

COMMERCIAL SOLUTIONS OPENING (CSO)



DIA Future Capabilities & Innovation Office

Agency-Wide CSO

HHM402-19-SC-0002

Original Posting Date: 26 December 2018

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PART I: SUMMARY INFORMATION

- **Federal Agency Name** – Defense Intelligence Agency
- **Funding Opportunity Title** – DIA Agency-Wide
- **Funding Opportunity Number** – HHM402-19-SC-0002
- **Announcement Type** – Initial Announcement
 - CSO

Table of Changes		
Date	Page #	Description

- **Dates -**
 - CSO Posting Date – 26 December 2018
 - CSO Open Period – 26 December 2018 – 30 September 2022, to have a notification of availability completed annually and posted to FBO
 - Proposer Submission Deadlines –
 - Step 1: White Papers – Submissions will be accepted throughout the CSO Open Period
 - Step 2: Proposals – Submissions will be accepted upon Government written request only, throughout the CSO Open Period
 - Step 3: CALL CSO – Submissions will be accepted only when DIA opens the CALL CSO for specific requirements and proposal will follow procedures listed in this CSO as outlined under the proposal submissions section.
- **Opportunity Description** – DIA is interested in the full range and full scope of possible innovative ideas from all interested and qualified sources, to include participation by, and potentially with both traditional and non-traditional members (e.g. large businesses, small businesses, independent consultants, academic institutions, consortium participants, other) that may assist the agency in maximizing operating efficiency and effectiveness in operations, or otherwise provide preeminent technological and/or innovation capability that most capably allows the agency to support its mandated national and international mission requirements.
- **Anticipated Individual Awards** – Multiple awards are anticipated although no commitments or promises are made in this regard. It is anticipated that awards will also be made by other Agencies in addition to DIA. These Agencies will each execute individual contracts within the larger Innovation portfolio and will use their internal Contracting Officers (CO), Contracting Officer’s Representatives (COR), and administrative procedures.
- **Types of Instruments that may be Awarded** – Procurement contracts will awarded under the CSO will be Fixed-Price to include incentives.
- **Total Funding Availability for Award(s)** – No funding has been specifically reserved for this solicitation. The number and variety of types of awards possible, including any associated resources made available to support the initiatives under this CSO will depend upon the quality of submissions received and the availability of funds.
- **Authority and Funding** – CSO’s are performed under DFARS Class Deviation 2018-O0016 allowing for the acquisition of innovative commercial items, technologies, services, or requirements for research and development, ranging from advance component development through operational system development. Funding is open to the use of Research, Development, Test and Evaluation (RDT&E), Operations and Maintenance (O&M), and Procurement (Proc) funds for any white paper selected for award under this CSO.
- **Agency Contact** – DIA Innovation Office: Ideas2Action@dodiis.mil

- **Opportunity Website** – www.dia.mil/Business/Innovation.aspx and www.dia.mil/Business/Needipedia.aspx
- **Classified Needs Listing** – **The classified needs list are located on the JWICS.** Interested parties may find the lists on NSA’s Acquisition Resource Center (ARC) (<https://www.nsaarc.con.nsa>) or NRO’s Acquisition Center for Excellence (ACE) (<https://acq.nro.ic.gov/>).
 - Interested parties must have an account with either of these two sites in order to view the list of classified needs. To request an account to the ARC please visit <https://www.nsaarc.con.nsa/arc/RequestAccount> (via JWICS) and for the ACE please visit the unclassified link <https://acq.westfields.net>.
 - All interested parties must have the proper clearance to view the classified needs list on the ARC and the ACE. The INO will not grant access to those that do not already have access to JWICS.
 - Or an e-mail request may be sent to Ideas2Action@coe.ic.gov.
- **Classified White Paper Submissions** – Submit to Ideas2Action@coe.ic.gov

PART II: FULL TEXT OF ANNOUNCEMENT

A. OPPORTUNITY DESCRIPTION

As a combat support agency and key member of the United States Intelligence Community, DIA principally provides military intelligence related information to defense policymakers and force planners in support of U.S. military planning and operations. DIA also provides other critical support and services as is appropriate. DIA is committed to building agility and creativity into the core of all of its activities to promote maximum efficiency and effectiveness in agency operations. To sustain, foster, and ensure the most advanced/modern capability exists in fulfilling multiple agency level roles and responsibilities, DIA is interested in the totality of possible solutions, opportunities, and leading edge technologies that support agency innovation objectives.

B. AWARD INFORMATION

1. **INNOVATION CSO MAJOR EMPHASIS:** The Defense Intelligence Agency is interested in all potential innovative concepts/ideas of interest that may fill current gaps, to include concepts/ideas focused principally on maximizing agency operating efficiency and effectiveness, and access by DIA to potential or existing state-of-the-art innovations, both technical and otherwise, that may not currently be in use by the agency or that may be in limited use and in need of updating or leveraging across a greater expanse of the collective enterprise. With respect to this emphasis, DIA intends, through publication of this CSO and through other reasonable, available, and appropriate mechanisms, to establish, maintain, and foster continuous opportunity for outreach, partnership, and dialogue with all interested and qualified parties that may significantly assist DIA in achieving its critical and necessary objectives. To promote rapid collaboration between the parties in a fiscally constrained operating environment, parties should note that the DIA places a significantly higher value on ideas, concepts, and proposals that promote quick testing of applications or proof-of-concept in shorter periods of time, without committing the government to potential award scenarios that result in protracted performance periods.
2. **FUNDING RESTRICTIONS:** No funding has been specifically reserved for this solicitation at this time. However, funding may be provided throughout the open period of this CSO to pursue promising innovation concepts of interest with any and all qualified sources.
3. **POSSIBLE AWARD TYPES AND BASIS FOR AWARD:** Award types permitted are fixed-price, including fixed-price incentive contracts. In all instances, the government reserves the right to select for negotiation all, some, or none of the proposals received in response to this solicitation, and make awards without discussions with proposers. The government, however, reserves the right to conduct discussions with a proposer if the government determines this to be necessary and in the government's best interest. However, the government need not conduct discussions with all proposers but may hold discussions with only some proposers or only one proposer. In addition, the government may permit a proposer to submit a proposal revision as part of discussions. However, the government may, at its discretion, provide only some or only one proposer the opportunity to revise its proposal. If multiple proposers are permitted to revise their proposals the government need not give every proposer the same amount of time in which to submit proposal revisions and may establish differing (i.e., uncommon) cut-off dates for receipt of proposal revisions.

The government additionally reserves the right to accept proposals for funding consideration in their entirety, or to select only portions of proposals thereof for funding consideration, and to reshape and re-scope an effort into phases or blocks, including short periods of performance with

the potential for options, if appropriate, to quickly prototype or otherwise substantiate proof-of-concept, or to assess on a continuing or ongoing basis the validity or feasibility of the effort for greater potential agency use or further adoption as may be appropriate. In the event that only portions of a proposal are considered for possible funding, the government anticipates that discussions may be held between the parties. In all cases, the government shall have sole discretion to select the appropriate award instrument type and to negotiate all appropriate terms and conditions with potential selectees. Likewise, the government will apply publication or other restrictions, as necessary, if the government determines that such publication presents a high likelihood of disclosing performance characteristics of military systems or manufacturing technologies that are unique and critical to defense or to the intelligence community. Any award resulting with said restrictions will require advance government permission before any information is openly or publicly disseminated.

Proposals will not be compared against each other for purpose of making award decisions. Rather, awards under this CSO, if any, will be made based on merit pursuant to the evaluation criteria contained herein and on the basis of the availability of funding for the proposed effort. The government reserves the right to request any additional, necessary documentation once it makes the award instrument determination or initial selection decision. Such additional information may include but is not limited to Representations and Certifications. The government reserves the right to remove proposers from award consideration should the parties fail to reach agreement on award terms, conditions or cost/price within a reasonable time or the proposer fails to timely provide requested additional information.

C. PARTICIPANT ELIGIBILITY REQUIREMENTS

1. **ELIGIBLE PARTICIPANTS:** All responsible sources capable of satisfying the objectives of this solicitation announcement are encouraged to reply in accordance with the instructions specified herein, to include historically *traditional* partners and *non-traditional* partners that maybe interested in doing business with the government, but that have infrequently, or perhaps never before, done so.

Historically Black Colleges and Universities (HBCUs) and universities, Minority Institutions (MI), and all Small Businesses are encouraged to submit ideas for funding consideration and to join other parties in doing so. At the present time it is not envisioned that any portion of this solicitation announcement will be specifically reserved or set-aside for exclusive competition among these entities, although where particular government capability/need area more specifically identifies innovation targets of opportunity that might be best fulfilled by this class of participants, the government may maximize engagement opportunity with this list of interested parties, to include targeted engagement with these parties if appropriate to the circumstances.

Non-U.S. parties may participate to the extent that such sources comply with applicable statutes and necessary regulations appropriate to the circumstances.

2. **PROCUREMENT INTEGRITY, STANDARDS OF CONDUCT, ETHICAL CONSIDERATIONS, AND ORGANIZATIONAL CONFLICT OF INTEREST:** Current federal employees are prohibited from participating in particular matters involving conflicting financial, employment, and representational interests (18 U.S.C. 203, 205, 208). With respect to any proposals that may ultimately be submitted in response to this CSO, proposers are notified that the government will assess all submissions for the existence or appearance of any potential conflicts of interest. Notwithstanding any government assessment that shall be conducted as a result of receipt of proposal submissions, it is principally incumbent upon the party submitting any proposal to the

government for funding consideration to assess all facts relevant to the existence or potential existence or a conflict of interest and disclose such information to the government for appropriate consideration. Conflicts may be either organizational or personal. Because of the significant myriad of potential scenarios and situations that may be prevalent concerning an actual or possible conflict of interest and the time, effort, and expense that may be involved in submitting proposals to the government for funding consideration, proposers are encouraged to contact the government at Ideas2Action@dodis.mil in the event a proposer believes a conflict of interest exists or may exist (whether organizational or otherwise), or has questions concerning the particulars of the situation in question. With respect to any interested party that may already be doing business with the DIA and contracted to provide scientific, engineering, technical assistance (SETA) or similar support, such parties are hereby notified that without prior written agency approval and authorization, such entities will not be authorized to simultaneously provide SETA or similar support, and also be a technical performer.

3. **US ACADEMIC INSTITUTIONS:** According to Executive Order 12333, as amended, paragraph 2.7, Elements of the Intelligence Community are authorized to enter into contracts or arrangements for the provision of goods or services with private companies or institutions in the United States and need not reveal the sponsorship of such contracts or arrangements for authorized intelligence purposes. Contracts or arrangements with academic institutions may be undertaken only with the consent of appropriate officials of the institution.

It is highly recommended that proposers submit with their proposal a completed and signed Academic Institution Acknowledgement Letter for each U.S. academic organization that is a part of their team, whether the academic organization is serving in the role of prime contractor, subcontractor, or consultant at any tier of their team. A template of the Academic Institution Acknowledgement Letter is enclosed in this CSO at Appendix C. It should be noted that an appropriate senior official from the institution, typically the President, Chancellor, Provost, or other appropriately designated official must sign the completed form. Although not required for the proposal, this Letter must be received before DIA can enter into any negotiations with any proposer when a U.S. academic organization is part of its team.

4. **OTHER ELIGIBILITY CRITERIA:** Although not required, where it is logical, feasible, and may result in potentially greater efficiencies, leveraged capability, or probability for success, collaborative/teaming arrangements between multiple parties in responding to this CSO is encouraged.

D. ENGAGEMENT AND SUBMISSION PROCESS

1. **NEEDIPEDIA:** This CSO requires interested parties to separately review <http://www.dia.mil/Business/NeedipeDIA.aspx> prior to completion and submission of any White Papers.

Interested parties are required to review the various individual NeedipeDIA listings posted on the website, and to self-identify on the coversheet of their White Paper submission, the single most appropriate NeedipeDIA requirement that is most closely associated with their white paper concept/idea, or where the preponderance of benefit is most likely to occur, even if their particular concept/idea potentially covers more than one NeedipeDIA listing area in question.

The purpose for the NeedipeDIA listings posted on <http://www.dia.mil/Business/NeedipeDIA.aspx> is principally as follows:

- a. To provide an efficient and effective mechanism for the government to express individual areas of particular innovation relevance/importance to various members/groups/offices of

the defense intelligence enterprise, along with supplemental instruction/guidance that is in addition to the overall stated CSO requirements as appropriate, for the particular NeedipeDIA area in question, and to have the flexibility to rapidly and periodically update/change/modify individual NeedipeDIA mission areas and associated NeedipeDIA guidance based on changing conditions/requirements, without the need for continuous formal updates/changes to the published CSO itself; and

- b. To quickly promote the opportunity to rapidly connect potentially interested parties/sources to potential government users of the innovation concept/idea in question, by having interested parties articulate to the government up front and in advance how their concept/idea can potentially best benefit the government, so that White Paper submissions can be quickly and efficiently collected and directed/routed to the appropriate government parties for review as necessary

As specific NeedipeDIA innovation interest areas may be updated/changed/modified from time-to-time, and critical information may be conveyed concerning additional supplement instruction/guidance/evaluation criteria in addition to the overall published CSO requirements, **interested parties are encouraged to review the website regularly as Needs can be Closed, Opened, or modified without notification**

2. **SUBMISSION OF WHITE PAPERS:** Parties interested in engaging DIA with innovative topics of interest shall **submit a White Paper to DIA for review, prior to submission of any proposal related information**, so that:
 - a. Interested parties can initially engage the DIA in the most expeditious and least costly manner possible, by not otherwise expending unnecessary effort and expense associated with the submission of a proposal as a first step; and
 - b. DIA may quickly gauge its interest in the innovative topic of interest, and respond to the proposer regarding DIA's interest in the submission.
All unclassified white papers shall be submitted via email to Ideas2Action@dodis.mil.
All classified white papers shall be submitted via email to Ideas2Action@coe.ic.gov.

White papers submitted via any other mechanism will not be accepted or reviewed under this open CSO.

No information submitted by an interested party in response to this CSO will be returned. In addition, the cost of preparing White Papers in response to this announcement is not considered an allowable direct charge to any resulting procurement or assistance instrument.

- c. **White Paper Format (2 Page Limit):** The format for submission of White Papers is intended to be flexible, but all submissions should adhere to the following general guidelines:
 - Maximum of two (2) pages in length, not including the coversheet
 - Coversheet as downloaded in Appendix B and completed in its entirety
 - Font Type should not be smaller than 12 pt, although smaller font type may be used for figures, tables, and charts
 - All White Papers must be written in English
 - All White Papers should contain the following four parts
 - **Part 1: Coversheet** (does not count against 2 page limit)
 - **Part 2: Executive Summary:** The Executive Summary should address the Heilmeier questions, which include the following:

- What are you trying to do?
- How is it currently done?
- What's new?
- Who cares?
- What are the risks?
- What's your plan?
- What's your progress?
- **Part 3: Other Applicable Information:** White papers shall address how the commercial solution meets the class deviation definition of “innovative”, any technology, process, or method, including research and development, this is new as of the date of submission of a proposal, or application that is new as of the date of submission of a proposal of a technology, process or method existing as of such date.
- **Part 4: NeedipeDIA Need Area:** Clearly identify the ONE Need Area from NeedipeDIA that your White Paper is being submitted against. Offerors **should not** identify more than one NeedipeDIA listing in Part 4 of their White Paper submission.

For more information, see NeedipeDIA section above.

- d. **White Paper Review and Response Timeline:** DIA will review white paper submissions on an ongoing basis throughout the open period of this CSO. Although DIA reserves the right to review white paper submissions at any time after information is submitted to DIA for consideration, for operational efficiency, DIA may choose to gather all responses received over a period of time (e.g., such as every month, or any other time period determined by DIA to be appropriate under the circumstances), and convene groups or panels of experts to gauge interest in any information submitted by any interested party. Although the DIA makes no promises or guarantees with respect to how expeditiously it may respond to a party submitting a white paper for Government consideration, the DIA will attempt to reply to all white paper submissions as soon as is feasible with a target date of approximately forty-five (45) calendar days of the close date of each category/sub-category as declared on DIA's NeedipeDIA site. It is the responsibility of interested parties to refer to this website for any update/changes. DIA reserves the right to communicate with any party for purposes of seeking clarification regarding white paper content, and may ask parties submitting white papers if they are available for more in depth follow up oral discussions between the parties, to include a request by the government for the submitting party to provide an oral presentation to the government if the government deems this appropriate, although no obligation or commitment is implied with respect to the government requesting oral presentations or follow up oral discussions after white paper submission. DIA anticipates a follow up written reply to white paper submissions with an expression of interest, or not.
3. **CALL CSO FEATURE:** Periodically over the 4-year period, proposal call announcements (CALLS) may be issued on the FedBizOps under HHM402-19-SC-0002 to request proposals for specific topic areas. These subsequent CALLS will contain specific objectives and descriptions of the specific topic area to be addressed, anticipated period of performance, information peculiar to the specific topic area, and the expected dollar range for proposals received under the CALLS. Proposals in response to the CALL CSO (as explained below) will be accepted as specified in the actual CALL.

SCHEDULE: Proposal due dates and times will be specified in each CALL. Proposals received after the due date and time specified in the CALL shall be governed by the provisions of FAR 52.215-1(c)(3). There will be no other announcement issued for this requirement. Offerors **MUST** monitor **FedBizOps** <https://www.fbo.gov> in the event this announcement is amended or CALLs are issued. Offerors must monitor these systems to ensure they receive the maximum proposal preparation time for subsequent amendments as this is the official notification vehicle to request proposals. CALLS will be open for a minimum of thirty (30) days.

COMMUNICATIONS: Prospective offerors may contact the technical point of contact (listed below) to verify interest in the effort to be proposed PRIOR to committing any resources to the preparation of any white papers in response to the BASIC CSO or proposals in response to a CALL under this announcement. Discussions shall not include content or rating information of other offeror's proposals or White Papers. Discussions with any of the points of contact shall not constitute a commitment by the Government to subsequently fund or award any proposed effort. Questions outside the scope of the technical focal point, such as contract terms and conditions, or projected award schedule, should be referred to the CO. Only COs are legally authorized to commit the Government.

Potential offerors are requested to advise the CO if they intend to submit a proposal in response to a CALL. Such notification is merely a courtesy and is not a commitment by the offeror to submit a proposal.

ESTIMATED PROGRAM COST: Each CALL will contain funding profiles specific to that effort. All potential offerors should be aware that due to unanticipated budget fluctuations, funding in any or all areas may change with little or no notice.

AWARD INFORMATION: Proposals are intended to be evaluated, and award made without discussions, unless discussions are determined to be necessary. However, the Government may obtain clarifications to determine proposal acceptability. Discussions may be held with prospective awardees prior to award if needed. In the event the Government is unable to conclude negotiations with the apparent successful offeror(s), it reserves the right to conduct negotiations with another acceptable offeror. Offerors are cautioned that only CO's are legally authorized to obligate funds and commit the Government.

4. SUBMISSION OF PROPOSALS: Proposals will only be accepted upon written request from a government contracting officer or if a CALL CSO is opened.

In response to a White Paper submission or as a result of an oral interview with an offeror, DIA may request that an offeror submit a proposal for funding consideration. Offerors should follow the instructions for proposal format as outlined in this CSO. Specific instructions on how to submit a proposal will be given by the Contracting Officer at time of proposal request. Proposals will only be reviewed and evaluated if requested by the Government upon a favorable review of a submitted White Paper as described above.

- a. **Proposal Format:** All proposals submitted to DIA for consideration must be in the format specified below unless otherwise directed by the contracting officer. Nonconforming proposals may be rejected without further consideration or review.

All proposals shall consist of two separate volumes (Volume I and Volume II, as indicated below) and shall address the mandatory policy and other submission requirements as specified herein.

Proposals shall be formatted such that, when printed, all pages will be printed on 8 ½ X 11 inch paper with font type not smaller than 12 point, except for any figures, tables, and/or charts, which may be smaller font type. All proposal content must be written in English. Volume I shall not exceed a total of thirty (30) pages. There is no page limit for Volume II.

Volume I – Technical and Management (Not to exceed 30 pages total)

Section I. Administrative

- A. Coversheet to include:
- (1) CSO number (HHM402-19-SC-0002);
 - (2) NeedipeDIA area;
 - (3) Lead Organization submitting proposal;
 - (4) Type of business, selected among the following categories: “LARGE BUSINESS”, “SMALL BUSINESS”, “HBCU”, “MI”, “OTHER EDUCATIONAL”, OR “OTHER NONPROFIT”;
 - (5) Proposer’s reference number (if any);
 - (6) Other team members (if applicable) and type of business for each;
 - (7) Proposal title;
 - (8) Interested party authorized point(s) of contact (i.e. Business, Technical, and/or Other, if applicable) to include: salutation, last name, first name, street address, city, state, zip code, telephone, fax, e-mail
 - (9) Total funds requested from DIA, separated by Base/Initial Award Effort and Options/Phases (if any), and the amount of cost share (if any); AND
 - (10) Date proposal was submitted.
- B. Official transmittal letter.

Section II. Summary of Proposal

Section II shall not exceed 5 pages.

- A. Innovative claims for the proposed effort. This section is the centerpiece of the proposal and should succinctly describe the uniqueness and benefits of the proposed effort and how it fulfills the objectives of the CSO.
- B. Deliverables associated with the proposed effort and the plans and capability to accomplish technology transition and commercialization, as appropriate. Include in this section all proprietary claims to the results, prototypes, intellectual property, or systems supporting and/or necessary for the effort in question. If there are no proprietary claims, this should be stated. For forms to be completed regarding intellectual property, see CSO instructions. There will be no page limit for the listed forms.
- C. Technical rationale, technical approach, and plan for accomplishment of goals and objectives in support of innovative claims and proposed deliverables. (This section should be supplemented by a more detailed plan in Section III.)
- D. General discussion of other associated effort in this area.
- E. A clearly defined organization chart for the program team which includes, as applicable:
- (1) the programmatic relationship of team member;
 - (2) the unique capabilities of team members;
 - (3) the task of responsibilities of team members;
 - (4) the teaming strategy

among the team members; and (5) the key personnel along with the amount of effort to be expended by each person during each year.

- F. Discussion concerning any potential likelihood to leverage the effort for use among other Government organizations of interest if/as may be appropriate, along with any details concerning current use by other non-federal parties.

Section III. Detailed Proposal Information

Section III shall not exceed 10 pages.

- A. Statement of Work (SOW) - clearly defines the tasks/subtasks to be performed, the duration of time associated with completion of the individual tasks/subtasks in question, and dependencies, if any, among them. It is recommended that the SOW be developed so that the Base Effort, and Options/Phases, if applicable, are separately defined. The page length for the SOW will be dependent on the amount of the effort. The SOW must not include proprietary information. For each task/subtask, provide:
 - (1) A general description of the objective (for each defined task/activity);
 - (2) A detailed description of the approach to be taken to accomplish each defined task/activity;
 - (3) Identification of the primary organization responsible for task execution (prime.sub, team member, by name, etc.);
 - (4) The completion criteria for each task/activity - a product, event or milestone that defines its completion;
 - (5) Define all deliverables (reporting, data, reports, software, etc.) to be provided to the Government in support of the proposed tasks/activities; and
 - (6) Clearly identify any tasks/subtasks (prime or subcontracted) that will be accomplished on-campus at a university, if applicable.
- B. Description of effort to include expected benefit in supporting the objectives of this CSO, including discussion concerning mitigation of life-cycle and sustainment risks/costs, if effort is brought to full operational capability or expanded for maximum Governmental operational use, if/as appropriate.
- C. Detailed approach, that expands upon the summary information provided above in Section II, for accomplishing the proposed effort.
- D. Comparison with other ongoing effort indicating advantages and disadvantages of the proposed effort.
- E. Discussion of proposer's previous accomplishments and work in closely related areas.
- F. Description of the facilities that would be used for the proposed effort.
- G. Detailed information, that expands upon the summary information provided above in Section II, including formal teaming agreements between the various parties which may be required to appropriately execute the effort in question.

Do not include any proprietary information in the Milestones.

Volume II – Cost Proposal (No page limit)

All proposers, including FFRDCs, must submit the following:

- A. Coversheet to include:
 - (1) CSO number (HHM402-19-SC-0002);
 - (2) NeedipeDIA area;
 - (3) Lead Organization submitting proposal;
 - (4) Type of business, selected among the following categories: “LARGE BUSINESS”, “SMALL BUSINESS”, “HBCU”, “MI”, “OTHER EDUCATIONAL”, OR “OTHER NONPROFIT”;
 - (5) Proposer’s reference number (if any);
 - (6) Other team members (if applicable) and type of business for each;
 - (7) Proposal title;
 - (8) Interested party authorized point(s) of contact (*i.e.* Business, Technical, and/or Other, if applicable) to include: salutation, last name, first name, street address, city, state, zip code, telephone, fax, e-mail
 - (9) Award instrument requested/contemplated: e.g. procurement contract (specify type, such as Firm-Fixed-Price (FFP), Firm-Fixed-Price Level of Effort (FFP/LOE) or Fixed-Price Incentive (FPIF or FPIS);
 - (10) Place(s) and period(s) of performance;
 - (11) Total proposed price separated by basic award and option(s)/phase(s), if any;
 - (12) If proposing a Fixed-Price Incentive Contract Type, then the following additional information will be required. Name, address, and telephone number of the proposer’s cognizant Defense Contract Management Agency (DCMA) administration office or ONR office, if known;
 - (13) Date proposal was prepared;
 - (14) Data Universal Numbering System (DUNS) identifier;
 - (15) Tax payer Identification Number (TIN)
 - (16) Contractor and Government Entity (CAGE) Code; and
 - (17) Proposal validity period
 - (18) Any representations or certifications to be submitted with proposal

NOTE: For proposers without a DCAA-approved cost accounting system who are proposing negotiation of a Fixed Price Incentive contract, please see SF 1408. To facilitate appropriate government review, the second page of this form must be submitted with your proposal in order for your submission to be deemed conforming to this solicitation. The SF 1408 form can be found at <http://www.gsa.gov/portal/forms/download/115778>.

- B. The proposers cost volume shall provide sufficient detail to substantiate the price proposed (e.g., reasonableness and/or realism). The proposal shall be formatted such that, when printed, all pages will be printed on 8½ by 11 inch paper with type not smaller than 12 point. No smaller font may be used.
- C. Costs, schedules, and measurable milestones for the total proposed effort, including individual estimates for each task for the Base Effort, and any Options/Phases, if proposed, broken out by the prime and any proposed subcontractors, including consultants if necessary. (Note: Measurable milestones should capture key activity points and should be clearly articulated and defined in time relative to the start of the effort.)

- D. Where the effort consists of multiple portions that could reasonably be partitioned for purposes of funding, these should be identified as options or phases with separate cost estimates for each. Additionally, proposals should clearly explain the approach that will be taken by the proposer to meet or exceed each program metric and provide ample justification as to why the approach is feasible.

NOTE: The proposal shall provide a detailed breakdown of all costs included in the price, by major tasks, by Gov't fiscal year (FY) [October 1st thru September 30th], by basic award, and option(s)/phase(s), if any.

- E. The breakdown shall include:
- (1) Total Proposed Price inclusive of all major cost items, as follows:
 - a. Fully Burdened Direct Labor – including individual labor categories with associated labor hours and direct labor rates;
 - b. Consultants – If consultants are to be used, proposer must provide a copy of the consultant's proposed SOW as well as a signed consultant agreement or other document which verifies the proposed loaded daily/hourly rate, hours and any other proposed consultant costs (e.g., travel);
 - c. Travel – Provide the purpose of the trip, number of trips, number of days per trip, departure and arrival destinations, number of people, etc.;
 - d. Other Direct Costs (ODCs) – Itemized by cost category, with sufficient back-up documentation to support proposed costs;
 - e. Equipment Purchases – Itemized list with associated costs, including quantities, unit prices, proposed vendors (if known), and the basis of estimate (e.g., quotes, prior purchases, catalog price lists, etc.); any item that exceeds \$5,000 must be supported with back-up documentation such as a copy of catalog price lists or quotes prior to purchase; (NOTE: For equipment purchases, include a letter stating why the proposer cannot provide the requested resources from its own funding);
 - f. Materials – Itemized list with associated costs, including quantities, unit prices, proposed vendors (if known), and the basis of estimate (e.g., quotes, prior purchases, catalog price lists, etc.); any item that exceeds \$5,000 must be supported with back-up documentation such as a copy of catalog price lists or quotes prior to purchase; and
 - g. Major tasks that comprise the proposed effort, inclusive of the basic award and option(s)/phase(s), if any, by government fiscal year [i.e., Oct 1st thru Sep 30th].
 - (2) A summary of total costs by basic award, option(s)/phase(s), if any, and all associated tasks;
 - (3) A summary of projected funding requirements by month;
 - (4) An itemization of Subcontracts. **All subcontractor cost proposal documentation must be prepared at the same level of detail as that required of the prime.** Subcontractor proposals should include Interdivisional Work Transfer Agreements (TWTA) or evidence of similar arrangements;
 - (5) Identification of pricing assumptions of which may require incorporation into the resulting award instrument (e.g., use of Government Furnished Property/Facilities/Information, access to Government Subject Matter Expert(s) etc.).
 - (6) A priced Bill-of-Materials (BOM) clearly identifying, for each item proposed, the source of the unit price (i.e., vendor quote, engineering estimate, etc.) and the type of property (i.e., material, equipment, special test equipment, plant equipment,

information technology (IT)¹, for each computer hardware cost, computer software cost, and other related costs such as computer maintenance fees or support services costs (NOTE: for IT purchases, include a letter stating why the proposer cannot provide the requested resources from its own funding); and

- (7) Any Forward Pricing Rate Agreement (FPRA), other rate agreements, other documentation concerning approved rates, or any other such documentation that may assist in expediting negotiations (if available).

COST INFORMATION SHALL BE PROVIDED WITH ACCESS TO ALL CALCULATIONS AND FORMULAS.

- F. Supporting cost and pricing information in sufficient detail to substantiate the summary cost estimates in paragraph B above. The proposer shall provide a detailed description of the method(s) used to estimate costs, to include, at a minimum: (1) substantiation of all rates and factors, and (2) labor and material estimates supported by a narrative basis-of-estimate (BOE) providing sufficient detail to substantiate cost estimates. **The prime contractor is responsible for compiling and providing, as part of its proposal submission to the government, subcontractor proposals prepared at the same level of detail as that required of the prime.**

Prime contractor shall provide a price reasonableness analysis of proposed subcontractor prices as defined in FAR Subpart 15.404-3. Such analysis shall indicate the extent to which the prime contractor has negotiated subcontract prices. All proprietary subcontractor proposal documentation, prepared at the same level of detail as that required of the prime shall be provided to the Government either by the prime contractor or by the subcontractor organization when the proposal is submitted. Subcontractor proposals submitted to the Government by the prime contractor should be submitted in a sealed envelope that the prime contractor will not be allowed to view. The subcontractor must provide the same number of hard copies and/or electronic proposals as is required of the prime contractor. This does not relieve the proposer from the requirement to include, as part of their submission, subcontract proposals that do not include proprietary pricing information (rates, factors, etc.).

If seeking a procurement contract and items of Contractor Acquired Property are proposed, exclusive of material, the proposer shall clearly demonstrate that the inclusion of such items as Government Property is in keeping with the requirements of FAR Part 45.102.

NOTE: PROPOSERS ARE CAUTIONED THAT PROPOSALS MAY BE REJECTED IF SUBMITTAL INSTRUCTIONS ARE NOT FOLLOWED.

- b) PROPOSAL EVALUATION CRITERIA:** Evaluation of proposals will be accomplished by a review of each proposal using the following criteria listed in descending order of importance.

¹ IT is defined as "any equipment, or interconnected system(s) or subsystem(s) of equipment that is used in the automatic acquisition, storage, manipulation, management, movement, control, display, switching, interchange, transmission, or reception of data or information by the agency." (a) For purposes of this definition, equipment is used by an agency if the equipment is used by the agency directly or is used by a contractor under a contract with the agency which - (1) Requires the use of such equipment; or (2) Requires the use, to a significant extent, of such equipment in the performance of a service or the furnishing of a product. (b) The term "information technology" includes computers, ancillary, software, firmware and similar procedures, services (including support services), and related resources. (c) The term "information technology" does not include (1) Any equipment that is acquired by a contractor incidental to a contract; or (2) Any equipment that contains imbedded information technology that is used as an integral part of the product, but the principal function of which is not the acquisition, storage, manipulation, management, movement, control, display, switching, interchange, transmission, or reception of data or information. For example, HVAC (heating, ventilation, and air conditioning) equipment such as thermostats or temperature control devices, and medical equipment where information technology is integral to its operation, is not information technology."

- **Overall Innovation Merit:** The proposed effort is substantially innovative, representing a new approach to DIA mission challenges and the solution MEETS the definition of “innovative” in Class Deviation 2018-O0016. The approach must be feasible to quickly demonstrate mission merit. The effort must be supported by individuals with the requisite expertise and experience to meet the CSO objectives. Task descriptions and associated technical elements are complete, understandable, and in a logical sequence, with all proposed deliverables clearly defined such that achieving stated goals is highly likely as a result of award. The proposal identifies major technical risks and clearly defines viable mitigation efforts to address any major or significant obstacles for success. To the extent that the proposed effort addresses a particular NeedipeDIA topic of interest, the proposal submission also clearly and sufficiently addresses such other NeedipeDIA specific evaluation criteria as may be specified for the NeedipeDIA topic area in question. Proposed efforts must be consistent with the DIA Innovation mantra “Start Small, Scale Fast or Fail Cheap”. Specifically, efforts are expected to yield mission value within months and at minimum investment until mission value is clearly established.

- **Potential Contribution and Relevance to the DIA Mission:** The potential contribution of the proposed effort is relevant to the DIA mission. Specifically, DIA’s mission is to principally provide military intelligence related information to defense policymakers and force planners in support of U.S. military planning and operations, and provide other critical support and services in fulfillment of national and international objectives as is appropriate. To the extent possible, the proposal distinguishes how investment will enhance mission capabilities over current methods, processes, or technology.

- **Cost/Price Evaluation:** The proposed costs are based on realistic assumptions, reflect a sufficient understanding of the goals and objectives of the CSO, and are consistent with the proposer’s technical/management approach (to include the proposed SOW). The costs for the prime and subcontractors are substantiated by the details provided in the proposal (e.g., the type and number of labor hours proposed per task, the types and quantity of materials, equipment and fabrication costs, travel and any other applicable costs). The proposed schedule reflects a realistic basis to rapidly demonstrate or test the innovation concept of interest in an expedited manner of time, without committing the government to potential award scenarios that might result in unnecessarily long or protracted performance periods. In addition, The offeror's proposed cost will be analyzed for reasonableness and realism and a most probable cost will be determined. Cost realism means that the costs in an offeror's proposal are realistic for the work to be performed; reflect a clear understanding of the requirements; and are consistent with the various elements of the offeror's proposal. The burden of proof of cost credibility rests with the offeror. Unrealistically low or high estimates may be grounds for eliminating a proposal from competition on the basis that the offeror does not understand the requirements. A cost is considered reasonable if, in its nature and amount, it does not exceed that which would be incurred by a prudent person in the conduct of competitive business (FAR 31.201-3). Evaluation of the cost proposal will also consider adherence to the proposal preparation instructions and completeness and verification of proposed rates and factors. Most Probable Cost shall be used in evaluating proposed cost. When proposing a Fixed-Price Incentive contract type, the MPC shall be determined in accordance with FAR 15.404-1(d).
 - Total Proposed Price: The offeror's proposed price will be analyzed to ensure the proposed price is reasonable and complete in accordance with FAR12.209.
 - Reasonableness: The government will evaluate the cost proposal for reasonable cost elements. The government evaluation will assess how well the proposal supports elements of cost, work hours, loading factors and rates over the contract life.

Reasonableness is evaluated by assessing the acceptability of the offeror's methodology and risks used in developing the cost estimates. The price reasonableness techniques in FAR 12.209 and DFARS 212.209 are used to determine whether the proposed price is fair and reasonable. The proposed costs are reasonable when it is fair to the buyer, fair to the seller, and reasonable considering the market conditions, available alternatives, and price-related factors as determined through one or more of the price analysis techniques.

- **Realism:** The government will evaluate the cost proposal to determine the overall realism of the proposed approaches with respect to cost. Cost realism, or the lack thereof, shall enter into the government's assessment of the measure of understanding possessed by each offeror. Cost realism includes the validity of the cost as proposed by each offeror, meaning the degree of the government's confidence in the offeror's ability to perform at, or within, their estimate of cost. Cost realism analysis will be performed in accordance with the criteria included in FAR 15.404-1 (d). Realism is the relative difference between the proposed cost and the most probable cost (MPC). A cost realism analysis is the process of independently reviewing and evaluating specific elements (e.g., labor and material) of each offeror's proposed cost estimate to determine whether: (1) the estimated proposed cost elements are realistic for the work to be performed; (2) reflect a clear understanding of the SOW; (3) are consistent with the unique methods of performance and materials described in the Offeror's proposal; and (4) the labor skills proposed in the cost section are aligned with the Offeror's proposal in accordance with the SOW. The cost realism analysis conducted by the Government will determine the MPC of the proposed task order.
 - **Most Probable Cost (MPC):** The most probable cost will be determined by adjusting the offeror proposed cost, and fee when appropriate, to reflect any additions or reductions in cost elements to realistic levels based on the results of the cost realism analysis. The most probable cost may differ from the proposed cost and should reflect the Government's best estimate of the cost of the contract that is most likely to result from the offeror's proposal. The most probable cost will be used for purposes of determining best value.
 - **Technical Feasibility:** Task descriptions and associated technical elements are complete, understandable, and in a logical sequence, with all proposed deliverables clearly defined such that achieving stated goals is highly likely as a result of award. The proposal identifies major technical risks and clearly defines viable mitigation efforts to address any major or significant obstacles for success.
 - **Additional Evaluation Criteria:** Mission Users have the option to include additional evaluation criteria when they submit a Need to NeedipeDIA. These additional criteria will be posted on NeedipeDIA and explicitly described in the *Additional Evaluation Criteria* section of the posted Need. Offerors should take these additional criteria into account when developing their proposal.
- c) **Proposal Evaluation Process:** DIA will conduct assessments of proposal submissions throughout the open period of this CSO to determine compliance with the submission requirements and instructions. Proposals will be evaluated on their own merit and not necessarily against each other, since individual proposal submissions will not be based on a common work statement. In order to accomplish evaluation activities, qualified Government personnel will conduct reviews and, if required, the Government will convene panels of experts to accomplish evaluation activities as is appropriate. Potential awards may be made to those parties and for such effort as determined, by government evaluation, to be advantageous in accomplishing the stated objectives of this CSO, however any and all awards will be subject to

the availability of funding. Restrictive notices notwithstanding, parties are advised that the government may utilize the services of support contractors to assist with administrative duties required in processing CSO submissions, but any such support contractor so utilized will be bound by appropriate non-disclosure requirements and FAR 9.505-4(b) will be followed if applicable.

No information submitted by an interested party in response to this CSO will be returned. In addition, the cost of preparing proposals in response to this announcement is not considered an allowable direct charge to any resulting procurement or assistance instrument.

5. **SUBMISSION DETAILS:** White papers and proposals may be submitted throughout the life of this open CSO. However, offerors are encouraged to take note of the *Next Review Date* as listed on NeedipeDIA for the Need area they are submitting against. While government reviewers are able to review white papers at any time, the expected timeline for response is 45 days from the posted *Need Review Date*, meaning offerors should not expect a response from the government before that time.
 - a) **SECURITY:** Engagement with DIA on matters pertaining to this CSO may be unclassified or classified. Classified engagements will be conducted in accordance with the appropriate laws and regulations governing such conduct. Given the number of possible scenarios or unique classified situations that may be present or applicable at any one time, specific guidance will not be posted at this time. To the extent interested parties have questions concerning classification, classified information, or other security matters associated with this CSO, respondents are encouraged to submit their questions as follows:
 - If your question involves **UNCLASSIFIED** content: Ideas2Action@dodis.mil
 - If your question involves **CLASSIFIED** content: Ideas2Action@coe.ic.gov
 - b) **PROPRIETARY/INTELLECTUAL PROPERTY CONSIDERATIONS:** DIA anticipates that initial engagement with, and submission of information by, interested parties under this CSO will contain proprietary information. However, to the extent necessary and appropriate, proprietary information may be submitted in accordance with the instructions contained herein.

With respect to proprietary information considerations associated with this CSO, the following is applicable:

Proposers that include in their white papers or proposals data that they do not want disclosed to the public for any purpose, or used by the Government except for evaluation purposes, shall:

- Mark the title page with the following legend inserting the term white paper instead of proposal when a white paper is being submitted:
“This proposal includes data that shall not be disclosed outside the Government and shall not be duplicated, used, or disclosed -- in whole or in part -- for any purpose other than to evaluate this proposal. If, however, a procurement or assistance instrument is awarded to this proposer as a result of -- or in connection with -- the submission of this data, the Government shall have the right to duplicate, use, or disclose the data to the extent provided in the resulting instrument. This restriction does not limit the Government’s right to use information contained in this data if it is obtained from another source without restriction. The data subject to this restriction is contained in sheets [insert numbers or other identification of sheets]”; and

- Mark each sheet of data it wishes to restrict with the following legend:

“Use or disclosure of data contained on this sheet is subject to the restriction on the title page of this proposal.”

If an interested party is submitting a white paper or proposal under this CSO for potential funding consideration, they are hereby advised that DIA policy is to treat submissions as source selection information (see FAR 2.101 and 3.104), or to otherwise protect the contents of the information submitted, and to disclose the contents only for purposes of evaluation. With respect to restrictive notices that may have been applied by the party submitting information to the government for possible funding consideration, all parties are hereby notified that submissions may be handled by support contractors for administrative purposes and/or to assist with technical evaluation activities. All DIA support contractors performing this role, however, are bound by appropriate nondisclosure agreements and FAR 9.505-4(b) will be followed if applicable.

E. AWARD ADMINISTRATION INFORMATION

1. INTELLECTUAL PROPERTY

a) FAR PROCUREMENT CONTRACT Requirements

i. *Commercial Items (Technical Data and Computer Software)*

Proposers responding to this CSO requesting a procurement contract to be issued under the FAR/DFARS shall identify all commercial technical data and commercial computer software/software documentation that may be delivered or embedded in any noncommercial deliverables contemplated under the research effort, along with any applicable restrictions on the Government's use of such commercial technical data and/or commercial computer software. In the event that proposers do not submit the list, the Government will assume that there are no restrictions on the Government's use of such commercial items. The Government may use the list during the evaluation process to evaluate the impact of any identified restrictions and may request additional information from the proposer, as may be necessary, to evaluate the proposer's assertions. If no restrictions are intended, then the proposer should state "NONE." Failure to provide full information may result in a determination that the proposal is not compliant with the CSO - resulting in non-selectability or rejection of the proposal.

A sample list for complying with this request is as follows:

COMMERCIAL				
Technical Data and Computer Software To be Furnished With Restrictions	Summary of Intended Use in the Conduct of the Research	Basis for Assertion	Asserted Rights Category	Name of Person Asserting Restrictions
(LIST)	(NARRATIVE)	(LIST)	(LIST)	(LIST)

b) PATENT Requirements

Proposers must include documentation proving ownership or possession of appropriate licensing rights to all patented inventions (or inventions for which a patent application has been filed) that will be utilized under for the proposed effort. If a patent application has been filed for an invention that your proposal will utilize, but the application has not yet been made publicly available and contains proprietary information, the following information should be provided: the patent number, inventor name(s), assignee name(s) (if any), filing date, filing date of any related provisional application, and a summary of the patent title, along with either: (1) a representation of invention ownership, or (2) proof of possession of appropriate licensing rights in the invention (i.e., an agreement from the owner of the patent granting license to the proposer).

c) INTELLECTUAL PROPERTY Representations

Proposers should provide a good faith representation of either ownership or possession of appropriate licensing rights to all other intellectual property to be used for the proposed effort. In the event that any intellectual property is necessary for the effort in which the Government shall have less than unlimited rights to the information in question, proposers shall provide a short summary description describing the intellectual property in question, with an explanation of the nature and necessity for the restriction on Government use and the intended use and need for the intellectual property in the conduct of the proposed effort.

II. MEETING AND TRAVEL REQUIREMENTS

Proposers should anticipate periodic site visits at the Governments discretion.

III. SPECIAL RESEARCH ACTIVITIES

(I) Human Subjects Research

All research selected for funding involving human subjects, to include use of human biological specimens and human data, must comply with the federal regulations for human subjects protection. Further, research involving human subjects that is conducted or supported by the DoD must comply with 32 CFR 21 9, Protection of Human Subjects (and DoD Instruction 3216.02, Protection of Human Subjects and Adherence to Ethical Standards in DoD-Supported Research (<http://www.dtic.mil/whs/directives/corres/pdf/321602p.pdf>)).

Institutions awarded funding for research involving human subjects must provide documentation of a current Assurance of Compliance with Federal regulations for human subjects protection, such as a Department of Health and Human Services, Office of Human Research Protection Federal Wide Assurance (<http://www.hhs.gov/ohrp>). All institutions engaged in human subjects research, to include subcontractors, must also hold a valid Assurance. In addition, all personnel involved in human subjects research must provide documentation of completion of human subjects research training.

For all proposed research that will involve human subjects in the first year or phase of the project, the institution must provide evidence of or a plan for review by an Institutional Review Board (IRB) upon final proposal submission to the Government as part of their proposal, prior to being selected for funding. The IRB conducting the review must be the IRB identified on the institution's Assurance of Compliance with human subjects protection

regulations. The protocol, separate from the proposal, must include a detailed description of the research plan, study population, risks and benefits of study participation, recruitment and consent process, data collection and data analysis. It is recommended that proposers consult the designated IRB for guidance on writing the protocol. The informed consent document must comply with federal regulations (32 CFR 219.116). A valid Assurance of Compliance with human subjects protection regulations along with evidence of completion of appropriate human subjects research training by all investigators and personnel involved with human subjects research should accompany the protocol for review by the IRB.

In addition to a local IRB approval, a headquarters-level human subjects administrative review and approval is required for all research conducted or supported by the DoD. The Army, Navy, or Air Force office responsible for managing the award can provide guidance and information about their component's headquarters-level review process. Note that confirmation of a current Assurance of Compliance with human subjects protection regulations and appropriate human subjects research training is required before headquarters-level approval can be issued.

The time required to complete the IRB review/approval process varies depending on the complexity of the research and the level of risk involved with the study. The IRB approval process can last between one and three months, followed by a DoD review that could last between three and six months. Ample time should be allotted to complete the approval process. Department of Defense (DoD) funding cannot be used towards human subjects research until ALL approvals are granted.

- (2) Animal Use Research. DIA reserves the right to use this as a placeholder for any future activities.

IV. PRE-PUBLICATION APPROVAL REQUIREMENTS

It is DoD policy that the publication of products of fundamental research will remain unrestricted to the maximum extent possible. Per DoD Directive 5230.27, contracted fundamental research “includes [research performed under] grants and contracts that are (a) funded by budget category 6.1 (Basic Research), whether performed by universities or industry, or (b) funded by budget category 6.2 (Applied Research) and performed on campus at a university. The research shall not be considered fundamental in those rare and exceptional circumstances where the applied research effort presents a high likelihood of disclosing performance characteristics of military systems or manufacturing technologies that are unique and critical to defense, and where agreement on restrictions have been recorded in the contract or grant.” Such research shall be defined as “restricted research.” Consistent with DoD policy, research performed under DoD awards that is either; (a) funded by budget category 6.2 (Applied Research) and not performed on campus at a university; or (b) funded by budget category 6.3 (Advanced Research) does not meet the definition of fundamental research. Such research shall be defined as “non-fundamental research.” For certain projects, even if the effort being performed by the prime contractor is restricted research, a subcontractor may be performing contracted fundamental research. In these cases, it is the prime contractor's responsibility to explain in the proposal why the subcontractor's effort is contracted fundamental research.

It is anticipated that awards for fundamental, and non-fundamental/restricted, research may be made as a result of this CSO. Appropriate terms and conditions will be included in any resultant award document to prescribe publication requirements and any associated restrictions, as may be

appropriate. The Government does not anticipate applying publication restrictions to awards for fundamental research that may result from this CSO.

Proposers are advised that, if grants or cooperative agreements are proposed as the award instrument, the Government may elect to award other award instruments due to the need to apply publication or other restrictions. The Government will make this election if it determines that research resulting from the proposed project will present a high likelihood of disclosing performance characteristics of military systems or manufacturing technologies that are unique and critical to defense. Such a determination will result in the project being considered restricted research and any resultant award will include a requirement for Government permission before publishing any information or results on the project.

The following statements or similar provisions will be incorporated into any resultant procurement contract or other transaction for restricted/non-fundamental research:

“THERE SHALL BE NO DISSEMINATION OR PUBLICATION; EXCEPT WITHIN AND BETWEEN THE CONTRACTORS AND ANY SUBCONTRACTOR, OF INFORMATION DEVELOPED UNDER THIS CONTRACT OR CONTAINED IN THE REPORT TO BE FURNISHED PURSUANT TO THIS CONTRACT WITHOUT PRIOR WRITTEN APPROVAL OF THE GOVERNMENT. ALL TECHNICAL REPORTS WILL BE GIVEN PROPER REVIEW BY APPROPRIATED AUTHORITY TO DETERMINE WHICH DISTRIBUTION OF THESE REPORTS BY THE CONTRACTOR. WITH REGARD TO SUBCONTRACTOR PROPOSALS FOR CONTRACTED FUNDAMENTAL RESEARCH, PAPERS RESULTING FROM UNCLASSIFIED CONTRACTED FUNDAMENTAL RESEARCH ARE EXEMPT FROM PREPUBLICATION CONTROLS AND THIS REVIEW REQUIREMENT, PURSUANT TO DoD INSTRUCTION 5230.27 “PRESENTATION OF DoD-RELATED SCIENTIFIC AND TECHNICAL PAPERS AT MEETING.”

When submitting material for written approval for open publication, the contractor/awardee must submit a request for public release and include the following information: (1) Document Information: title, author, short English-language description of technology discussed in the material (approximately 30 words), number of pages (or minutes of video) and document type (briefing, report, abstract, article, or paper); (2) Event Information: type (conference, principal investigator meeting, article or paper), date, and desired date for Government approval; (3) Government Sponsor: Government program manager, award instrument number; and (4) Contractor/Awardees information: POC name, email and telephone. Four weeks should be allowed for processing; due dates under four weeks may require justification. Unusual electronic file formats may require additional processing time. Requests can be sent either by email to Ideas2Action@dodiiis.mil or mail to

Defense Intelligence Agency
ATTN: 7400 Pentagon
Reston, Natalie Yacoub-Pugh, ST/FCI
Washington, DC 20301-7400.

V. EXPORT CONTROL

Per DFARS 204.7304, all procurement contracts, as deemed appropriate, resultant from this solicitation, will include the DFARS Export Control clause (252.204-7008).

VI. SUBCONTRACTING

Pursuant to Section 8(d) of the Small Business Act (15 U.S.C. § 637(d)), it is the policy of the Government to enable small business and small disadvantaged business concerns to be considered fairly as subcontractors to contractors performing work or rendering services as prime contractors or subcontractors under Government contracts and to assure that prime contractors and subcontractors carry out this policy. Each proposer who submits a contract proposal and includes subcontractors is required to submit a subcontracting plan in accordance with FAR 19.702. The plan format is outlined in FAR 19.704.

VII. ELECTRONIC AND INFORMATION TECHNOLOGY

All electronic and information technology acquired through this solicitation must satisfy the accessibility requirements of Section 508 of the Rehabilitation Act (29 U.S.C. § 794(d)), and FAR 39.2. Each proposer who submits a proposal involving the creation or inclusion of electronic and information technology must ensure that federal employees with disabilities will have access to and use of information that is comparable to the access and use by Federal employees who are not individuals with disabilities and members of the public with disabilities seeking information or services from the Government will have access to and use of information and data that is comparable to the access and use of information and data by members of the public who are not individuals with disabilities.

All electronic and information technology acquired through this solicitation must satisfy the requirements of DFARS Part 239.

VIII. EMPLOYMENT ELIGIBILITY VERIFICATION

As per FAR 22.1802, recipients of FAR-based procurement contracts must enroll as federal contractors in E-verify and use the system to verify employment eligibility of all employees assigned to the award. All resultant contracts from this solicitation will include FAR 52.222-54, "Employment Eligibility Verification."

IX. ADDITIONAL REQUIREMENTS AND RESPONSIBILITIES RELATING TO ALLEGED CRIMES BY OR AGAINST CONTRACTOR PERSONNEL IN IRAQ AND AFGHANISTAN

In accordance with FAR 1.108(d), the following clause will be used in all contracts performed in Iraq or Afghanistan. Such contracts are defined as, "contracts with the Department of Defense, a subcontract at any tier issued under such a contract, or a task order or delivery order at any tier issued under such contract including a contract, subcontract, or task order or delivery order issued by another Government agency for the Department of Defense, if the contract, subcontract, or task order or delivery order involves work performed in Iraq or Afghanistan for a period longer than 14 days."

(a) The Contractor shall report to the appropriate investigative authorities, identified in paragraph (c) below, any alleged offenses under-

(1) The Uniform Code of Military Justice (chapter 47 of title 10, United States Code) (applicable to contractors serving with or accompanying an armed force in the field during a declared war or a contingency operation); or

- (2) The Military Extraterritorial Jurisdiction Act (chapter 212 of title 18, United States Code).
- (b) The Contractor shall provide to all contractor personnel who will perform work on a contract in Iraq or Afghanistan, before beginning such work, information on the following:
- (1) How and where to report an alleged crime described in paragraph (a) of this clause.
 - (2) Where to seek victim and witness protection and assistance available to contractor personnel in connection with an alleged offense described in paragraph (a) of this clause.
- (c) The appropriate investigative authorities to which suspected crimes shall be reported include the following officials:
- (i) US Army Criminal Investigations Division at <http://www.cid.army.mil/reportacrime.html>
 - (ii) Air Force Office of Special Investigations at <http://www.osi.andrews.af.mil/library/factsheets/factsheet.asp?id=14522>
 - (iii) Navy Criminal Investigative Service at <http://www.ncis.navy.mil/Pages/publicdefault.aspx>;
 - (iv) To the command of any supported military element or the command of any base.
- (d) Personnel seeking whistleblower protection from reprisals for reporting criminal acts shall seek guidance through the DoD Inspector General hotline at (800) 424-9098 or <http://www.dodig.mil/HOTLINE/index.html>. Personnel seeking other forms of victim or witness protections should contact the nearest military Law enforcement office.

X. RESPONSIBILITY MATTERS

Per FAR 9.104-7(c), FAR Clause 52.209-9, "Updates of Publicly Available Information Regarding Responsibility Matters," will be included in all contracts valued at \$500,000 where the contractor has current active Federal contracts and grants with total value greater than \$10,000,000.

XI. COST ACCOUNTING STANDARDS (CAS) NOTICES AND CERTIFICATION

Please refer to FAR 12.214 for CAS applicability.

XII. CONTROLLED UNCLASSIFIED INFORMATION (CUI) ON NON-DoD INFORMATION SYSTEMS

CUI refers to unclassified information that does not meet the standards for National Security Classification but is pertinent to the national interests of the United States or to the important interests of entities outside the Federal Government and under law or policy requires protection from unauthorized disclosure, special handling safeguards, or prescribed limits on exchange or dissemination. All non-DoD entities doing business with DIA are expected to adhere to the following procedural safeguards, in addition to any other relevant Federal or DoD specific procedures, for submission of any proposals to DIA and any potential business with DIA:

- Do not process DIA CUI on publicly available computers or post DIA CUI to publicly available web pages or websites that have access limited only by domain or Internet

- protocol restriction.
- Ensure that all DIA CUI is protected by a physical or electronic barrier when not under direct individual control of an authorized user and limit the transfer of DIA CUI to subcontractors or teaming partners with a need to know and commitment to this level of protection.
- Ensure that DIA CUI on mobile computing devices is identified and encrypted and all communications on mobile devices or through wireless connections are protected and encrypted.
- Overwrite media that has been used to process DIA CUI before external release or disposal

XIII. REPORTING

The number and types of reports will be specified in the award document, but will include at a minimum quarterly progress reports that in combination, or independently, include technical and financial information as appropriate. The reports shall be prepared and submitted in accordance with the procedures contained in the award document and mutually agreed on before award. Other reports and/or briefing materials will also be required if/as appropriate to document progress in accomplishing program objectives. A Final Report that summarizes the project and tasks, and that includes information on specifically what has been accomplished, will be required at the conclusion of the performance period for the award, notwithstanding the fact that the effort may be continued under a follow-on vehicle.

XIV. UTILIZATION OF SUPPORT CONTRACTORS BY THE GOVERNMENT

Proposer are advised that non-government employees will serve as advisors for assisting the government during evaluation of proposals and potentially white papers. The government will authorize these persons access only to those portions of the proposal data and limit discussions only for the purpose of providing technical advice on specialized matters or particular issues. They will be expressly prohibited from scoring, ranking, or recommending the selection of a source.

The government is responsible for proper safeguards to ensure proposal evaluation objectivity. Moreover, all participants in the proposal review process with access to source selection sensitive information are required to execute a government nondisclosure agreement.

Government support contractors who may be involved in review of proposals submitted in response to this solicitation are identified as follows:

GCS, a wholly owned subsidiary of Preferred Systems Solutions, with Blum Consulting subcontracted, and One Sierra LLC subcontracted
7925 Jones Branch Drive, Suite 6200
McLean VA 22102
703-663-2777

E3 Federal Solutions, LLC
8281 Greensboro Drive Suite 400
McLean VA 22102
571-551-2731

Salmon Group, Inc.
555 11th St NW, Suite 402
Washington, DC 20004
202-450-2047

Proposers who submit proposals in response to this solicitation do so with the express understanding that government support contractors serving as advisors in the proposal review process may have access to the offerors' proposal information, as described above. Offerors requiring nondisclosure agreements with any government support contractor are not relieved of solicitation submission time requirements, nor is the government required to provide additional time to offerors requiring their own bilateral nondisclosure agreements with any government support contractor.

Proposers requiring nondisclosure agreements with any government support contractor will:

- (1) Inform the Contracting Officer of the offeror's requirement;
- (2) Contact the government support contractor and negotiate the necessary terms and conditions and obtain the contractor's written agreement;
- (3) Provide a signed copy of each such nondisclosure agreement executed to the Contracting Officer with their proposal submission; and
- (4) Indicate in the proposal that the support contractor(s) may utilize the offeror's proprietary data in evaluating the offeror's proposal.

The proposers will notify their prospective subcontractors who are submitting proprietary information that the above government support contractors may require similar access to this information. Any such subcontractors may execute agreements directly with the above government support contractors or may authorize an offeror to permit such access on such reasonable terms as the subcontractor may provide. For each such subcontractor agreement executed, offerors will provide a copy of such agreements with their proposal, and will indicate in the proposal that the government support contractor(s) may utilize subcontractor proprietary data in evaluating the subcontractor's proposal for this acquisition.

XV. ELECTRONIC SYSTEMS

System for Award Management (SAM) Requirements

Unless the proposer is exempt from this requirement, as per FAR 4.1102 or 2 CFR 25.110, as applicable, all proposers must be registered in the System for Award Management (SAM) and have a valid Data Universal Numbering System (DUNS) number prior to submitting a proposal.

All proposers must maintain an active registration in SAM with current information at all times during which they have an active Federal award or proposal under consideration by DIA.

All proposers must provide the DUNS number in each proposal they submit. Information on SAM registration is available at www.sam.gov.

XVI. CONFLICT OF INTEREST

Proposers are directed to FAR Subpart 9.5 for detailed information concerning organizational conflicts of interest. Each proposer must include in the cost proposal either;

A statement certifying that, to the best of its knowledge, it is not aware of any facts which create any actual or potential organizational conflicts of interest relating to the award of this contract, or

A statement that describes concisely all relevant facts concerning any past, present, or planned interest (financial, contractual, organizational, or otherwise) relating to the work to be performed under the proposed contract and bearing on whether the offeror has a possible organizational conflict of interest.

The Contracting Officer may require further relevant information from an offeror. Refusal to provide further relevant information required by the Contracting Officer, or the willful misrepresentation of any relevant information will result in disqualification of an proposer from further consideration for award of a contract under this solicitation.

In the event the Contracting Officer determines the apparent successful proposer has a conflict of interest that cannot be avoided or mitigated, award may be withheld in accordance with FAR 9.504(e).

PART III: APPENDIX A: WHITE PAPER COVERSHEET

WP Title:		WP Classification:	
Offeror Organization:		Submission Date:	
Need Number and Title :			
DUNS #		CAGE Code #	
Technical POC			
Name:			
Phone:		Email:	
Contracts POC			
Name:			
Phone:		Email:	
Mailing Address:			
Street:		City:	
State:		Zip:	
Organization Designation:			
<input type="checkbox"/> Large Business <input type="checkbox"/> Small Business <input type="checkbox"/> Academic Institution		Socio-economic Category: _____ <input type="checkbox"/> HBCU <input type="checkbox"/> FFRDC <input type="checkbox"/> National Lab <input type="checkbox"/> Non-Profit <input type="checkbox"/> Other	
Requested Funding Instrument			
<input type="checkbox"/> BAA (FAR Based) Contract Type Requested: _____ <input type="checkbox"/> CSO (FAR Based) Contract Type Requested: _____ <input type="checkbox"/> Grant <input type="checkbox"/> Other Transaction Authority (OTA) <input type="checkbox"/> Cooperative Agreement			
Estimated Cost of Effort:		Duration of Effort (Months):	
Additional Information:			
1. Is the submitter a non-traditional defense contractor? 2. Was DoD reimbursed IR&D technology a foundation for the proposed approach? 3. Does the proposed submission derive from, extend, or complete efforts from prior federally funded SBIR or STTR projects? SIBR/STTR Topic Number and resulting contract number: Topic: Agency: Contract number: 4. Identify the estimated percentage of effort to be performed by the offeror and percentage of work by other team e.g. prime contractor, subcontractor, consultants): Applicant: ____ Team members: ____			
Have you ever done business with DIA?		If Yes, please note how recently	
<input type="checkbox"/> Yes <input type="checkbox"/> No		In the last: <input type="checkbox"/> 0 – 1 year <input type="checkbox"/> 1 – 5 years <input type="checkbox"/> Over 5 years	

**PART IV: APPENDIX B: US ACADEMIC INSTITUTION
ACKNOWLEDGEMENT LETTER TEMPLATE**

Place on Official Letterhead

To: Innovation Office Contracting Officer
Defense Intelligence Agency
Ideas2Action@dodiiis.mil

Subject: Academic Institution Acknowledgement Letter

Reference: Executive Order 12333, As Amended, Para 2.7

This letter is to acknowledge that the undersigned is the responsive official of <insert name of the academic institution>, authorized to approve the contractual relationship in support of the Defense Intelligence Agency and this academic institution.

The undersigned further acknowledges that he/she is aware of the Defense Intelligence Agency's proposed contractual relationship with <insert name of institution> through <insert solicitation #> and is hereby approved by the undersigned official, serving as the president, vice-president, chancellor, vice-chancellor, or provost of the institution.

Date

Name Printed

Name Signed

Position