**HR001118S0047 SCORE BAA**

**Volume 3: Administrative and National Policy Requirements Document Template**

The Administrative and National Policy Requirements document must be completed in full and included as part of the proposal submission. Do not delete any portion of this document.

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 11 point. Font sizes of 8 or 10 point may be used for figures, tables, and charts.

The Administrative and National Policy Requirements document must be in .pdf, .odx, .doc, or .docx formats. Submissions must be written in English.

No page limit has been specified for the Administrative and National Policy Requirements document.

**[PRIME ORGANIZATION LOGO]**

**HR001118S0047 SCORE**

**Volume 3: Administrative and National Policy Requirements**

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

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# Team Member Identification

[Provide a list of all team members including the prime, subawardee(s), and consultant(s), as applicable. Identify specifically whether any are a non-US organization or individual, FFRDC and/or Government entity. Use the following format for this list.]

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

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

Are any of the team member organizations (prime or subawardee) a Government entity or FFRDC? 🞎 No 🞎 Yes [If yes, provide the information outlined below in accordance with BAA Section III.A.1.]

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.]

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# Organizational Conflict of Interest Affirmations and Disclosure

[In accordance with Section III.B 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? 🞎 No 🞎 Yes
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? 🞎 No 🞎 Yes

[If you answered “Yes” to 3.a OR 3.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)? 🞎 No 🞎 Yes [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.]

# Intellectual Property (IP)

In accordance with BAA Section VI.B.4, 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 computer software that will be delivered to the Government?

🞎 No 🞎 Yes [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** |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **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? 🞎 No 🞎 Yes [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).]

# Human Subjects Research (HSR)

Does the proposed work involve HSR? 🞎 No 🞎 Yes [If yes, provide evidence of or a plan for review by an institutional review board (IRB). See BAA Section VI.B.6 for information on this subject.]

# Animal Use

Does the proposed work involve animal use? 🞎 No 🞎 Yes [If yes, provide a brief description of the plan for Institutional Animal Care and Use Committee (IACUC) review and approval. See BAA Section VI.B.6 for information on this subject.]

# Representations Regarding Unpaid Delinquent Tax Liability or a Felony Conviction under Any Federal Law

[Per BAA Section VI.B.1 and FAR 52.209-11, complete the following statements.]

The Proposer represents that –

(i) It is [ ] is not [ ] a corporation that has any unpaid Federal tax liability that has been assessed, for which all judicial and administrative remedies have been exhausted or have lapsed, and that is not being paid in a timely manner pursuant to an agreement with the authority responsible for collecting the tax liability,

(ii) It is [ ] is not [ ] a corporation that was convicted of a felony criminal violation under a Federal law within the preceding 24 months.