

Proposal Checklist – Air Force Phase I

Solicitation Name: DAF CSO Direct-to-Phase II

Solicitation Number: X23.8

Submission Date: 12 PM ET on September 28, 2023

Proposal Development Checklist

Cover Sheet

- **Basic Information**
 - Information in this section is accurate, and if available/known, CAGE code is input
- **Certification**
 - Information in this section is accurate based on Firm and PI information for the project
- **Business Information**
 - Information in this section is accurate and complete
- **Proposal Information**
 - Proposed Cost and Duration have been input and are within the maximum allowable amounts based on information found in the BAA
 - Technical Abstract contains no classified or proprietary information
 - Anticipated Benefits/Potential Commercial Applications of the Research or Development have been listed
 - A list of Key Words for the project have been added and there are less than or equal to 8 Key Words or phrases
- **Contact Information**
 - Information in this section is accurate and complete

Technical Volume

- **Formatting**
 - Technical Volume is one single PDF file, including graphics
 - Page count limit is 15 pages
 - Glossary and Table of Contents included
 - All sections appear in the indicated order per the BAA solicitation and are titled in that exact manner
- **The Technical Summary contains:**
 - Identification and Significance of the Problem or Opportunity** brief description of the specific problem/opportunity addressed in the feasibility study and its relationship to the Direct-to-Phase II
 - Areas of Emphasis** categorization of your technology. Potential categories include: Upfront Coordination Processes; Logistics; Space Payload Sensors; Space Vehicles;

Proposal Checklist – Air Force Phase I

- Launch Vehicles & Platforms; Ground Systems; Area of Emphasis Otherwise not Defined
- Non-Defense Commercial Solution** describes the non-Defense commercial solution and customers
 - Proposed Adaptation of Non-Defense Commercial Solution** answers all applicable questions
 - Phase I-Type “Feasibility Study” Results** details the solution’s ability to meet end-users’ and customers’ needs
 - Compliance and Regulatory Activities** responds to all questions listed in this section
 - Phase II Technical Objectives and Key Results** describes 3-5 objectives of the Phase II
 - Phase II Work Plan (Non-Proprietary)** outlines workplan and does not contain proprietary information
 - Commercialization Strategy** describes commercialization potential
 - Military Applications/DoD Customers** describes the proposed solution’s existing potential military requirement
 - Non-US Citizens:** Any foreign citizens or individuals with dual citizenship expected to be involved in the project have been identified.
 - Key Personnel:** All key personnel have been identified
 - Non-Defense Commercial Customers:** Past revenue has been included
 - Investors and Partners:** Company investors, shareholders, or strategic advisors making significant contributions to support the Phase II effort have been identified
 - Related Work:** Significant activities directly related to the proposed effort, including previous programs conducted by the Principal Investigator, proposing firm, consultants, or others, and their application to the proposed project have been described

Cost Volume

- **Measurable Milestones**
 - Fixed price payments are tied to measurable milestones. Clearly identify SBIR and non-SBIR funded tasks.
- **Direct Labor Costs**
 - All key personnel listed with their hours of commitment and base labor rate
- **Direct Material Costs**
 - Material costs have been added as applicable as separate line items
- **Other Direct Costs**
 - If required, travel has been added as separate line items

Proposal Checklist – Air Force Phase I

- If used, a fully detailed explanation of subcontractor/consultant costs has been entered, identifying labor, travel, other direct costs, and all line items
- Specialized services such as machining or milling, special testing or analysis, and/or costs incurred to use specialized equipment Cost Sharing described

Company Commercialization Report

- **General Formatting**

- If applicable, a new or revised CCR form has been included

Supporting Documents

- **General Formatting/Required Documents included:**

- Contractor Certification Regarding Provision of Prohibited Video Surveillance and Telecommunications Services and Equipment
- Foreign Ownership or Control Disclosure
- Certification Questions and Cover Sheet Supplement
- AF Security Program Questionnaire
- Disclosure of Funding Sources
- Supplemental Cost Information
- Direct Material Costs
- Travel
- Special Tooling/Test Equipment/ Material Costs
- Copies of Subcontract Agreements
- Copies of Consultant Agreements
- Facilities/Equipment
- Indirect Costs
- Resumes of Key Personnel
- Non-Proprietary Work Plan
- DoD Funding Agreement Certification (Signed)
- DD Form 2345 - ITAR/EAR Certification
- Allocation of Rights
- Lifecycle Certification
- SBIR/STTR Environment, Safety and Occupational Health (ESOH) Questionnaire
- Additional Letters of Support

Fraud, Waste and Abuse Training

Proposal Checklist – Air Force Phase I

- **General Formatting**
 - Training has been completed