:

<b>DIRECT MATERIAL COSTS</b>	<b>YEAR 1</b>	<b>YEAR 2</b>
Raw Materials	\$35,000.00	\$12,000.00
Computer for experiments	\$4,215.00	\$0.00
Cable (item #12-3657, 300 ft.)	\$1,275.00	\$0.00
Software	\$1,825.00	\$1,825.00
Subtotal Direct Materials Costs	\$42,315.00	\$13,825.00

“Raw Materials”: This is a generic label used to group many material items into one cost item within the proposal. The Contracting Officer will require a detailed breakout of all the items that make up this cost. For each separate item over \$3,000 (total for Year 1 + Year 2), the applicant must be able to provide either competitive quotes received, or show that published pricing was used.

“Computer for experiments”: This item is most likely a grouping of several components that make up one system. The Contracting Officer will require a detailed breakout of all the items that make up this

cost. For each separate item over \$3,000 (total for Year 1 + Year 2), the applicant must be able to provide either competitive quotes received, or show that published pricing was used.

“Cable”: Since this item is under the simplified acquisition threshold of \$3,000, competitive quotes or published pricing are not required. Simply provide documentation to show the Contracting Officer where this price came from.

“Software”: This cost item could include either one software product, or multiple products. If this includes a price for multiple items, please provide the detailed cost breakdown. Note: The price for Year 1 (\$1,825) is below the simplified acquisition threshold; however, in total (Year 1 + Year 2) the price is over \$3,000, so competitive quotes or published pricing documentation must be provided.

Due to the specialized types of products and services necessary to perform these projects, it may not always be possible to obtain competitive quotes from more than one reliable source. Each cost element over the simplified acquisition threshold (\$3,000) must be substantiated. There is always an explanation for how the cost of an item was derived; document how you came up with that price.

When it is not possible for an applicant to obtain a vendor price through competitive quotes or published price lists, the Contracting Officer may accept other methods to determine cost reasonableness. Below are some examples of other documentation, which the Contracting Officer may accept to substantiate costs:

- (a) Evidence that a vendor/supplier charged another applicant a similar price for similar services. Has the vendor charged someone else for the same product? Two (2) to three (3) invoices from that vendor to different customers may be used as evidence.
- (b) Previous contract prices. Has the applicant charged the Government a similar price under another Government contract for similar services? If the Government has already paid a certain price for services, then that price may already be considered fair and reasonable. Provide the contract number, and billing rates for reference.
- (c) DCAA approved. Has DCAA already accepted or verified specific cost items included in your proposal? Provide a copy of DCAA correspondence that addressed these costs.

- (4) ODCs: Below is the remaining ODC portion of our proposal including equipment, subcontractors, consultants, and travel. Assume in this scenario that competitive quotes or catalog prices were not available for these items:

<b>ODCs</b>	<b>YEAR 1</b>	<b>YEAR 2</b>
Equipment Rental for Analysis	\$5,500.00	\$5,600.00
Subcontractor – Widget, Inc.	\$25,000.00	\$0.00
Consultant: John Bowers	\$0.00	\$12,000.00
Travel	\$1,250.00	\$1,250.00
Subtotal: ODCs	\$31,750.00	\$18,850.00

“Equipment Rental for Analysis”: The applicant explains that the Year 1 cost of

\$5,500 is based upon 250 hours of equipment rental at an hourly rate of \$22.00/hr. One (1) invoice from the vendor charging another vendor the same price for the same service is provided to the Contracting Officer as evidence. Since this cost is over the simplified acquisition threshold, further documentation to determine cost reasonableness is required. The applicant is able to furnish another invoice charging a second vendor the same price for the same service.

“Subcontractor – Widget, Inc.”: The applicant provides a copy of the subcontractor quote to the Contracting Officer in support of the \$25,000 cost. This subcontractor quote must include sufficient detailed information (equivalent to the data included in the prime’s proposal to the Government), so that the Contracting Officer can make a determination of cost reasonableness.

As stated in Section 3.5(c)(6) of the DoD Cost Proposal guidance, “All subcontractor costs and consultant costs must be detailed at the same level as prime contractor costs in regards to labor, travel, equipment, etc. Provide detailed substantiation of subcontractor costs in your cost proposal.”

(d) In accordance with FAR 15.404-3, “the Contracting Officer is responsible for the determination of price reasonableness for the prime contract, including subcontracting costs”. This means that the subcontractor’s quote/proposal may be subject to the same scrutiny by the Contracting Officer as the cost proposal submitted by the prime. The Contracting Officer will need to determine whether the subcontractor has an accepted purchasing system in place and/or conduct appropriate cost or price analyses to establish the reasonableness of proposed subcontract prices. Due to the proprietary nature of cost data, the subcontractor may choose to submit their pricing information directly to the Contracting Officer and not through the prime. This is understood and encouraged.

(e) When a subcontractor is selected to provide support under the prime contract due to its specialized experience, the Contracting Officer may request sole source justification from the applicant.

“Consultant – John Bowers”: The applicant shall provide a copy of the consultant’s quote to the Contracting Officer as evidence. In this example, the consultant will be charging an hourly rate of \$125 an hour for 96 hours of support. The applicant indicates to the Contracting Officer that this particular consultant was used on a previous contract with the Government (provide contract number), and will be charging the same rate. A copy of the consultant’s invoice to the applicant under the prior contract is available as supporting evidence. Since the Government has paid this price for the same services in the past, determination has already been made that the price is fair. “Travel”: The Contracting Officer will require a detailed cost breakdown for travel expenses to determine whether the total cost is reasonable based on Government per diem and mileage rates. This breakdown shall include the number of trips, the destinations, and the number of travelers. It will also need to include the estimated airfare per round trip, estimated car rental, lodging rate per trip, tax on lodging, and per diem rate per trip. The lodging and per diem rates must comply with the Joint Travel Regulations. Please see the following website to determine the appropriate lodging and per diem rates: <http://www.defensetravel.dod.mil>. Additionally, the applicant must provide why the airfare is fair and reasonable as well. Sufficient back up for both airfare and car rental would include print outs of online research at the various travel search engines (Expedia, Travelocity, etc.), documenting the prices for airfare and car rentals are fair and reasonable.

Below is a sample of the travel portion:

TRAVEL	Unit	Trips	Travelers	Nights	Days	Unit Cost	Total Travel
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Airfare	roundtrip	1	1			\$996.00	\$996.00
Lodging	day	1	1	1		\$75.00	\$75.00
Tax on Lodging (12%)	day	1	1	1		\$9.00	\$9.00
Per Diem	day	1	1		2	\$44.00	\$88.00
Automobile Rental	day	1	1		2	\$41.00	\$82.00
Subtotal Travel							\$1,250.00

*Indirect Costs:* Indirect costs include elements such as fringe benefits, general and administrative (G&A), overhead, and material handling costs. The applicant shall indicate in the cost proposal both the indirect rates (as a percentage) as well as how those rates are allocated to the costs in the proposal.

Below is the indirect portion of our sample proposal:

INDIRECTS	YEAR 1	YEAR 2
Subtotal Direct Labor (DL):	\$97,280.00	\$100,198.40
Fringe Benefits, if not included in Overhead, rate (15.0000 %) X DL =	\$14,592.00	\$15,029.76
Labor Overhead (rate 45.0000 %) X (DL + Fringe) =	\$50,342.40	\$51,852.67
Total Direct Labor (TDL):	\$162,214.40	\$167,080.83

In this example, the applicant includes a fringe benefit rate of 15.00% that it allocated to the direct labor costs. The applicant also proposes a labor overhead rate of 45.00% that is allocated to the direct labor costs plus the fringe benefits.

All indirect rates and the allocation methods of those rates must be verified by the Contracting Officer. In most cases, DCAA documentation supporting the indirect rates and allocation methods can be obtained through a DCAA field audit or proposal review. Many applicants have already completed such reviews and have this documentation readily available. If an applicant is unable to participate in a DCAA review to substantiate indirect rates, the Contracting Officer may request other accounting data from the applicant to make a determination.

iii. *FCCM:* Cost of money is an imputed cost that is not a form of interest on borrowings (see FAR 31.205-20). FCCM is an “incurred cost” for cost-reimbursement purposes under applicable cost-reimbursement contracts and for progress payment purposes under fixed-price contracts. It refers to (1) FCCM (48 CFR 9904.414) and (2) cost of money as an element of the cost of capital assets under construction (48 CFR 9904.417). If cost of money is proposed in accordance with FAR 31.205-10, a DD Form 1861 is required to be completed and submitted with the applicant’s proposal.

iv. Fee/Profit: The proposed fee percentage will be analyzed in accordance with DFARS 215.404, the Weighted Guidelines Method.

v. Subcontracting Plan: If the total amount of the proposal exceeds \$700,000 and the applicant is a large business or an institute of higher education (other than HBCU/MI) and the resultant award is a contract, the applicant shall be prepared to submit a subcontracting plan for small business and SDB concerns. A mutually agreeable plan will be included in and made a part of the contract (see Section II.F.2.b.v).

(End of Section)