**HR001118S0047 SCORE BAA**

**Volume 1: Technical and Management Volume Template**

The Technical and Management Volume must address the full program (Base + Options).

*Use of this template is mandatory for all proposal submissions to this BAA*. *Proposals not meeting the format prescribed herein may not be reviewed.*

This document must include all components described herein and must be submitted in .pdf, .odx, .doc, or .docx formats. The slides described herein must be in .ppt or .pptx format and should be attached as a separate file to this document.

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 not smaller than 12 point. Font sizes of 8 or 10 point may be used for figures, tables, and charts.

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 the Technical and Management Volume 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.

Technical and Management Volume 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 |
| Proposal Summary Slide |
| Resumes |
| References/Bibliography (Optional) |
| Technical Papers (no more than 3) |

**[PRIME ORGANIZATION LOGO]**

**HR001118S0047 SCORE**

**Volume 1: Technical and Management Volume**

|  |  |
| --- | --- |
| Proposal T**itle** |  |
| Proposer Organization |  |
| Technical Area (s) |  |
| Technical Point of Contact (POC) | Name:  Mailing Address:  Telephone:  Email: |
| Administrative POC | Name:  Mailing Address:  Telephone:  Email: |

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# Official Transmittal Letter

[Attach the official transmittal letter from the prime proposer organization.]

# Proposal Summary

1. **Slide**

[Using the Proposal Summary Slide template provided as an attachment to the BAA, provide a summary in PowerPoint that effectively and succinctly conveys the main objective, key innovations, expected impact, and other unique aspects of the proposed project. Include the PowerPoint slide as a separate attachment to this document.]

1. **Discussion**

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

* What is the proposed work attempting to accomplish or do?
* How is it done today, and what are the limitations?
* Who or what will be affected and what will be the impact if the work is successful?
* How much will it cost, and how long will it take?

The summary should 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.]

# Goals and Impact

[Describe what you are trying to achieve and the difference it will make (qualitatively and quantitatively), if successful. 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 how the proposed project is revolutionary and how it significantly rises above the current state of the art. Describe the deliverables associated with the proposed project and any plans to commercialize the technology, transition it to a customer, or further the work. Discuss the mitigation of any issues related to sustainment of the technology over its entire lifecycle, assuming the technology transition plan is successful.]

# Technical Plan

[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. 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 subawardees/consultants and key personnel who will be executing the work. Identify a principal investigator (PI) for the project. 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; 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/subawardees 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 (no more than one page per person), showing a concise summary of their qualifications, discussion of previous accomplishments, and work in this or closely related research areas. Indicate the level of effort in terms of hours to be expended by each person during each contract year and other (current and proposed) major sources of support for them and/or commitments of their efforts. DARPA expects all key personnel associated with a proposal to make substantial time commitment to the proposed activity and the proposal will be evaluated accordingly. It is DARPA’s intention to put key personnel conditions into the awards, so proposers should not propose personnel that are not anticipated to execute the work.]

# Capabilities

[Describe organizational experience in 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)

[Provide a detailed task breakdown by Government Fiscal Year (GFY), citing specific tasks and their connection to the interim 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.
* A measurable milestone (e.g., a deliverable, demonstration, or other event/activity that marks task completion).
* A definition of all deliverables (e.g., data, reports, software) to be provided to the Government in support of the proposed tasks/subtasks.]

# Schedule and Milestones

[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. Measurable milestones should be clearly articulated and defined in time relative to the start of the project.]

# Novelty of Proposed Work

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

🞎 No 🞎 Yes [If yes, provide the following information]

* Solicitation number \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* Agency \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* Proposed work has already received funding or a positive funding decision.

🞎 No 🞎 Yes 🞎 Decision pending

# Bibliography (Optional)

[Provide a brief (no more than 5 pages) bibliography with *links* to relevant papers, references, reports, resumes of key team members, etc.]