

**PRE-DECISIONAL- SOURCE SELECTION SENSITIVE**



# Homeland Security

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Science and Technology

**BROAD AGENCY ANNOUNCEMENT (BAA)  
Chemical Forensics Program *BAA14-001***

**Chemical Attribution Signature Studies for Chemical  
Threat Agents**

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

**White Papers Due: 03/14/2014**

**White Paper Questions: 02/28/2014**

**White Paper Answers: 03/07/2014**

**Full Proposals Due: 04/30/2014**

**For Questions Regarding This Solicitation: [Michael.Jones@hq.dhs.gov](mailto:Michael.Jones@hq.dhs.gov)  
and [Shayani.Mukherjee@hq.dhs.gov](mailto:Shayani.Mukherjee@hq.dhs.gov).**

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# **PRE-DECISIONAL- SOURCE SELECTION SENSITIVE**

## **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 Proposals (RFP) will not be issued.

For the past five years, the DHS Chemical Forensics and Attribution Program (Chem FP) has issued a BAA to solicit new projects for inclusion into its portfolio of research projects. Areas of interest are described as Technical Focus Areas (TFAs). The number of TFAs and the number of projects selected for funding have varied with the level of available funding. This year, only one TFA is identified. See Section 1.8.3 for a description of this TFA.

### **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**

Chemical Attribution Signature Studies for Chemical Threat Agents

### **1.4. Program Name**

Chemical Forensics Program (in 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**

BAA14-001– Chemical Attribution Signature Studies for Chemical 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,

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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 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 (OTs) agreements. In the event 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 pursuant to the Economy Act (31 U.S.C. 1535) or other appropriate authority. Depending on the nature of the Full Proposals received, 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 on 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 Chemical Forensics 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, (Phase 2 Summary of Costs and Related Information, Table of Contents and resumes/biographical information for proposed performers.

### 1.7. Response Dates

White Papers (in DHS Chemical Forensics Program Project Proposal Form format):

**Due: 14 March, 2014**

Full Proposals:

**Due: 30, April, 2014**

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## **1.8. Research Opportunity Description**

### **1.8.1 DHS Chemical Forensics 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; conduct experiments to close major scientific knowledge gaps; provide scientific support to the biodefense, chemical defense and intelligence communities; and provide the Nation with an operational biological and chemical forensics capability. The Chemical Forensics Program supports the latter part of the above TCA mission.

The threat of terrorist or criminal use of chemical threat agents is of great concern in the United States. There are vulnerabilities that create the need to perform chemical analyses for attribution in a rigorous scientific manner. As part of the effort to deter criminal and terrorist chemical attacks and strengthen the law enforcement response to such an act, Homeland Security Presidential Directive (HSPD) 22, a classified document dealing with domestic chemical defense, was issued. In addition, the DHS National Preparedness Goal published in September, 2011, identified forensics and attribution as a key component of DHS’ Prevention Mission Area highlighting the need for attribution capabilities as a means to identify the nature and source of materials, the perpetrators and the methods of chemical attacks.

The primary internal customers of the Chemical Forensics Program are law enforcement and intelligence components of the DHS, and the primary external customer is the Federal Bureau of Investigation (FBI) due to its lead investigative agency role in acts of terrorism and weapons of mass destruction. This BAA seeks to provide sound scientific techniques related to supporting attribution analyses leading to the capture, indictment, and prosecution of the perpetrator(s) of a criminal or terrorist act involving the actual or threatened use of Chemical Threat Agents (CTAs).

#### **DHS Chemical Forensics Program Mission –**

The Chemical Forensics Program has the mission to lead Federal chemical forensic research efforts focused on sample collection and analytical techniques to support the attribution process in response to chemical threat agent incidents and to provide tools to determine source and production methods and link samples to persons, places or other incidents.

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Chemical Threat Agents include:

- Chemical Warfare Agents (CWAs)
- Non-traditional Agents (NTAs)
- Toxic Industrial Chemicals (TICs)
- Toxic Industrial Materials (TIMs)

## **Chem FP Mission Distinctive –**

There have been many studies conducted over the years to identify and characterize various CTAs. However, there have been only limited studies to identify and exploit *Chemical Attribution Signatures* for the purpose of source and synthetic route attribution in support of law enforcement and intelligence gathering efforts. The essence of the Chemical Forensics Program is the collection, preservation and analysis of chemical samples for the purpose of sample matching and source attribution on the basis of Chemical Attribution Signatures.

*Chemical Attribution Signatures (CAS)* consists of trace materials/anomalies that persist in the CTA and/or its degradation products that can be useful for forensic purposes. CAS includes the following:

### **CAS from Source Materials**

- impurities (persistent contaminants directly attributable to source materials)
- un-reacted precursors and starting materials
- additives
- side products created during precursor synthesis

### **CAS from Process** (products of side reactions)

- reaction by-products formed by the interaction of two or more primary reagents
- reaction by-products formed by the interaction of an impurity or contaminant with a primary reagent that was intended to be part of the process
- reaction by-products formed by the interaction of two impurities, the reaction of two contaminants, or the reaction of an impurity and a contaminant
- impurities (persistent contaminants directly attributable to processing (equipment and handling))

### **CAS from Decomposition or Degradation**

- degradation products
- decomposition products
- hydrolysis products

### **CAS from Other Sources**

- physical/chemical characteristics (isotopic ratios, isomers, etc.)
- other

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The qualities that make CAS useful for forensic purposes include:

- variability and uniqueness (not ubiquitous)
- highly reproducible
- easily detectable
- stable (insensitive to conditions)

CAS provides technical chemical information that complements and supplements information derived from traditional forensic processing. CAS may be highly specific or they may need to be supplemented with CAS identified through other orthogonal methods. CAS may have forensic significance on the basis of their presence, absence, or relative intensity and can be used to associate samples and contaminated evidence recovered at chemical incident scenes with people, places and other events.

### 1.8.2. DHS Chemical Forensics Program Objectives

The six programmatic objectives of the Chemical Forensics Program are:

- Provide the law enforcement and intelligence communities with infrastructure that is *operationally ready* and capable of processing (collecting, preserving, transporting, analyzing and storing) suspected CTAs and associated evidence
- Identify *and fill the forensic infrastructure, sampling and analytical capability gaps* associated with the findings of the biennial *Chemical Terrorism Risk Assessment (CTRA)* and inputs from *Subject Matter Experts (SMEs) community* and federal partners
- Solicit and evaluate user requirements and then identify and fund performers with expertise and institutional capabilities that are best suited to *address the requirements and identified gaps*
- Use the *DHS Chemical Security Analysis Center (CSAC) as a repository* for the storage and dissemination of Chemical Forensics Program data, reports and standard analytical methods, as well as existing reports from previous relevant studies
- Generate data that is *peer reviewed*, and when possible make it open source (preferably in relevant scientific journals)
- Collaborate with *Federal and international partners*

### 1.8.3. Description of the single Focus Area of the FY 2014 Chemical Forensics BAA

The focus of this BAA is in the area of chemical forensics, specifically **Chemical Attribution Signatures (CAS)**, for the purpose of recovering and associating samples collected at chemical events with each other and with their source (people, places and events). CAS consists of impurities, un-reacted precursors, additives, by-products, physical/chemical characteristics, and other anomalies that persist in the CTA and/or its degradation products that can be used for forensic purposes. CAS may also derive from materials imparted to the chemicals from the synthesis vessels or containers. CAS has forensic significance if they can be used to determine the source, synthesis/production

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method and/or pathway (route determination) of the CTA represented in the sample, or if they can be used to associate or disassociate different samples. In FY 2014, the DHS Chemical Forensics Program is seeking to identify new research projects/studies that address one Technical Focus TFA:

**TFA-1:** Determine if high-priority CTAs or precursors produced by various synthesis methods or procured from various commercial sources contain/retain CAS that have value in associating various samples with each other and/or distinguishing how, where and/or by whom the recovered CTA or precursor samples were produced and subsequently handled. High-priority CTAs include, but are not limited to, the following:

- Blood Agents
- Blister Agents/Vesicants
- Nerve Agents
- Lung/Choking/Pulmonary Agents
- Highly Toxic Pesticides, Rodenticides and Fumigant Chemicals
- Toxic Industrial Chemicals (TICs)
- Toxic Industrial Materials (TIMs)
- Other Chemical Toxins and Toxicants

Determine optimal methods and analytical techniques for conducting comprehensive forensic analyses of samples for source determination and association with other samples. Consideration should be given to both destructive and non-destructive techniques. Approaches that apply to a group or class of chemicals are preferred over those that address only a particular CTA. Proposals that involve applications or minor modification of equipment that is "Commercial Off-the-Shelf" (COTS) and generally available in DHS Chemical Forensics Program customer and performer laboratories are preferred. Proposals for the building of prototype equipment will have to provide a compelling justification as to why COTS equipment is not capable of meeting the requirements. (Note: The recovery and analysis of CAS from biological and botanical samples [e.g., metabolics and biomarkers] are not within the scope of the DHS Chemical Forensics Program mission and this BAA. Research in these areas is funded by other agencies.)

Methods of producing various CTAs that are found in open source (printed and internet) literature searches that either state or infer that the CTAs could be used against persons or property are of obvious concern to the DHS Chemical Forensics Program.

- What are the best instrumental approaches for analyzing different types of CAS from CTAs and why should the CTAs be of interest to the DHS Chem FP?

Note: The goal of the DHS Chemical Forensics Program is to provide its customers with peer-reviewed reports, standard analytical methods and scientific journal

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articles that are admissible in judicial proceedings. The Chemical Forensics Program does not plan to fund classified CAS studies.

**NOTE:** Offerors should propose research projects and studies that address CTAs that are considered to pose a likely and serious threat. **To preclude redundancy of effort, potential Offerors responding to the above TFAs are encouraged to request an updated list of the particular CTA synthesis and CAS studies that have been funded, and are currently being funded, and/or conducted by the Chemical Forensics Program. Proposals that duplicate previous or current efforts will have little utility to DHS.** This list is considered “FOUO” and will be provided only to laboratories, academic institutions or companies that are intending to respond to this BAA. In requesting the list, potential Offerors must provide the following contact information to the Contracting Officer, Michael Jones, in an email at [Michael.Jones@hq.dhs.gov](mailto:Michael.Jones@hq.dhs.gov) and the Contract Specialist, Shayani Mukherjee, in an email at [shayani.mukherjee@hq.dhs.gov](mailto:shayani.mukherjee@hq.dhs.gov)

- Full Name
- Title/Position
- Name of laboratory, academic institution or company
- Website address of laboratory, academic institution or company
- Mailing address at laboratory, academic institution or company
- Telephone number at laboratory, academic institution or company
- E-mail address at laboratory, academic institution or company

**If the requestor is a non-Federal entity, it will be necessary to complete and provide a Department of Homeland Security Non-Disclosure Agreement, DHS Form 11000-6, before the updated list can be provided to them. This form can be downloaded at: <http://www.fas.org/sgp/othergov/dhs-nda.pdf>**

### 1.9. Government Representatives

#### **Science and Technology:**

Robert L. Bull, Ph.D  
Program Manager  
Chemical Forensics Program  
Department of Homeland Security  
Science and Technology Directorate  
Chemical and Biological Defense Division (Stop 0201)  
245 Murray Lane, SW  
Washington, DC 20528-0201

#### **Business:**

Mr. Michael Jones  
Contracting Officer

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Department of Homeland Security  
Office of Procurement Operations  
Science & Technology Acquisition Division (Stop 0210)  
245 Murray Lane, SW  
Washington, DC 20528

## **1.10. Additional Background Information**

All final reports and deliverables will be forwarded by the Chemical Forensics Program Office to the Chemical Security Analysis Center (CSAC), which maintains a repository of all Chemical Forensics 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 Chemical Forensics Program will have approximately **\$2,384,000** of FY 2014 funds for 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 one option year.

### **2.3. Anticipated Number of Awards**

DHS S&T expects to make eight (8) to fifteen (15) awards using its FY 2014 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 Transactions (OTs), or interagency agreements (IAAs) 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 having one base year with one option year. If a multi-year project is proposed, something of tangible value must be provided in 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 the subsequent year. Multi-year proposals should make recommendations and present a plan that sets forth the follow-on effort in the

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subsequent option year. Consideration of the funding of follow-on work in a subsequent year will be contingent upon the value of the product(s) produced by the first-year effort. 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 final report or a publishable journal article manuscript 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 National Laboratories and Centers.

#### **3.1. Federally Funded Research & Development Centers**

FFRDCs, including Department of Energy 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**

Organizational Conflict of Interest 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.

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(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) 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 website <http://www.fbo.gov> or from <https://baa2.st.dhs.gov>.

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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 the "Start New Proposal" side link to initiate a new white paper (a completed DHS Chemical Forensics Program Project Proposal Form— See Section 8.2 – Appendix B) registration, and fill in the requisite fields, including selecting the specific Technical Focus Area (TFA) 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 at [https://baa2.st.dhs.gov/portal/public/Menu.action?page=baa\\_faq](https://baa2.st.dhs.gov/portal/public/Menu.action?page=baa_faq).
3. The White Papers (DHS Chemical Forensics 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 Chemical Forensics 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 TFAs as desired. Each white paper (DHS Chemical Forensics Program Project Proposal Form) submitted must address a primary TFA. If the proposed technology has any relationship to other TFAs over and above the TFA the white paper will be submitted under, then the white paper should address how the proposed technology relates to these additional TFAs.
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" side link 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 Chemical Forensics Program Project Proposal Form) submission will be considered non-responsive.

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

**No Classified White Papers (DHS Chemical Forensics 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 at [https://baa2.st.dhs.gov/portal/public/Menu.action?page=baa\\_faq](https://baa2.st.dhs.gov/portal/public/Menu.action?page=baa_faq).

**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” side link. 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 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.

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### 4.3. Format and Content of White Paper (DHS Chemical Forensics Program Project Proposal Form)

DHS Chemical Forensics 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 Chemical Forensics Program Project Proposal Form (only PDF can be uploaded on the portal) constitutes a White Paper. **The due date for the White Papers (completed DHS Chemical Forensics Program Project Proposal Forms) is no later than 4:30 P.M. (Local Eastern Time) 14, March, 2014.** Initial DHS S&T evaluation of the Chemical Forensics Program Project Proposals Forms (White Papers) will be issued via e-mail notification on or about **2 April, 2014.**

#### DHS Chem FP Project Proposal Form Preparation and Submission Guidelines

It is required that a DHS Chemical Forensics 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 Chemical Forensics 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.

White Papers will be evaluated based on the criteria stated under Section 5.1 of the BAA entitled Evaluation Criteria.

#### Assertion of Data Rights

All Offerors submitting a White Paper for BAA 14-001 needs to complete the information below and include this information regarding Data Rights in the White Paper. Assertion of Data Rights is the identification of any data to be delivered (via deliverable(s)) that would not be first produced under the proposed contract and that may limit the ability of DHS to make the intended use of the deliverable(s).

(1) *Statement of Assertion.* “The Offeror asserts for itself, or the persons identified below, that the Government's rights to access, use, modify, reproduce, release, perform, display, or disclose only the following technical data or computer software should be restricted”

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(2) *Identification of the technical data to be furnished with restrictions.*

Deliverables:

(3) *Detailed description of the asserted restrictions.*

- i. Asserted rights:
- ii. Copies of negotiated, commercial, and other non-standard licenses:
- iii. Specific basis for assertion:
  - (A) Development at private expense, partially:
  - (B) Rights under a prior government contract, including SBIR data rights for which the protection period has not expired:
  - (C) Standard commercial license customarily provided to the public:
  - (D) Negotiated license rights:
- iv. Entity asserting restrictions:

(4) *Previously delivered technical data or computer software:*

(5) *Estimated Cost of Development:*

### 4.4. Format and Content of Full Proposals

*Note: DHS Chemical Forensics Program Project Proposal Forms (referred to as White Papers on the website) are required prior to submitting a Full Proposal. Full proposals will not be received and evaluated from proposers whose white papers were not invited to submit full proposals.*

#### Full Proposals

**The due date for receipt of Full Proposals is 4:30 P.M. (Local Eastern Time) on 30 April, 2014. Full Proposals WILL NOT BE ACCEPTED after the published due date.** It is anticipated that negotiations for award will commence on or about May 16, 2014. 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. 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 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**

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***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.**

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 are 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 Chemical Forensics Program Project Proposal Form (White Paper) that was submitted. In particular, the Technical Proposal must cover the following points in more detail:

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- **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 Chemical FP 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). “Go/No Go” decision points should be identified.
- **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

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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 year 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 CTAs. This section will not count towards the 20-page limit.

### VOLUME 2: Cost Proposal

The Cost Proposal shall consist of a cover page, Part 1 and Part 2. Part 1 will provide a detailed cost breakdown of all costs by cost category and a written description of all cost elements. Options must be separately priced. The cost proposal in the full proposal phase should not significantly exceed the cost estimate provided in the DHS Chemical Forensics 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;

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- 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.

The following elements should be supported with written description as applicable within the cost proposal.

- **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 Chemical Forensics 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 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.

***NOTE: If the Offeror is a private sector vendor then the vendor shall include a copy of final indirect billing rates or provisional billing rates from DCAA with its cost proposal.***

***NOTE: If the Offeror is a Federal Government Agency or a National Lab a copy of F&A Rates approved by the Department of Health and Human Services shall be included with its cost proposal.***

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

**PLEASE USE THE EXCEL SPREAD SHEET INCLUDED AND ENTITLED COST BREAKDOWN BY TASK.**

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.

Full Proposals will be evaluated based on the criteria stated under Section 5.1 of the BAA entitled Evaluation Criteria

#### **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. If requested, there will be a verbal debriefing via teleconference for those proposals that are not selected.

#### **Anticipated Schedule of Events\***

Events	Dates
PR Issued/Released	1/8/2014
AAP released	2/3/2014

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AP Reviewed/Finalized by CO/CS	12/13/2013
AP Sent for Signature to Program Manager	12/13/2013
Source Selection Reviewed and Finalized by CO/CS	2/3/2014
AP Signed by Program CO etc	12/13/2013
Solicitation Package Prepared	1/16/2014
Solicitation Package/Whole File Reviewed by CO, BC, Legal	2/14/14
Solicitation Posted on FBO	2/14/14
Solicitation posted on BAA Portal	2/14/14
Deadline for White Paper Questions	2/28/14
Deadline for White Paper Answers	3/7/14
Deadline for White Paper Submission	3/14/14
Evaluate White Paper	3/28/14
Invitation to Submit Full proposal	4/2/14
Deadline to submit full proposals	4/30/14
Evaluate Proposals	5/14/14
Final brief for SSA	5/16/14
Awards Negotiated	TBD
Awards Reviewed by CO, BC, Legal	5/23/2014
Awards fully executed	5/28/2014

\* 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: Shayani Mukherjee, Contract Specialist at [Shayani.Mukherjee@hq.dhs.gov](mailto:Shayani.Mukherjee@hq.dhs.gov) and Michael Jones, Contracting Officer at [Michale.Jones@hq.dhs.gov](mailto:Michale.Jones@hq.dhs.gov).

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

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## 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 [Michael.Jones@hq.dhs.gov](mailto:Michael.Jones@hq.dhs.gov) and Contracting Specialist at [Shayani.Mukherjee@hq.dhs.gov](mailto:Shayani.Mukherjee@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](http://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 as listed below:

1. Criterion I: Utility to DHS
2. Criterion II: Sound Technical Approach
3. Criterion III: Sound Management Approach
4. Criterion IV: Capability to Perform and History of Performance
5. Criterion V: Cost Realism

The **primary basis for selecting full proposals** for acceptance shall be technical, importance to agency programs, and fund availability. Cost realism and reasonableness shall also be considered to the extent appropriate.

**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 Chemical Forensics Program is a part.

- **Impact on client mission** (High Impact Potential & High Technical Feasibility)
  - Will the deliverable(s) make a positive impact on the investigation of criminal and terrorist chemical incidents and the prosecution of the perpetrators?
  - Will the deliverable significantly improve existing capabilities?
- **Transitioning of relevant products to the field** (High Relevance & High Transition Likelihood)
  - Is the customer community waiting to implement the deliverable?

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- Will the deliverable(s) be easily transitioned to the laboratories who will conduct forensic examinations of samples collected at the scenes of chemical incidents?
- **Technical investment positioning the organization for the future** (High Research Leadership & Low Technical Maturity)
  - Is the research positioning the organization and its customers for the future?
- **Clarity of purpose** (High Clarity of Customer Need & High Project Clarity)
  - 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)
  - Is the project lined up with well understood customer requirements?
- **Sufficient innovation to approach the challenges** (High Degree of Innovation & Significant Novel Thinking)
  - 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. Illustration of a unique and clear path to address the challenge(s), as well as knowledge, understanding and integration of the legal aspects associated with the admissibility of scientific evidence on the basis of relevance and reliability (*Daubert* Challenges and the Federal Rules of Evidence).

**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.

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**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.

There is a possibility that that DHS might choose two lesser ranking proposals over one higher rated proposal for such reasons as breadth of total research program and the need to address certain chemical threat agents of particular interest. 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**

S&T's policy is to ensure an impartial, equitable, and comprehensive evaluation of all proposals and to select the source (or combination of sources) whose offer is most advantageous to the government. All properly submitted White Papers (in Project Proposal Form format) and Full Proposals that conform to the BAA requirements will be evaluated by a review panel comprised of Government technical experts drawn from staff within DHS S&T and other Federal agencies. All Government personnel are bound by public law to protect proprietary information. Contractor personnel will be used to handle the submissions administratively only. Contractors will provide administrative support to the SSEB only. 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. Michael Jones, Contracting Officer  
Office of Procurement Operations/S&T Directorate - Stop 210  
245 Murray Lane, SW  
Washington, DC 20528

## **7. OTHER INFORMATION**

### **7.1. Government Property, Government Furnished Equipment (GFE) and Facilities**

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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. 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](mailto:helpdesk@safetyact.gov). They also can visit OSAI's Web site at [www.safetyact.gov](http://www.safetyact.gov).

### **7.3. Chemical Weapons Convention (CWC) 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 Chemical Forensics Program Office. Blank forms will be provided with the letter confirming selection of the proposal. These forms consist of the following:

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- CWC Treaty Compliance Project Summary Form
- Chemical Weapons Convention (CWC) Checklist

### **7.4. Export Control Considerations**

International Traffic in Arms Regulations (ITAR) and Export Administration Regulations (EAR) may apply to one or more of the topics in this BAA. Foreign nationals must meet the requirements for participation set by those regulations, if required.

### **7.5. Security Classification**

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

### **7.6. 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 Chemical Forensics 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.

### **7.7. 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.

### **7.8. 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 project results be provided in a manuscript format that is publishable in appropriate scientific journals so that peer review can be conducted. If the results of the effort are not appropriate for publication in a journal, they should be provided as a final report.

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## 7.9. 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 Chemical Forensic 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 agent:

- Monthly Progress Status Reports (Chemical Forensics Program format)

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- Presentation Material
- Other Documents or Reports
- Final Report or Journal Manuscript (suitable for publishing and peer review)

### **7.10. Project Conferences, Meetings and Reviews**

The Chemical Forensics 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 Chemical Forensic 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.

### **7.11. 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.

### **7.12. Test and Evaluation Facilities**

Department of Homeland Security Science & Technology Directorate may make available appropriate test and evaluation facilities to support this program. Offerors should provide any specific requirements needed for test and evaluation of their proposed concept in their white papers and proposals.

### **7.13. Hazardous Materials**

Depending on the topic, Offeror may choose to or be required to utilize hazardous materials during the course of the project development effort. If the government provides hazardous samples as part of the developmental and operational testing, information on the samples will be provided to the successful Offerors requiring such samples.

Hazardous material, as used here, includes any material defined as hazardous under the latest version of Federal Standard No. 313 (including revisions adopted during the term of the contract). If the successful Offerors choose to use their own hazardous samples, Offerors must meet the requirements for the identification and material safety as follows:

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## HAZARDOUS MATERIAL IDENTIFICATION AND MATERIAL SECURITY DATA

- (a) "Hazardous material," as used in this clause, includes any material defined as hazardous under the latest version of Federal Standard No. 313 (including revisions adopted during the term of the contract).
- (b) The Offeror must list any hazardous material, as defined in paragraph (a) of this clause, to be delivered under this contract. The hazardous material shall be properly identified and include any applicable identification number, such as National Stock Number or Special Item Number. This information shall also be included on the Material Safety Data Sheet submitted under this contract.

Material (*If none, insert "None"*) Identification No.

_____	_____
_____	_____
_____	_____

- (c) This list must be updated during performance of the contract whenever the Contractor determines that any other material to be delivered under this contract is hazardous.
- (d) The apparently successful Offeror agrees to submit, for each item as required prior to award, a Material Safety Data Sheet, meeting the requirements of 29 CFR 1910.1200(g) and the latest version of Federal Standard No. 313, for all hazardous material identified in paragraph (b) of this clause. Data shall be submitted in accordance with Federal Standard No. 313, whether or not the apparently successful Offeror is the actual manufacturer of these items. Failure to submit the Material Safety Data Sheet prior to award may result in the apparently successful Offeror being considered nonresponsible and ineligible for award.
- (e) If, after award, there is a change in the composition of the item(s) or a revision to Federal Standard No. 313, which renders incomplete or inaccurate the data submitted under paragraph (d) of this clause, the Contractor shall promptly notify the Contracting Officer and resubmit the data.
- (f) Neither the requirements of this clause nor any act or failure to act by the Government shall relieve the Contractor of any responsibility or liability for the safety of Government, Contractor, or subcontractor personnel or property.
- (g) Nothing contained in this clause shall relieve the Contractor from complying with applicable Federal, State, and local laws, codes, ordinances, and regulations (including the obtaining of licenses and permits) in connection with hazardous material.
- (h) The Government's rights in data furnished under this contract with respect to hazardous material are as follows:

(1) To use, duplicate and disclose any data to which this clause is applicable. The purposes of this right are to—

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- (i) Apprise personnel of the hazards to which they may be exposed in using, handling, packaging, transporting, or disposing of hazardous materials;
  - (ii) Obtain medical treatment for those affected by the material; and
  - (iii) Have others use, duplicate, and disclose the data for the Government for these purposes.
- (2) To use, duplicate, and disclose data furnished under this clause, in accordance with paragraph (h) (1) of this clause, in precedence over any other clause of this contract providing for rights in data.
- (3) The Government is not precluded from using similar or identical data acquired from other sources.
- (i) Except as provided in paragraph (i)(2), the Contractor shall prepare and submit a sufficient number of Material Safety Data Sheets (MSDS's), meeting the requirements of 29 CFR 1910.1200(g) and the latest version of Federal Standard No. 313, for all hazardous materials identified in paragraph (b) of this clause.
- (1) For items shipped to consignees, the Contractor shall include a copy of the MSDS's with the packing list or other suitable shipping document which accompanies each shipment. Alternatively, the Contractor is permitted to transmit MSDS's to consignees in advance of receipt of shipments by consignees, if authorized in writing by the Contracting Officer.
- (2) For items shipped to consignees identified by mailing address as agency depots, distribution centers or customer supply centers, the Contractor shall provide one copy of the MSDS's in or on each shipping container. If affixed to the outside of each container, the MSDS's must be placed in a weather resistant envelope.

### **8. APPENDICES**

#### **8.1. Appendix A – List of Acronyms**

#### **8.2. Appendix B - Sample White Paper in DHS Chemical Forensics Program “Project Proposal Form” Format**

#### **8.3. Appendix C - Sample DHS Chemical Forensics Program “Monthly Project Status Reporting Form”**

#### **8.4 Appendix D – “Full Proposal Summary of Costs and Related Information”**

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## 8.1 - APPENDIX A – List of Acronyms

BAA	Broad Agency Announcement
CA	Cooperative Agreement
CAS	Chemical Attribution Signatures
CBD	Chemical and Biological Defense Division
Chem FP	Chemical Forensics Program
CSAC	Chemical Security Analysis Center
CTA	Chemical Threat Agent
CWA	Chemical Warfare Agent
DHS	Department of Homeland Security
DOE	Department of Energy
FAQs	Frequently Asked Questions
FAR	Federal Acquisition Regulations
FBI	Federal Bureau of Investigation
FedBizOps	Federal Business Opportunities ( <a href="http://www.fbo.gov">www.fbo.gov</a> )
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 (Chemical Forensics 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
TICs	Toxic Industrial Chemicals
TIMs	Toxic Industrial Materials
TFA	Technical Focus Area

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## 8.2 – Appendix B - Sample White Paper in “DHS Chemical Forensics Program Project Proposal Form” Format

### CHEMICAL FORENSICS PROGRAM FY 2014 PROJECT PROPOSAL FORM (White Paper)

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

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

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## 8.3. – Appendix C- Sample DHS Chemical Forensics Program “Monthly Project Status Reporting Form”

**DHS CHEMICAL FORENSICS PROGRAM**  
**FY 2014 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 15<sup>th</sup> of following month)*

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

*(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 15<sup>th</sup> 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/20 xx) xxx**

**Deliverable 2: Deliverable Name XXX (C.A.D. + X Mo. = xx/xx/20 xx) xxx**

**Deliverable n: Deliverable Name XXX (C.A.D. + X Mo. = xx/xx/20 xx) xxx**

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

**Task 1: Task Name XXX (C.A.D. + X Mo. = xx/xx/20 xx) xxx**

Task 1.1: xxx

Task 1.2: xxx

**Task 2: Task Name XXX (C.A.D. + X Mo. = xx/xx/20 xx) 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/20 xx) 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**

- Technical - xxx

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- Cost - **xxx**
- Schedule – **xxx**

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

Explicit Plans for Next Month:

Task # \_: **xxx**

Task # \_: **xxx**

Project Budget Information:

Total FY 2014 Funding Available:	<b>\$XXX</b>
Spent this Month:	<b>xxx</b>
Cumulative Amount Spent since Inception of Project:	<b>xxx</b>
Amount of Funding Remaining:	<b>xxx</b>