**Amendment 01**

**Attachment P2 Proposal Instructions and Volume I Template**

Securing Artificial Intelligence for Battlefield Effective Robustness (SABER)

***Use of this template is required for all proposal submissions to this BAA*. *Proposers must include all information in the P1 Proposal Summary Slide Instructions and Template, P2 Proposal Instructions and Volume I Template (Technical and Management), P3 Proposal Instructions and Volume II Template (Cost), and P4 DARPA Standard Cost Proposal Spreadsheet to constitute a full proposal submission.***

***Proposals not meeting the format prescribed herein may not be reviewed.***

***Attachment P2 Proposal Instructions and Volume I Template (this document) must include all components described herein and must be submitted in PDF or Microsoft Word formats under the file naming convention “Organization\_P2\_Volume I”.***

***All submissions must be written in English, and all pages shall be formatted for printing on 8-1/2 by 11-inch paper with 1-inch margins and font size no smaller than 12-point. Font sizes of 8 or 10-point may be used for figures, tables, and charts.***

Technical and Management Volumes shall **not** exceed a maximum of ***20***pages.

|  |  |
| --- | --- |
| **Page limit includes:** | **Page limit does NOT include:** |
| Technical figures, tables, charts | Cover Sheet |
|  | Official transmittal letter |
| Table of Contents |
|  | Statement of Work & Schedule |
|  | Appendix A |
|  | Resumes (Optional) |
|  | References/Bibliography (Optional) |
|  | Technical Papers (Optional) |
|  | Letters of Support (Optional) |

Proposers are encouraged to submit concise but descriptive proposals. Specific examples of problems, approaches, or goals are preferred to qualitative generalities. The Government will not consider pages in excess of the page count limitations, as described herein. Proposals with fewer than the maximum number of pages will not be penalized. Additional information not explicitly called for in Volume I (Technical and Management) must not be submitted with the proposal but may be included as links in the bibliography. Such materials will be considered for the reviewers’ convenience only and not evaluated as part of the proposal. Proposals must be submitted per the instructions outlined herein and received by DARPA no later than the due date and time listed in the BAA Section I, Overview. Proposals received after this time and date may not be reviewed. Please visit <https://www.darpa.mil/work-with-us/proposer-instructions> for instructions on how to submit your proposal through the Broad Agency Announcement Tool (BAAT).

**COVER SHEET**

**[PRIME ORGANIZATION LOGO *optional*]**

|  |  |
| --- | --- |
| Proposal **Title** |  |
| Proposer Organization |  |
| Technical Team (TT) Proposing to | TT1.1  TT1.2 |
| Type of Organization | Choose all that apply: Large Business, Small Business, Academia, or Nonprofit. |
| Proposer Reference Number, if any |  |
| Technical Point of Contact (POC) | Name:  Address:  Telephone:  Email: |
| Administrative POC | Name:  Address:  Telephone:  Email: |
| Award Instrument Requested | Choose one: Procurement contracts, Other Transaction for Research, Other Transaction for Prototype |
| Place(s) of Performance |  |
| Period(s) of Performance |  |
| Other Team Members **(sub-awardees and consultants), if any** | Technical POC Name:  Organization:  Organization Type: |
| **Total Proposed Cost (by Contractor Fiscal Year)** | Year 1: $  Year 2: $  Total: $ |
| **SAM.gov Unique Entity ID (UEI)[[1]](#endnote-2)** |  |
| **Taxpayer identification number (TIN)[[2]](#endnote-3)** |  |
| **Commercial and Government Entity (CAGE) code[[3]](#endnote-4)** |  |
| Date Proposal was Prepared |  |
| Proposal Validity Period (minimum 120 days) |  |

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[**APPENDIX A** 9](#_Toc194392899)

**[Content requirements are stated in blue font and should be deleted prior to proposal submission. Proposal Instructions should be deleted prior to proposal submission.]**

# Proposal Summary

[Provide a top-level synopsis of the proposed project, including answers to the following questions:

1. What is the proposed work attempting to accomplish or do?
2. What is new in your approach, and why do you think it will be successful?

The summary must include a description of the key technical challenges, a concise review of the technologies proposed to overcome these challenges and achieve the project’s goal, and a clear statement of the novelty and uniqueness of the proposed work.]

# Impact

[Describe the innovative aspects of the project in the context of existing capabilities and approaches, clearly delineating the uniqueness and benefits of this project in the context of the state-of-the-art, alternative approaches, and other projects from the past and present. Describe the deliverables associated with the proposed project and any plans to commercialize the technology, transition it to a customer, or further the work.]

# Technical Plan and Rationale

[Outline and address technical challenges inherent in the approach and possible solutions for overcoming potential problems. Demonstrate a deep understanding of the technical challenges and present a credible (even if risky) plan to achieve the project’s goal. Clearly explain why the proposed technical plan will work. Discuss mitigation of technical risk. Provide appropriate measurable milestones (quantitative if possible) at intermediate stages of the project to demonstrate progress and a plan for achieving the milestones. List Government-furnished materials or data assumed to be available.]

# Management Plan

[Provide a summary of the proposed team, including any sub awardees/consultants and key personnel who will be executing the work Provide a clear description of the team’s organization, including an organization chart that illustrates, as applicable, the relationship of team members, unique capabilities of team members, task responsibilities of team members, teaming strategy among the team members, the principal investigator (PI), co-PI, and program manager (if applicable) for each team member to include subcontractor’s PI, co-PI, and program manager, and key personnel with the amount of effort to be expended by each person during the project. Provide a detailed plan for coordination, including explicit guidelines for interaction among collaborators/sub awardees of the proposed project. Include risk management approaches. Describe any formal teaming agreements that are required to execute this project.]

# Personnel, Qualifications, and Commitments

[List key personnel, showing a concise summary of their qualifications, discussion of previous accomplishments, and work in this or closely related research areas.]

# Capabilities

[Describe the organizational experience in the relevant subject area(s), existing intellectual property, or specialized facilities. Discuss any work in closely related research areas and previous accomplishments. Identify other Government solicitation(s) to which this concept has been proposed. If applicable, state whether funding or a positive funding decision has already been received and from which agency.]

# Statement of Work (SOW)

[Instructions: Use of this template is ***required***. There is no page limit to this template. Instructional text in blue font may be deleted. Provide a detailed task breakdown by citing specific tasks and their connection to the milestones and metrics, as applicable. **Do not include proprietary information**. For each defined task/subtask, provide:

* A general description of the objective.
* A detailed description of the approach to be taken to accomplish each defined task/subtask.
* Identification of any tasks/subtasks that will involve human subjects or animals.
* Identification of any tasks/subtasks that will be performed on campus at a university.
* Identification (by name) of the primary organization (prime contractor, subawardee(s), consultant(s)) responsible for task/subtask execution.
* Measurable milestones (e.g., a demonstration, or other event/activity that marks task progress or completion).
* A definition of all deliverables (e.g., data, reports, software) to be provided to the Government in support of the proposed tasks/subtasks.
* Provide a short explanation for why each task/subtask should be categorized as fundamental or non-fundamental research.

**Tasks**

|  |  |  |  |
| --- | --- | --- | --- |
| **Task 1** | | | |
| **Objective** | **Task Description**  [Provide a detailed description of the approach.] | **Location**  [Where work will be performed, i.e., on a university campus] | |
| **Primary Organization Responsible** |  | | |
| **Deliverable(s) (with associated IP assertion if less than Unlimited Rights)** |  | | |
| **Human Subjects or Animal Research?** | Yes/No  [Choose Yes or No. If Yes, describe the nature of the Human or Animal Research.] | | |
| Associated Milestones | [Observable/measurable event(s)] | |
| 1. |  | |
| 2. |  | |
| 3. |  | |

|  |  |  |  |
| --- | --- | --- | --- |
| **Subtask 1.A:** | | | |
| **Objective** | **Subtask Description**  [Provide a detailed description of the approach.] | **Location**  [Where work will be performed, i.e., on a university campus] | |
| **Primary Organization Responsible** |  | | |
| **Deliverable(s) (with associated IP assertion if less than Unlimited Rights)** |  | | |
| **Human Subjects or Animal Research?** | Yes/No  [Choose Yes or No. If Yes, describe the nature of the Human or Animal Research.] | | |
| Associated Milestones | [Observable/measurable event(s)] | |
| 1. |  | |
| 2. |  | |
| 3. |  | |

|  |  |  |  |
| --- | --- | --- | --- |
| **Subtask 1.B:** | | | |
| **Objective** | **Subtask Description**  [Provide a detailed description of the approach.] | **Location**  [Where work will be performed, i.e., on a university campus] | |
| **Primary Organization Responsible** |  | | |
| **Deliverable(s) (with associated IP assertion if less than Unlimited Rights)** |  | | |
| **Human Subjects or Animal Research?** | Yes/No  [Choose Yes or No. If Yes, describe the nature of the Human or Animal Research.] | | |
| Associated Milestones | [Observable/measurable event(s)] | |
| 1. |  | |
| 2. |  | |
| 3. |  | |

|  |  |  |  |
| --- | --- | --- | --- |
| **Task #** | | | |
| **Objective** | **Task Description**  [Provide a detailed description of the approach.] | **Location**  [Where work will be performed, i.e., on a university campus] | |
| **Primary Organization Responsible** |  | | |
| **Deliverable(s) (with associated IP assertion if less than Unlimited Rights)** |  | | |
| **Human Subjects or Animal Research?** | Yes/No  [Choose Yes or No. If Yes, describe the nature of the Human or Animal Research.] | | |
| Associated Milestones | [Observable/measurable event(s)] | |
| 1. |  | |
| 2. |  | |
| 3. |  | |

**Schedule**

[Provide a detailed schedule showing tasks (task name, duration, work breakdown structure element as applicable, performing organization), milestones, and the interrelationships among tasks. The task structure must be consistent with that in the SOW.]

**APPENDIX A**

**Key Personnel**

Please use the table below to identify all key personnel for the project.

|  |  |  |  |
| --- | --- | --- | --- |
| **Prime** | | | |
| **Individual Name:** | **Organization:** | Non-U.S. Organization:  Non-U.S. Individual:  FFRDC:  Government Entity: | Yes  No  Yes  No  Yes  No  Yes  No |
| **Subawardees/Consultants** | | | |
| **Individual Name:** | **Organization:** | Non-U.S. Organization:  Non-U.S. Individual:  FFRDC:  Government Entity: | Yes  No  Yes  No  Yes  No  Yes  No |
| **Individual Name:** | **Organization:** | Non-U.S. Organization:  Non-U.S. Individual:  FFRDC:  Government Entity: | Yes  No  Yes  No  Yes  No  Yes  No |

**Requirements for teams that include Government Entities and/or Federally Funded Research and Development Centers (FFRDCs)**

Note per Section IX of the BAA, FFRDCs and Government entities interested in participating in the SABER program or proposing to this BAA ***must*** first contact the Agency Point of Contact (POC) listed in Section 1, Overview prior to the Abstract due date to discuss eligibility. Was contact made with the SABER POC.

Yes  No

Are any of the team member organizations (prime or subawardee) a Government entity or FFRDC?

Yes  No

If yes, provide the information outlined below.

1. Proof of Eligibility to Propose

[Provide documentation citing the specific authority that establishes the applicable team member’s eligibility to propose to Government solicitations; include: (1) statutory authority; (2) contractual authority; (3) supporting regulatory guidance; and (4) evidence of agency approval for applicable team member participation. For FFRDCs, this documentation must be in the form of a letter on official letterhead from their sponsoring organization and must also include a statement of compliance with the terms and conditions of the associated FFRDC sponsor agreement, as applicable.]

1. Statement of Unique Capability

[Provide a statement that demonstrates the work to be performed by the Government entity or FFRDC team member is not otherwise available from the private sector.]

**Organizational Conflict of Interest Affirmations and Disclosure**

In accordance with the requirements of the BAA, provide the following information.

1. Are any of the proposed individual team members *or* their respective organizations (whether prime or subawardee or consultant) *currently* providing SETA, A&AS or similar support to DARPA?  
    Yes  No
2. Did any of the proposed individual team members *or* their respective organizations (whether prime or subawardee or consultant) provide SETA, A&AS or similar support to DARPA within one calendar year of this proposal submission?  
    Yes  No

If you answered “Yes” to 12.a OR 12.b, provide the following information for each applicable team member:

* The name of the DARPA office receiving the support;
* The prime contract number;
* Identification of proposed team member (subawardee, consultant) providing the support; and
* An OCI mitigation plan in accordance with FAR 9.5.

1. Are there any other potential Organizational Conflicts of Interest involving any of the proposed individual team members *or* their respective organizations (whether prime or subawardee or consultant)?

Yes  No  
  
If yes, provide the following information for each applicable team member:

* Identification of applicable team member; and
* An OCI mitigation plan in accordance with FAR 9.5.

**Novelty of Proposed Work**

Has the proposed work been submitted to any other Government solicitation?

Yes  No

If yes, provide the following information

* Solicitation number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* Agency: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* Proposed work has already received funding or a positive funding decision.   
   Yes  No  Decision pending

**Bibliography (Optional)**

[A brief bibliography, limited to 5 pages, may be provided with *links* to relevant papers, references, reports, etc.]

**Representations and Certifications**

* For proposers requesting procurement contracts, please **download, complete, and submit** within this volume “Procurement Contracts Reps and Certs 2024” fillable template available at the following link: <https://www.darpa.mil/work-with-us/procurement-contracts>
* For proposers requesting Other Transactions, please **download, complete, and submit** within this volume “2-SAMPLE OT certifications” available at the following link: <https://www.darpa.mil/work-with-us/reps-certs>

**Intellectual Property (IP)**

Please provide the following information, as applicable. *Note: the Government will assume unlimited rights to all IP not explicitly identified as restricted in the proposal.*

1. Technical Data and Computer Software

Are you asserting any IP restrictions on any technical data or non-commercial computer software that will be delivered to the Government?

Yes  No

If yes, list all proprietary claims to results, prototypes, deliverables or systems supporting and/or necessary for the use of the proposed research, results, prototypes and/or deliverables. Provide a short summary for each item asserted with less than unlimited rights that describes the nature of the restriction and the intended use of the intellectual property in the conduct of the proposed research. Use the following format for these lists.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **NONCOMMERCIAL** | | | | |
| **Technical Data and/or Computer Software To be Delivered with Restrictions** | **Summary of Intended Use in the Conduct of the Research** | **Basis for Assertion** | **Asserted Rights Category** | **Name of Person Asserting Restrictions** |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

Are you proposing any commercial software that will be delivered to the Government?

Yes  No

If yes, please provide licensing terms.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **COMMERCIAL** | | | | |
| **Technical Data and/or Computer Software To be Delivered with Restrictions** | **Summary of Intended Use in the Conduct of the Research** | **Basis for Assertion** | **Asserted Rights Category** | **Name of Person Asserting Restrictions** |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

1. Patents

Does the proposed effort involve using patented inventions that are owned by or assigned to the proposing organization or individual?

Yes  No

If yes, provide documentation proving ownership or possession of appropriate licensing rights to all patented inventions to be used for the proposed project. If a patent application has been filed for an invention, but it includes proprietary information and is not publicly available, provide documentation that includes: the patent number, inventor name(s), assignee names (if any), filing date, filing date of any related provisional application, and summary of the patent title, with either: (1) a representation of invention ownership; or (2) proof of possession of appropriate licensing rights in the invention (i.e., an agreement from the owner of the patent granting license to the proposer).

1. The SAM-generated UEI becomes the official identifier for doing business with the U.S. Government. This replaces DUNS. [↑](#endnote-ref-2)
2. See <https://www.irs.gov/individuals/international-taxpayers/taxpayer-identification-numbers-tin> for information on requesting a TIN. Note, requests may take from 1 business day to 1 month depending on the method (online, fax, mail). [↑](#endnote-ref-3)
3. A CAGE Code identifies companies doing or wishing to do business with the Federal Government. See BAA Section VI.B.2 for further information. [↑](#endnote-ref-4)