

Proposal Checklist – Air Force Phase I

Solicitation Name: DAF CSO Phase I SBIR and STTR

Solicitation Number: SBIR X23.7 PHASE I and STTR X23.E PHASE I

Submission Date: 12 PM ET on September 28th, 2023

Proposal Development Checklist

Volume 1: Proposal Cover Sheet

- **Basic Information**
 - Information in this section is accurate, and if available/known, CAGE code is added
 - Make sure SAM and UEI number are correct and active
- **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 and are no more than 200 words
 - 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
- **Proprietary Information**
 - If your proposal contains any proprietary information, then each submitted volume includes the proprietary data legend
 - Each sheet with proprietary information contains the proper legend

Volume 2: Technical Volume

- **Formatting**
 - The Technical Pitch Deck is less than 25 slides and includes necessary sections
 - Technical Volume is one single PDF file
 - The Technical Volume does not contain active graphics such as videos, moving pictures, or other similar media in the document.
 - The required 11 slides are included in the pitch deck
 - All slides are number consecutively

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- Each slide contains the company name, topic number, and proposal number
- **The Technical Volume Slide Deck contains:**
 - Overall Summary Slide** – Including Company Name and Overview of Proposal
 - Technical Merit Summary** – Clearly communicate the scientific merit of the solution’s central and/or enabling technological concepts, including the most effective points that demonstrate the technical merit of the solution. Identify the current scientific and/or technical baseline, referencing relevant scientific and technical literature, and describe the RDT&E effort’s advancement of this baseline
 - Concept and Significance of Problem/Opportunity** – Define the specific technical problem and/or opportunity addressed and its importance to your prospective customers. Describe how your solution is better than the customers’ current alternative. Communicate if and how the private sector variant of the proposed solutions is different from the DoD-variant. Work proposed to the SBIR program **MUST** be R/R&D. Non-RDT&E procurement of commercially-available solutions is not appropriate for the SBIR program.
 - Summary of the Solution’s Commercialization Potential** – Effectively demonstrate the firm’s ability to commercialize the solutions in both DoD and commercial markets. Include any applicable pilots, revenue, users, and/or other types of interest or resource investment to date that demonstrates the presence of viable customer markets and Government/commercial investment for the solution. Describe the solution’s competitive landscape and potential to scale the proposed solution
 - Team’s Ability to Perform Research and Commercialization the Solution** – Identify the team and highlight relevant education, experience, and/or capabilities demonstrating the ability to develop the solution and adapt it to prospective DAF customer needs. Full resumes, including a publications list, for the PI and other key technical personnel shall be included in Volume 5: Supplemental Documents.
 - Defense Need** – Demonstrate knowledge of prospective End-User(s)/Customer(s) and their most reasonable use-case for your solution. Explore differentiation from current customer alternatives, and incremental progress toward fulfilling the identified Defense need. Highlight previous DoD funding for the solution or underlying technology. Include a description of the proposed solution and how it compares to the user’s current alternative. If applicable, reference a Strategic Capability area.
 - Objectives** – Describe how success will be measured in helping the prospective users and the plan to identify stakeholders other than end-users, e.g. safety, test or certification authorities, cybersecurity, acquisition specialists supporting prospective endusers, etc.
 - Plan Outline (including Subcontractors’ Efforts) Required for STTR** – Provide a clear description of the approach. Indicate what tasks are planned, how and where the work will be conducted, a schedule of major events, and the final product(s) to be delivered. The Phase I effort should attempt to determine the technical feasibility of the

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proposed concept. Include an outline of the work plan in the following format: (a.) Scope: List the major requirements and specifications of the effort. (b.) Task Outline: Provide a brief outline of the work to be accomplished over the span of the effort. (c.) Deliverables (preliminary and final report) (d.) Kickoff meeting within 30 calendar days of contract start (e.) Preliminary report (f.) Final report with SF 298 and DD Form 882.

- Transition Plan** – Describe your plan to transition your solution into the DAF. Briefly describe how your proposed solution could integrate with the existing efforts of your proposed DAF customer.
- Related Work (Dual-Use)** – Describe significant activities directly related to the proposed effort, including any conducted by the PI, proposing firm, consultants, or others.
- Clearances/Certifications/Approvals/Registrations** – Include the UEI, CAGE code, and SBA SBIR/STTR ID number. If the firm does not have these numbers, include the date on which the application was submitted. Note: A valid CAGE code is required at the time of proposal submission or the proposal may be disqualified.
- Additional Slides can be added, but the slide deck cannot exceed 25 slides**

Volume 3: Cost Volume

- **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
 - Break out travel cost by trip, number of travelers, airfare, per diem, lodging, etc. The number of trips required, as well as the destination and purpose of each should be included.
 - 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
- **STTR Budget Requirements**
 - For STTR, subcontractor's budget and budget justification has been received

Volume 4: Company Commercialization Report

- **General Formatting**
 - If applicable, a new or revised CCR form has been included
 - CCR is derived from SBIR.gov registration page

Volume 5: Supporting Documents

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- **Required Documents include:**

- SBIR/STTR Lifecycle Certification (Attachment 1)
- SBIR/STTR Environment, Safety, and Occupational health (ESOH) Questionnaire (Attachment 2)
- Contractor Certification Regarding Provision of Prohibited Video Surveillance and Telecommunications Services and Equipment (Attachment 3)
- Disclosures of Foreign Affiliations or Relationships to Foreign Countries (Attachment 4)
- Disclosure of Funding Sources (Attachment 5)
- AF Security Program Questionnaire (Attachment 6)
- Research & Related Key/Senior Profile (Attachment 7)
- Certification of Eligibility of Small Business Joint Ventures (Attachment 8, if applicable)
- SBIR/STTR Funding Agreement Certification (Attachment 9 – required prior to award)
- Coversheet Supplement (Attachment 10)
- Additional supplements may be added and acceptable supplements are listed in the solicitation
 - Examples include: Subcontractor work agreements and outlines

Volume 6: Fraud, Waste and Abuse Training

- **General Formatting**

- Training has been completed