



Homeland Security

Science and Technology

**BROAD AGENCY ANNOUNCEMENT (BAA)
Biological Threat Characterization Program *BAA 13-008***

Characterization Studies for Biological Threat Agents

**Department of Homeland Security
Science and Technology (S&T) Directorate**

**White Papers Due: Friday, 02/14/2013
Full Proposals Due: Friday, 06/10/2013**

For Questions Regarding This Solicitation: Aaron.Ford@hq.dhs.gov

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1. GENERAL INFORMATION

1.1. Introduction

This solicitation is a Broad Agency Announcement (BAA) as contemplated in Federal Acquisition Regulation (FAR) 6.102(d)(2) and 35.016 to provide for competitive selection of research proposals. A formal Request for Proposal (RFP) will not be issued. Contracts based upon the responses to this BAA are considered to be the result of full and open competition and are in full compliance with the provisions of Public Law (PL) 98-369 “The Competition in Contracting Act of 1984.” Awards issued under this BAA are planned in Fiscal Year (FY) 2013. No contract awards or other instruments that obligate funds will be made until appropriated funds are available from which payment for contract purposes can be made.

1.2. Agency Name

Department of Homeland Security
Science & Technology Directorate
Chemical and Biological Defense Division
DHS S&T CBD – Mail Stop 0201
245 Murray Lane
Washington, DC 20528-0201

1.3. Research Opportunity Title

Characterization of Biological Threat Agents

1.4. Program Name

Biological Threat Characterization Program
(Within the Threat Characterization and Attribution Branch, Chemical and Biological Defense Division, Science and Technology Directorate, Department of Homeland Security)

1.5. Research Opportunity Number and Title

BAA13-008 – Characterization of Biological Threat Agents

1.6. Solicitation and Response Approach

The Department of Homeland Security (DHS) Science & Technology (S&T) Directorate will not issue paper copies of this announcement. DHS S&T reserves the right to select for award and fund all, some, or none of the Full Proposals received in response to this solicitation. No funding for direct reimbursement of proposal development costs will be allowed. White Papers in “Project Proposal Form” format, Technical and Cost Proposals (or any other material) submitted in response to this BAA will not be returned. However, depending on the markings on the proposal, DHS S&T will adhere to FAR policy on handling source selection information and proprietary proposals. It is the policy of DHS

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S&T to treat all proposals as sensitive competitive information and to disclose their contents only for the purposes of evaluation. Offerors are to provide unclassified proposals. Documents containing sensitive information that are not suitable for uncontrolled public dissemination should be marked "For Official Use Only" (FOUO). When transmitted electronically, FOUO proposals should be sent with password protection.

Awards may take the form of contracts or Other Transactions Agreements (OTAs). In the event that an Offeror or subcontractor is a Federally Funded Research and Development Center (FFRDC), Department of Energy National Laboratory, or other Federally funded entity, DHS S&T will work with the appropriate sponsoring agency to issue an Interagency Agreement (IA) pursuant to the Economy Act (31 U.S.C. 1535) or other appropriate statutory authority. Depending upon the nature of the Full Proposals received under this BAA, DHS S&T will also consider awarding a grant or cooperative agreement. Therefore, the applicable laws and regulations governing the legal vehicle used for award will depend upon the legal vehicle chosen by DHS S&T. In this regard, Offerors should propose a preferred vehicle type for DHS S&T to consider for award.

A two-phased proposal selection process will be used for this solicitation to minimize the cost and effort for prospective offerors. Phase 1 will consist of the solicitation, receipt, and evaluation of white papers (**using standardized DHS Biological Threat Characterization Program "Project Proposal Form" format**) from potential performers. Entries in the various sections of the Project Proposal Forms (White Papers) should be concise and conform to the specified formatting and word count limitations. No formal transmittal letter is required for the Phase 1 responses.

A down-selection process will be conducted by the DHS and those Phase 1 white paper (Project Proposal Form) proposals selected will be invited to participate in Phase 2, which will consist of the solicitation, receipt, and evaluation of a Full Proposal, limited to 20 pages, excluding the Formal Transmittal Letter, Cover Page, Full Proposal (Phase 2 Summary of Costs and Related Information, Table of Contents and resumes/biographical information for proposed performers).

1.7. Response Dates

- a. White Papers (in DHS Biological Threat Characteristics Program Project Proposal Form format)

Due: February 14, 2013

- b. Full Proposals:

Due: June 10, 2013

1.8. Research Opportunity Description

1.8.1 DHS Biological Threat Characterization Program Structure and Background

The Homeland Security Act of 2002 (Public Law 107-296) states that DHS S&T will “support basic and applied homeland security research to promote revolutionary changes in technologies; advance the development, testing and evaluation, and deployment of critical homeland security technologies; and accelerate the prototyping and deployment of technologies that would address homeland security vulnerabilities.” Pursuant to this mission, the Chemical and Biological Defense Division (CBD) seeks technologies to prevent and defend against a chemical and biological attack. Within the CBD is the Threat Characterization and Attribution (TCA) Branch, which has the mission to conduct threat and risk assessments on both traditional and advanced agents; characterize biological threats, provide scientific support to the biodefense, chemical defense and intelligence communities.

The Biological Threat Characterization Program (BTCP) supports the TCA Branch within CBD of DHS S&T. The BTCP has been established to characterize biological threats to support the four pillars of biodefense as outlined in HSPD-10: Threat Awareness, Prevention and Protection, Surveillance and Detection, and Response and Recovery. The Biological Threat characterization’s goal is to improve the understanding of the impact of a biological attack on the country in order to enhance national preparedness.

Biological threat information requirements are identified and prioritized from internal DHS sources and other Federal government partners. This BAA seeks to conduct studies and laboratory experimentation to address information requirements in biological threat characterization. The measures of success are determined by the positive influence that the deliverables have on biological agent threat awareness, prevention of and protection from a biological agent incident, surveillance and detection during a biological incident, and response and recovery from a biological incident.

DHS Biological Threat Characterization Program (BTCP) Mission

The mission of BTCP is to characterize biological threats to support the four pillars of biodefense as outlined in the President’s Biodefense Strategy for the 21st Century, Homeland Security Presidential Directive (HSPD) – 10: threat awareness, prevention and protection, surveillance and detection, and response and recovery. The BTCP develops and provides knowledge reports and tools that address information requirements in biological threat characterization to better understand the risk uncertainty of current and future biological threats and to determine potential impacts to guide the prioritized development of countermeasures such as detectors, drugs, vaccines, and decontamination technologies.

There is a wide diversity of bacteria, fungi, viruses, toxins, and biomolecules known to cause human disease. Given the diversity and disease potential, a rational first approach is to rank order-known biological agents according to perceived risk and begin threat

characterization by addressing the highest risk agents first. However, given the ever-expanding list of customized agents of potential concern, it is not feasible to develop medical countermeasures for every known pathogen and toxin. Instead, broader strategies are needed to address (i.e., characterize, assess, prioritize, and counter) multiple pathogens and toxins for less than the cost of a single bioagent scenario. Characteristics common to many potential Biological Threat event scenarios must be addressed as a class, mechanism, or parameter while maintaining the scientific and other factors that support evaluating biodefense options including likelihood, consequence or risk.

Priority Traditional Agents - Traditional microbial agents occur naturally and can have a major impact on public health during natural outbreaks (e.g., E. coli 0157 in tomatoes) or if used nefariously to intentionally cause harm. Examples include Bacillus anthracis, Yersinia pestis, and other microbial agents, and toxins such as those identified in the Department of Health and Human Services and U.S. Department of Agriculture (USDA) Select Agent lists. The scientific community is making progress in understanding basic pathogen biology, environmental microbiology, host immunity, and model systems that contribute to an integrated systems-level assessment of traditional Biological Threats. The BTCP focus is risk-driving parameters of the agents, potential scenarios, and countermeasures. Defining parameters and mechanisms for a systems representation will enable better characterization of key contributions to risk. In addition, knowing these parameters allows the use of calibrated surrogates and simulants when direct evaluation with the agent cannot or should not be performed (e.g., safety, ethics, unculturable). The integrated traditional agent framework is the foundation and partial validation for assessments of risks from advanced threats.

Endemic, Re-emerging, and Newly Emerging Disease Assessment--Outbreaks of naturally-occurring infectious diseases are here-and-now priorities that also provide data to calibrate the systems biology approach being developed using traditional agents. These pathogens and the diseases they cause will act as an important test platform for our integrated risk and evaluation systems and threat archetypes. This will both inform our systems development and maintain and expand our collaboration with and support to the public health community.

Advanced-threat Assessment--The systems biology framework including threat archetypes developed for traditional agents, validated with data from endemic, re-emerging, and newly emerging diseases, extrapolated using parameters developed with surrogates and simulants when needed, and extended with the most up-to-date science and best predictions of technology trends, provides a robust assessment of potential advanced threat scenarios. The BTCP has made initial investments in these areas including evaluation of characteristics of traditional agents to improve assessments of advanced threats. In the future, this approach and knowledge-base facilitates proactive characterization and more rapid response.

1.8.2. DHS Biological Threat Characteristic Program Objectives

The objective of biological threat characterization is to improve understanding of the impact of a biological attack on the country to enhance national preparedness. This is accomplished by providing technical intelligence on identified knowledge gaps relating to biological agents and tools that address information requirements in biological threat

characterization to better understand the risk uncertainty of current and future biological threats and to determine potential impacts to guide the prioritized development of countermeasures such as detectors, drugs, vaccines, and decontamination technologies.

1.8.3. Description of Technical Focus Areas (TFA)

The focus of this BAA is in the area of Biological Threat characteristics, specifically:

TFA-1: Studies to understand Agent Production Rates and Storage Stability/decay rates. (At the current time BTCC is working on the High consequence Bio-threat agents and this BAA may be used for the solicitation of information in order to support information gathering for other agents to inform Risk Assessments).

TFA-2: Studies to understand incubation time for disease onset after exposure using the best animal models. (Once again, the Government may use this BAA in order to solicit information of agents not currently focused by BTCC to better inform Risk Analysis).

TFA-3: Studies to understand morbidity and mortality rates using the best animal models or by gathering useful and credible human data to better inform Risk Analysis.

TFA-4: Studies to better understand ID50 and LD50 for non high consequence pathogens using the best animal models or by gathering credible and useful human data to better inform Risk Analysis

TFA-5: Studies examining rational approaches to biological agent characterization given the ever-expanding list of agents of concern and shifting landscape in biotechnology.

NOTE: Offerors should propose experimentation and studies that address biological threat agent characteristics that are considered to pose a likely and serious threat. To preclude redundancy of effort being proposed by potential Offerors responding to the above TFAs, the BTC Program Office will vet submissions against its current list of other biological threat characteristic studies that have been funded.

1.9. Government Representatives

Science and Technology:

Mr. Matthew Moe
Program Manager
Bio-threat Characteristics Program
Department of Homeland Security
Science and Technology Directorate
Washington, DC 20528

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Business:

Mr. Aaron H. Ford
Procuring Contracting Officer
Department of Homeland Security
Office of Procurement Operations
Science & Technology Acquisition Division
Washington, DC 20528

1.10. Additional Background Information

All final reports and deliverables will be forwarded to the Biological Threat Characterization Program Office, which coordinates a repository of all Biological Threat Characterization Program documents.

2. AWARD INFORMATION

2.1. Available Amount of Funding Expected to be Awarded Through this BAA

Although subject to official fiscal appropriation and availability, it is anticipated that the Biological Threat Characteristics Program will have approximately \$1,200,000 of FY 2013 funds for award under this BAA.

2.2. Limitation of Funds

The Government reserves the right to incrementally fund contracts awarded from this BAA as provided by the FAR 52.232-22, "Limitation of Funds." Contracts or other agreements that obligate funds that are awarded will not have an initial period of performance that exceeds 12 months from the receipt of funding by the performer. However, offerors can propose a base year effort with up to three option years.

2.3. Anticipated Number of Awards

DHS S&T expects to make 3 to 6 awards using its FY 2013 funds.

2.4. Anticipated Award Types

Award type is anticipated to be in the form of Cost Reimbursement type contracts. However the Government reserves the right to award grants, Cooperative Agreements (CAs), Other Transaction Agreements (OTAs), or Interagency Agreements (IAs) to appropriate parties should the situation warrant.

2.5. Anticipated Period of Performance for New Awards

The period of performance for research efforts and studies proposed should either be for a single period not exceeding one year, or for multiple years having one base year with up to

three option years. If a multi-year project is proposed, something of tangible value must be provided not later than 30 days prior to the end of the first funding year.

Funding in the first year cannot be used for planning purposes, with the actual execution of the task to be performed in subsequent year(s). Multi-year proposals should make recommendations and present a plan that sets forth follow-on efforts in subsequent option years and estimated (rough order of magnitude) costs for the follow-on years.

Consideration of the funding of follow-on work in subsequent years will be contingent upon the value of the product(s) produced by the first-year efforts. The period of performance shall commence at the date of award. Proposals that build on current or previous work are encouraged. If Offerors are extending work performed under other DHS projects or projects for other sponsors, the proposal must clearly identify the point of departure and what existing work will be brought forward and what new effort will be performed under this BAA. The final deliverable for an effort should be a publishable final report or paper that can be peer-reviewed, along with standard analytical method(s) and relevant data.

3. ELIGIBILITY INFORMATION

This BAA is open to **ALL** responsible sources.

Offerors may include single entities or teams from academia, private sector organizations, Government laboratories, and Federally Funded Research and Development Centers (FFRDCs), including Department of Energy (DOE) National Laboratories and Centers.

3.1. Federally Funded Research & Development Centers (FFRDCs)

FFRDCs, including Department of Energy (DOE) National Laboratories and Centers, are eligible to respond to this BAA, individually or as a team member of an eligible principal Offeror, so long as they are permitted under a sponsoring agreement between the Government and the specific FFRDC.

3.2. Nonprofit Organizations, Educational Institutions and Small Business Set Aside

The Government encourages nonprofit organizations, educational institutions, small businesses, small minority disadvantaged business (SDB) concerns, Historically Black Colleges and Universities (HBCU), Minority Institutions (MI) (HBCU/MIs), women-owned businesses (WB), and Historically Underutilized Business (HUB) zone enterprises as well as large businesses, academic institutions, and Government laboratories to submit research proposals for consideration and/or to join others in submitting proposals; however, no portion of the BAA will be set-aside for these special entities pursuant to FAR Part 19.502-2, because of the impracticality of reserving discrete or severable areas of research and development in any specific requirement area.

To ensure full consideration in these programs, registration in the <https://baa2.st.dhs.gov/> website, described later in this document, requires the appropriate business type selection as well as accurate up-to-date information.

3.3. Organizational Conflict of Interest (OCI)

Organizational Conflict of Interest (OCI) issues will be evaluated on a case-by-case basis; as outlined below. Offers who have existing contract(s) to provide scientific, engineering, technical and/or administrative support directly to the DHS S&T will receive particular scrutiny.

(a) **Determination**. The Government has determined that this effort may result in an actual or potential conflict of interest, or may provide one or more Offerors with the potential to attain an unfair competitive advantage.

(b) **General Process**. If any such conflict of interest is found to exist, the Contracting Officer may (1) disqualify the Offeror, or (2) determine that it is otherwise in the best interest of the United States to contract with the Offeror and include the appropriate provisions to mitigate or avoid such conflict in the contract awarded. After discussion with the Offeror, the Contracting Officer may determine that the actual conflict cannot be avoided, neutralized, mitigated, or otherwise resolved to the satisfaction of the Government, and the Offeror may be found ineligible for award.

(c) **Disclosure**: The Offeror must represent, as part of its proposal and to the best of its knowledge that: (1) 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 (2) It has included information in its proposal, providing all current information bearing on the existence of any actual or potential organizational conflicts of interest, and has included the mitigation plan in accordance with paragraph (d) of this provision.

(d) **Mitigation/Waiver**. If an Offeror with a potential or actual conflict of interest or unfair competitive advantage believes it can be mitigated, neutralized, or avoided, the Offeror shall submit a mitigation plan to the Contracting Officer for review. Award of a contract where an actual or potential conflict of interest exists shall not occur before Government approval of the mitigation plan.

(e) **Other Relevant Information**. In addition to the mitigation plan, the Contracting Officer may require further relevant information from the Offeror. The Contracting Officer will use all information submitted by the Offeror, and any other relevant information known to DHS, to determine whether an award to the Offeror may take place, and whether the mitigation plan adequately neutralizes or mitigates the conflict.

(f) **Corporation Change**. The successful Offeror shall inform the Contracting Officer within thirty (30) calendar days of the effective date of any corporate mergers, acquisitions, and/or divestures that may affect this provision.

(g) **Flow-down**. The contractor shall insert the substance of this clause in each first tier subcontract that exceeds the simplified acquisition threshold.

4. APPLICATION AND SUBMISSION INFORMATION

4.1. BAA Package Download.

This BAA package may be downloaded in its entirety from the Federal Business Opportunities (FBO) website <http://www.fbo.gov> or from <https://baa2.st.dhs.gov>.

Registration is not required to download the BAA package; however, a registration in <https://baa2.st.dhs.gov/> is required to upload a response to the BAA.

4.2. Application and Submission Process

Submissions will not be accepted from organizations that have not registered. Any organization that wishes to participate in this solicitation must register at: <https://baa2.st.dhs.gov/>.

(a) Submitting a Response to this BAA:

1. To begin the registration process, log on to <https://baa2.st.dhs.gov> and select *Submissions* link from the side menu. Note users will need their respective company's Tax Identification Number (TIN) or Employee Identification Number (EIN) to complete registration.
2. After logon, click on "Start New Proposal" to initiate a new white paper (a completed DHS Biological Threat Characteristics Program Project Proposal Form—See Section 8.2 – Appendix B) registration, and fill in the requisite fields, including selecting the specific Technical Topic Area (TTA) to be addressed by the proposed technology. For additional information download the Submissions training guide that can be found from the upper right hand corner of the FAQs.
3. The White Papers (DHS Biological Threat Characteristics Program Project Proposal Forms) must limit the entries for each section of the form to the number of words specified in Section 8.2, Appendix B; any excess words submitted will not be evaluated. Users will receive confirmation of their submission via e-mail. You may revise your Project Proposal Form (White Paper) submission until the deadline. Failure to submit a White Paper (completed DHS Biological Threat Characteristics Program Project Proposal Form) will disqualify an Offeror from consideration for submitting a Full Proposal.
4. Offerors may register to submit as many white papers for as many TTAs as desired. Each white paper (DHS Biological Threat Characteristics Program Project Proposal Form) submitted must address a primary TTA. If the proposed technology has any relationship to other TTAs over and above the TTA the

white paper will be submitted under, then the white paper should address how the proposed technology relates to these additional TTAs.

5. If submitting multiple white papers, it is NOT necessary to register multiple times. Registration for multiple white papers can be made by using the Start New Proposal button as many times as needed. Submissions will not be accepted from organizations that have not registered. Any organization that wishes to participate in this solicitation must register at: <https://baa2.st.dhs.gov>
6. In teaming situations, the lead organization must remain the same on both the White Paper (in Project Proposal Form format), and if selected, the Full Proposal. Any Full Proposal submitted by organizations that were not the lead organization for the White Paper (DHS Biological Threat Characteristics Program Project Proposal Form) submission will be considered non-responsive.

Full Proposals shall be delivered via upload in accordance with instructions provided during registration.

NOTE: No Classified White Papers (DHS Biological Threat Characteristics Program Project Proposal Forms) or Full Proposals (or portions of proposals) will be accepted.

The proposal submissions will be protected from unauthorized disclosure in accordance with FAR 15.207, applicable law, and DHS regulations. Offerors are expected to appropriately mark each page of their submission that contains proprietary information.

The DHS BAA website at <https://baa2.st.dhs.gov> offers electronic access to BAA solicitations, Frequently Asked Questions (FAQs), answers to FAQs, abstracts of previously funded projects, and hyperlinks to other useful information.

For step-by-step instructions for registering your company and submitting your proposal, please refer to the “Registrations and Submissions Training Guide” which can be accessed by clicking the link at the top right corner of the Frequently Asked Questions (FAQs) page.

IMPORTANT: Before submitting a proposal for the first time, you must first register your company and user account in the system. It is recommended that the Business Official or an authorized representative designed by the Business Official be the first person to register for your company. Your company’s Taxpayer Identification Number (TIN) is required during registration. (If your company is registered, other new users may register and associated their information with the company’s existing record. When registration is completed, users can submit and manage their proposals.

NOTE: User registration is not sufficient for registering the White Paper. To register your White Paper, you must log on with your credentials. Click the “Start New Proposal” button. When the Start the New Proposal page displays, pick the solicitation and topic, and then enter the title of the white paper/proposal that you are submitting. When you have entered the title, click the “Add Proposal to Activity Worksheet” button. The Proposal

Activity worksheet page lists your proposal in the Proposals in progress section of the page. You white is registered at this point. Repeat this step before the White Paper registration deadline for every white paper you wish to register.

After you have completed the Coversheets and uploaded your White Paper document, you must click on the “Submit White Paper” button to submit the White Paper; simply uploading the document is not sufficient. After you have uploaded your Full Proposal documents, you must click on the “Submit Proposal” button to submit the Full Proposal; simply uploading the documents is not sufficient.

4.3. Format and Content of White Paper (DHS Biological Threat Characterization Program Project Proposal Form)

DHS Biological Threat Characterization Program Project Proposal Forms are being solicited in the first phase rather than White Papers in narrative form. For the purposes of the BAA website, a completed Biological Threat Characterization Program Project Proposal Form (a MS Word document) constitutes a White Paper. The due date for the White Papers (completed DHS Biological Threat Characterization Program Project Proposal Forms) is no later than **4:30 P.M. (Local Eastern Time) on February 14, 2013**. **Initial DHS S&T evaluation of the Biological Threat Characterization Program Project Proposals Forms (White Papers) will be issued via e-mail notification on or about April 29, 2013.**

DHS Biological Threat Characterization Program Project Proposal Form Preparation and Submission Guidelines

It is required that a DHS Biological Threat Characterization Program Proposal Form be submitted prior to a Full Proposal to determine the acceptability of the proposed concept to one or more of the Broad Agency Announcement TFAs. Submitters will be invited to submit Full Proposals based on the Project Proposal Form (White Paper) review. Awards will be based on the Full Proposals.

A copy of the DHS Biological Threat Characterization Program Project Proposal Form (White Paper) is attached as Appendix 8.2. Entries in the various sections of the Project Proposal Form should be concise and conform to the specified word count limitations. All pages shall be printed single-spaced on 8-1/2 by 11 inch paper with type not smaller than 12 point font. Pertinent figures, tables, and charts are encouraged and are not included in the word count and font size limitation for the various sections of the Project Proposal Form. The font for diagrams, figures, or tables should have fonts that are legible – no smaller than 8 point font. No formal transmittal letter is required for the Phase 1 submissions.

Only one DHS Biological Threat Characterization Program Proposal Form (White Paper) should be submitted for a particular TFA or group of TFAs. **To avoid duplicative review of proposals, offerors are not to submit the same proposal separately under different TFAs.** Proposals that are related (focused on CAS from the same CTA or focusing the same collection or analytical techniques on the CAS from different CTAs may be

submitted separately; however, the linkage of the two efforts should be clearly indicated in the narratives.

4.4. Format and Content of Full Proposals

Note: *DHS Biological Threat Characterization Program Project Proposal Forms (referred to as White Papers on the website) are required prior to submitting a Full Proposal.*

Full Proposals

The due date for receipt of Full Proposals is 4:30 P.M. (Local Eastern Time) on **June 10, 2013**. **Full Proposals WILL NOT BE ACCEPTED after the published due date.** It is anticipated that negotiations for award will commence on or about **June 25, 2013**. As soon as the final proposal evaluation process is complete, the Offeror will be notified via e-mail of its selection or non-selection for an award. **NOTE: Full Proposals exceeding the page limit will not be evaluated.**

Full Proposal Format: Volume 1 Technical Proposal; and Volume 2 - Cost Proposal

Only offerors who submit a Biological Threat Characterization Program Project Proposal Form (White Paper), which is deemed as having “particular value” to DHS S&T will be considered for full proposals. The Government will advise in writing those Offerors selected for full proposals. **FULL PROPOSALS WILL NOT BE ACCEPTED FROM ANY OFFERORS OTHER THAN THOSE INVITED TO SUBMIT FULL PROPOSALS.**

NOTE TO PROSPECTIVE OFFERORS: Feedback will not be provided to those Offerors not encouraged to submit a full proposal.

Full proposals will consist of two volumes: a Technical Proposal volume and a Cost Proposal volume.

- Paper Size – 8.5-by-11-inch paper
- Margins – 1 inch
- Spacing – Single- or double-spaced
- Font – Times New Roman, 12 point. Text embedded within graphics or tables in the body of the Project Description Form should be legible and not smaller than 8 point.
- Number of Pages –
 - Volume 1 (Technical Proposal): No more than 20 single-sided pages. Full proposals exceeding the page limit will not be evaluated. The Official Transmittal

Letter, as well as the cover page, table of contents and resumes/biographical information about potential performers in the Full Proposal are not subject to the page limitation.

- Volume 2: (Cost Proposal): No page limitation.
- Copies – A proposal shall consist of one electronic file for the Technical Proposal volume and one electronic volume for Cost proposal volume. Electronic files will be in portable document format (PDF), readable by IBM-compatible PCs. Each file size must be no more than 10 MB.

Full Proposal Content

VOLUME 1: Technical Proposal

Volume I of the Full Proposal shall be in the form of a Technical Proposal volume. Responsiveness to the order and content of sections listed in Volume I is important to assure thorough and fair evaluation of proposals. Nonconforming proposals may be rejected without review. The Technical Proposal shall cover all of the elements of the Project Proposal Form (White Paper) that was submitted. In particular, the Technical Proposal must cover the following points in more detail:

- **Official Transmittal Letter**: This is an official transmittal letter with authorizing official signature. For an electronic submission, the letter can be scanned into the electronic proposal. The letter of transmittal shall state whether this proposal has been submitted to another government agency, other than DHS S&T, and if so, which one and when.
- **Cover Page**: This should include the words “Technical Proposal” and the following:
 - 1) BAA number;
 - 2) Title of Proposal;
 - 3) Identity of prime Offeror and complete list of subcontractors, if applicable;
 - 4) Technical contact (name, address, phone/fax, electronic mail address);
 - 5) Administrative/business contact (name, address, phone/fax, electronic mail address); and,
 - 6) Duration of effort (separately identify the basic effort and any options)
- **Table of Contents**
- **Executive Summary**: Summarize the Proposal and the expected benefits of the solution.

- **Proposal:** Describe the proposed work and the associated technical and management issues.
- **Performance Goals:** Describe the overall methodology and how it will meet the objectives and the TFA(s) of Section 1.8.3.
- **Detailed Technical Approach:** Describe the proposed technical issues and methodology to address the stated program objectives set forth in the TFA(s).
- **Statement of Work (SOW), Schedule, and Milestones:** Provide an integrated display for the proposed research, showing each task with major milestones. Include a proposed schedule for the effort (estimated dates of tasks, milestones and deliverables). Describe how each task will be performed and identify sub-tasks, if appropriate. Include a section clearly marked as the SOW you propose to undertake. It is anticipated that the proposed SOW will be incorporated as an attachment to the resultant award instrument. To this end, such proposals must include a severable self-standing SOW without any proprietary restrictions, which can be attached to the contract or agreement award.
- **Deliverables:** Provide a brief summary of all deliverables proposed under this effort, including data, and reports consistent with the objectives of the work; along with suggested due dates (calendar days after the effective date of award). This section shall be severable, i.e., it will begin on a new page and the following section shall begin on a new page. It is anticipated that the proposed detailed list and description of all deliverables will be incorporated as an attachment to the resultant award instrument. To this end, such proposals must include a severable self-standing detailed list and description of all deliverables without any proprietary restrictions, which can be attached to the contract or agreement award.
- **Management Plan:** Provide a brief summary of the management plan, including an explicit description of what role each participant or team member will play in the project, and their past experience in technical areas related to this proposal.
- **Facilities:** List the location(s) where the work will be performed, and the facilities to be used. Describe any specialized or unique facilities which directly affect the effort.
- **Government-Furnished Resources:** Provide a brief summary of required information and data which must be provided by the Government to support the proposed work, if any.
- **Cost Summary:** Summarize the projected total costs for each task in the initial period of performance and any proposed option years of the effort, including a summary of subcontracts, man hours, and consumables.

- **Resumes for Key Personnel:** In Appendix A, provide resumes and *curriculum vitae* (CVs) for each of the key personnel. These resumes do not count toward the 20-page limit.
- **Other DHS Support:** As an appendix, provide a list of any current or pending awards or proposals with DHS that pertain to BTCP. This section will not count towards the 20-page limit.

VOLUME 2: Cost Proposal

The Cost Proposal shall consist of a cover page and two parts, Part 1 and Part 2. Part 1 will provide a detailed cost breakdown of all costs by cost category and Part 2 will provide a Cost breakdown by task/sub-task using the same task numbers in the Statement of Work. Options must be separately priced. The cost proposal in the full proposal phase should not significantly exceed the cost estimate provided in the DHS Biological Threat Characteristics Program Proposal Form (White Paper) phase. **Those full proposals that have a cost that is significantly higher than was previously provided in the white paper phase will be subjected to additional scrutiny and critical review to determine why the original estimate of cost was exceeded.**

Cover Page: The use of the SF 1411 is optional. The words “Cost Proposal” should appear on the cover page in addition to the following information:

- BAA number;
- Title of Proposal;
- Identity of prime Offeror and complete list of subcontractors, if applicable;
- Technical contact (name, address, phone/fax, electronic mail address)
- Administrative/business contact (name, address, phone/fax, electronic mail address) and;
- Duration of effort (separately price out the basic effort and any options)

Part 1: Detailed breakdown of all costs by cost category. The Offeror should provide a total estimated price for major demonstrations and other activities associated with the program, including cost sharing, if any. The Offeror should state whether any Independent Research and Development (IR&D) program is or will be dedicated to this effort, or if IR&D is being pursued to benefit related programs as well. Any cost sharing estimates should include the type of cost share, i.e. cash or in-kind. If in-kind is proposed, the Offeror should provide a discussion of how the cost share was valued.

- **Direct Labor** – Individual labor category or person, with associated labor hours and *unburdened* direct labor rates;
- **Indirect Costs – Fringe Benefits, Overhead, G&A, COM, etc.** (*Must show base amount and rate*)
- **Travel** – Number of trips, destinations, durations, etc. (Travel estimate should include costs for attendance/presentation at an annual one-day Biological Threat

Characterization Program Review that is held in the Washington metropolitan area.)

- **Subcontract** – A cost proposal *as detailed as the Offeror's cost proposal* will be required to be submitted by the subcontractor. The subcontractor's cost proposal can be provided in a sealed envelope with the Offeror's cost proposal or will be requested from the subcontractor at a later date;
- **Consultant** – Provide consultant agreement or other document which verifies the proposed loaded daily/hourly rate;
- **Materials**--Materials should be specifically itemized with costs or estimated costs. Where possible, indicate purchasing method, (Competition, engineering estimate, market survey, etc.)
- **Other Direct Costs**--Other Directs Costs, particularly any proposed items of equipment or facilities. Equipment and facilities generally must be furnished by the contractor/recipient. Justifications must be provided when Government funding for such items is sought.
- **Fee/Profit** including fee percentage.

Part 2: Cost breakdown by task/sub-task using the same task numbers in the Statement of Work.

Part 3: Full Proposal (Phase 2) Summary of Costs and Related Information Form (See Section 8.4 – Attachment D of this BAA). Please complete this form and provide it as an attachment to the Cost Proposal. Certified cost and/or pricing data may be required.

The Cost Proposal should be consistent with your proposed SOW. Activities such as demonstrations required to reduce the various technical risks should be identified in the SOW and reflected in the Cost Proposal. The Offeror should provide a total estimated price for the major Research, Development, Test, and Evaluation (RDT&E) activities associated with the program.

For the Cost Proposal, the DHS BAA website system has a web form where the Offeror may enter data regarding the cost proposal. The system does not allow the Full Proposal to be submitted without completing this Cost Proposal web form. Offerors may choose to not enter information in the Cost Proposal web form since the Cost Proposal cover page, Part 1, and Part 2 will be uploaded separately. However, Offerors will still need to go to the last page of the Cost Proposal web form and hit the confirmation button noting that the Offeror has reviewed the empty web form and is submitting the web form blank.

4.5. Protection of Information Uploaded to BAA Website:

All data uploaded to <https://baa2.st.dhs.gov/> is protected from public view or download. All submissions will be considered proprietary/source selection sensitive and protected accordingly. Documents may only be reviewed by the registrant, authorized Government representatives, and assigned evaluators.

4.6. Significant Dates and Times

DHS S&T plans to review all Project Proposal Forms (referred to as White Papers on the website) and subsequent Full Proposals in accordance with the “Anticipated Schedule of Events” set forth in the table in this section, using the evaluation criteria described in Section 5.1. After the Project Proposal Forms (White Papers) review, DHS S&T will notify Offerors, electronically or in writing, either allowing or not allowing submission of a Full Proposal based upon that review. A Review Panel will evaluate the Full Proposals using the criteria specified under the evaluation criteria set forth in Section 5.1. Following that review, Offerors will be notified whether or not their proposal has been selected for negotiation. It is anticipated that multiple awards may be made under this BAA.

The Government reserves the right to fund none, some, or all of the proposals received. It is the intention upon completion of proposal evaluation to notify Offerors of an initiation of negotiation for awards or rejection of their proposal. Awards will be made based on the evaluation, funds availability, and other programmatic considerations.

Anticipated Schedule of Events *		
Event	Due Date	Time (E.T.)
BAA Posted to Website	12/14/2012	N/A
Deadline for Submission of Project Proposal Form (White Paper) Questions	01/24/2013	4:30 PM
White Paper (in Project Proposal Form format) Website Registration deadline – White Paper (Project Proposal Form) Due Date	02/14/2013	4:30 PM
Invitations to submit Full Proposals Sent	04/29/2013	N/A
Deadline for Submission of Full Proposal Questions	05/18/2013	4:30 PM
Full Proposal Website Registration deadline - Full Proposal Due Date	06/10/2013	4:30 PM
Notification of Selection for Award Negotiations	06/24/2013	N/A
Contract Award	TBD	N/A
Kickoff Meetings	TBD	TBD

* These dates are estimates as of the date of this announcement.

4.7. Submission of Late White Papers (Project Proposal Forms) and Full Proposals

White Papers (in Project Proposal Form format) and Full Proposals **WILL NOT BE ACCEPTED** after the published due dates.

4.8. Further Assistance Needed for this BAA

The applicable electronic address for all correspondence for this BAA is:
Aaron.Ford@hq.dhs.gov.

For technical assistance with using the <https://baa2.st.dhs.gov/> website, submit questions to the administrators at dhsbaa@reisystems.com, phone (703) 480-7676.

4.9. BAA Contractual and Technical Questions.

All contractual and technical questions regarding this BAA including the published requirements and instructions must be directed to the Contracting Officer at - Aaron.Ford@hq.dhs.gov . The program and technical staff will not acknowledge, forward, or respond to any inquiries received in any other manner concerning this BAA. Contractual questions and answers will be posted periodically under the Frequently Asked Questions (FAQs) section on the www.fbo.gov and <https://baa2.st.dhs.gov> websites.

5. EVALUATION INFORMATION

5.1. Evaluation Criteria

The evaluation of White Papers (in Project Proposal Form format) and Full Proposals will be accomplished through an independent technical review using the following criteria, which are listed in descending order of relative importance.

Criterion I: Utility to DHS: Potential of the proposed work for providing technology or solutions that address one or more of the TFAs set forth in Section 1.8.3 of this BAA. Utility to DHS will also be assessed on the criteria used to conduct programmatic analysis reviews of the entire S&T portfolio, of which the Biological Threat Characterization Program is a part.

- **Impact on client mission** (High Impact Potential & High Technical Feasibility)
 - o Will the deliverable(s) make a positive impact on reducing risk uncertainty associated with the bioagent?
 - o Will the deliverable significantly improve existing capabilities?
- **Transitioning of relevant products to the field** (High Relevance & High Transition Likelihood)
 - o Is the customer community waiting to implement the deliverable?
- **Technical investment positioning the organization for the future** (High Research Leadership & Low Technical Maturity)
 - o Is the research positioning the organization and its customers for the future?

- **Clarity of purpose** (High Clarity of Customer Need & High Project Clarity)
 - o Is the project clear on what it is trying to achieve?
- **Appropriate level of customer involvement** (High level of customer involvement through whole project lifecycle.)
 - o Is the project lined up with well understood customer requirements?
- **Sufficient innovation to approach the challenges** (High Degree of Innovation & Significant Novel Thinking)
 - o Is the project using a new approach or leveraging best practices from projects in other domains)

Criterion II: Sound Technical Approach: Presentation of a sound technical approach to the proposed work that demonstrates reasonableness and responsiveness, as well as, an understanding of the challenges presented by one or more of the TFAs.

Criterion III: Sound Management Approach: Presentation of a sound managerial approach to the proposed work, including a demonstrated understanding of the issues and challenges associated with achieving the goals of the topic, and a strategy to address those issues and challenges. A successful team will possess multidisciplinary expertise to address the complexity of the effort.

Criterion IV: Capability to Perform and History of Performance: Demonstration of a capability to perform the proposed work, including history of previous performance in developing related solutions and technologies. Proposals that utilize industry-academic partnering or utilize industry-Government partnering which enhances the development of novel S&T advances will be given favorable consideration.

Criterion V: Cost Realism: Presentation of accurate, well-founded and reasonable estimates of all costs related to performance of the proposed effort, including an appropriate allocation of labor resources. Members of the Evaluation panel will be looking for overall best value to the government.

Evaluation of White Papers (in Project Proposal Form format) and Full Proposals will be based on an assessment of the overall best value to the government based on the aforementioned criteria. Awards will be made based upon Full Proposal evaluation, funds availability, and other programmatic considerations, including awards to lesser rated proposals where orthogonal or alternative approaches and technologies are deemed to be more technically advantageous.

NOTE: DHS S&T reserves the right to select for award and fund all, some, or none of the Full Proposals received in response to this announcement.

5.2. Evaluation Panel

All properly submitted White Papers (in Project Proposal Form format) and Full Proposals that conform to the BAA requirements will be evaluated by a Source Selection Evaluation Board (SSEB) comprised of government and non-government technical experts drawn from staff within DHS S&T, other Federal agencies and subject matter experts from contract support personnel. All government personnel are bound by public law to protect proprietary information. Contract personnel who will have access to any proprietary data will be bound by appropriate non-disclosure agreements to protect proprietary and source-selection information and shall certify that they have no financial interest in any submissions evaluated. They will not be permitted to release any source-selection information to third parties, including others in their organization. Contractors will serve as non-voting members of the SSEB. Submissions and information received in response to this BAA constitute permission to disclose that information to certified evaluators under these conditions.

6. AWARD ADMINISTRATION INFORMATION

6.1. Comments or Concerns about Solicitation

If Offerors have any comments or concerns about this solicitation, the DHS S&T Contracting Officer can be contacted by mail at:

U. S. Department of Homeland Security
ATTN: Mr. Aaron H. Ford, Procuring Contracting Officer
Office of Procurement Operations/S&T Directorate - Stop 210
245 Murray Lane, SW
Washington, DC 20528

6.2. Reporting

The following *minimum* deliverables will be required under traditional procurement contracts or other transactions agreements awarded to those Offerors whose Full Proposals are selected for award.

Monthly Project Status Report

Reports of project status will be solicited on a monthly basis from all performers using Biological Threat Characterization Program "Monthly Project Status Report Forms." A sample of the Monthly Project Status Report Form is provided in Appendix C of this BAA. These reports will be electronically submitted to the program manager within fifteen days after the last day of each month. The Monthly Project Status Report Forms provide a standardized format to collect the following information:

Static Information (Information that does not change monthly over the project):

- Project Title
- DHS Project Control #
- Period of Performance
- Principal Investigator's Name, Telephone Number, E-mail and Unclassified/Secure Facsimile Number(s)
- Performer's Financial Contact Name and Telephone Number

Monthly Update Information To Be Provided in Bulleted or Short Narrative Format:

- Activity During the Past Reporting Period (month)
- Progress Achieved Against Deliverable(s) During Reporting Period
- Progress Achieved Against Project Milestones and Tasks During Reporting Period
- Deliverables Submitted This Period
- Milestones Reached/Achieved This Period
- Other Noteworthy Accomplishments (Meetings, Presentations, Publications, etc.)
- Topics of Concern/Slippage (Technical, Schedule and/or Cost)
- Recovery Plan (if needed)
- Explicit Plans for Next Month
- Project Budget Information (Amount Spent During Reporting Period, Cumulative Amount Spent Since Project Inception, and Amount of Funding Remaining)

Performers are requested to provide monthly update information only in those sections of the form that are applicable to the activities performed during the reporting period. If there is no updated information to report in a section, it can be marked "N/A" for Not Applicable, or left blank.

The following deliverables, primarily in contractor format, are anticipated as necessary. However, specific deliverables should be proposed by each Offeror and finalized with the Contracting Officer:

- Monthly Progress Status Reports
- Presentation Material
- Other Documents or Reports
- Final Report (suitable for publishing and peer review)

6.3. Project Conferences, Meetings and Reviews

The Biological Threat Characterization Program schedules monthly telephone conferences in which all performers are encouraged to participate. Matters of general interest to the performers are provided on agendas that are e-mailed to the performers along with dial-in instructions for access to a toll-free telephone bridge. Those issues that are relevant only to one performer or proprietary in nature are discussed in separate telephone conferences between the performer and the Biological Threat Characterization Program office staff.

Program status reviews may also be held to provide a forum for reviews of the latest results from experiments and any other incremental progress towards the deliverables and major demonstrations. These meetings will be held at various sites throughout the country. For costing purposes, Offerors should assume that one of these one-day meetings will be at or near DHS S&T, Washington D.C., and one other meeting will be held at the contractor's facility or a near-by government facility.

6.4. Additional Deliverables

Performers should define additional program-specific deliverables as appropriate for the proposed approach. The Government may describe additional deliverables at the time full proposals are requested.

It is desired, whenever possible, that final reports be in a format that is publishable in appropriate scientific journals so that peer review can be conducted.

6.5 Biological Weapons Convention (BWC) Compliance Documentation

Those Offerors, whose full proposals are selected for funding, will be provided two forms which will need to be completed and expeditiously returned to the Biological Threat Characterization Program Office. Blank forms will be provided with the letter confirming selection of the proposal. These forms consist of the following:

q

- BWC Treaty Compliance Project Summary Form
- BWC Checklist

7. OTHER INFORMATION

7.1. Government Property, Government Furnished Equipment, and Facilities

The Government may provide government-furnished equipment (GFE), resources (GFR), information (GFI), or services (GFS) under the terms of each negotiated contract or agreement. GFE, GFR, GFI, or GFS requested by an Offeror must be factored into the Offeror's project cost. Each Offeror must provide a very specific description of any equipment or hardware it needs to acquire to perform the work. This description should indicate whether or not each particular piece of equipment or hardware will be included as part of a deliverable item under the resulting award.

In addition, this description should identify the component, nomenclature, and configuration of the equipment or hardware that it proposes to purchase for this effort. The Government wants to have the contractor purchase the equipment or hardware for deliverable items under its contract. It will evaluate case-by-case the purchase, on a direct reimbursement basis, of special test equipment or other equipment, not included in a deliverable item will be evaluated for allowability on a case-by-case basis. Maximum use of Government integration, test, and experiment facilities is encouraged in each of the Offeror's proposals.

Government research facilities may be available, and should be considered as potential GFE. These facilities and resources are of high value, and some are in constant demand by multiple programs. The use of these facilities and resources will be negotiated as the program unfolds. Offerors should explain which of these facilities they recommend and why.

If any prototype, instrument or device that is produced during the period of performance of a funded project, a sample shall be delivered to DHS S&T CBD before the end of the period of performance for demonstration purposes. More specific information about the provision of a sample(s) will be incorporated in the Statement of Work.

7.2. Security Classification

No Classified Project Description Forms or Full Proposals (or portions of proposals) will be accepted.

7.3. Information for White Paper (in Project Proposal Form format) and Full Proposal Respondents

This BAA seeks to solicit sound scientific studies and techniques to address the DHS Biological Threat Characterization Program objectives set forth in Section 1.8.2. It will not be construed as an obligation on the part of the Government to acquire any products or services. No entitlement to payment of direct or indirect costs or charges by the Government will arise as a result of submission of responses to this BAA and the Government's use of such information. Respondents to this BAA may be requested to provide additional information based on their submittals. Unnecessarily elaborate responses containing extensive marketing materials are not desired.

7.4. SAFETY Act

As part of the Homeland Security Act of 2002, Congress enacted the Support Anti-Terrorism by Fostering Effective Technologies Act of 2002 (the "SAFETY Act"). The SAFETY Act puts limitations on the potential liability of firms that develop and provide qualified anti-terrorism technologies. DHS S&T, acting through its Office of SAFETY Act Implementation (OSAI) encourages the development and deployment of anti-terrorism technologies by making available the SAFETY Act's system of "risk management" and "liability management." Offerors submitting proposals in response to this BAA are encouraged to submit SAFETY Act applications for their existing technologies. They are invited to contact OSAI for more information, at 1-866-788-9318 or helpdesk@safetyact.gov. They also can visit OSAI's Web site at www.safetyact.gov.

7.5 Subcontracting Plan

Successful contract proposals that exceed \$650,000.00, submitted by all but small business concerns, will be required to submit a Small Business Subcontracting Plan in accordance with Federal Acquisition Regulation (FAR) 52.219-9, prior to award.

7.6 Certificate of Current Cost or Pricing Data

Successful contract proposals that exceed \$700,000.00 may require the submission of a Certificate of Current Cost or Pricing Data in accordance with FAR 15.403-4(b)(2), prior to award.

8. APPENDICES

8.1 - APPENDIX A – List of Acronyms

BAA	Broad Agency Announcement
CA	Cooperative Agreement
CBD	Chemical and Biological Division
DHS	Department of Homeland Security
DOE	Department of Energy
FAQs	Frequently Asked Questions
FAR	Federal Acquisition Regulations
FBI	Federal Bureau of Investigation
FBO	Federal Business Opportunities (www.fbo.gov)
FOUO	For Official Use Only
FFRDC	Federally Funded Research and Development Center
G&A	General and Administrative
GFE	Government-Furnished Equipment
GFI	Government-Furnished Information
GFR	Government-Furnished Resources
GFS	Government-Furnished Services
HBCU	Historically Black Colleges and Universities
HSPD	Homeland Security Presidential Directive
HUB	Historically Underutilized Businesses
IAA	Interagency Agreement
IR&D	Independent Research and Development
MI	Minority Institutions
NTAs	Non-traditional Agents
OSAI	Office of SAFETY Act Implementation (DHS)
OTs	Other Transactions
PDF	Portable Document Format
PL	Public Law
PPF	Project Proposal Form (Biological Threat Characterization Program Form used in place of narrative White Paper- Treated as White Paper on website)
RFP	Request for Proposal
RDT&E	Research, Development, Test and Evaluation
S&T	Science and Technology
SAFETY Act	Support Anti-Terrorism by Fostering Effective Technologies Act 20
SDB	Small Disadvantaged Businesses
TCA	Threat Characterization and Attribution
TFA	Technical Focus Area

8.2 – Appendix B - Sample White Paper in “DHS Biological Threat Characterization Program Project Proposal Form” Format

**Biological Threat Characterization Program
FY 2013 PROJECT PROPOSAL FORM (White Paper)**

Name of Project
Project Name XXX
Biological Threat Characteristic BAA TFA# or TFA#s Being Addressed in This Proposal
TFA# or N/A
Name(s) and Contact Information of Performers
Name: XXX Mailing Address: XXX Telephone: XXX Fax: XXX Secure Fax: XXX Email: XXX Secure Email : XXX
Name and Contact Information of Financial Contact
Name: XXX Mailing Address: XXX Telephone: XXX Fax: XXX Email: XXX
Requirement Addressed (500 words or less) (Reference Technology Focus Area[s])
XXX
Summary of Technical Approach & Project Activity (2,500 words or less)
XXX
Justification & Potential Benefits/Outcomes of Project (750 words or less)
XXX
Relationship to Other Proposals Being Submitted in Response to This BAA, if Any (300 words or less)
XXX
List of Tasks and Schedule During First Year (From Contract Award Date) (1,000 words or less)
Task 1: Task Name XXX (Contract Award Date to X month) Task 2: Task Name XXX (Month X to X month) ... Task N: Task Name XXX (Month X to X month) (Note: POP not to exceed 12 months)
Approximate Cost of Each Task/Total Project Cost During First Year
Task 1 Cost: \$ XXX Task 2 Cost: \$ XXX ... Task N Cost: \$ XXX Total Cost: \$ XXX
Description of Deliverable(s) and Schedule of Delivery During First Year
Deliverable 1: Deliverable Name XXX (Contract Award Date + X months) Deliverable 2: Deliverable Name XXX (Contract Award Date + X months) ... Deliverable N: Deliverable Name XXX (Contract Award Date + X months)
Proposed Follow-on Tasks in Option Years (If Multi-Year Project) (1,000 words or less)
Option Year #1 Tasks: Task Name(s) XXX Option Year #2 Tasks: Task Name(s) XXX Option Year #3 Tasks: Task Name(s) XXX

Estimated Costs for Work in Follow-On Years (If Multi-Year Project)
Total Cost for Option Year #1 Tasks: \$ XXX
Total Cost for Option Year #2 Tasks: \$ XXX
Total Cost for Option Year #3 Tasks: \$ XXX
Go / No Go Decision Point(s) for Project Completion &/or Follow-On Work (150 words or less)
Project Completion and/or Follow-on Decision Point(s): (<i>Criteria at completion of particular Task or Deliverable</i> (Contract Award Date + X months)
Related Experience/Qualifications of Performer(s)/Laboratory (500 words or less)
XXX
References/Related Research (500 words or less)
XXX
Comments (500 words or less)
XXX

Conformed Through Amendment 000005

8.3. – Appendix C- Sample DHS Biological Threat Characterization Program
 “Monthly Project Status Reporting Form”

**DHS BIOLOGICAL THREAT CHARACTERIZATION PROGRAM
 FY 2013 MONTHLY PROJECT STATUS REPORT FORM**

PERFORMER: XXX
MONTHLY PROJECT STATUS REPORT # x

For: xxx 201X (Month/Yr.)
Date Submitted: xxx ,201X

(Must be submitted to DHS PM by 15th of following month)

Deliverable: Biological Threat Characterization Studies	
Project Title: Project Name XXX	
Purchase Request/IAA No.: XXX	Period of Performance: Contract Award Date (C.A.D.) [xx/xx/201X] + X Months = xx/xx/201X
Principal Investigator (PI): XXX	PI Telephone No.: XXX
PI Email: XXX	PI Facsimile No.: XXX
Financial Contact: XXX	Financial Contact Telephone No.: XXX
DHS Program Manager: XXX	DHS PM Telephone No.: XXX
DHS PM Email: XXX	DHS PM Facsimile No.: XXX

(Instructions: Provide bullets, short narrative and/or budget information updates in regular (non-Bold) red font at areas marked with “xxx,” where applicable. If nothing relevant to report occurred during reporting period, leave “xxx” on form. Use Bold red font if a noteworthy technical accomplishment is being reported that is appropriate for bringing to the attention of DHS and other federal senior managers [e.g. White House]. Completed forms should be provided as attachments to an e-mail to XXX and XXX by the 15th of the following month.

Activity During Past Month: xxx

Progress Achieved Against Deliverables: (C.A.D. = Contract Award Date)

Deliverable 1: Deliverable Name XXX (C.A.D. + X Mo. = xx/xx/200x) xxx

Deliverable 2: Deliverable Name XXX (C.A.D. + X Mo. = xx/xx/200x) xxx

Deliverable n: Deliverable Name XXX (C.A.D. + X Mo. = xx/xx/200x) xxx

Progress Achieved Against Project/Milestones/Tasks This Reporting Period:

Task 1: Task Name XXX (C.A.D. + X Mo. = xx/xx/200x) xxx

Task 1.1: xxx

Task 1.2: xxx

Task 2: Task Name XXX (C.A.D. + X Mo. = xx/xx/200x) xxx

Task 2.1: xxx

Task 2.2: xxx

Task 2.n: xxx

Task 3: Task Name XXX (C.A.D. + X Mo. = xx/xx/200x) xxx

Task 3.1: xxx

Task 3.2: xxx

Task 3.n: xxx

Deliverables Submitted This Period: xxx

Milestones Reached/Achieved This Period: xxx

Other Noteworthy Accomplishments (Meetings, Presentations, Publications, etc.): xxx

Topics of Concern/Slippage: xxx

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- Technical - **xxx**
- Cost - **xxx**
- Schedule – **xxx**

Recovery Plan (if needed): **xxx**

Explicit Plans for Next Month:

Task # _: **xxx**

Task # _: **xxx**

Project Budget Information:

Total FY 20112Funding Available:	\$XXX
Spent this Month:	xxx
Cumulative Amount Spent since Inception of Project:	xxx
Amount of Funding Remaining:	xxx

Conformed Through Amendment 00003

8.4. – Appendix D- Full Proposal Summary of Costs and Related Information Form

Full Proposal (Phase 2) Summary of Costs and Related Information

(Add additional rows, as required. Submit as attachment to Cost Proposal)

TASK INFORMATION

Project Title:
Total Cost of Base Year Effort: \$
Total Cost of Base + Option Year Efforts: \$
Base Year Fixed Fee (Amount & % of cost): \$ (%)
Base Year Period of Performance (mos): months
Option Years Proposed (if any):

TASK INFORMATION

Base Year Tasks: (Add additional rows, if needed)

Task #1: (Amount & Task Title) \$
Task #2: (Amount & Task Title) \$
Task #3: (Amount & Task Title) \$
Task #n: (Amount & Task Title) \$
Base Year Total (Amount) \$

Option Year #1 Tasks (if any):

Task #1: (Amount & Task Title) \$
Task #2: (Amount & Task Title) \$
Task #3: (Amount & Task Title) \$
Task #n: (Amount & Task Title) \$
Option Year #1 Total: \$

Option Year #n Tasks (if any):

Task #1: (Amount & Task Title) \$
Task #2: (Amount & Task Title) \$
Task #3: (Amount & Task Title) \$
Task #n: (Amount & Task Title) \$
Option Year #2 Total: \$

LABOR HOURS AND COSTS

Total Number of Base Year Labor Hours: hrs.
Total Cost of Base Year Direct Labor: \$
Average Cost of Base Year Labor Hours: \$ per hr.
Fringe Burden (Amount & %): \$ (%)
Overhead (Amount & %): \$ (%)
G&A (Amount & %): \$ (%)
Consultant(s) Fees Amount: \$

MATERIALS COSTS

Total Cost of Materials for Base Year: \$
Types of Materials:
Shipping Costs: \$

SUBCONTRACTING COSTS (If any):

Cost of Base Year Subcontract Effort: \$

TRAVEL COSTS

Total Cost of Base Year Travel: \$
Cost & Description of Trip #1 (# of
travelers, duration & Locations) \$
Cost & Description of Trip #2 (# of
travelers, duration & Locations) \$

Conformed Through Amendment 00003