

# Summary of Changes to BAA 12-002 through Amendment 0001

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A. Amendment 0001 makes the following changes to Department of Homeland Security Broad Agency Announcement 12-002:

1. The publication date of the BAA 12-002 is hereby revised from August 31, 2011 to October 31, 2011.
2. The Table of Contents has been updated to capture all changes identified in this Amendment.
3. In Section 1.1. entitled Introduction, the following language is hereby added:

“Contracts based on response to this BAA are considered to be the result of full and open competition and in full compliance with the provisions of Public Law (PL) 98-369 “The Competition in Contracting Act of 1984.” Awards under this BAA are planned in Fiscal Year 2012. No contract awards will be made until appropriated funds are available from which payment for contract purposes can be made.

4. In Section 4.2. entitled Application and Submission Process, the following language is hereby added as the second paragraph:

“To submit your White Paper (a completed DHS Chem FP Project Proposal Form—See Section 8.2-Appendix B), go to <https://baa2.st.dhs.gov> and select the appropriate registration button, fill in the requisite fields, upload your files, and then submit. The White Papers 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 subject Proposal Form (White Paper) submission until the deadline. Failure to submit a White Paper (completed DHS Chem FP Project Proposal Form) will disqualify an Offeror from consideration for submitting a Full Proposal.”

5. In Section 4.2. entitled Application and Submission Process, the following language is hereby added beginning as the sixth paragraph:

“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.

Please refer to the “Registrations and Submissions Training Guide” at [https://baa2.st.dhs.gov/portal/jsp/public/help/public\\_portal\\_registration\\_and\\_submissions\\_training\\_guide.pdf](https://baa2.st.dhs.gov/portal/jsp/public/help/public_portal_registration_and_submissions_training_guide.pdf) for step-by-step instructions for registering your company and submitting your proposal.

## Summary of Changes to BAA 12-002 through Amendment 0001

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**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 designated by the Business Official to 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 associate 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. Note: if the solicitation that you want to submit against is not listed, click on the Click Here to Register a Solicitation" link to gain access. 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. Your White Paper 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.

6. In Section 4.4. entitled Format and Content of Full Proposals, the following language is hereby replaced under the title **Full Proposal Format: Volume 1 Technical Proposal; and Volume 2— Cost Proposal**

*"ONLY OFFERORS WHO SUBMIT A CHEMICAL FORENSICS 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.***

Feedback will not be provided to those Offerors not encouraged to submit a full proposal."

## Summary of Changes to BAA 12-002 through Amendment 0001

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7. In Section 4.4. entitled Format and Content of Full Proposals, the following language is hereby added as the last sentence in the first paragraph under Part 3 of the Section entitled VOLUME 2: Cost Proposal:

“Certified Cost or Pricing Data may be required.

8. In Section 4.4. entitled Format and Content of Full Proposals, the following language is hereby added as the last paragraph under Part 3 of the Section entitled VOLUME 2: Cost Proposal:

“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.”

9. Section 5.3. entitled Feedback is hereby added to the BAA as follows:

“5.3. Feedback

Due to the estimated number of white papers to be submitted in response to this BAA, the Government shall not provide feedback to Offerors not encouraged to submit a full proposal. The Government shall, if requested by unsuccessful Full Proposal Offerors, provide feedback on full proposals submitted.”

10. In Section 6.2. entitled Reporting, the following paragraph is hereby replaced with the following item:

“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)

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11. In Section 6.3. entitled Project Conferences, Meetings, and Reviews, the last paragraph of the section is replaced with the following:

“Program status reviews may be 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 at a nearby Government facility.”

12. Section 7.5. entitled Subcontracting Plan is added to the BAA as follows:

“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 FAR 52.219-9, prior to award.”

13. Section 7.6. entitled Certificate of Current Cost or Pricing Data is hereby added to the BAA as follows:

“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).”

- B. The above identified changes are identified in a conformed copy of BAA 12-002 through the application of blue font.
- C. Except as identified herein, all other terms and conditions of the Broad Agency Announcement remain in full force and effect.