

BAA 13-05 Questions and Answers

April 10, 2013

Q1: I had created the format in MS word per IAW Table 18 – using the same order and numbering from that table to respond to each item with the page limit requirements.

I also noticed that there is Appendix I – Project Proposal Form – Is this form to be completed as a prelude to the actual white paper? And would this form be counted in the page limitations?

I want to ensure that our white paper is in the proper format and would appreciate any clarification on this.

Q2: Clarification is required regarding whether the “Project Proposal Form,” shown within Appendix I of BAA 13-05 is considered an integral part of the 10 page white paper submittal. More specifically, should the “Project Proposal Form,” be utilized as a “Cover Page” and considered as an 11th page of the 10 page White Paper Submittal; i.e., described within section 4.3, Table 18;

Or

Should the “Project Proposal Form,” be utilized as a “Cover Page” and considered inclusive of the total 10 page limit?

Or

is the “Project Proposal Form,” strictly a reference and not required as there is a completed “Cover Sheet,” in electronic format within the Submissions Portal.

Q3: Can you clarify if we need to use Appendix I or if we can use the tabs on the BAA Portal?

A1-A3: From section 4.3 in the BAA--"The listed sections in Table 18 should be included in the White Paper adhering to the page count allocation." Appendix I only provides some suggested formatting guides for specific content summary that may be a useful summary. If Appendix I is used as a cover page or otherwise, it will be counted in the total page count. The use of Appendix I, Project Proposal Form, is optional; the proposer may upload content solely based on Table 18 format.

Q4: The DHS BAA website refers to a “Participant,” what does this mean?

A4: The types of “Participants” can be Subcontractor, Research Institution, Partner, or Other Participant.