

**DEPARTMENT OF AIR FORCE (DAF)
24.2 SMALL BUSINESS INNOVATION RESEARCH (SBIR) DIRECT-TO-PHASE-II (D2P2)
PROPOSAL SUBMISSION INSTRUCTIONS**

The DAF intends these proposal submission instructions to clarify the Department of Defense (DoD) Broad Agency Announcement (BAA) as it applies to the topics solicited herein. **Firms must ensure proposals meet all requirements of the 24.2 SBIR BAA posted on the DoD SBIR/STTR Innovation Portal (DSIP) at the proposal submission deadline date/time.**

Applicants are encouraged to thoroughly review the DoD Program BAA and register for the DSIP Listserv to remain apprised of important programmatic and contractual changes.

- The DoD Program BAA is located at: <https://www.defensesbirsttr.mil/SBIR-STTR/Opportunities/#announcements>. Be sure to select the tab for the appropriate BAA cycle.
- Register for the DSIP Listserv at: <https://www.dodsbirthtr.mil/submissions/login>.

Please ensure all e-mail addresses listed in the proposal are current and accurate. The DAF is not responsible for ensuring notifications are received by firms changing mailing address/e-mail address/company points of contact after proposal submission without proper notification to the DAF. **If changes occur to the company mail or email addresses or points of contact after proposal submission, the information must be provided to the AF SBIR/STTR One Help Desk.** The message shall include the subject line, "24.2 Address Change".

Points of Contact:

- For general information related to the AF SBIR/STTR program and **proposal preparation instructions**, contact the AF SBIR/STTR One Help Desk at usaf.team@afsbirsttr.us. All applicants have ample opportunity to request clarifying information. **The DAF encourages applicants to request clarifying information as early as possible, as delays in such requests constrain the DAF's ability to provide satisfactory resolution to applicant concerns.**
- For questions regarding the **DSIP electronic submission system**, contact the DoD SBIR/STTR Help Desk at dodsbirthsupport@reisystems.com.
- **For technical questions about the topics** during the pre-announcement and open period, please reference the DoD 24.2 SBIR BAA.
- Air Force SBIR/STTR Contracting Officer (CO):
Mr. Daniel J. Brewer, Daniel.Brewer.13@us.af.mil

General information related to the AF Small Business Program can be found at the AF Small Business website, <http://www.airforcesmallbiz.af.mil/>. The site contains information related to contracting opportunities within the AF, as well as business information and upcoming outreach events. Other informative sites include those for the Small Business Administration (SBA), www.sba.gov, and the Procurement Technical Assistance Centers (PTACs), <http://www.ptacus.us.org>. These centers provide Government contracting assistance and guidance to small businesses, generally at no cost.

DIRECT TO PHASE II

15 U.S.C. §638 (cc), as amended by the SBIR AND STTR EXTENSION ACT OF 2022, allows DoD to make a SBIR Phase II award to a small business concern with respect to a project, without regard to whether the small business concern was provided an award under Phase I of an SBIR program with respect to such project. DAF is conducting a "Direct to Phase II" implementation of this authority for these 24.2 SBIR topics and does not guarantee D2P2 opportunities will be offered in future solicitations. Each eligible topic requires documentation to determine whether the feasibility requirement described in the Phase I section of the topic has been met.

DIRECT TO PHASE II PROPOSAL SUBMISSION

The DoD SBIR 24.2 Broad Agency Announcement, <https://www.dodsbirsttr.mil/submissions/login>, includes all program requirements. Phase I efforts should address the feasibility of a solution to the selected topic's requirements.

The complete proposal must be submitted electronically through DSIP. Ensure the complete technical volume and additional cost volume information is included in this sole submission. The preferred submission format is Portable Document Format (.pdf). Graphics must be distinguishable in black and white. **VIRUS-CHECK ALL SUBMISSIONS.**

The System for Award Management (SAM) allows proposing small business concerns interested in conducting business with the Federal Government to provide basic information on business structure and capabilities as well as financial and payment information. Proposing small business concerns must be registered in SAM. To register, visit www.sam.gov. A proposing small business concern that is already registered in SAM should login to SAM and ensure its registration is active and its representations and certifications are up-to-date to avoid delay in award.

On April 4, 2022, the DUNS Number was replaced by the Unique Entity ID (SAM). The Federal Government will use the UEI (SAM) to identify organizations doing business with the Government. The DUNS number will no longer be a valid identifier. If the proposing small business concerns has an entity registration in SAM.gov (even if the registration has expired), a UEI (SAM) has already been assigned. This can be found by signing into SAM.gov and selecting the Entity Management widget in the Workspace or by signing in and searching entity information. For proposing small business concerns with established Defense SBIR/STTR Innovation Portal (DSIP) accounts, update the Small Business Concern profile with the UEI (SAM) as soon as possible.

For new proposing small business concern registrations, follow instructions during SAM registration on how to obtain a Commercial and Government Entry (CAGE) code and be assigned the UEI (SAM). Once a CAGE code and UEI (SAM) are obtained, update the Small business concern's profile on the DSIP at <https://www.dodsbirsttr.mil/submissions/>.

INTRODUCTION: D2P2 proposals must follow the steps outlined below:

1. Applicants must create a Cover Sheet in DSIP; follow the Cover Sheet instructions provided in the DoD SBIR 24.2 BAA. Applicants must provide documentation satisfying the Phase I feasibility requirement* to be included in the Phase II proposal. Applicants must demonstrate completion of research and development through means other than the SBIR/STTR Programs to establish the feasibility of the proposed Phase II effort based on the criteria outlined in the topic description.
2. Applicants must submit D2P2 proposals using the instructions below.

*NOTE: DAF will not consider the applicant's D2P2 proposal if the applicant fails to demonstrate technical merit and feasibility have been established. It will also not be considered if it fails to demonstrate the feasibility effort was substantially performed by the applicant and/or the principal investigator (PI). Refer to the topics' Phase I descriptions for minimum requirements needed to demonstrate feasibility. Feasibility documentation cannot be based upon or logically extend from any prior or ongoing federally funded SBIR or STTR work.

DIRECT TO PHASE II PROPOSAL PREPARATION INSTRUCTIONS AND REQUIREMENTS

A. **Proposal Requirements.** A Direct To Phase II proposal shall provide sufficient information to persuade the AF the proposed technology advancement represents an innovative solution to the scientific or engineering problem worthy of support under the stated criteria.

B. **Proprietary Information.** Information constituting a trade secret, commercial/financial information, confidential personal information, or data affecting National Security must be clearly marked. It shall be treated in confidence to the extent permitted by law. Be advised, in the event of proposal selection, the Work Plan will be incorporated into the resulting contract by reference. Therefore, **DO NOT INCLUDE PROPRIETARY INFORMATION** in the work plan. See the DoD BAA regarding proprietary information marking.

C. **General Content.** Proposals should be direct, concise, and informative. Type shall be no smaller than 11-point on standard 8 ½ X 11 paper, with one-inch margins and pages consecutively numbered. Applicants are discouraged from including promotional and non-programmatic items. If included, such material will count toward the page limit.

DIRECT TO PHASE II PROPOSAL FORMAT

Complete proposals must include all of the following:

Volume 1: DoD Proposal Cover Sheet

Note: If selected for funding, the proposal's technical abstract and discussion of anticipated benefits will be publicly released. Therefore, do not include proprietary information in this section.

Volume 2: Technical Volume

Volume 3: Cost Volume

Volume 4: Company Commercialization Report

Volume 5: Supporting Documents, e.g. DoD Form 2345 (if applicable), Militarily Critical Data Agreement (if applicable); etc.

Volume 6: Fraud, Waste, and Abuse Training Completion

Phase II proposals require a comprehensive, detailed description of the proposed effort. AF D2P2 efforts are to be proposed in accordance with the information in these instructions. Commercial and military potential of the technology under development is extremely important. Proposals emphasizing dual-use applications and commercial exploitation of resulting technologies are sought.

All D2P2 research or research and development (R/R&D) must be performed by the small business and its team members in the United States, as defined in the DoD SBIR 24.2 BAA. The Principal Investigator's (PI's) primary employment must be with the small business concern at the time of award and during the entire period of performance. Primary employment means more than one-half the PI's time is spent in the small business' employ. This precludes full-time employment with another entity. Only one principal investigator/project manager can be designated to a proposal at any given time.

Knowingly and willfully making false, fictitious, or fraudulent statements or representations may be a felony under 18 U.S.C. Section 1001, punishable by a fine up to \$250,000, up to five years in prison, or both.

Please note the FWA Training must be completed prior to proposal submission. When training is complete and certified, DSIP will indicate completion of the Volume 6 requirement. The proposal cannot be submitted until the training is complete. The DAF recommends completing submission early, as site traffic is heavy prior to solicitation close, causing system lag. **Do not wait until the last minute.** The AF will not be responsible for proposals not completely submitted prior to the deadline due to system inaccessibility unless advised by DoD. The DAF will not accept alternative means of submission outside of DSIP.

DOD PROPOSAL COVER SHEET (VOLUME 1)

Complete the proposal Cover Sheet in accordance with the instructions provided via DSIP. The technical abstract should include a brief description of the program objective(s), a description of the effort, anticipated benefits and commercial applications of the proposed research, and a list of keywords/terms. The technical abstract of each successful proposal will be submitted to the Office of the Secretary of Defense (OSD) for publication and, therefore, must not contain proprietary or classified information.

TECHNICAL VOLUME (VOLUME 2)

The technical proposal includes all items listed below in the order provided. All topics have a page limit of 35 pages. Pages in excess of this count will not be considered by the Government in evaluations.

- (1) **Table of Contents:** A table of contents should be located immediately after the Cover Sheet.
- (2) **Glossary:** Include a glossary of acronyms and abbreviations used in the proposal.
- (3) **Milestone Identification:** Include a program schedule with all key milestones identified.
- (4) **Identification and Significance of the Problem or Opportunity:** Briefly reference the specific technical problem/opportunity to be pursued under this effort.
- (5) **Phase II Technical Objectives:** Detail the specific objectives of the Phase II work and describe the technical approach and methods to be used in meeting these objects. The proposal should also include an assessment of the potential commercial application for each objective.
- (6) **Work Plan:** The work plan shall be a separate and distinct part of the proposal package, using a page break to divide it from the technical proposal. It must contain a summary description of the technical methodology and task description in broad enough detail to provide contractual flexibility. The following is the recommended format for the work plan; begin this section on a new page. **DO NOT include proprietary information.**
 - a) **1.0 – Objective:** This section is intended to provide a brief overview of the specialty area. It should explain the purpose and expected outcome.
 - b) **2.0 – Scope:** This section should provide a concise description of the work to be accomplished, including the technology area to be investigated, goals, and major milestones. The key elements of this section are task development and deliverables, i.e., the anticipated end result and/or the effort's product. This section must also be consistent with the information

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in Section 4.0 below.

- c) **3.0 – Background:** The applicant shall identify appropriate specifications, standards, and other documents applicable to the effort. This section includes information or explanation for, and/or constraints to, understanding requirements. It may include relationships to previous, current, and/or future operations. It may also include techniques previously determined ineffective.
- d) **4.0 – Task/Technical Requirements:** The detailed individual task descriptions must be developed in an orderly progression with sufficient detail to establish overall program requirements and goals. The work effort must be segregated into major tasks and identified in separately numbered paragraphs.

Each numbered major task should delineate the work to be performed by subtask. The work plan MUST contain every task to be accomplished in definite, realistic, and clearly stated terms. Use “shall” whenever the work plan expresses a binding provision. Use “should” or “may” to express a declaration or purpose. Use “will” when no contractor requirement is involved, i.e., “... power will be supplied by the Government.”

- (7) **Deliverables:** Include a section clearly describing the specific sample/prototype hardware/ software to be delivered, as well as data deliverables, schedules, and quantities. Be aware of the possible requirement for unique item identification IAW DFARS 252.211-7003, Item Identification and Valuation, for hardware. If hardware/ software will be developed but not delivered, provide an explanation. At a minimum, the following reports will be required under ALL Phase II contracts.
 - a) **Scientific and Technical Reports:** Rights in technical data, including software, developed under the terms of any contract resulting from a SBIR Announcement generally remain with the contractor. The Government obtains SBIR/STTR data rights in all data developed or generated under the SBIR/STTR contract for a period of 20 years, commencing at contract award. Upon expiration of the 20-year SBIR/STTR license, the Government has Government purpose rights to the SBIR data.
 - i. **Final Report:** The first page of the final report will be a single-page project summary, identifying the work’s purpose, providing a brief description of the effort accomplished, and listing potential result applications. The summary may be published by DoD. Therefore, it must not contain any proprietary or classified information. The remainder of the report should contain details of project objectives met, work completed, results obtained, and technical feasibility estimates.
 - ii. **Status Reports:** Status reports are due quarterly at a minimum.
 - b) **Additional Reporting:** AF may require additional reporting documentation including:
 - i. Software documentation and users’ manuals;
 - ii. Engineering drawings;
 - iii. Operation and maintenance documentation

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- iv. Safety hazard analysis when the project will result in partial or total development and delivery of hardware; and
- v. Updates to the commercialization results.

(8) **Related Work:** Describe significant activities directly related to the proposed effort, including any previous programs conducted by the Principal Investigator, proposing firm, consultants, or others, and their application to the proposed project. Describe how these activities interface with the proposed project and discuss any planned coordination with outside sources. Also list any applicant-identified subject matter experts, regardless of affiliation, providing comments regarding the applicant's knowledge of the state-of-the-art in the specific approach proposed. Describe previous work not directly related to the proposed effort but similar. Provide the following:

- a. Short Description
- b. Client for which work was performed (including individual to be contacted and phone number)
- c. Date of completion

(9) **Commercialization Potential:**

- a) The DoD requires a commercialization plan be submitted with the Phase II proposal, specifically addressing the following questions:
 - i. What is the first planned product to incorporate the proposed technology?
 - ii. Who are the probable customers, and what is the estimated market size?
 - iii. How much money is needed to bring this technology to market and how will it be raised?
 - iv. Does your firm have the necessary marketing expertise and, if not, how will your firm compensate?
 - v. Who are the probable competitors, and what price/quality advantage is anticipated by your firm.
- b) The commercialization strategy plan should briefly describe the commercialization potential for the proposed project's anticipated results, as well as plans to exploit it. Commercial potential is evidenced by:
 - i. The existence of private sector or non-SBIR/STTR Governmental funding sources demonstrating commitment to Phase II efforts/results.
 - ii. The existence of Phase III follow-on commitments for the research subject.
 - iii. The presence of other indicators of commercial technology potential, including the firm's commercialization strategy.
- c) If awarded a D2P2, the awardee will be required to update periodically the commercialization results of the project via SBA. These updates will be required at completion of the effort, and subsequently when the contractor submits a new SBIR/STTR proposal to DoD. Firms not submitting a new proposal to DoD will be requested to provide updates annually after the D2P2 completion.
- d) Note, the "Commercialization Plan" and the "Company Commercialization Report" are distinct documents. The Company Commercialization Report (CCR) comprises Volume 4 as separately indicated in these instructions.

(10) **Relationship with Future R/R&D Efforts:**

- a) State the anticipated results of the proposed approach, specifically addressing plans for Phase III, if any.
- b) Discuss the significance of the D2P2 effort in providing a basis for the Phase III R/R&D effort, if planned.

D. **Key Personnel:** In the technical volume, identify all key personnel involved in the project. Include information directly related to education, experience, and citizenship. A technical resume for the Principal Investigator, including publications, if any, must also be included. Concise technical resumes for subcontractors and consultants, if any, are also useful. Identify all non-U.S. citizens expected to be involved in the project as direct employees, subcontractors, or consultants. For these individuals, in addition to technical resumes, please provide countries of origin, type of visas or work permits held, and identify the tasks they are anticipated to perform.

Foreign Nationals (also known as Foreign Persons) means any person who is NOT:

- a. a citizen or national of the United States; or
- b. a lawful permanent resident; or
- c. a protected individual as defined by 8 U.S.C. § 1324b

ALL applicants proposing to use foreign nationals MUST follow the DoD 24.2 BAA and disclose this information regardless of whether the topic is subject to ITAR restrictions.

When the topic area is subject to export control, these individuals, if permitted to participate, are limited to work in the public domain. Further, tasks assigned must not be capable of assimilation into an understanding of the project's overall objectives. This prevents foreign citizens from acting in key positions, such as Principal Investigator, Senior Engineer, etc. Additional information may be requested during negotiations in order to verify foreign citizens' eligibility to perform on a contract awarded under this BAA.

The following will apply to all projects with military or dual-use applications developing beyond fundamental research (basic and applied research ordinarily published and shared broadly within the scientific community):

- (1) The Contractor shall comply with all U. S. export control laws and regulations, including the International Traffic in Arms Regulations (ITAR), 22 CFR Parts 120 through 130, and the Export Administration Regulations (EAR), 15 CFR Parts 730 through 799, in the performance of this contract. In the absence of available license exemptions/exceptions, the Contractor shall be responsible for obtaining the appropriate licenses or other approvals, if required, for exports of (including deemed exports) hardware, technical data, and software, or for the provision of technical assistance.
- (2) The Contractor shall be responsible for obtaining export licenses, if required, before utilizing foreign persons in the performance of this contract, including instances where the work is to be performed on-site at any Government installation (whether in or outside the

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United States), where the foreign person will have access to export-controlled technologies, including technical data or software.

- (3) The Contractor shall be responsible for all regulatory record keeping requirements associated with the use of licenses and license exemptions/exceptions.
- (4) The Contractor shall be responsible for ensuring that these provisions apply to its subcontractors.

- E. **Facilities/Equipment:** Describe instrumentation and physical facilities necessary and available to carry out the D2P2 effort. Justify equipment to be purchased (detail in cost proposal). State whether proposed performance locations meet environmental laws and regulations of Federal, state, and local Governments for, but not limited to, airborne emissions, waterborne effluents, external radiation levels, outdoor noise, solid and bulk waste disposal practices, and handling and storage of toxic and hazardous materials.
- F. **Consultants/Subcontractors:** Private companies, consultants, or universities may be involved in the project. All should be described in detail and included in the cost proposal. In accordance with the Small Business Administration (SBA) SBIR Policy Directive, a minimum of 50% of the R/R&D must be performed by the proposing firm, unless otherwise approved in writing by the Contracting Officer. These requests can only be made upon proposal submission. Signed copies of all consultant or subcontractor letters of intent must be attached to the proposal. These letters should briefly state the contribution or expertise being provided. Include statements of work and detailed cost proposals. Include information regarding consultant or subcontractor unique qualifications. Subcontract copies and supporting documents do not count against the Phase II page limit. Identify any subcontract/consultant foreign citizens per E above.
- G. **Prior, Current, or Pending Support of Similar Proposals or Awards:**
WARNING: While it is permissible, with proper notification, to submit identical proposals or proposals containing a significant amount of essentially equivalent work for consideration under numerous Federal program solicitations, it is unlawful to enter into contracts or grants requiring essentially equivalent effort. Any potential for this situation must be disclosed to the solicitation agency(ies) before award. If a proposal submitted in response to this BAA is substantially the same as another proposal previously, currently, or in the process of being funded by another Federal agency/DoD Component or the DAF, the applicant must so indicate on the Cover Sheet and provide the following:
 - a) The name and address of the Federal agency(ies) or DoD Component(s) to which proposals were or will be submitted, or from which an award is expected or has been received;
 - b) The proposal submission or award dates;
 - c) The proposal title;
 - d) The PI's name and title for each proposal submitted or award received; and
 - e) Solicitation(s) title, number, and date under which the proposal was or will be submitted, or under which an award is expected or has been received.
 - f) If award was received, provide the contract number.
 - g) Specify the applicable topics for each SBIR proposal submitted or award received.

NOTE: If this section does not apply, state in the proposal, “No prior, current, or pending support for proposed work.”

COST VOLUME (VOLUME 3)

A detailed cost proposal must be submitted. Cost proposal information will be treated as proprietary. Proposed costs must be provided by both individual cost element and contractor fiscal year (FY) in sufficient detail to determine the basis for estimates, as well as the purpose, necessity, and reasonableness of each. This information will expedite award if the proposal is selected. Generally, Firm-Fixed-Price contracts are appropriate for Phase II awards. In accordance with the SBA SBIR/STTR Policy Directive, Phase II contracts must include profit or fee.

Cost proposal attachments do not count toward proposal page limitations. The cost proposal includes:

- a) **Direct Labor:** Identify key personnel by name, if possible, and labor category, if not. Direct labor hours, labor overhead, and/or fringe benefits, and actual hourly rates for each individual are also necessary for the CO to determine whether these hours, fringe rates, and hourly rates are fair and reasonable.
- b) **Direct Cost Materials:** Costs for materials, parts, and supplies must be justified and supported. Provide an itemized list of types, quantities, prices, and, where appropriate, purpose. If computer or software purchases are planned, detailed information such as manufacturer, price quotes, proposed use, and support for the need will be required.
- c) **Other Direct Costs:** This includes specialized services such as machining or milling, special test/analysis, and costs for temporary use/lease of specialized facilities/ equipment. Provide usage (hours) expected, rates, and sources, as well as brief discussion concerning the purpose and justification. Proposals including leased hardware must include an adequate lease versus purchase rationale.
- d) **Special Tooling, Special Test Equipment, and Material:** The inclusion of equipment and materials will be carefully reviewed relative to need and appropriateness to the work proposed. Special tooling and special test equipment purchases must, in the CO’s opinion, be advantageous to the Government and relate directly to the effort. These toolings or equipment should not be of a type that an applicant would otherwise possess in the normal course of business. These may include such items as innovative instrumentation and/or automatic test equipment.
- e) **Subcontracts:** Subcontract costs must be supported with copies of subcontract agreements. Agreement documents must adequately describe the work to be performed and cost bases. The agreement document should include a SOW, assigned personnel, hours and rates, materials (if any), and proposed travel (if any). A letter from the subcontractor agreeing to perform a task or tasks at a fixed price is not considered sufficient. The proposed total of all consultant fees, facility leases or usage fees, and other subcontract or purchase agreements may not exceed one-half of the total contract price, unless

otherwise approved in writing by the Contracting Officer.

The prime contractor must accomplish price analysis, including reasonableness, of the proposed subcontractor costs. If based on comparison with prior efforts, identify the basis upon which the prior prices were determined reasonable. If price analysis techniques are inadequate or the FAR requires subcontractor cost or pricing data submission, provide a cost analysis. Cost analysis includes but is not limited to, consideration of materials, labor, travel, other direct costs, and proposed profit rates.

- f) **Consultants:** For each consultant, provide a separate agreement letter briefly stating the service to be provided, hours required, and hourly rate, as well as a short, concise resume.
- g) **Travel:** Each effort should include, at a minimum, a kickoff or interim meeting. Travel costs must be justified as required for the effort. Include destinations, number of trips, number of travelers per trip, airfare, per diem, lodging, ground transportation, etc. Per Diem and lodging rates may be found in the Joint Travel Regulation (JTR), Volume 2, www.defensetravel.dod.mil.
- h) **Indirect Costs:** Indicate proposed rates' bases, e.g., budgeted/actual rates per FY, etc. The proposal should identify the specific rates used and allocation bases to which they are applied. Do not propose composite rates; proposed rates and applications per FY throughout the anticipated performance period are required.
- i) **Non-SBIR Governmental/Private Investment:** Non-SBIR Governmental and/or private investment is allowed. However, it is not required, nor will it be a proposal evaluation factor.

NOTE: If no exceptions are taken to an applicant's proposal, the Government may award a contract without exchanges. Therefore, the applicant's initial proposal should contain the applicant's best terms from a cost or price and technical standpoint. If there are questions regarding the award document, contact the Phase I CO identified on the cover page. The Government reserves the right to reopen exchanges later if the CO determines doing so to be necessary.

COMPANY COMMERCIALIZATION REPORT (VOLUME 4)

Completion of the CCR as Volume 4 of the proposal submission in DSIP is required. Please refer to the DoD SBIR 24.2 BAA for full details on this requirement. Information contained in the CCR will not be considered by the Air Force during proposal evaluations.

SUPPORTING DOCUMENTS VOLUME (VOLUME 5)

The following documents may be required if applicable to your proposal:

1. DD Form 2345: For proposals submitted under export-controlled topics (EXCEPT AF242-D008, AF242-D014, AF242-D016, AF242-D019), either International Traffic in Arms or Export Administration Regulations (ITAR/EAR), a copy of the certified DD Form 2345, Military Critical Technical Data Agreement, or evidence of application submission must be included. The form, instructions, and FAQs may be found at the United States/Canada Joint Certification Program website, <http://www.dla.mil/HQ/InformationOperations/Offers/Products/LogisticsApplications/JCP/DD2315Instructions.aspx>. DD Form 2315 approval will be required if proposal is selected for award.

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- a. *Topics AF242-D008, AF242-D014, AF242-D016, and AF242-D019 **ONLY**: the certified and completed DD Form 2345, Military Critical Technical Data Agreement, must be included with the initial proposal submission. Proposals that do not include this document will be disqualified.
2. Verification of Eligibility of Small Business Joint Ventures (Attachment 3 to the DOD SBIR 24.2 BAA)
3. Technical Data Rights Assertions (if asserting data rights restrictions)

Feasibility Documentation (required for all proposal submissions, contained within Volume 5, not subject to page limitations)

1. D2P2 proposals require a comprehensive, detailed effort description. Proposals should demonstrate sufficient technical progress or problem-solving results to warrant more extensive RDT&E. Developing technologies with commercial and military potential is extremely important. Particularly, AF is seeking proposals emphasizing technologies' dual-use applications and commercialization.
2. * NOTE: The applicant shall provide information to enable the agency to make the 15 U.S.C. 638(cc) determination of scientific and technical feasibility and merit. Applicants are required to provide information demonstrating scientific and technical merit and feasibility has been established. The DAF will not review the Phase II proposals if it is determined the applicant 1) fails to demonstrate technical merit and feasibility are established or 2) the feasibility documentation does not support substantial performance by the applicant and/or the PI. Refer to the Phase I description within the topic to review the minimum requirements needed to demonstrate scientific and technical feasibility. **Feasibility documentation cannot be based upon or logically extend from any prior or ongoing federally funded SBIR or STTR work.**
3. If appropriate, include a reference or works cited list as the last page.
4. Feasibility efforts detailed must have been substantially performed by the applicant and/or the PI. If technology in the feasibility documentation is subject to intellectual property (IP) rights, the applicant must provide IP rights assertions. Additionally, applicants shall provide a short summary for each item asserted with less than unlimited rights describing restriction's nature and intellectual property intended for use in the proposed research. Please see DoD SBIR 24.2 BAA for technical data rights information.
5. DO NOT INCLUDE marketing material. Marketing material will NOT be evaluated.

FRAUD, WASTE, AND ABUSE TRAINING (VOLUME 6)

Note that the FWA Training must be completed prior to proposal submission. When training is complete and certified, DSIP will indicate completion of the Volume 6 requirement. The proposal cannot be submitted until the training is complete.

DISCRETIONARY TECHNICAL AND BUSINESS ASSISTANCE (TAB A)

The DAF does not participate in the Discretionary Technical and Business Assistance (TAB A) Program. Proposals submitted in response to DAF topics should not include TAB A.

METHOD OF SELECTION AND EVALUATION CRITERIA

D2P2 proposals are evaluated on a competitive basis by subject matter expert scientists, engineers, or other technical personnel. Throughout evaluation, selection, and award, confidential proposal and evaluation information will be protected to the greatest extent possible. D2P2 proposals will be disqualified and not evaluated if the Phase I equivalency documentation does not establish the proposed technical approach's feasibility and technical merit.

Proposals will be evaluated for overall merit in accordance with the criteria outlined in the 24.2 BAA Section 6.0. DAF is seeking varying technical/scientific approaches and/or varying and new technologies

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that would be responsive to the problem statement(s) and area(s) of interest in the topic. Multiple procurements are planned and anticipated to be awarded as a result of the topic, each proposal is considered a separate procurement and will be evaluated on its own merit, and that the Government may award all, some, or none of the proposals. Any per-award or per-topic funding caps are budgetary estimates only, and more or less funding may become available. Funding decisions are made with complete disregard to the other awards under the same topic.

In accordance with Section 4 of the SBIR and STTR Extension Act of 2022, the DAF will review all proposals submitted in response to this BAA to assess security risks presented by small business concerns seeking a Federally funded award. The DAF will use information provided by the small business concern in response to the Disclosure of Foreign Affiliations or Relationships to Foreign Countries and the proposal to conduct a risk-based due diligence review on the cybersecurity practices, patent analysis, employee analysis, and foreign ownership of a small business concern, including the small business concern and employees of the small business concern to a foreign country, foreign person, foreign affiliation, or foreign entity. The DAF will also assess proposals utilizing open-source analysis and analytical tools, for the nondisclosures of the information set forth in 15 U.S.C. 638(g)(13). If DAF assesses that a small business concern has security risk(s), DAF will review the proposal, the evaluation, and the security risks and may choose to either 1) create a plan to mitigate the risk(s) or 2) DAF may decide not to select the proposal for award based upon a totality of the review.

MAJORITY OWNERSHIP IN PART BY MULTIPLE VENTURE CAPITAL, HEDGE FUND, AND PRIVATE EQUITY FIRMS

Small business concerns that are owned in majority part by multiple venture capital operating companies (VCOs), hedge funds, or private equity funds are not eligible to submit applications or receive awards for Department of Air Force Topics.

PERFORMANCE OF WORK REQUIREMENTS AND LOCATION OF WORK

For Phase I, a minimum of two-thirds of the research or analytical effort must be performed by the Awardee. The DAF measures percentage of work by both direct and indirect costs, not including profit. Occasionally, the DAF will consider deviations from this performance of work requirement. **Requests for Performance of Work deviations must be made twice: prior to submission during the topic open period and as part of the initial proposal submission.** For requests prior to the initial proposal submission, the DAF will consider the request and approve or disapprove requesting applicants to proceed with DSIP submission. Upon proposal receipt, the DAF will again consider such requests for approval for the resultant award.

All R/R&D work must be performed in the United States. Based on a rare and unique circumstance, the DAF may approve a particular portion of the R/R&D work to be performed or obtained in a country outside of the United States. The awarding Funding Agreement officer must approve each specific condition in writing. Applicants seeking this approval must make such a request with their initial proposal submission. The DAF will not consider these requests prior to proposal submission.

DAF USE OF SUPPORT CONTRACTORS

Restrictive notices notwithstanding, proposals may be handled for administrative purposes only, by support contractors. These support contractors may include, but are not limited to APEX, Peerless Technologies, Engineering Services Network, HPC- COM, Mile Two, REI Systems, MacB (an Alion company), Montech, Oasis, Astrion/Oasis, and Infinite Management Solutions. In addition, only Government employees and technical personnel from Federally Funded Research and Development Centers (FFRDCs) MITRE and Aerospace Corporations working under contract to provide technical support to AF Life Cycle Management Center and Space Force may evaluate proposals. All support

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contractors are bound by appropriate non-disclosure agreements. **Contact the AF SBIR/STTR Contracting Officer (Daniel.Brewer.13@us.af.mil) with concerns about any of these contractors.**

PROPOSAL STATUS AND FEEDBACK

The Principal Investigator (PI) and Corporate Official (CO) indicated on the Proposal Cover Sheet will be notified by e-mail regarding proposal selection or non-selection. Small Businesses will receive a notification for each proposal submitted. Please read each notification carefully and note the Proposal Number and Topic Number referenced.

Automated feedback will be provided for proposals designated Not Selected. Additional feedback may be provided at the sole discretion of the DAF.

IMPORTANT: Proposals submitted to the DAF are received and evaluated by different organizations, handled by topic. Each organization operates within its own schedule for proposal evaluation and selection. Updates and notification timeframes will vary. If contacted regarding a proposal submission, it is not necessary to request information regarding additional submissions. Separate notifications are provided for each proposal.

The Air Force anticipates that all proposals will be evaluated and selections finalized within approximately 90 calendar days of solicitation close. Please refrain from contacting the BAA CO for proposal status before that time.

Refer to the DoD SBIR Program BAA for procedures to protest the Announcement.

As further prescribed in FAR 33.106(b), FAR 52.233-3, Protests after Award should be submitted to: Air Force SBIR/STTR Contracting Officer Daniel J. Brewer, Daniel.Brewer.13@us.af.mil.

AIR FORCE SUBMISSION OF FINAL REPORTS

All Final Reports will be submitted to the awarding DAF organization in accordance with Contract instructions. Companies will not submit Final Reports directly to the Defense Technical Information Center (DTIC).