

**BAA 12-09**  
**Questions and Answers**  
**January 17, 2013**

**Q:** In Appendix A should we provide resumes AND CVs for all key personnel or does (1) per person suffice?

**A:** Either a resume or CV is acceptable.

**Q:** If either resumes or CVs are acceptable, which is preferred?

**A:** Resumes. Typically a resume should be a one or two page summary of individual skills, experience and education.

**Q:** Do you require resumes/CVs for all personnel involved or could the top three key personnel for each entity be acceptable?

**A:** Resumes/CVs are required for all key personnel. The number of resumes/CVs depends on the number of personnel identified as “key personnel”. The offeror determines who is and how many people are key personnel.

**Q:** Do all resumes/CVs need to be formatted in the same manner as the proposal or may their original (respective) formats be preserved?

**A:** No content format for resume/CV is specified. However, as specified in the BAA instructions, Section 4.4, page 18, the Technical Proposal, which includes the resumes/CVs, must be “in portable document format (PDF), readable by IBM-compatible PCs. Each file size must be no more than 10 MB.” Additionally, the following format specifications are given for the full proposal in the BAA instructions, Section 4.4, page 18; the paper size is specified to be 8.5-by-11-inch paper, margins should be 1 inch, spacing may be single- or double-spaced, and the font should be Times New Roman, 12 point.

**Q:** Isn't the cost proposal to be uploaded electronically? In that case, we would not be able to upload the subcontractor's proposal(s) if they are blind to us.

**A:** Yes, the cost proposal should be uploaded electronically. You are correct that you would not be able to upload the subcontractor's proposal if they are blind to you.

**Q:** Should a second copy of our cost proposal along with the subcontractor(s) cost proposal(s) in a sealed envelope be mailed in and if so to which address?

**A:** No, do not mail any part of the proposal.

**Q:** Would the subcontractor, instead, be able to send their proposal to the sponsor separately?

**A:** Yes, if your full proposal is selected for negotiation, at that time the subcontractor can send their proposal separately.

**Q:** When do you expect/ require receipt of the subcontractor cost proposals, at the time of proposal submission or later as in immediately following award notification or during contract negotiations?

**A:** The Government will request the subcontractors proposals immediately following notification of selection for contract negotiation. The prime contractor's cost proposal must identify each subcontractor and the total dollar value of each proposed subcontractor.