

**Amendment 0002**  
**BAA 12-014 titled “Department of the Navy Rapid Innovation Fund”**

The purpose of Amendment 0002 to BAA 12-014 is to **replace in its entirety section 5.3 of the BAA**. There are no other changes to BAA 12-014.

**5.3 Proposal Content**

Create a single file in Portable Document Format (PDF) that includes the following four sections in the order described below: Cover Sheet, Technical Proposal, Cost or Price Proposal, and Performance Work Statement.

**5.3.1 Cover Sheet (1 Page – (PDF File))**

The cover sheet shall be labeled DoN Rapid Innovation Fund Full Proposal and shall include the BAA number, firm name, CAGE code, DUNS number, proposed project title, SBIR Topic number (if applicable), IR&D project identification (if applicable), amount of Rapid Innovation Fund funds requested, Offeror’s administrative and technical points of contact (name/phone and fax numbers/email), SYSCOM and PEO that your project is targeted towards, operational need (DoD Rapid Innovation Fund Thrust Area, Naval Operational Challenge Area, and/or Naval SYSCOM Special Interest Area), target ACAT I – IV program or other acquisition program, if known, and the names of and contact information for up to two DoN acquisition community personnel familiar with or supportive of this project.

**5.3.2 Technical Proposal (25 Pages – (PDF file))**

The technical proposal shall be prepared outside of the DoN Rapid Innovation Fund submission website. The technical proposal shall include the following sub-sections in the order given below:

**(1) Technical Approach:**

**1.1 Project Description/Executive Summary:** A brief statement describing the specific technology and/or product being proposed and how the technology and/or product will work.

**1.2 Contribution to the Operational Need:** Describe how and the degree to which the technology will increase, accelerate, or improve the DoN’s capabilities in relationship to one or more of the DoD Rapid Innovation Fund Thrust Areas or operational needs cited in Attachments 1, 2, or 3 of this announcement.

**1.3 Project Goals:** Describe how and the extent to which your project will reduce acquisition, development and/or total ownership costs for the DoN. If possible, provide a rough estimate of DoN’s cost savings or cost avoidance due to the fielding of your technology.

**1.4 Technical Capability:** Describe how the proposed technical approach is innovative, feasible, achievable, complete, and supported by a technical team that has the expertise and experience to accomplish the proposed tasks.

**1.4.1 Objectives and Scope:** Describe the specific objectives of what the project will achieve and any logical boundaries. Describe the product that will be delivered at the end of the Rapid Innovation Fund effort.

**1.4.2 Metrics/Measures of Success:** Discuss what measurement criteria will be established to measure progress against stated objectives.

**1.4.3 Key Personnel:** Describe the qualifications of the team and identify key personnel who will be involved in the effort including information directly related to education and experience. Identify any subcontractors or consultants who will be involved. Identify any foreign citizens you expect to be involved as a direct employee, subcontractor, or consultant. Key personnel resumes shall be provided in an attachment to the proposal and will not count toward the page limitations.

**1.4.4 Related Work:** Describe significant activities and/or previous work directly related to the proposed effort, including SBIR/STTR contracts and IR&D projects.

**(2) Project/Management Approach:** Describe how the proposed schedule is achievable for the proposed technical approach. Transition to military systems or programs is expected within 24 months of award.

**2.1 Project Plan:** Describe your overall project plan including major project tasks, duration, technology readiness level (TRL), and task costs (Rapid Innovation Fund and matching) using a Gantt chart or similar master planning tool. Describe major activities/milestones and list deliverables anticipated by date, including research and development, testing, integration, transition milestones including the seminal transition event, and/or acquisition elements, as applicable. Focus on the proposed Rapid Innovation Fund project, but include funding and efforts required to fully transition the project into a DoN acquisition program or otherwise transition the technology into field use.

**2.2 Subcontractor/Consultant Management Plan:** If using subcontractors or consultants describe your plan for managing their role in the project's success.

**2.3 Risks:** Describe anticipated risks and risk mitigation plans.

**(3) Transition Plan:** Describe how the technology and/or product will transition into the DoN acquisition program, including insertion events into military systems or programs.

**3.1 Partnerships:** Describe the roles that the DoN program manager, prime systems integrator, and/or other stakeholders, as applicable, will play in supporting the proposed project during the Rapid Innovation Fund effort and through transition. Include the names of the organization(s) and contact information for personnel involved in the transition process.

**3.2 Government Testing:** Note accreditations, tests, and/or certifications required to prove that the technology works and is acceptable to be transitioned into the operational Naval Forces, including requirements from agencies other than the DoN (e.g., National Security Agency certification, Defense Information Systems Agency Information Assurance Certification & Accreditation), if necessary and known. Describe the seminal transition event (e.g., test or certification) that signifies the technology is ready to be acquired by the DoN. Indicate the beginning and ending TRL. Provide evidence to support the initial TRL.

**3.3 Facilities/Equipment:** Describe the instrumentation and physical facilities necessary to carry out the proposed effort. If access to government-owned facilities, equipment, or subject matter expertise is required, describe them and the contract mechanism (e.g., Cooperative Research and Development Agreement, Work for Private Party Agreement) that will be or could be used to access them. If such a contract mechanism is already in place, provide documentation.

**(4) Cost Effectiveness:** Describe the project's cost approach that supports the execution of the three previous sections

**4.1 Cost Estimating Methods:** Briefly describe the methods (e.g., expert judgment, analogous estimating, parametric estimating) used to estimate the task costs you cited in your response to Section (2) Project Management Approach. Identify any significant corporate judgment and/or experience in the application of techniques to address cost estimation and cost control.

**4.2 Cost Matching:** Describe any project funds that will come from other sources, including the timing, source, amount and planned use. Matching funds are not required.

**4.3 Government Costs:** Estimate costs the government partner(s) will incur during the 24-month Rapid Innovation Fund project (e.g., equipment, facilities, personnel).

### **5.3.3 Cost or Price Proposal (no page limit – (PDF file))**

The cost or price proposal shall be prepared outside of the DoN Rapid Innovation Fund submission. The cost/price proposal shall include a detailed breakdown of all costs by category. If a proposal is selected for award, the Offeror shall be prepared to submit further documentation to its DoN Contracting Officer to substantiate costs. For more information about cost proposals and accounting standards, see the Defense Contract Audit Agency (DCAA) publication called "Information for Contractors" available at [www.dcaa.mil](http://www.dcaa.mil). The following cost areas shall be included, if applicable:

- (1) **Direct Labor:** Individual labor category or person, with associated labor hours and unburdened direct labor rates.
- (2) **Indirect Costs:** Fringe Benefits, Overhead, G&A, etc.

- (3) **Travel:** Destination, number of trips, number of days per trip, departure and arrival destinations, number of people, etc.
- (4) **Subcontractor and Consultants:** All subcontractor costs and consultant costs must be detailed at the same level as prime contractor costs in regards to labor, travel, equipment, etc. Provide detailed substantiation of subcontractor costs in your cost proposal. Provide consultant agreement or other document that verifies the proposed daily/hourly rate.
- (5) **Other Direct Costs (ODCs):** ODCs shall be itemized with costs or estimated costs.

#### **5.3.4 Performance Work Statement (PWS) (12 Pages – (PDF file)**

A PWS shall be submitted that clearly details the scope and objectives of the effort, the tasks to be completed, the technical approach, and the deliverables. It is anticipated that the proposed PWS will be incorporated as an attachment to the resultant award instrument. To this end, such proposals must include a PWS without any proprietary restrictions.