

Broad Agency Announcement

Memex

DARPA-BAA-14-21

February 4, 2014



Defense Advanced Research Projects Agency

Information Innovation Office

675 North Randolph Street

Arlington, VA 22203-2114

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PART I: OVERVIEW

- **Federal Agency Name:** Defense Advanced Research Projects Agency (DARPA), Information Innovation Office (I2O)
- **Funding Opportunity Title:** Memex
- **Announcement Type:** Initial Announcement
- **Funding Opportunity Number:** DARPA-BAA-14-21
- **Catalog of Federal Domestic Assistance Numbers (CFDA):** 12.910 Research and Technology Development
- **Dates**
 - Posting Date: February 4, 2014
 - Abstract Due Date: February 25, 2014, 12:00 noon (ET)
 - Proposal Due Date: April 8, 2014, 12:00 noon (ET)
 - Proposers' Day: February 18, 2014
- **Anticipated Individual Awards:** DARPA anticipates multiple awards for all Technical Areas.
- **Types of Instruments that May be Awarded:** Procurement contracts, cooperative agreements or other transactions. No grants will be awarded under this solicitation.
- **Technical POC:** Dr. Christopher White, Program Manager, DARPA/I2O
- **BAA EMail:** Memex@darpa.mil
- **BAA Mailing Address:**

DARPA/I2O
ATTN: DARPA-BAA-14-21
675 North Randolph Street
Arlington, VA 22203-2114
- **I2O Solicitation Website:**
http://www.darpa.mil/Opportunities/Solicitations/I2O_Solicitations.aspx

PART II: FULL TEXT OF ANNOUNCEMENT

I. FUNDING OPPORTUNITY DESCRIPTION

The Defense Advanced Research Projects Agency (DARPA) is soliciting proposals for innovative research to maintain technological superiority in the area of content indexing and web search on the Internet. Proposed research should investigate approaches that enable revolutionary advances in science, devices, or systems. Specifically excluded is research that primarily results in evolutionary improvements to the existing state of practice.

This broad agency announcement (BAA) is being issued, and any resultant selection will be made, using procedures under Federal Acquisition Regulation (FAR) 35.016. Any negotiations and/or awards will use procedures under FAR 15.4 (or 32 CFR 22 for cooperative agreements). Proposals received as a result of this BAA shall be evaluated in accordance with evaluation criteria specified herein through a scientific review process.

DARPA BAAs are posted on the Federal Business Opportunities (FBO) website (<http://www.fbo.gov/>) and, as applicable, the Grants.gov website (<http://www.grants.gov/>).

The following information is for those wishing to respond to this BAA.

Overview

Today's web search is limited by a one-size-fits-all approach offered by web-scale commercial providers. They provide a centralized search, which has limitations in the scope of what gets indexed and the richness of available details. For example, common practice misses information in the deep web and ignores shared content across pages. Today's largely manual search process does not save sessions or allow sharing, requires nearly exact input with one at a time entry, and doesn't organize or aggregate results beyond a list of links.

The Memex program envisions a new paradigm, where one can quickly and thoroughly organize a subset of the Internet relevant to one's interests. Memex will address the inherent shortcomings of centralized search by developing technology for domain-specific indexing of web content and domain-specific search capabilities. Memex will develop technology to enable discovery, organization, and presentation of domain relevant content. The new search paradigm will provide fast, flexible, and efficient access to domain-specific content as well as search interfaces that offer valuable insight into a domain that previously remained unexplored.

Technologies developed under Memex will be applied to example domains, including counter human trafficking. Human trafficking is a line of business with significant web presence to attract customers and is relevant to many types of military, law enforcement, and intelligence investigations. The use of forums, chats, advertisements, job postings, hidden services, etc., continues to enable a growing industry of modern slavery. An index curated for the counter

trafficking domain (which includes labor and sex trafficking), along with configurable interfaces for search and analysis will enable a new opportunity to defeat trafficking enterprises.

Introduction

The goal of the Memex program is to develop software that will enable domain-specific indexing of public web content and domain-specific search capabilities. The technologies developed in the program will also provide the mechanisms for content discovery, information extraction, information retrieval, user collaboration, and other areas needed to address distributed aggregation, analysis, and presentation of web content.

The current one-size-fits-all approach to indexing and search of web content limits use to the business case of web-scale commercial providers. The Memex program will address the need to move beyond a largely manual process of searching for exact text in a centralized index, including overcoming shortcomings such as:

- Limited scope and richness of indexed content, which may not include relevant components of the deep web such as temporary pages, pages behind forms, etc.; an impoverished index, which may not include shared content across pages, normalized content, automatic annotations, content aggregation, analysis, etc.
- Basic search interfaces, where every session is independent, there is no collaboration or history beyond the search term, and nearly exact text input is required; standard practice for interacting with the majority of web content, which remains one-at-a-time manual queries that return federated lists of results.

In pursuit of these goals, DARPA seeks revolutionary proposals to reach or improve the ideas described in Vannevar Bush's 1945 article "As We May Think," as well as Douglas Engelbart's "Mother of All Demos" from 1968, within the context of domain-specific web content indexing and search, democratizing the creation of an index and inventing better methods for interacting with and sharing information.

The Memex program is specifically not interested in proposals for the following: attributing anonymous services, deanonymizing or attributing identity to servers or IP addresses, or gaining access to information which is not intended to be publicly available.

Program Scope

The scope of the Memex program includes the following Technical Areas (TAs) of interest which are described in detail below:

TA1: Domain-Specific Indexing

TA2: Domain-Specific Search

TA3: Applications

Proposers may submit to--and receive awards in--all three technical areas. However, separate proposals must be submitted as follows: a) TA1 only; b) TA2 only; c) combined TA1 and TA2; d) TA3 only.

Since all performers under the Memex program will be expected to work cooperatively with one another to develop, integrate, implement, test, and evaluate Memex capabilities, proposers should carefully review the expectations for all three Technical Areas in order to fully understand the context of their own Technical Area. For example, performers in Technical Areas 1 and 2 are required to support test evaluations conducted by the Technical Area 3 performer(s) and the Government. Furthermore, all performers will be required to submit source code to a common repository, compile against common hardware, and test against common data.

The program will emphasize creating and leveraging open source technology and architecture. Intellectual property rights and software licenses asserted by proposers are strongly encouraged to be aligned with open source regimes. See Section VI.B.1 for more details on intellectual property.

Small, independent proposers are encouraged as are agile teams from larger firms, especially groups with past performance delivering high quality software products to Government or commercial customers. Non-traditional Government service providers are encouraged to apply to this BAA – either on their own or in a teaming partnership with a firm who has experience in Government contracting. A teaming web site will be available to help individuals and small firms find more established firms with experience in the BAA process. See Section VIII.B for further information.

In accordance with DARPA's privacy program, whose purpose is to ensure the consideration of privacy safeguards and controls, all performers will be required to attend DARPA-provided privacy training. This training will occur in conjunction with program events, e.g., the program kick-off meeting or a Principal Investigator meeting.

Government-furnished Resources

The program intends to maintain a technology integration facility in the greater Washington, DC area to facilitate agile and collaborative software development, integration, and testing/evaluation. User interaction, use-case development, and integration, test, and evaluation are intended to take place at this facility. DARPA intends to arrange program interaction with a variety of users from DoD and other Government agencies. Throughout the program, DARPA intends to identify common, open public data sets to all performers for tests and evaluation. In addition, DARPA intends to provide a common cloud computing environment for tests and evaluation appropriate to meet program goals. However, performers should plan and budget for use of commercial cloud services as is appropriate to their proposal.

Technical Area 1: Domain-Specific Indexing

Technical Area 1 includes the creation of domain-specific indexing software. This includes a highly scalable web crawling infrastructure for content discovery and information extraction. A variety of data formats must be supported, as well as data not reachable by current search services. Techniques must also adapt to continuously changing data, changing site administration, data items being extended, transformed, becoming stale, or deleted. Content discovery includes automated and semi-automated methods for crawl refinement and expansion to new sites, link discovery and inference of obfuscated links, discovery of deep content such as source code and comments, discovery of dark web content, hidden services, etc. Crawling should also be robust to automated counter-crawling measures, crawler bans based on robot behavior, human detection, paywalls and member-only areas, forms, dynamic and non-HTML content, etc.

Information extraction may include normalization of heterogeneous data, natural language processing for translation and entity extraction and disambiguation, image analysis for object recognition, coreference resolution, extraction of multimedia (e.g., pdf, flash, video, image), relevance determination, etc.

Proposers are encouraged to identify performance metrics and milestones consistent with their proposed objectives. The metrics and milestones should be compared to alternatives and current best practice.

Technical Area 2: Domain-Specific Search

Technical Area 2 includes the creation of a configurable domain-specific interface into web content. The domain-specific interface may include: conceptually aggregated results, e.g., a person; conceptually connected content, e.g., links for shared attributes; task relevant facets, e.g., key locations, entity movement; implicit collaboration for enriched content; explicit collaboration with shared tags; recommendations based on user model and augmented index, etc.

Also, TA2 performers will work with TA1 performers on the design of a query language for directing crawlers and information extraction algorithms. A language to specify the domain, including both crawling as well as interface capability, may include concepts, sets of keywords, time delimitations, area delimitations, IP ranges, computational budgets, semi-automated feedback, iterative methods, data models, etc.

Technical Area 1+2: Combined proposals

Proposals for building an integrated system across Technical Areas 1 and 2 should address hosting the developed technology, providing configuration management of the technology developed, system engineering, etc.

Proposers for the combined areas should have demonstrated experience and performance in software integration in a highly agile development environment. This includes setting up

software testbeds, toolkits, code repositories, versioning, schema development and maintenance, unit testing, procedures for quality assurance and quality control, etc. Proposals should include examples of previous open source projects, project hosting, and/or previous software products.

Proposers should have significant experience in cloud computing implementations and open platforms (e.g., Hadoop, Cloudbase/Accumulo, Hive, Hbase, Oracle, SQL, etc.). They should demonstrate expertise conducting system trade studies and selecting system configurations appropriate for experimentation at various stages.

Proposers should clearly describe their integration framework and approach, and compare the benefits of the proposed approach over alternative approaches. Proposals should describe a plan for incorporating lessons learned from experimentation and testing, as well as a lightweight process for monitoring quality assurance/control.

Proposers should also describe previous experience in developing front-end web services, information extraction, relevance ranking, and other analytic components necessary to build and maintain access to a database for multiple users.

Technical Area 3: Applications

Technical Area 3 performer(s) will be responsible for supporting performers of Technical Areas 1 and 2 by application of the developed technology. TA3 will be responsible for system application, including system-level concepts of operation and deployment development, use case development, requirements analysis, documentation, interface design, and providing feedback for hardening the application.

DARPA anticipates that the example domain of interest, Counter Human Trafficking, will identify many of the technical hurdles necessary to overcome for addressing a user-specified domain. The technology should be able to accommodate a variety of Government and corporate content domains given a fixed set of resources. Domains will naturally offer a tradeoff between breadth, depth, and computational resources required during the indexing stage.

Human Trafficking, especially for the commercial sex trade, is a line of business with significant web presence to attract customers and is relevant to many types of military, law enforcement, and intelligence investigations. The use of forums, chats, advertisements, job postings, hidden services, etc., continue to enable a growing industry of modern slavery. An index curated for the counter trafficking domain, including labor and sex trafficking, along with configurable interfaces for search and analysis will enable a new opportunity for military, law enforcement, legal, and intelligence actions to be taken against trafficking enterprises.

Other application domains will be considered during the life of the program, possibly including indexing and interfaces for found data, missing persons, counterfeit goods, etc.

Since technology development will be guided by end-users with operational support expertise, DARPA will engage elements of the DoD and other agencies to develop use cases and operational concepts around Human Trafficking and other domains. This will result in a development-in-process software development model, where agile libraries, APIs, and code instances will be refined based on user feedback. User-groups of selected personnel from the DoD and other agencies will be maintained throughout the life of the program. The opinions of the user-groups will be highly regarded when evaluating the effectiveness of the evolving systems, as well as the developers' ability to comprehend and effectively respond to feedback. Integration, testing, and evaluation will be performed on open public data from the Internet. The emphasis will be on using commodity hardware and conventional desktop monitors. Collaboration among performers will be encouraged via a common working space, common furnished data, a common computational environment, and shared feedback from users. Proposers for TA3 should plan to have at least two field staff working at the integration facility (described above under Government-furnished Resources) for the entire period of performance.

The performer(s) for this area will work with TA1 and TA2 performers to develop appropriate performance metrics and develop, execute, and evaluate the results of corresponding test and evaluation procedures. TA3 performer(s) will work with various end-users in developing use case scenarios, and will develop metrics and perform evaluation of component technologies and instantiations of interfaces/analytics.

TA3 performer(s) must have cleared personnel to conduct discussions with end-users from Government agencies with various domains. See Section III.D.1 for further information.

Schedule and Milestones

Subject to the availability of funding, the program is intended to run approximately 36 months. Proposers should specify the research and technology development schedule for the full proposed period of performance, along with specification of metrics that fully capture the performance and capabilities of their technology. Proposals should include a base performance period of 24 months with the remaining time proposed as an option of 12 months. A target start date of August 1, 2014 may be assumed for proposal budgeting purposes.

This solicitation describes various deliverables and milestones with notional estimated due dates. Proposals should include a detailed schedule that incorporates these deliverables/milestones and is consistent with the maturity of the proposed approaches. These schedules will be synchronized across performers, as required, and monitored/revised as necessary throughout the Memex program.

Throughout the duration of the program, there will be periodic tests and evaluation of partially built and fully integrated systems. Test and evaluations of partial builds will be approximately every three months. Milestones for full system integration and evaluation will be every 12 months. At each milestone, algorithms and software developed will be evaluated and progress will be measured against:

- Customized technology metrics developed by the TA3 performer(s) in consultation with TA1 and TA2 performers, intended to evaluate scalable analytics and visualization algorithms and technology, and
- Full system performance metrics and user feedback, which are also developed by the TA3 performer in consultation with end-user program partners.

A notional first milestone in August 2015 may include an evaluation for indexing and searching a specified web domain, with uncertainty specifications, multiple types of queries through multiple interfaces, and an extensible crawling system with thousands of processing threads.

Meetings and Travel

TA3 proposers should plan to have representatives on site in the DC area (at the technology integration facility described above), whereas TA1 and TA2 proposers should plan for travel to the DC area quarterly for one week and to have representatives on site for one summer month.

Principal Investigator (PI) meetings will be held approximately every 3 months, with the locations split between the East and West Coasts of the United States. The locations for meetings and other events will be specified by the Government. The goals of the PI meetings will be to: (a) review system architecture and integration progress; (b) review accomplishments of each performer; (c) demonstrate prototypes and other accomplishments.

In addition to site visits, regular teleconference meetings are encouraged to enhance communications with the Government team. Should important issues arise between program reviews, the Government team will be available to support informal interim technical interchange meetings.

Deliverables

All performers shall be required to provide the following deliverables:

- Technical papers and reports. Initial reports shall be submitted within one month after the program kickoff meeting and after each annual review.
- Intermediate and final versions of software libraries, code, data, and prototypes.
- Implementation documentation. Documentation shall be provided within one month after each code drop documenting any algorithms, source code, hardware descriptions, language specifications, system diagrams, part numbers, and other data necessary to replicate and test the designs.
- Quarterly progress reports. A quarterly progress report describing progress made, resources expended, and any issues requiring the attention of the Government team shall be provided within ten days after the end of each month.

- Final report. The final report shall concisely summarize the effort conducted.
- Application user manual and training material.
- Reporting as described herein.

II. AWARD INFORMATION

A. Awards

Multiple awards are anticipated. The level of funding for individual awards made under this solicitation has not been predetermined and will depend on the quality of the proposals received and the availability of funds. Awards will be made to proposers whose proposals are determined to be the most advantageous and provide the best value to the Government, all factors considered, including the potential contributions of the proposed work, overall funding strategy, and availability of funding. See Section V for further information.

The Government reserves the right to:

- select for negotiation all, some, one, or none of the proposals received in response to this solicitation;
- make awards without discussions with proposers;
- conduct discussions with proposers if it is later determined to be necessary;
- segregate portions of resulting awards into pre-priced options;
- accept proposals in their entirety or to select only portions of proposals for award;
- fund proposals in increments with options for continued work at the end of one or more phases;
- request additional documentation once the award instrument has been determined (e.g., representations and certifications); and
- remove proposers from award consideration should the parties fail to reach agreement on award terms within a reasonable time or the proposer fails to provide requested additional information in a timely manner.

Proposals selected for award negotiation may result in a procurement contract, cooperative agreement, or other transaction (OT) depending upon the nature of the work proposed, the required degree of interaction between parties, and other factors. In all cases, the Government contracting officer shall have sole discretion to select award instrument type and to negotiate all instrument terms and conditions with selectees. Proposers are advised that, if they propose grants or cooperative agreements, the Government contracting officer may select other award instruments, as appropriate. Publication or other restrictions will be applied, as necessary, if DARPA determines that the research resulting from the proposed effort will present a high likelihood of disclosing performance characteristics of military systems or manufacturing technologies that are unique and critical to defense. Any award resulting from such a determination will include a requirement for DARPA permission before publishing any information or results on the program. For more information on publication restrictions, see Section II.B.

B. Fundamental Research

It is Department of Defense (DoD) policy that the publication of products of fundamental research will remain unrestricted to the maximum extent possible. National Security Decision Directive (NSDD) 189 established the national policy for controlling the flow of scientific, technical, and engineering information produced in federally funded fundamental research at colleges, universities, and laboratories. NSDD 189 defines fundamental research as follows:

'Fundamental research' means basic and applied research in science and engineering, the results of which ordinarily are published and shared broadly within the scientific community, as distinguished from proprietary research and from industrial development, design, production, and product utilization, the results of which ordinarily are restricted for proprietary or national security reasons.

As of the date of publication of this BAA, the Government expects that program goals as described herein may be met by proposers intending to perform fundamental research. The Government does not anticipate applying publication restrictions of any kind to individual awards for fundamental research that may result from this BAA. Notwithstanding this statement of expectation, the Government is not prohibited from considering and selecting research proposals that, while perhaps not qualifying as fundamental research under the foregoing definition, still meet the BAA criteria for submissions. If proposals are selected for award that offer other than a fundamental research solution, the Government will either work with the proposer to modify the proposed statement of work to bring the research back into line with fundamental research or else the proposer will agree to restrictions in order to receive an award.

Proposers should indicate in their proposal whether they believe the scope of the proposed research is fundamental. For certain research projects, it may be possible that although the research to be performed by the prime proposer is non-fundamental, a subcontractor's tasks may be considered fundamental research. In those cases, it is the prime proposer's responsibility to explain in their proposal why its subcontractor's effort is fundamental research. While proposers should clearly explain the intended results of their research, DARPA shall have sole discretion to determine whether the project is considered fundamental research. Awards for non-fundamental research will include the following statement or similar provision:

There shall be no dissemination or publication, except within and between the contractor and any subcontractors, of information developed under this contract or contained in the reports to be furnished pursuant to this contract without prior written approval of DARPA's Public Release Center (DARPA/PRC). All technical reports will be given proper review by appropriate authority to determine which Distribution Statement is to be applied prior to the initial distribution of these reports by the contractor. With regard to subcontractor proposals for Contracted Fundamental Research, papers resulting from unclassified contracted fundamental research are exempt from prepublication controls and this review

requirement, pursuant to DoD Instruction 5230.27 dated October 6, 1987.

When submitting material for written approval for open publication, the contractor/awardee must submit a request for public release to the PRC and include the following information: 1) Document Information: title, author, short plain-language description of technology discussed in the material (approx. 30 words), number of pages (or minutes of video) and type (e.g., briefing, report, abstract, article, or paper); 2) Event Information: type (e.g., conference, principal investigator meeting, article or paper), date, desired date for DARPA's approval; 3) DARPA Sponsor: DARPA Program Manager, DARPA office, and contract number; and 4) Contractor/Awardee's Information: POC name, e-mail address and phone number. Allow four weeks for processing; due dates under four weeks require a justification. Unusual electronic file formats may require additional processing time. Requests may be sent either to prc@darpa.mil or 675 North Randolph Street, Arlington VA 22203-2114, telephone (571) 218-4235. See http://www.darpa.mil/NewsEvents/Public_Release_Center/Public_Release_Center.aspx for further information about DARPA's public release process.

III. ELIGIBILITY INFORMATION

A. Eligible Applicants

All responsible sources capable of satisfying the Government's needs may submit a proposal that shall be considered by DARPA.

1. Federally Funded Research and Development Centers (FFRDCs) and Government Entities

FFRDCs and Government entities (e.g., Government/National laboratories, military educational institutions, etc.) are subject to applicable direct competition limitations and cannot propose to this solicitation in any capacity unless the following conditions are met.

- FFRDCs must clearly demonstrate that the proposed work is not otherwise available from the private sector and must provide a letter on official letterhead from their sponsoring organization citing the specific authority establishing the FFRDC's eligibility to propose to Government solicitations and compete with industry, and compliance with the terms and conditions in the associated FFRDC sponsor agreement. This information is required for FFRDCs proposing as either prime contractors or subcontractors.
- Government entities must clearly demonstrate that the proposed work is not otherwise available from the private sector and provide documentation citing the specific statutory authority (and contractual authority, if relevant) establishing their eligibility to propose to Government solicitations.

At the present time, DARPA does not consider 15 USC § 3710a to be sufficient legal authority to show eligibility. For some entities, 10 USC § 2539b may be the appropriate statutory

starting point; however, specific supporting regulatory guidance, together with evidence of agency approval, will still be required to fully establish eligibility.

DARPA will consider eligibility submissions on a case-by-case basis; however, the burden to prove eligibility for all team members rests solely with the proposer.

2. Foreign Participation

Non-U.S. organizations and/or individuals may participate to the extent that such participants comply with any necessary nondisclosure agreements, security regulations, export control laws, and other governing statutes applicable under the circumstances.

B. Procurement Integrity, Standards of Conduct, Ethical Considerations and Organizational Conflicts of Interest (OCIs)

Current Federal employees are prohibited from participating in particular matters involving conflicting financial, employment, and representational interests (18 USC §§ 203, 205, and 208). Prior to the start of proposal evaluation, the Government will assess potential COIs and will promptly notify the proposer if any appear to exist. The Government assessment does not affect, offset, or mitigate the proposer's responsibility to give full notice and planned mitigation for all potential organizational conflicts, as discussed below.

In accordance with FAR 9.5 and without prior approval or a waiver from the DARPA Director, a contractor cannot simultaneously provide scientific, engineering, and technical assistance (SETA) or similar support and be a technical performer. As part of the proposal submission (not required for abstracts), all members of a proposed team (prime proposers, proposed subcontractors and consultants) must affirm whether they (individuals and organizations) are providing SETA or similar support to any DARPA technical office(s) through an active contract or subcontract. Affirmations must state which office(s) the proposer and/or proposed subcontractor/consultant supports and must provide prime contract number(s). All facts relevant to the existence or potential existence of OCIs must be disclosed. The disclosure shall include a description of the action the proposer has taken or proposes to take to avoid, neutralize, or mitigate such conflict. If, in the sole opinion of the Government after full consideration of the circumstances, a proposal fails to fully disclose potential conflicts of interest and/or any identified conflict situation cannot be effectively mitigated, the proposal will be rejected without technical evaluation and withdrawn from further consideration for award.

If a prospective proposer believes a conflict of interest exists or may exist (whether organizational or otherwise) or has a question as to what constitutes a conflict, a summary of the potential conflict should be sent to Memex@darpa.mil before preparing a proposal and mitigation plan.

C. Cost Sharing/Matching

Cost sharing is not required; however, it will be carefully considered where there is an

applicable statutory condition relating to the selected funding instrument (e.g., OTs under the authority of 10 USC § 2371).

D. Other Eligibility Requirements

1. Ability to Support Classified Development, Integration and Transition

While the program itself is unclassified, interactions with end-users and potential transition partners will require Technical Area 3 performers to have access to classified information. Therefore, at the time of award, all prime proposers to Technical Area 3 must have (at a minimum) Secret facility clearance and have personnel under their Commercial and Government Entity (CAGE) code with a Secret clearance that are eligible for TS/SCI. Technical Area 3 proposers must provide their CAGE code and security point(s) of contact in their proposals.

It is not necessary for all members of a prime proposer's team (including subcontractors) to hold clearances; however, all primes are responsible for ensuring that un-cleared personnel are properly firewalled from access to classified data. Technical Area 3 proposals must include an acknowledgement of the prime's responsibility to ensure classified/unclassified work is appropriately firewalled. Upon award and prior to starting work, a mitigation plan must be submitted to and approved by the Program Security Officer.

Proposers for Technical Areas 1 and 2 are not required to have security clearances.

IV. APPLICATION AND SUBMISSION INFORMATION

A. Address to Request Application Package

This document contains all information required to submit a response to this solicitation. No additional forms, kits, or other materials are needed except as referenced herein. No request for proposal (RFP) or additional solicitation regarding this opportunity will be issued, nor is additional information available except as provided at the Federal Business Opportunities website (<http://www.fbo.gov>) and the Grants.gov website (<http://www.grants.gov/>) or referenced herein.

B. Content and Form of Application Submission

1. Abstracts

Proposers are *highly* encouraged to submit an abstract in advance of a proposal to minimize effort and reduce the potential expense of preparing an out of scope proposal. The abstract provides a synopsis of the proposed project, including brief 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 will care and what will the impact be if the work is successful?

- How much will it cost, and how long will it take?

DARPA will respond to abstracts indicating whether, after preliminary review, there is interest for the proposed work. If DARPA does not recommend submission of a full proposal, responses will include detailed feedback regarding the rationale for this decision. Responses will be sent by email to the technical point of contact listed on the cover sheet. DARPA will attempt to reply within two weeks of receipt. Proposals will be reviewed irrespective of comments or feedback provided in response to the abstract.

Abstract Format: Abstracts shall not exceed the page limits outlined below. These limits include all figures, tables, and charts.

All pages shall be formatted for printing on 8-1/2 by 11 inch paper with font size not smaller than 12 point. Font sizes of 8 or 10 point may be used for figures, tables, and charts. Document files must be in .pdf, .odx, .doc, .docx, .xls, or .xlsx formats. Submissions must be written in English.

Abstracts must include the following components:

- **Cover Sheet (1 page):** Provide the administrative and technical points of contact (name, address, phone, email, lead organization). Also include the BAA number, title of the proposed project, primary subcontractors, estimated cost, duration of the project, and the label "ABSTRACT."
- **Technical Plan (1 page):** Describe clearly what is being proposed and what 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 relationship of this work to other projects from the past and present. Outline and address all technical challenges inherent in the approach and possible solutions for overcoming potential problems.
- **Statement of Work, Cost, and Schedule (1 page):** Provide the principal work activities, appropriate specific milestones (quantitative, if possible) at intermediate stages of the project to demonstrate progress, and a brief plan for accomplishment of the milestones. Provide a cost estimate for resources over the proposed timeline of the project. Include labor, materials, a list of deliverables and delivery schedule. Provide cost estimates for each subcontractor (may be a rough order of magnitude). Describe IP claims and proposed licensing regime.
- **Management Plan (1 page):** Provide a brief summary of expertise of the team, including subcontractors and key personnel. Identify a principal investigator for the project and include a description of the team's organization including roles and responsibilities. Describe the organizational experience in this area, existing intellectual property required to complete the project, and any specialized facilities to be used as part of the project. List Government-furnished materials or data assumed to be available.

- **Open (1 page):** Include anything you consider relevant that differentiates your team and approach.
- **Bibliography (1 page):** If desired, include a brief bibliography with links to relevant papers, reports, or resumes of key performers.

2. Proposals

Proposals consist of Volume 1: Technical and Management Proposal (including mandatory Appendix A and optional Appendix B) and Volume 2: Cost Proposal.

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 limitation, as described herein. Proposals with fewer than the maximum number of pages will not be penalized. Information incorporated into Volume 2: Cost Proposal which is not related to cost will not be considered.

All pages shall be formatted for printing on 8-1/2 by 11-inch paper with a font size not smaller than 12 point. Font sizes of 8 or 10 point may be used for figures, tables, and charts. Document files must be in .pdf, .odx, .doc, .docx, .xls, or .xlsx formats. Submissions must be written in English.

Proposals not meeting the format prescribed herein may not be reviewed.

a. Volume 1: Technical and Management Proposal

The maximum page count for Volume 1 is 20 pages for proposals submitting to a single Technical Area. Proposals that include both Technical Areas 1 and 2 may increase the Volume 1 page count to 25 pages. These page counts include all figures, tables and charts but do not include the cover sheet, table of contents, or a submission letter (optional).

Appendix A does not count against the page limit and is mandatory. Appendix B does not count against the page limit and is optional; however, it cannot exceed 4 pages. Additional information not explicitly called for here must not be submitted with the proposal, but may be included as links in the bibliography in Appendix B. Such materials will be considered for the reviewers' convenience only and not evaluated as part of the proposal.

Volume 1 must include the following components:

- i. **Cover Sheet:** Include the following information.
 - Label: "Proposal: Volume 1"
 - BAA number (DARPA-BAA-14-21)
 - Technical Area
 - Proposal title

- Lead organization (prime contractor) name
- Type of business, selected from the following categories: Large Business, Small Disadvantaged Business, Other Small Business, HBCU, MI, Other Educational, or Other Nonprofit
- Technical point of contact (POC) including name, mailing address, telephone, and email
- Administrative POC including name, mailing address, telephone number, and email address
- Award instrument requested: procurement contract (specify type), cooperative agreement or OT.¹
- Place(s) and period(s) of performance
- Other team member (subcontractors and consultants) information (for each, include Technical POC name, organization, type of business, mailing address, telephone number, and email address)
- Proposal validity period (minimum 120 days)
- Data Universal Numbering System (DUNS) number²
- Taxpayer identification number³
- Commercial and Government Entity (CAGE) code⁴
- Proposer’s reference number (if any)

ii. Table of Contents

iii. Executive Summary: Provide a 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 executive 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. The executive summary should also include a description of the proposed licensing regime.

¹ Information on award instruments can be found at http://www.darpa.mil/Opportunities/Contract_Management/Contract_Management.aspx.

² The DUNS number is used as the Government’s contractor identification code for all procurement-related activities. Go to <http://fedgov.dnb.com/webform/index.jsp> to request a DUNS number (may take at least one business day). See Section VI.B.8 for further information.

³ See <http://www.irs.gov/businesses/small/international/article/0,,id=96696,00.html> for information on requesting a TIN. Note, requests may take from 1 business day to 1 month depending on the method (online, fax, mail).

⁴ A CAGE Code identifies companies doing or wishing to do business with the Federal Government. See Section VI.B.8 for further information.

iv. Goals and Impact: Describe what the proposed team is 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.

v. 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.

vi. Management Plan: Provide a summary of expertise of the proposed team, including any subcontractors/consultants and key personnel who will be executing the work. Resumes count against the proposal page limit so proposers may wish to include them as links in Appendix B below. Identify a principal investigator for the project. Provide a clear description of the team's organization including an organization chart that includes, 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/subcontractors of the proposed project. Include risk management approaches. Describe any formal teaming agreements that are required to execute this project. List Government-furnished materials or data assumed to be available.

vii. 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 award. Include a table of key individual time commitments as follows:

Key Individual	Project	Status (Current, Pending, Proposed)	2014	2015	2016
Individual Name 1	Memex	Proposed	xx hours	xx hours	xx hours
	Project Name 1	Current	n/a	n/a	n/a
	Project Name 2	Pending	xx hours	n/a	n/a
Individual Name 2	Memex	Proposed	n/a	xx hours	xx hours

viii. Capabilities: Describe organizational experience in relevant subject area(s), existing intellectual property, and specialized facilities. Discuss any work in closely related research areas and previous accomplishments.

ix. Statement of Work (SOW): The SOW must provide a detailed task breakdown, citing specific tasks and their connection to the interim milestones and metrics, as applicable. Each year of the project should be separately defined. The SOW must 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 the primary organization responsible for task execution (prime contractor, subcontractor(s), consultant(s)), by name.
- 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.

x. 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.

xi. Cost Summary: Provide the cost summary as described in Section IV.B.2.b.ii.

xii. Appendix A: This section is mandatory and must include all of the following components. If a particular subsection is not applicable, state “NONE.”

- (1). **Team Member Identification:** Provide a list of all team members including the prime, subcontractor(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:

Individual Name	Role (Prime, Subcontractor or Consultant)	Organization	Non-US?		FFRDC or Govt?
			Org.	Ind.	

(2). Government or FFRDC Team Member Proof of Eligibility to Propose: If none of the team member organizations (prime or subcontractor) are a Government entity or FFRDC, state “NONE.”

If any of the team member organizations are a Government entity or FFRDC, provide documentation (per Section III.A.1) citing the specific authority that establishes the applicable team member’s eligibility to propose to Government solicitations to include: 1) statutory authority; 2) contractual authority; 3) supporting regulatory guidance; and 4) evidence of agency approval for applicable team member participation.

(3). Government or FFRDC Team Member Statement of Unique Capability: If none of the team member organizations (prime or subcontractor) are a Government entity or FFRDC, state “NONE.”

If any of the team member organizations are a Government entity or FFRDC, provide a statement (per Section III.A.1) that demonstrates the work to be performed by the Government entity or FFRDC team member is not otherwise available from the private sector.

(4). Organizational Conflict of Interest Affirmations and Disclosure: If none of the proposed team members is currently providing SETA or similar support as described in Section III.B, state “NONE.”

If any of the proposed team members (individual or organization) is currently performing SETA or similar support, furnish the following information:

Prime Contract Number	DARPA Technical Office supported	A description of the action the proposer has taken or proposes to take to avoid, neutralize, or mitigate the conflict

(5). Intellectual Property (IP): If no IP restrictions are intended, state “NONE.” The Government will assume unlimited rights to all IP not explicitly identified as restricted in the proposal.

For all technical data or computer software that will be furnished to the Government with other than unlimited rights, provide (per Section VI.B.1) a list describing all proprietary claims to results, prototypes, deliverables or systems supporting and/or necessary for the use of the research, results, prototypes and/or deliverables. Provide documentation proving ownership or possession of appropriate licensing rights to all patented inventions (or inventions for which a patent application has been filed) to be used for the proposed project. Use the following format for these lists:

NONCOMMERCIAL				
Technical Data and/or Computer Software To be Furnished With Restrictions	Summary of Intended Use in the Conduct of the Research	Basis for Assertion	Asserted Rights Category	Name of Person Asserting Restrictions
(List)	(Narrative)	(List)	(List)	(List)
(List)	(Narrative)	(List)	(List)	(List)

COMMERCIAL				
Technical Data and/or Computer Software To be Furnished With Restrictions	Summary of Intended Use in the Conduct of the Research	Basis for Assertion	Asserted Rights Category	Name of Person Asserting Restrictions
(List)	(Narrative)	(List)	(List)	(List)
(List)	(Narrative)	(List)	(List)	(List)

(6). Human Subjects Research (HSR): If HSR is not a factor in the proposal, state “NONE.”

If the proposed work will involve human subjects, provide evidence of or a plan for review by an institutional review board (IRB). For further information on this subject, see Section VI.B.2.

(7). Animal Use: If animal use is not a factor in the proposal, state “NONE.”

If the proposed research will involve animal use, provide a brief description of the plan for Institutional Animal Care and Use Committee (IACUC) review and approval. For further information on this subject, see Section VI.B.3.

(8). Representations Regarding Unpaid Delinquent Tax Liability or a Felony Conviction under Any Federal Law: Per Section VI.B.11, complete the following statements.

(a) The proposer represents that 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.

(b) The proposer represents that it is [] is not [] a corporation that was convicted of a felony criminal violation under a Federal law within the preceding 24 months.

- (9). Cost Accounting Standards (CAS) Notices and Certification:** Per Section VI.B.12, any proposer who submits a proposal which, if accepted, will result in a CAS-compliant contract, must include a Disclosure Statement as required by 48 CFR 9903.202. The disclosure forms may be found at http://www.whitehouse.gov/omb/procurement_casb.

If this section is not applicable, state “NONE.”

- (10). Subcontractor Plan:** Pursuant to Section 8(d) of the Small Business Act (15 USC § 637(d)), it is Government policy to enable small business and small disadvantaged business concerns to be considered fairly as subcontractors to organizations performing work as prime contractors or subcontractors under Government contracts, and to ensure that prime contractors and subcontractors carry out this policy. If applicable, prepare a subcontractor plan in accordance with FAR 19.702(a) (1) and (2). The plan format is outlined in FAR 19.704.

If this section is not applicable, state “NONE.”

- xiii. Appendix B:** If desired, include a brief bibliography with links to relevant papers, reports, or resumes. Do not include technical papers. This section is optional, and the linked materials will not be evaluated as part of the proposal review.

b. Volume 2 - Cost Proposal

This volume is mandatory and must include all the listed components. No page limit is specified for this volume.

The cost proposal should include a spreadsheet file (.xls or equivalent format) that provides formula traceability among all components of the cost proposal. The spreadsheet file must be included as a separate component of the full proposal package. Costs must be traceable between the prime and subcontractors/consultants, as well as between the cost proposal and the SOW.

Pre-award costs will not be reimbursed unless a pre-award cost agreement is negotiated prior to award.

- i. Cover Sheet:** Include the same information as the cover sheet for Volume 1, but with the label “Proposal: Volume 2.”
- ii. Cost Summary:** Provide a single-page summary broken down by fiscal year listing

cost totals for labor, materials, other direct charges (ODCs), indirect costs (overhead, fringe, general and administrative (G&A)), and any proposed fee for the project. Include costs for each task in each year of the project by prime and major subcontractors, total cost and proposed cost share, if applicable.

iii. Cost Details: For each task, provide the following cost details by month. Include supporting documentation describing the method used to estimate costs. Identify any cost sharing.

(1) Direct Labor: Provide labor categories, rates and hours. Justify rates by providing examples of equivalent rates for equivalent talent, past commercial or Government rates or Defense Contract Audit Agency (DCAA) approved rates.

(2) Indirect Costs: Identify all indirect cost rates (such as fringe benefits, labor overhead, material overhead, G&A, etc.) and the basis for each.

(3) Materials: Provide an itemized list of all proposed materials, equipment, and supplies for each year including quantities, unit prices, proposed vendors (if known), and the basis of estimate (e.g., quotes, prior purchases, catalog price lists, etc.). For proposed equipment/information technology (as defined in FAR 2.101) purchases equal to or greater than \$50,000, include a letter justifying the purchase. Include any requests for Government-furnished equipment or information with cost estimates (if applicable) and delivery dates.

(4) Travel: Provide a breakout of travel costs including the purpose and number of trips, origin and destination(s), duration, and travelers per trip.

(5) Subcontractor/Consultant Costs: Provide above info for each proposed subcontractor/consultant. Subcontractor cost proposals must include interdivisional work transfer agreements or similar arrangements.

The proposer is responsible for the compilation and submission of all subcontractor/consultant cost proposals. Proposal submissions will not be considered complete until the Government has received all subcontractor/consultant cost proposals.

Proprietary subcontractor/consultant cost proposals may be included as part of Volume 2 or emailed separately to Memex@darpa.mil. Email messages must include "Subcontractor Cost Proposal" in the subject line and identify the principal investigator, prime proposer organization and proposal title in the body of the message.

(6) ODCs: Provide an itemized breakout and explanation of all other anticipated direct costs.

iv. Proposals Requesting a Procurement Contract: Provide the following information where applicable.

(1) Proposals for \$700,000 or more: Provide “certified cost or pricing data” (as defined in FAR 2.101) or a request for exception in accordance with FAR 15.403.

(2) Proposers without a DCAA-approved cost accounting system: If requesting a cost-type contract, provide the DCAA Pre-award Accounting System Adequacy Checklist to facilitate DCAA’s completion of an SF 1408. The checklist may be found at http://www.dcaa.mil/preaward_accounting_system_adequacy_checklist.html

v. Proposals Requesting an Other Transaction for Prototypes (845 OT) agreement: Proposers must indicate whether they qualify as a nontraditional Defense contractor⁵, have teamed with a nontraditional Defense contractor, or are providing a one-third cost share for this effort. Provide information to support the claims.

Provide a detailed list of milestones including: description, completion criteria, due date, and payment/funding schedule (to include, if cost share is proposed, contractor and Government share amounts). Milestones must relate directly to accomplishment of technical metrics as defined in the solicitation and/or the proposal. While agreement type (fixed price or expenditure based) will be subject to negotiation, the use of fixed price milestones with a payment/funding schedule is preferred. Proprietary information must not be included as part of the milestones.

3. Proprietary and Classified Information

DARPA policy is to treat all submissions as source selection information (see FAR 2.101 and 3.104) and to disclose the contents only for the purpose of evaluation. Restrictive notices notwithstanding, during the evaluation process, submissions may be handled by support contractors for administrative purposes and/or to assist with technical evaluation. All DARPA support contractors performing this role are expressly prohibited from performing DARPA-sponsored technical research and are bound by appropriate nondisclosure agreements.

a. Proprietary Information

Proposers are responsible for clearly identifying proprietary information. Submissions containing proprietary information must have the cover page and each page containing such information clearly marked.

⁵ For definitions and information on 845 OT agreements see http://www.darpa.mil/Opportunities/Contract_Management/Other_Transactions_and_Technology_Investment_Agreements.aspx and “Other Transactions (OT) Guide For Prototype Projects,” dated January 2001 (as amended) at <http://www.acq.osd.mil/dpap/Docs/otguide.doc>.

b. Classified Information

DARPA anticipates that most submissions received under this solicitation will be unclassified; however, classified submissions will be accepted. Classified submissions must be appropriately and conspicuously marked with the proposed classification level and declassification date. Use classification and marking guidance provided by the DoD Information Security Manual (DoDM 5200.1, Volumes 1-4) and the National Industrial Security Program Operating Manual (DoD 5220.22-M). When marking information previously classified by another Original Classification Authority (OCA), also use the applicable security classification guides. Classified submissions must indicate the classification level of not only the submitted materials, but also the anticipated classification level of the award document.

If a proposer believes a submission contains classified information (as defined by Executive Order 13526), but requires DARPA to make a final classification determination, the information must be marked and protected as though classified at the appropriate classification level (as defined by Executive Order 13526). Submissions requesting DARPA to make a final classification determination shall be marked as follows:

“CLASSIFICATION DETERMINATION PENDING. Protect as though classified _____ *[insert the recommended classification level, e.g., Confidential, Secret, or Top Secret].*”

Proposers submitting classified proposals or requiring access to classified information during the lifecycle of the project shall ensure all industrial, personnel, and information system processing security requirements (e.g., facility clearance, personnel security clearance, certification and accreditation) are in place and at the appropriate level, and any foreign ownership control and influence issues are mitigated prior to submission or access. Proposers must have existing, approved capabilities (personnel and facilities) prior to award to perform research and development at the classification level proposed. Additional information on these subjects is at <http://www.dss.mil>.

Classified submissions will not be returned. The original of each classified submission received will be retained at DARPA, and all other copies destroyed. A destruction certificate will be provided if a formal request is received by DARPA within 5 days of notification of non-selection.

If a determination is made that the award instrument may result in access to classified information, a DD Form 254, “DoD Contract Security Classification Specification,” will be issued by DARPA and attached as part of the award. A DD Form 254 will not be provided to proposers at the time of submission. For reference, the DD Form 254 is available at <http://www.dtic.mil/dtic/pdf/formsNguides/dd0254.pdf>.

C. Submission Dates and Times

Proposers are warned that submission deadlines as outlined herein are strictly enforced. Note: some proposal requirements may take from 1 business day to 1 month to complete. See the

proposal checklist in Section VIII.D for further information.

DARPA will acknowledge receipt of complete submissions via email and assign control numbers that should be used in all further correspondence regarding submissions. *Note: these acknowledgements will not be sent until after the due date(s) as outlined herein.*

Failure to comply with the submission procedures outlined herein may result in the submission not being evaluated.

1. Abstracts

Abstracts and their associated encryption passwords must be submitted per the instructions outlined herein and received by DARPA on or before 12:00 noon (ET) on February 25, 2014. Abstracts received after this time will not be reviewed.

2. Proposals

The proposal package--full proposal (Volume 1 and 2) and, as applicable, encryption password, proprietary subcontractor cost proposals, classified appendices to unclassified proposals--must be submitted per the instructions outlined herein and received by DARPA no later than April 8, 2014 at 12:00 noon (ET). Submissions received after this time will not be reviewed.

D. Funding Restrictions

Not applicable.

E. Other Submission Requirements

1. Unclassified Submission Instructions

Proposers must submit all parts of their submission package using the same method; submissions cannot be sent in part by one method and in part by another method nor should duplicate submissions be sent by multiple methods. Email submissions will not be accepted.

a. Abstracts

DARPA/I2O will employ an electronic upload submission system for all UNCLASSIFIED abstract responses under this solicitation. Abstracts should not be submitted via Grants.gov.

For each abstract submission, proposers must complete an online cover sheet in the DARPA/I2O Solicitation Submission System (<https://www.i2osupport.csc.com/baa/index.asp>). Upon completion of the online cover sheet, a confirmation screen will appear which includes instructions on uploading the abstract. *Once each upload is complete, a confirmation will appear and should be printed for the proposer's records.*

If a proposer intends to submit more than one abstract, a unique user ID and password must be used in creating each cover sheet or subsequent uploads will overwrite previous ones.

All uploaded abstracts must be zipped with a WinZip-compatible format and encrypted using 256-bit key AES encryption. Only one zipped/encrypted file will be accepted per submission. Submissions which are not zipped/encrypted will be rejected by DARPA. At the time of submission, an encryption password form (<https://www.i2osupport.csc.com/baa/password.doc>) must be completed and emailed to Memex@darpa.mil with the word "PASSWORD" in the subject line of the email. Failure to provide the encryption password will result in the submission not being evaluated.

Since proposers may encounter heavy traffic on the web server, they should not wait until the day abstracts are due to fill out a cover sheet and upload the submission. Technical support for the web server/submission issues may be reached at BAATechHelp@darpa.mil and is typically available during regular business hours (9:00 AM – 5:00 PM ET, Monday-Friday).

b. Proposals Requesting a Procurement Contract or Other Transaction

DARPA/I2O will employ an electronic web-based upload submission system for UNCLASSIFIED proposals seeking a procurement contract or OT under this solicitation. For each proposal submission, proposers must complete an online cover sheet in the DARPA/I2O Solicitation Submission System (<https://www.i2osupport.csc.com/baa/index.asp>). Upon completion of the online cover sheet, a confirmation screen will appear which includes instructions on uploading the proposal.

If a proposer intends to submit more than one proposal, a unique user ID and password must be used in creating each cover sheet or subsequent uploads will overwrite previous ones. *Once each upload is complete, a confirmation will appear and should be printed for the proposer's records.*

All uploaded proposals must be zipped with a WinZip-compatible format and encrypted using 256-bit key AES encryption. Only one zipped/encrypted file will be accepted per submission. Submissions which are not zipped/encrypted will be rejected by DARPA. At the time of submission, an encryption password form (<https://www.i2osupport.csc.com/baa/password.doc>) must be completed and emailed to Memex@darpa.mil with the word "PASSWORD" in the subject line of the email. Failure to provide the encryption password will result in the submission not being evaluated.

Since proposers may encounter heavy traffic on the web server, they should not wait until the day proposals are due to fill out a cover sheet and upload the submission. Technical support for web server/submission issues may be directed to BAATechHelp@darpa.mil. Technical support is typically available during regular business hours (9:00 AM – 5:00 PM ET, Monday – Friday).

c. Proposals Requesting a Cooperative Agreement

Proposers requesting cooperative agreements may submit proposals through one of the following methods: (1) mailed directly to DARPA; or (2) electronic upload per the instructions at <http://www.grants.gov/applicants/apply-for-grants.html>. Proposers choosing to mail proposals to DARPA must include one paper copy and one electronic copy of the full proposal package.

Grants.gov requires proposers to complete a one-time registration process before a proposal can be electronically submitted. If proposers have not previously registered, this process can take between three business days and four weeks if all steps are not completed in a timely manner. See the Grants.gov user guides and checklists at <http://www.grants.gov/web/grants/applicants/applicant-resources.html> for further information.

Once Grants.gov has received an uploaded proposal submission, Grants.gov will send two email messages to notify proposers that: (1) their submission has been received by Grants.gov; and (2) the submission has been either validated or rejected by the system. It may take up to two business days to receive these emails. If the proposal is rejected by Grants.gov, it must be corrected and re-submitted before DARPA can retrieve it (assuming the solicitation has not expired). If the proposal is validated, then the proposer has successfully submitted their proposal and Grants.gov will notify DARPA. Once the proposal is retrieved by DARPA, Grants.gov will send a third email to notify the proposer. The proposer will then receive an email from DARPA acknowledging receipt and providing a control number.

To avoid missing deadlines, proposers should submit their proposals to Grants.gov in advance of the proposal due date, with sufficient time to complete the registration and submission processes, receive email notifications and correct errors, as applicable.

Technical support for Grants.gov submissions may be reached at 1-800-518-4726 and support@grants.gov.

2. Classified Submission Instructions

Classified materials must be submitted in accordance with the guidelines outlined herein and must not be submitted electronically by any means, including the electronic web-based system or Grants.gov, as described above. Classified submissions must be transmitted per the classification guidance provided by the DoD Information Security Manual (DoDM 5200.1, Volumes 1-4) and the National Industrial Security Program Operating Manual (DoDM 5220.22-M). If submissions contain information previously classified by another OCA, proposers must also follow any applicable SCGs when transmitting their documents. Applicable classification guide(s) must be included to ensure the submission is protected at the appropriate classification level.

a. Confidential and Collateral Secret Information

Classified information at the Confidential or Secret level must be submitted by one of the following methods:

- Hand carried by an appropriately cleared and authorized courier to DARPA. Prior to traveling, the courier must contact the DARPA Classified Document Registry (CDR) at 703-526-4052 to coordinate arrival and delivery.

or

- Mailed by U.S. Postal Service Registered Mail or Express Mail.

All classified information will be enclosed in opaque inner and outer covers and double wrapped. The inner envelope must be sealed and plainly marked with the assigned classification and addresses of both sender and addressee. The inner envelope must be addressed to:

Defense Advanced Research Projects Agency
ATTN: I2O BAA Coordinator
Reference: DARPA-BAA-14-21
675 North Randolph Street
Arlington, VA 22203-2114

The outer envelope must be sealed without identification as to the classification of its contents and addressed to:

Defense Advanced Research Projects Agency
Security and Intelligence Directorate, Attn: CDR
675 North Randolph Street
Arlington, VA 22203-2114

b. Top Secret (TS) Information

TS information must be hand carried, by appropriately cleared and authorized courier(s), to DARPA. Prior to traveling, the courier(s) must contact the DARPA CDR at 703-526-4052 for instructions.

c. Special Access Program (SAP) Information

SAP information must be transmitted by approved methods only. Prior to submission, contact the DARPA Special Access Program Control Office at 703-526-4052 for instructions.

d. Sensitive Compartmented Information (SCI)

SCI must be transmitted by approved methods only. Prior to submission, contact the DARPA Special Security Office at 703-526-4052 for instructions.

V. APPLICATION REVIEW INFORMATION

A. Evaluation Criteria

Proposals will be evaluated using the following criteria listed in descending order of importance: Overall Scientific and Technical Merit; Potential Contribution and Relevance to the DARPA Mission; and Cost Realism.

- *Overall Scientific and Technical Merit:* The proposed technical approach is feasible, achievable, complete and supported by a proposed technical team that has the expertise and experience to accomplish the proposed tasks. The task descriptions and associated technical elements are complete and in a logical sequence, with all proposed deliverables clearly defined such that a viable attempt to achieve project goals is likely as a result of award. The proposal identifies major technical risks and clearly defines feasible mitigation efforts.
- *Potential Contribution and Relevance to the DARPA Mission:* The potential contributions of the proposed project are relevant to the national technology base. Specifically, DARPA's mission is to maintain the technological superiority of the U.S. military and prevent technological surprise from harming national security by sponsoring revolutionary, high-payoff research that bridges the gap between fundamental discoveries and their application. This includes considering the extent to which any proposed intellectual property restrictions will potentially impact the Government's ability to transition the technology.
- *Cost Realism:* The proposed costs are based on realistic assumptions, reflect a sufficient understanding of the technical goals and objectives of the solicitation, and are consistent with the proposer's technical/management approach (to include the proposed SOW). The costs for the prime and subcontractors/consultants are substantiated by the details provided in the proposal (e.g., the type and number of labor hours proposed per task, the types and quantities of materials, equipment and fabrication costs, travel and any other applicable costs).

B. Review and Selection Process

DARPA policy is to ensure impartial, equitable, and comprehensive proposal evaluations and to select proposals that meet DARPA technical, policy, and programmatic goals.

Qualified Government personnel will conduct a scientific and technical review of each conforming proposal and (if necessary) convene panels of experts in the appropriate areas. Subject to the restrictions set forth in FAR 37.203(d), input on technical aspects of the proposals may be solicited by DARPA from non-Government consultants/experts who are strictly bound by appropriate nondisclosure agreements/requirements.

The review process identifies proposals that meet the established criteria and are, therefore, selectable for negotiation of funding awards by the Government. Selections under this solicitation will be made to proposers on the basis of the evaluation criteria listed above.

Proposals that are determined to be selectable will not necessarily receive awards.

DARPA will review all proposals without regard to feedback resulting from abstract review. Proposals are evaluated individually, not rated competitively against other proposals because they are not submitted in accordance with a common work statement. For purposes of evaluation, a proposal is defined to be the document and supporting materials as described in Section IV.

Failure to comply with the submission procedures may result in the submission not being evaluated. No submissions, classified or unclassified, will be returned. After proposals have been evaluated and selections made, the original of each proposal will be retained at DARPA. Hard copies will be destroyed.

VI. AWARD ADMINISTRATION INFORMATION

A. Selection Notices

After proposal evaluations are complete, proposers will be notified as to whether their proposal was selected for funding as a result of the review process. Notification will be sent by email to the technical and administrative POCs identified on the proposal cover sheet. If a proposal has been selected for award negotiation, the Government will initiate those negotiations following the notification.

B. Administrative and National Policy Requirements

1. Intellectual Property

Proposers should note that the Government does not own the intellectual property of technical data/computer software developed under Government contracts; it acquires the right to use the technical data/computer software. Regardless of the scope of the Government's rights, performers may freely use their same data/software for their own commercial purposes (unless restricted by U.S. export control laws or security classification). Therefore, technical data and computer software developed under this solicitation will remain the property of the performers, though DARPA will have a minimum of Government Purpose Rights (GPR) to software developed through DARPA sponsorship.

If proposers desire to use proprietary software or technical data or both as the basis of their proposed approach, in whole or in part, they should: 1) clearly identify such software/data and its proposed particular use(s); 2) explain how the Government will be able to reach its program goals (including transition) within the proprietary model offered; and 3) provide possible nonproprietary alternatives in any area that might present transition difficulties or increased risk or cost to the Government under the proposed proprietary solution.

Proposers expecting to use, but not to deliver, commercial open source tools or other materials in implementing their approach may be required to indemnify the Government against legal liability arising from such use.

All references to "Unlimited Rights" or "Government Purpose Rights" are intended to refer to

the definitions of those terms as set forth in the Defense Federal Acquisition Regulation Supplement (DFARS) 227.

a. Intellectual Property Representations

All proposers must provide a good faith representation of either ownership or possession of appropriate licensing rights to all other intellectual property to be used for the proposed project. Proposers must 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.

b. Patents

All proposers must include 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, a proposer must 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).

c. Procurement Contracts

- **Noncommercial Items (Technical Data and Computer Software):** Proposers requesting a procurement contract must list all noncommercial technical data and computer software that it plans to generate, develop, and/or deliver, in which the Government will acquire less than unlimited rights and to assert specific restrictions on those deliverables. In the event a proposer does not submit the list, the Government will assume that it has unlimited rights to all noncommercial technical data and computer software generated, developed, and/or delivered, unless it is substantiated that development of the noncommercial technical data and computer software occurred with mixed funding. If mixed funding is anticipated in the development of noncommercial technical data and computer software generated, developed, and/or delivered, proposers should identify the data and software in question as subject to GPR. In accordance with DFARS 252.227-7013, “Rights in Technical Data - Noncommercial Items,” and DFARS 252.227-7014, “Rights in Noncommercial Computer Software and Noncommercial Computer Software Documentation,” the Government will automatically assume that any such GPR restriction is limited to a period of 5 years, at which time the Government will acquire unlimited rights unless the parties agree otherwise. The Government may use the list during the evaluation process to evaluate the impact of any identified restrictions and may request additional information from the proposer, as may be necessary, to evaluate the proposer’s assertions. Failure to provide full information may result in a determination that the proposal is not compliant with the solicitation. A template for

complying with this request is provided in Section IV.B.2.a.xii.(5).

- **Commercial Items (Technical Data and Computer Software):** Proposers requesting a procurement contract must list all commercial technical data and commercial computer software that may be included in any noncommercial deliverables contemplated under the research project, and assert any applicable restrictions on the Government’s use of such commercial technical data and/or computer software. In the event a proposer does not submit the list, the Government will assume there are no restrictions on the Government’s use of such commercial items. The Government may use the list during the evaluation process to evaluate the impact of any identified restrictions and may request additional information from the proposer to evaluate the proposer’s assertions. Failure to provide full information may result in a determination that the proposal is not compliant with the solicitation. A template for complying with this request is provided in Section IV.B.2.a.xii.(5).

d. Other Types of Awards

Proposers responding to this solicitation requesting an award instrument other than a procurement contract shall follow the applicable rules and regulations governing those award instruments, but in all cases should appropriately identify any potential restrictions on the Government’s use of any intellectual property contemplated under those award instruments in question. This includes both noncommercial items and commercial items. The Government may use the list as part of the evaluation process to assess the impact of any identified restrictions, and may request additional information from the proposer, to evaluate the proposer’s assertions. Failure to provide full information may result in a determination that the proposal is not compliant with the solicitation. A template for complying with this request is provided in Section IV.B.2.a.xii.(5).

2. Human Subjects Research (HSR)

All research selected for funding involving human subjects, to include the use of human biological specimens and human data, must comply with Federal regulations for human subject protection. Further, research involving human subjects that is conducted or supported by the DoD must comply with 32 CFR 219, “Protection of Human Subjects” and DoD Instruction 3216.02, “Protection of Human Subjects and Adherence to Ethical Standards in DoD-Supported Research.”⁶

Institutions awarded funding for research involving human subjects must provide documentation of a current Assurance of Compliance with Federal regulations for human subject protection, such as a Department of Health and Human Services, Office of Human Research Protection Federal Wide Assurance.⁷ All institutions engaged in human subject research, to include subcontractors, must have a valid Assurance. In addition, all personnel involved in human subject research must provide documentation of completion of HSR training.

⁶ <http://www.dtic.mil/whs/directives/corres/pdf/321602p.pdf>

⁷ <http://www.hhs.gov/ohrp>

For all research that will involve human subjects in the first year or phase of the project, the institution must submit evidence of or a plan for review by an institutional review board (IRB) as part of the proposal. The IRB conducting the review must be the IRB identified on the institution's Assurance of Compliance. The protocol, separate from the proposal, must include a detailed description of the research plan, study population, risks and benefits of study participation, recruitment and consent process, data collection, and data analysis. The designated IRB should be consulted for guidance on writing the protocol. The informed consent document must comply with 32 CFR 219.116. A valid Assurance of Compliance with human subjects protection regulations and evidence of appropriate training by all investigators and personnel should accompany the protocol for review by the IRB.

In addition to a local IRB approval, a headquarters-level human subjects administrative review and approval is required for all research conducted or supported by the DoD. The Army, Navy, or Air Force office responsible for managing the award can provide guidance and information about their component's headquarters-level review process. Confirmation of a current Assurance of Compliance and appropriate human subjects protection training is required before headquarters-level approval can be issued.

The time required to complete the IRB review/approval process will vary depending on the complexity of the research and the level of risk to study participants. The IRB approval process can last 1 to 3 months, followed by a DoD review that could last 3 to 6 months. Ample time should be allotted to complete the approval process. DoD/DARPA funding cannot be used toward HSR until all approvals are granted.

3. Animal Use

Award recipients performing research, experimentation, or testing involving the use of animals shall comply with the rules on animal acquisition, transport, care, handling, and use as outlined in:

- 9 CFR Parts 1-4, Department of Agriculture regulation that implements the Animal Welfare Act of 1966, as amended (7 USC §§ 2131-2159);
- National Institutes of Health Publication No. 86-23, "Guide for the Care and Use of Laboratory Animals" (8th Edition); and
- DoD Instruction 3216.01, "Use of Animals in DoD Programs."

For projects anticipating animal use, proposals should briefly describe plans for Institutional Animal Care and Use Committee (IACUC) review and approval. Animal studies in the program will be expected to comply with the "Public Health Service Policy on Humane Care and Use of Laboratory Animals."⁸ All award recipients must receive approval by a DoD-certified veterinarian, in addition to IACUC approval. No animal studies may be conducted using DoD/DARPA funding until the U.S. Army Medical Research and Materiel Command (USAMRMC) Animal Care and Use Review Office (ACURO) or other appropriate DoD veterinary office(s) grant approval. As a part of this secondary review process, the recipient

⁸ <http://grants.nih.gov/grants/olaw/olaw.htm>

will be required to complete and submit an ACURO Animal Use Appendix.⁹

4. Export Control

Per DFARS 225.7901-4, all procurement contracts, OTs and other awards (as deemed appropriate), resultant from this solicitation will include the DFARS Export Control clause (252.225-7048).

5. Electronic and Information Technology

All electronic and information technology acquired through this solicitation must satisfy the accessibility requirements of Section 508 of the Rehabilitation Act (29 USC § 794d) and FAR 39.2. Each project involving the creation or inclusion of electronic and information technology must ensure that: (1) Federal employees with disabilities will have access to and use of information that is comparable to the access and use by Federal employees who are not individuals with disabilities; and (2) members of the public with disabilities seeking information or services from DARPA will have access to and use of information and data that is comparable to the access and use of information and data by members of the public who are not individuals with disabilities.

6. Employment Eligibility Verification

Per FAR 22.1802, recipients of FAR-based procurement contracts must enroll as Federal contractors in E-verify¹⁰ and use the system to verify employment eligibility of all employees assigned to the award. All resultant contracts from this solicitation will include the clause at FAR 52.222-54, "Employment Eligibility Verification." This clause will not be included in cooperative agreements or OTs.

7. Additional Requirements and Responsibilities relating to Alleged Crimes by or against Contractor Personnel in Iraq and Afghanistan

In accordance with FAR 1.108(d), the following clause will be used in all contracts performed in Iraq or Afghanistan. Such contracts are defined as "contracts with the Department of Defense, a subcontract at any tier issued under such a contract, or a task order or delivery order at any tier issued under such contract, including a contract, subcontract, or task order or delivery order issued by another Government agency for the Department of Defense, if the contract, subcontract, or task order or delivery order involves work performed in Iraq or Afghanistan for a period longer than 14 days."

(a) The contractor shall report to the appropriate investigative authorities, identified in paragraph (c) below, any alleged offenses under—

- (1) The Uniform Code of Military Justice (10 USC § 47) applicable to contractors serving with or accompanying an armed force in the field during a declared war or a contingency operation; or
- (2) The Military Extraterritorial Jurisdiction Act (18 USC § 212).

(b) The contractor shall provide to all contractor personnel who will perform work on a

⁹ https://mrmc.amedd.army.mil/index.cfm?pageid=Research_Protections.acuroAnimalAppendix

¹⁰ <http://www.uscis.gov/e-verify>

- contract in Iraq or Afghanistan, before beginning such work, information on the following:
- (1) How and where to report an alleged crime described in paragraph (a) of this clause.
 - (2) Where to seek victim and witness protection and assistance available to contractor personnel in connection with an alleged offense described in paragraph (a) of this clause.
- (c) The appropriate investigative authorities to which suspected crimes shall be reported include the following officials –
- (i) US Army Criminal Investigations Division at <http://www.cid.army.mil/reportacrime.html>
 - (ii) Air Force Office of Special Investigations at <http://www.osi.af.mil/library/index.asp>
 - (iii) Navy Criminal Investigative Service at <http://www.ncis.navy.mil/Pages/publicdefault.aspx>; or
 - (iv) To the command of any supported military element or the command of any base.
- (d) Personnel seeking whistleblower protection from reprisals for reporting criminal acts shall seek guidance through the DoD Inspector General hotline at (800) 424-9098 or www.dodig.mil/HOTLINE/index.html. Personnel seeking other forms of victim or witness protection should contact the nearest military law enforcement office.

8. System for Award Management (SAM) Registration and Universal Identifier Requirements

Unless the proposer is exempt from this requirement, as per FAR 4.1102 or 2 CFR 25.110, as applicable, all proposers must be registered in the SAM and have a valid DUNS number prior to submitting a proposal. All proposers must provide their DUNS number in each proposal they submit. All proposers must maintain an active SAM registration with current information at all times during which they have an active Federal award or proposal under consideration by DARPA. Information on SAM registration is available at <http://www.sam.gov>.

Note that new registrations can take an average of 7-10 business days to process in SAM. SAM registration requires the following information:

- DUNS number
- TIN
- CAGE Code. If a proposer does not already have a CAGE code, one will be assigned during SAM registration.
- Electronic Funds Transfer information (e.g., proposer’s bank account number, routing number, and bank phone or fax number).

9. Reporting Executive Compensation and First-Tier Subcontract Awards

Per FAR 4.1403, FAR-based procurement contracts valued at \$25,000 or more will include the clause at FAR 52.204-10, “Reporting Executive Compensation and First-Tier Subcontract Awards.” A similar award term will be used in cooperative agreements.

10. Updates of Information Regarding Responsibility Matters

Per FAR 9.104-7(c), all contracts valued at \$500,000 or more, where the contractor has current active Federal contracts and grants with total value greater than \$10,000,000, will include FAR clause 52.209-9, "Updates of Publicly Available Information Regarding Responsibility Matters."

11. Representation by Corporations Regarding Unpaid Delinquent Tax Liability or a Felony Conviction under Any Federal Law – Fiscal Year 2014 Appropriations (Deviation 2014-O0004)

In accordance with section 101(a) of Division A of the Continuing Appropriations Act, 2014 (Pub. L. 113-46), none of the funds made available by that Act for DoD (including Military Construction funds) may be used to enter into a contract with any corporation that: (1) 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, where the awarding agency is aware of the unpaid tax liability, unless the agency has considered suspension or debarment of the corporation and made a determination that this further action is not necessary to protect the interests of the Government; or (2) was convicted of a felony criminal violation under any Federal law within the preceding 24 months, where the awarding agency is aware of the conviction, unless the agency has considered suspension or debarment of the corporation and made a determination that this action is not necessary to protect the interests of the Government. Each proposer must complete and return the representations outlined in IV.B.2.a.xii.(8) with their proposal submission.

12. Cost Accounting Standards (CAS) Notices and Certification

Per FAR 52.230-2, any procurement contract in excess of \$700,000 resulting from this solicitation will be subject to the requirements of the Cost Accounting Standards Board (48 CFR 99), except those contracts which are exempt as specified in 48 CFR 9903.201-1. Any proposer who submits a proposal which, if accepted, will result in a CAS-compliant contract, must include a Disclosure Statement as required by 48 CFR 9903.202. The disclosure forms may be found at http://www.whitehouse.gov/omb/procurement_casb.

13. Controlled Unclassified Information (CUI) on Non-DoD Information Systems

CUI refers to unclassified information that does not meet the standard for National Security Classification but is pertinent to the national interests of the United States or to the important interests of entities outside the Federal Government and under law or policy requires: (1) protection from unauthorized disclosure, (2) special handling safeguards, or (3) prescribed limits on exchange or dissemination. All non-DoD entities doing business with DARPA are expected to adhere to the following procedural safeguards, in addition to any other relevant Federal or DoD specific procedures, for submission of any proposals to DARPA and any potential business with DARPA:

- Do not process DARPA CUI on publicly available computers or post DARPA CUI to publicly available webpages or websites that have access limited only by domain or Internet protocol restriction.
- Ensure that all DARPA CUI is protected by a physical or electronic barrier when not under direct individual control of an authorized user and limit the transfer of DARPA CUI to subcontractors or teaming partners with a need to know and commitment to this level of protection.
- Ensure that DARPA CUI on mobile computing devices is identified and encrypted and all communications on mobile devices or through wireless connections are protected and encrypted.
- Overwrite media that has been used to process DARPA CUI before external release or disposal.

14. Safeguarding of Unclassified Controlled Technical Information

Per DFARS 204.7300, the DFARS clause at 252.204-7012 (Safeguarding of Unclassified Controlled Technical Information), applies to this solicitation and all resultant contracts.

C. Reporting

1. Technical and Financial Reports

The number and types of technical and financial reports required under the contracted project will be specified in the award document, and will include, as a minimum, monthly financial status reports and a yearly status summary. A final report that summarizes the project and tasks will be required at the conclusion of the performance period for the award. The reports shall be prepared and submitted in accordance with the procedures contained in the award document.

2. Representations and Certifications

In accordance with FAR 4.1201, prospective proposers shall complete electronic annual representations and certifications at <http://www.sam.gov>.

3. Wide Area Work Flow (WAWF)

Unless using another means of invoicing, performers will be required to submit invoices for payment directly at <https://wawf.eb.mil>. If applicable, WAWF registration is required prior to any award under this solicitation.

4. i-Edison

Award documents will contain a requirement for patent reports and notifications to be submitted electronically through the i-Edison Federal patent reporting system at <http://s-edison.info.nih.gov/iEdison>.

VII. AGENCY CONTACTS

DARPA will use email for all technical and administrative correspondence regarding this solicitation.

- **Technical POC:** Dr. Christopher White, Program Manager, DARPA/I2O
- **Email:** Memex@darpa.mil
- **Mailing address:**
DARPA/I2O
ATTN: DARPA-BAA-14-21
675 North Randolph Street
Arlington, VA 22203-2114
- **I2O Solicitation Website:**
http://www.darpa.mil/Opportunities/Solicitations/I2O_Solicitations.aspx

VIII. OTHER INFORMATION

A. Frequently Asked Questions (FAQs)

Administrative, technical, and contractual questions should be sent via email to Memex@darpa.mil. All questions must be in English and must include the name, email address, and the telephone number of a point of contact.

DARPA will attempt to answer questions in a timely manner; however, questions submitted within 7 days of closing may not be answered. If applicable, DARPA will post FAQs to http://www.darpa.mil/Opportunities/Solicitations/I2O_Solicitations.aspx.

B. Collaborative Efforts/Teaming

It is DARPA's desire to receive comprehensive, quality responses to this solicitation. To facilitate strong, collaborative teaming efforts and business relationships, a website (<https://www.i2osupport.csc.com/baa/MemexTeaming.htm>) has been established. Specific content, communications, networking, and team formation are the sole responsibility of the participants. Neither DARPA nor the DoD endorses the destination web site or the information and organizations contained therein, nor does DARPA or the DoD exercise any responsibility at the destination. This website is provided consistent with the stated purpose of this solicitation.

C. Proposers' Day

The Proposers' Day will be held on February 18, 2014, in Arlington, VA. Please register at <http://www.sa-meetings.com/memex> no later than 5:00 p.m. (Eastern) on February 13, 2014. Please note attendance is limited to two (2) representatives per organization, one of whom must be a technical expert. There will be no on-site registration.

All attendees will be required to present Government-issued photo identification upon entry to the event. Attendance at the Proposers' Day is voluntary and is not required to propose to this solicitation. DARPA will not provide reimbursement for costs incurred in participating in this Proposers' Day.

Non-US citizens are required to submit a DARPA Form 60 "Foreign National Visit Request" to DARPA no later than 5:00 p.m. (Eastern) on February 13, 2014 to Memex@darpa.mil.

D. Submission Checklist

The following items apply prior to proposal submission. Note: some items may take up to 1 month to complete.

✓	Item	BAA Section	Applicability	Comment
	Abstract	IV.B.1	Optional, but strongly recommended	Conform to stated page limits.
	Obtain DUNS number	IV.B.2.a.i	Required of all proposers	The DUNS Number is the Federal Government's contractor identification code for all procurement-related activities. See http://fedgov.dnb.com/webform/index.jsp to request a DUNS number. Note: requests may take at least one business day.
	Obtain Taxpayer Identification Number (TIN)	IV.B.2.a.i	Required of all proposers	A TIN is used by the Internal Revenue Service in the administration of tax laws. See http://www.irs.gov/businesses/small/international/article/0,,id=96696,00.html for information on requesting a TIN. Note: requests may take from 1 business day to 1 month depending on the method (online, fax, mail).
	Register in the System for Award Management (SAM)	VI.B.8	Required of all proposers	The SAM combines Federal procurement systems and the Catalog of Federal Domestic Assistance into one system. See www.sam.gov for information and registration. Note: new registrations can take an average of 7-10 business days. SAM registration requires the following information: <ul style="list-style-type: none"> -DUNS number -TIN -CAGE Code. A CAGE Code identifies companies doing or wishing to do business with the Federal Government. If a proposer does not already have a CAGE code, one will be assigned during SAM registration. -Electronic Funds Transfer information (e.g., proposer's bank account number, routing number, and bank phone or fax number).
	Register in E-Verify	VI.B.6	Required for proposers requesting procurement contracts	E-Verify is a web-based system that allows businesses to determine the eligibility of their employees to work in the United States. See http://www.uscis.gov/e-verify for information and registration.
	Ensure representations and certifications are up to date	VI.C.2	Required of all proposers	Federal provisions require entities to represent/certify to a variety of statements ranging from environmental rules compliance to entity size representation. See http://www.sam.gov for information.
	Ensure eligibility of all team members	III	Required of all proposers	Verify eligibility, as applicable, for in accordance with requirements outlined in Section 3.
	Register at Grants.gov	IV.E.1.c	Required for proposers requesting	Grants.gov requires proposers to complete a one-time registration process before a proposal can be electronically submitted. If proposers have not previously registered, this

			cooperative agreements	process can take between three business days and four weeks if all steps are not completed in a timely manner. See the Grants.gov user guides and checklists at http://www.grants.gov/web/grants/applicants/applicant-resources.html for further information.
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The following items apply as part of the submission package:

✓	Item	BAA Section	Applicability	Comment
	Encryption password	IV.E.1.a IV.E.1.b	Required of proposers using the DARPA/I2O electronic web-based BAA submission system.	Email to Memex@darpa.mil
	Volume 1 (Technical and Management Proposal)	IV.B.2.a	Required of all proposers	Conform to stated page limits and formatting requirements. Include all requested information.
	Appendix A	IV.B.2.a.xii	Required of all proposers	<ul style="list-style-type: none"> - Team member identification - Government/FFRDC team member proof of eligibility - Organizational conflict of interest affirmations - Intellectual property assertions - Human subjects research - Animal use - Subcontractor plan, if applicable - Unpaid delinquent tax liability/felony conviction representations - CASB disclosure, if applicable
	Volume 2 (Cost Proposal)	IV.B.2.b	Required of all proposers	<ul style="list-style-type: none"> - Cover Sheet - Cost summary - Detailed cost information including justifications for direct labor, indirect costs/rates, materials/equipment, subcontractors/consultants, travel, ODCs - Cost spreadsheet file (.xls or equivalent format) - If applicable, list of milestones for 845 OTs - Subcontractor cost proposals - Itemized list of material and equipment items to be purchased with vendor quotes or engineering estimates for material and equipment more than \$50,000 - Travel purpose, departure/arrival destinations, and sample airfare