

Full Proposal Question Responses

Questions are in Bold

Answers are not bolded.

Q1. Several questions were asked about estimating the start date of the work for successful proposals.

A1. Proposers should use their best judgement in respect to start dates that fit their circumstances. We anticipate three months or less for the review and processing agreements. Dates in the full proposal can be renegotiated while drafting award contracts and annual performance plans.

Q2. What's the page limit for the Project Description (Technical Proposal) section of the full proposal?

A2. There is no page limit imposed for the Project Description (Technical Proposal).

Q3. Amendment 10 says the required attachments include the SF424 form and 4 attachment forms. However, it is unclear what the 4 attachment forms are. Please clarify.

A3. Proposers should use the forms located within the Special Notice Announcement on grants.gov (W911NF-17-S-0003-SPECIAL-NOTICE-CCDC-DAC). The reference to Amendment 10 is due to the fact that this Special Notice is issued against W911NF-17-S-0003. Proposals should NOT be submitted in response to W911NF-17-S-0003, rather they should be submitted against the actual Special Notice, which is a different announcement in grants.gov. The Special Notice submission package includes the forms to fill out as part of submission. The base BAA is included as a reference for more detailed submission instructions. Proposers should use the latest version of the BAA, Amendment 10, W911NF-17-S-0003.

For training on grants.gov to include the various attachments please refer to grants.gov applicant training at <https://www.grants.gov/applicants/applicant-training.html>.

Q4. In the grants.gov portal, "Attachments [v1.2]" has 15 separate upload lines. The instructions say to consult with the agency requirements for details. Is this where we should upload all of our proposal contents? If so, please confirm that there are only 12 attachments per the "table of contents" in Amendment 10.

A4. See response to question #3.

Q5. Should the required content from “Amendment 10” be uploaded into the grants.gov “Attachments [v1.2]” section only? There are other required sections that again ask for the contents to be separately uploaded. Should the forms be uploaded multiple times? If not, please verify the correct way to upload our content.

A5. Please use the grants.gov support feature with questions regarding the use of the grants.gov website. The support page can be found at <https://www.grants.gov/web/grants/support.html>.

Q6. This is a “new” application, but we did submit a white paper that was approved. Should I put a copy of that white paper in as a “pre application” in the SF-424 or omit it. I’m also assuming in that tab we mark as “new” even though the white paper was approved. For Section 4, (Federal Identifier, Agency Routing Number) do I leave those blank?

A6. There is no requirement to submit another copy of your white paper. The white paper process is complete and now you are submitting your proposal. The proposal is all that should be submitted and is all that will be evaluated. The white paper process was used for purposes of inviting full proposal submissions, which is what final evaluations and potential awards will be based on.

The instructions for SF-424 (R&R) are located here at this link: <https://www.grants.gov/forms/r-r-family.html>. Scroll down the page and find the SF-424 form the instructions are in the fourth table column to the right. A snapshot from the instructions for section 4 is posted below.

Q7. The instructions under preparation of proposal have a number of items A-1,B-2, etc. to K-1 to be included with the submission. Examples are Table of Contents, Statement of Disclosure, Project Abstract, Technical Proposal, etc. Should I submit all of these as 1 large .pdf in the attachments section or should each be submitted as its own separate attachment. This is in section V1.2 on grants.gov and does allow up to 15 attachments.

A7. Page 91 of the base BAA has instructions for submission of proposals. Proposal content includes the forms posted as part of the package for submission along with the technical proposal. Refer to Question 3 for addition submission information, and ensure that your proposal is submitted against the actual Special Notice announcement in grants.gov.

Q9. For the budget, what if “software consultants” will be used for portions of the project to complement our employees. Is there a “limit” to how much money can be spent on consultants and sub-contractors relative to the company similar to the SBIR program?

A9. There are no percentage limits in this announcement. The program referenced (SBIR) has specific rules governing the amount of work to be performed by the prime. With that said, the potential prime should be conducting the preponderance of the research and should not serve as a pass through entity. While there is no specific percentage governing this, the proposal should be clear in how the prime is the main performer in both the technical and budget sections of the proposal.

Q10. The cost section of our white paper proposed a Cost-Plus Fixed Fee (CPFF) Procurement Contract should we be awarded. We had some concerns based on a few general correspondences that the RFP is requesting proposals for grants? Will CPFF contracts be considered?

A10. The government anticipates that Cooperative Agreements will be used to fund these research projects and not contracts. Proposers may make an argument for a Cost Plus Fixed Fee contract which will be at the discretion of the contracting officer to determine if that is in the government's best interest, however the final decision will be made by the grants/contracting officer.

Q11. What if a technical effort requires help from the Army in obtaining technical data applicable to missions and automated systems of interest? Is this something that LWI will be able to assist with? Does the government have any preferences for missions and automated systems to be modeled?

A11. Every reasonable effort will be made by the Grants/Contracting Officer Representative to coordinate with Fort Leonard Wood to answer questions related to requests for information and data, applicable to missions and automated systems. Research proposals should not be developed contingent upon fulfillment of such requests.

Q12. Part of our technical effort may be to interview Soldier subject matter experts on missions and automated systems of interest. We will not be conducting human

experiments, however. Will the Army be able to facilitate Soldier availability for limited interviews and data collection if this will be possible?

A12. Every reasonable effort will be made by the Grants/Contracting Officer Representative to coordinate with Fort Leonard Wood to assist you in gaining access to subject matter experts. Research proposals should not be developed contingent upon fulfillment of such requests.

Q13. Are there any alternate or preferred test facilities or resources at Fort Leonard Wood that can be used for testing autonomous XXXXXXXX prototypes in open channel flow?

A13. Every reasonable effort will be made by the Grants/Contracting Officer Representative to coordinate with Fort Leonard Wood to gain access to test facilities that support your efforts. Research proposals should not be developed contingent upon fulfillment of such requests.

Q14. Are there any preferred providers for our proposed topic area we should be aware of?

A14. We cannot make any vendor recommendations.

Q15. Can we discuss/verify alignment of our whitepaper objectives with the technical POC prior to submitting our proposal?

A15. This is not an allowed activity as the government does not have resources to fairly complete this with all proposers.

Q16. The invitation says full proposal guidance is given in the general ARL BAA, Section D, paragraph 2c. This looks to be the white paper guidance. Should we be using Section D, paragraph 2e?

A16. Thanks for pointing out that error. Information for preparing proposals is found in the BAA, Section 'e' and starts on page 85. However, please note that the submission should be made against the actual Special Notice announcement in grants.gov, not the base BAA.

Q17. On grants.gov, it has a tab to put in our budget and attached a budget justification. But, in the instructions, it says:

“Each budget year and the cumulative budget for the full term must be documented on ARO Form 99. “

It also notes the summary page (and a few other ones in the submission) must be signed. Should I fill out these forms, print and sign them, then scan them in for submission even if I can fill them out in grants.gov? Through grants.gov I have to certify everything at the end so I don't know if that is sufficient.

A17. Please sign all budget forms where there is a dedicated field for signature.