

**COMBATING TERRORISM TECHNOLOGY SUPPORT OFFICE
TECHNICAL SUPPORT WORKING GROUP (TSWG)**

**BROAD AGENCY ANNOUNCEMENT (BAA)
04-Q-4255**

Due Date for Receipt of Phase 1 Quad Charts:

No Later Than October 1, 2004

IS – Investigative Support and Forensics

TOS – Tactical Operations Support

VIP - VIP Protection

**All submittals are due by 1600; 4:00 p.m.
Eastern Time (ET) on the above date**

August 25, 2004

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1. INTRODUCTION.

This is the Combating Terrorism Technology Support Office (CTTSO) Technical Support Working Group (TSWG) Broad Agency Announcement (BAA) 04-Q-4255, issued under the provisions of paragraph 6.102(d)(2)(i) of the Federal Acquisition Regulation (FAR), to provide for the competitive selection of research proposals. Contracts based on responses to this BAA are considered to be the result of full and open competition and in full compliance with the provisions of Public Law (PL) 98-369, "The Competition in Contracting Act of 1984." Awards for submittals under this BAA are planned in Fiscal Year (FY) 2005. Funds may not be available for all requirements under this BAA. No contract awards will be made until appropriated funds are available from which payment for contract purposes can be made.

1.1. Approach.

A three-phased proposal selection process will be employed for this solicitation. Phase I will consist of the solicitation, receipt and evaluation of a one-page Summary Quad Chart described later in this document. Phase II will consist of a solicitation of a White Paper (not to exceed 12 pages) from submitters with qualifying Quad Chart evaluations. The White Paper shall include supporting information for data submitted in the summary Quad Chart and shall describe the problem/threat addressed, provide a more detailed proposed solution/approach, identify deliverables, describe work to be performed, describe the offeror's expertise to effect the proposed solution, and present estimated costs and schedule. Phase III will consist of a solicitation of a full proposal (not to exceed 50 pages) resulting from favorable White Paper evaluations. A final evaluation phase will be conducted upon receipt of full proposals.

1.2. HBCU/MI and Small Business Set Aside.

The Government encourages nonprofit organizations, educational institutions, small businesses, small disadvantaged business (SDB) concerns, Historically Black Colleges and Universities (HBCU), Minority Institutions (MI), women-owned businesses, and Historically Underutilized Business (HUB) zone enterprises HBCU/MIs as well as large businesses and Government laboratories to submit research proposals for consideration and/or to join others in submitting proposals; however, no portion of the BAA will be set-aside for these special entities because of the impracticality of reserving discrete or severable areas of research and development in any specific requirement area. A goal of 2.5% of total dollars awarded under the listed mission areas will be considered for HBCU/MI and a goal of 2.5% of total dollars awarded under the listed mission areas will be considered for small businesses for a total goal of 5%. The final determination will be made based on the individual technical merits of the proposal and the budget constraints within the mission priorities. To ensure full consideration in these programs, registration in the BAA Information Delivery System (BIDS), described later in this document, must include the appropriate business type category as well as accurate and relevant information requested in the BIDS registration.

1.3. Period of Performance.

Most proposals awarded under this BAA are anticipated to be from 6 to 24 months in duration. The Government intends to incrementally fund contracts awarded from this BAA as provided by FAR 52.232-22, "Limitation of Funds." As described in section 3, proposals shall contain all work contemplated by tasks with all associated costs for each task separately identified including any proposed options. The proposal shall be structured to facilitate incremental funding and to enable all program requirements to be negotiated with the initial contract award.

1.4. Technical Evaluation Support.

It is the intent of this office to use contractor support personnel in the review, evaluation, and administration of all submittals for this BAA. All individuals in this category that will have access to any proprietary data shall certify that they will not disclose any information pertaining to this solicitation including any submittal, the identity of any submitters or any other information relative to this BAA. Submission of information in response to this BAA constitutes permission to disclose information to certified evaluators under these conditions.

1.5. Instructions and Points of Contact.

This BAA Package may be downloaded electronically in its entirety from www.bids.tswg.gov under Downloads BAAs. **Registration is not required** to download the BAA package; however, all unclassified proposals must be uploaded to BIDS and a registration is required to upload those submissions. BIDS registration requirements are discussed in section 3 of this document.

All contractual and technical questions regarding this BAA must be directed to the Contracting Officer, 04-Q-4255Questions@tswg.gov.

For help with BIDS, submit questions to BIDS administration at bidshelp@tswg.gov or by accessing the **HELP REQUEST** link located in the left-hand panel of the BIDS Home Page. Please be sure to include the reason for your request in the text block provided and a correct email address.

Offerors are encouraged to periodically review the BAA Frequently Asked Question (FAQs) and answer section on the web site, www.bids.tswg.gov, located in the FAQs section of the main menu bar.

NOTE: Persons submitting proposals are advised that only the Contracting Officer may obligate the Government to any agreement involving expenditure of Government funds.

2. GENERAL INFORMATION.

This section includes information applicable to all contracts that may be awarded under this BAA.

2.1. Eligibility.

To be eligible for contract award, an offeror must meet certain minimum standards pertaining to financial solvency/resources, ability to comply with the performance schedule, prior record of performance, integrity, organization, experience, operational controls, technical skills, facilities, and equipment. See FAR 9.104. Additionally, all offerors MUST be registered in the Central Contractor Registration (CCR) database as indicated in DFARS 204.7300. The website address for CCR database is <http://www.ccr.gov>.

2.2. Procurement Integrity, Standards of Conduct, Ethical Considerations.

Certain post-employment restrictions on former federal officers and employees may exist, including special Government employees (Section 207 of Title 18, United States Code (USC)). If a prospective offeror believes that a conflict of interest does exist, the situation should be raised to the issuing office's contracts representative before time and effort is expended in preparing a proposal.

2.3. Definitions.

2.3.1. Small Business Concern.

A concern that is independently owned and operated; is not dominant in the field of operation in which it is bidding on Government contracts; and meets the size standards in FAR 19.102.

2.3.2. Small Disadvantaged Business Concern.

"Small disadvantaged business concern" as used in FAR Part 19 (except for FAR Sections 52.212-3(c)(4) and 52.219-1(b)(2) for general statistical purposes and 52.212-3(c)(9)(ii), 52.219-22(b)(2), and 52.219-23(a) for joint ventures under the price evaluation adjustment for small disadvantaged business (SDB) concerns, means an offeror that represents, as part of its offer, that it is a small business under the size standard applicable to the acquisition; and either:

(1) It has received certification as a small disadvantaged business concern consistent with 13 CFR part 124, subpart B; and

- (i) No material change in disadvantaged ownership and control has occurred since its certification;
- (ii) Where the concern is owned by one or more disadvantaged individuals, the net worth of each individual upon whom the certification is based does not exceed \$750,000 after taking into account the applicable exclusions set forth at 13 CFR 124.104(c)(2); and
- (iii) It is identified, on the date of its representation, as a certified SDB concern in the database maintained by the Small Business Administration (SBA) (PRO-Net); or

(2) For a prime contractor, it has submitted a completed application to the SBA or a private certifier to be certified as a small disadvantaged business concern in accordance with 13 CFR part 124, subpart B, and a decision on that application is pending, and that no material change in disadvantaged ownership and control has occurred since it submitted its application. In this case, a contractor must receive certification as an SDB by the SBA prior to contract award.

2.3.3. North American Industry Classification System.

Establishments that specialize in performing Professional, Scientific and Technical Activities for others are coded 541710 under the North American Industry Classification System (NAICS). The small business size standard for Classification 541710 is 500 employees.

2.4. Restrictive Marking on Proposals.

All proposals should clearly indicate content disclosure limitations. Submittals may be marked as "Proprietary" or words to that effect; however, markings such as "Company Confidential" or other phrases that may be confused with national security classifications shall be avoided.

2.5. Submission Handling/Rights in Technical Data and Computer Software/Patent Rights.

2.5.1. Procurement Integrity.

The Government intends to comply with FAR 3.104 in its treatment of information submitted in response to this BAA solicitation and marked with the individual or company's legend.

2.5.2. Rights in Technical Data and Computer Software.

Rights in technical data, computer software and software documentation provided in the proposal shall be treated in accordance with the DFARS 252.227-7016, entitled "Rights in Bid and Proposal Information." Rights in technical data, computer software and computer software documentation in the resultant contract shall be in accordance with DFARS 252.227-7013 (regarding technical data) and DFARS 252.227-7014 (regarding computer software and software documentation). Both clauses (DFARS 252.227-7013 and -7014) shall be included in any non-commercial contract exceeding the simplified acquisition threshold. Other clauses to be included in the contract are: DFARS 252.227-7017, DFARS 252.227-7019, Validation of Asserted Restrictions - Computer Software; DFARS 252.227-7025, Limitations on the Use or Disclosure of Government-Furnished Information marked with Restrictive Legends; DFARS 252.227-7027, Deferred Ordering of Technical Data or Computer Software; DFARS 252.227-7030, Technical Data-Withholding of Payment; DFARS 252.227-7036, Declaration of Technical Data Conformity; and DFARS 252.227-7037, Validation of Restrictive Markings on Technical Data.

2.5.3. Submission Information and FOIA.

Records or data bearing a restrictive legend may be included in the proposal. The offeror is cautioned; however, that portions of the proposal may be subject to release under terms of the Freedom of Information Act (FOIA), 5 U.S.C. 552, as amended. In accordance with FOIA regulations, the offeror will be afforded the opportunity to comment on, or object to the release of proposal information.

2.6. Report Requirements.

The number and types of deliverable reports shall be specified in the contractual document. The reports shall be prepared and submitted in accordance with the procedures contained in the contract. A Final Report that summarizes the project and associated tasks is required at the conclusion of each contract, notwithstanding the fact that the research may be continued under a follow-on contract. Monthly Reports documenting program and financial status are required. In addition, test plans, test and technical reports, technical data, specifications, computer programs, or other data should be specified based on the proposed efforts as appropriate.

2.7. Subcontracting.

Pursuant to Section 8(d) of the Small Business Act (15 U.S.C. 637(d)), it is the policy of the Government to enable small business and small disadvantaged business concerns to be considered fairly as subcontractors to contractors performing work or rendering services as prime contractors or subcontractors under Government contracts, and to assure that prime contractors and subcontractors carry out this policy.

2.8. Animal or Human Testing Compliance.

The contractor is responsible for compliance with all laws and regulations governing the use of animals or human subjects in research projects. Any contract resulting from this BAA that may involve the testing of animals shall include the following language:

Any contractor performing research on warm blooded vertebrate animals shall comply with the Laboratory Animal Welfare Act of 1966, as amended, 7 U.S.C. §§ 2131 - 2156, and the regulations promulgated thereunder by the Secretary of Agriculture in 9 C.F.R. Parts 1 through 4, pertaining to the care, handling, and treatment of vertebrate animals held or used for research, teaching, or other activities supported by Federal contract awards. In addition, the contractor shall comply with the provisions of Department of Defense Directive 3216.1, as

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implemented by SECNAVINST 3900.38B, and Defense Federal Acquisition Regulation supplement clause 252.235-7002, "Animal Welfare," which is incorporated into this contract.

Any contract resulting from this BAA that may involve the use of human subjects shall include the following language:

No federal funds will be expended for research involving human subjects unless the contractor is in compliance with the regulations promulgated by the Office of the Secretary of Defense in 32 C.F.R. Part 219, pertaining to the protection of human subjects. In addition, the contractor shall comply with the provisions of Department of Defense Directive 3216.2, as implemented by SECNAVINST 3900.39C.

3. PROPOSAL PREPARATION.

This section provides information needed by the individual preparing the proposal for submission under this BAA.

3.1. General Guidance.

All submittals must strictly follow the instructions in this announcement and include the information specified to avoid delays in evaluation or disqualification of a submittal.

3.1.1. BAA Information Delivery System (BIDS).

The BIDS, in operation at www.bids.tswg.gov, will be used to provide public access to the BAA package and will be used to collect all **unclassified** submittals under this BAA. A Submitter Registration is required to respond to this BAA to upload submittal response data. The offeror must complete all mandatory fields on the submitter registration form in BIDS including a User Name that will be used for login and as part of document identifiers for submissions described later in this BAA package. Registration acceptance for submitters is automatic and will be transmitted by email indicating the User Name for login, but may take a few minutes to be recognized by BIDS. Questions regarding BIDS may be addressed via email to TSWG BAA Administrators at bidshelp@tswg.gov or by accessing the **HELP REQUEST** link in the left-hand panel of the BIDS Home Page. For password resets, if you know your User Name and have a valid email address, the password can be reset automatically by selecting "Forgot My Password." A new password will be sent to the email address. Use the HELP REQUEST if you are having problems with your BIDS account. Registration account information can be updated by the user after login. The email address for a specific User Name in the BIDS registration serves as the notification point for all email correspondence to that "user" and should be the point of contact for the Government Contracting Officer.

3.1.1.1. Format and Submittal Upload.

All unclassified responses shall be uploaded to BIDS in the electronic format specified and each must include all information requested for each submittal type as described in this document. Each follow-on submittal shall not be uploaded until the previous submittal has been evaluated and an email request for the next submittal is received by the offeror from the contracting officer.

3.1.1.2. Cover Page/Submittal Markings.

The cover page of all submittals (or margin headers for all Quad Charts) shall be marked with the appropriate *BAA Announcement Number, Requirement Number, Submission/Proposal Title*, and the *Document Identifier* as described below. Additionally, for any classified material, the document must be clearly marked in accordance with appropriate security regulations.

3.1.1.3. Document Identifier.

The offeror shall insert a "Document Identifier" into the header (top margin area) of each submittal. The identifier shall be unique to any other submittal from the offeror and **MUST** be formatted with the targeted Mission Area (i.e. IS, TOS or VIP), the Requirement Number, the User Name, and the submitter internal tracking number (SIT). For example, Document Identifiers are formatted as follows:

MissionArea-Requirement Number-UserName-Submitter Internal Tracking Number.

The constructed document identifier is frequently used by the evaluation team to identify each submittal and to connect downloaded/printed documents with evaluation records posted into on-line collaboration software.

Note: When actually uploading the document to a specific requirement in BIDS (on-line), the appropriate prefix (**underlined in the example**) is automatically generated by the system and

attached to the submitter internal tracking number which is unique and created by the offeror. The document identifier should be inserted into the header of the uploaded document and **MUST** match the document identifier in BIDS.

The system enforces unique tracking numbers for each offeror and will not allow an upload of a submittal document if the submitter internal tracking number has already been used. For best tracking purposes, it is recommended that offeror use tracking numbers that will indicate the Phase to which the document was submitted. For example, {submitter internal tracking number}-01 would indicate that the document was submitted to Phase 1, and a suffix of -02 would indicate that the document was submitted to Phase 2, thereby making each number unique by virtue of the suffix. An alternative is to use -QC for a Quad Chart submittal, -WP for a White Paper and -FP as the full proposal, all unique because of the dash characters.

3.1.2. BIDS Security and Submittal Changes.

All data uploaded to BIDS is secure from public view or download. All submissions will be considered proprietary/source selection sensitive and protected accordingly. The documents may only be reviewed by the registrant, authorized Government representatives, and assigned evaluators. Changes to uploaded responses will be permitted **up to the closing date and time**. If the offeror wishes to submit a modified requirement response, the offeror must first delete the previous response and then upload a modified document. Changes after the requirement due date will not be permitted.

3.1.3. Special Handling/Procedures for Classified Information.

If a submittal contains classified information, the offeror must first obtain a submittal number through BIDS for tracking purposes and identify in the comments section why the submittal cannot be uploaded and submitted via the automated system. The BIDS tracking number must be clearly identified on the mailed submittal. Classified responses (up to SECRET) must be appropriately marked, sealed and mailed in accordance with classified material handling procedures. **All classified documents must be packaged and shipped in accordance with regulations and instructions pertaining to the level of classification.**

For classified submittals, send an email to BAAssecurity@tswg.gov. Mailing instructions will be provided at that time.

Classified documents **MUST be mailed and **MUST** be received by the applicable due date and time. Classification does not in any way eliminate the offeror's requirement to comply with all instructions in this BAA.**

3.2. Phase I Submittals.

3.2.1. General.

Offerors shall respond to Phase I of this BAA using a one-page Quad Chart in the format depicted in the Quad Chart samples downloadable from the BIDS web site "Reference Materials" option in the right hand panel. The Quad Chart must be received electronically through BIDS (unclassified) or received by mail (classified only) no later than **1600 (4:00 p.m.) ET on October 1, 2004**. Upon request, the offeror may be required to provide access to pending patent applications. Classified submittals (up to SECRET) must be appropriately marked, sealed, and mailed in accordance with classified material handling procedures. Proposals received after the closing date will not be considered by the Government.

3.2.2. File Format and Content.

The Quad Chart shall be prepared in color or black and white in Microsoft Office 2000 Word, PowerPoint, or Adobe Acrobat (PDF – portable document format) electronic file format. The document must be print-capable, without password, using text font and graphic file formats that will cause the document to be **NO LARGER THAN 500KB IN FILE SIZE**. Graphic images inserted into

the document should be in a file format (such as GIF/JPEG) that will minimize file size and support clear SVGA display and document printing (96 DPI recommended). Improper formatting and/or submittals that cannot be opened or viewed due to formatting will not be considered in the BAA competitive process. The offeror shall upload the submittal via the BIDS response form for each requirement before the due date and time, and in accordance with instructions in sections 3.1 and 3.2. Prior to submittal, the offeror must ensure that the prepared chart includes the document identification header content as described in this document. The offeror should also ensure that the candidate proposal meets the needs of the requirement including cost, technical feasibility and other evaluation criteria as identified in this BAA.

3.2.3. Notification to Offeror.

Following review of the Quad Chart, the Government will notify the offeror when a submittal has been accepted or rejected. Notification of acceptance accompanied with a request to submit the Phase II requirement (White Paper) will be emailed to the offeror's contracting authority as entered in the BIDS registration and will indicate the new submittal due date and time. Notifications of rejection will likewise be emailed to the address provided by the offeror during BIDS registration. **Debriefings for Quad Charts will not be provided due to the nature of BAAs. It should generally be assumed that the reason a proposed solution was not considered for further review was that it did not fit the needs of the TSWG, that it was too costly, or that it failed to meet requirements as specified for technical evaluation.**

3.2.4. Status and Inquiries.

Phase I is complete when all submissions have been accepted or rejected in accordance with paragraph 3.2.3 above. Telephonic inquiries concerning the status of Quad Charts will not be accepted. Submitters are able to check the status of any submission by accessing the BIDS website under "My Submissions."

3.3. Phase II Submittals.

3.3.1. General.

The second phase consists of a White Paper submitted with no more than **12 pages** (including figures, charts, and tables, but excluding the cover page). All submittal pages must be formatted using single-side, double-spaced pages, font no smaller than 10 point, with 1-inch page margins (left/right/top/bottom). If the White Paper is longer than 12 pages, only the first 12 pages will be evaluated. A cover page shall include the data specified in the sample document entitled: **Submittal Cover Sheet** provided under Reference Materials in the Downloads section of the BIDS home page. Prior to submittal, the offeror must ensure that the submittal includes the document identification header content as described in section 3.1 of this document. Classified submittals (up to SECRET) must be appropriately marked, sealed, and mailed in accordance with classified material handling procedures. Submittals received after the closing date will not be considered by the Government.

3.3.2. File Format and Content.

The White Paper shall be prepared in color or black and white in Microsoft Office 2000 Word or Adobe Acrobat PDF electronic file format. The document must be print-capable and without password. All text and graphic content **MUST NOT EXCEED 500KB IN TOTAL FILE SIZE.** Graphic images inserted into the document should be in a file format (such as GIF/JPEG) that will minimize file size and support clear SVGA display and document printing (96 DPI recommended). The offeror shall upload the submittal via the BIDS response form (select "create next submission" from the accepted submittal) before the due date and time (i.e., 30 days from the date of the notification email), and in accordance with instructions in section 3.1 above. The offeror should ensure that the submittal meets the needs of the requirement including cost, technical feasibility, and other evaluation criteria as identified in this BAA.

3.3.3. Technical Content.

The White Paper shall describe the problem/threat addressed in the BAA Requirement and include:

3.3.3.1. Description of the proposed solution including underlying theory, a suggested concept of operations and potential users. Include a description of similar work performed, including what agency funded the effort.

3.3.3.2. Description of the proposed tasks and associated deliverables. Include definition of anticipated risks, planned mitigation efforts, work to be performed by the offeror, by other organizations, and any required Government furnished material (GFM) or information (GFI). Include clear descriptions of proposed phases, decision points and any options. The offeror's proposed position on ownership of intellectual property shall also be described. Upon request, the offeror may be required to provide access to pending patent applications.

3.3.3.3. A Master Project Schedule preferably in Gantt chart format. Schedule should show planned start and stop point of each phase and subordinate tasks, estimated delivery dates, and decision points. Period of performance will be assumed to be the last completion date shown unless otherwise stated.

3.3.3.4. A proposed, task-phased budgetary estimate inclusive of any proposed options. At a minimum, this estimate shall detail estimated labor hours and costs and anticipated material and other costs for each task area. Costs allocated to other organizations (e.g., Government testing) shall also be clearly shown. Estimated production unit costs should also be included.

3.3.3.5. Description of the planned methodology to transition to production and the suggested field support methodology, including:

3.3.3.5.1. Identification of Rights in Technical Data and Computer Software/Patent Rights.

Technical data and computer software to be delivered with less than unlimited rights should be identified as prescribed by DFARS 252.227-7017 and DFARS 252.227-7028.

3.3.3.5.2. Technology Transition. The White Paper shall contain a brief discussion on the proposed concept for commercializing or transitioning the technology to production if the project is successful. If the offeror's proposal is based on technology that has a patent applied for, or issued, the offeror must provide the patent number or application serial number.

3.3.3.5.3 A description of the offeror's capability and/or experience in doing this type of work. Include description of co-participants' capabilities and/or experience as well. State whether agreement has been reached with proposed co-participants. If the offeror is not a commercial entity, a commercial partner must be identified by the time of submission of the white paper or proposal to ensure that a technology transition objective is part of the proposed effort.

3.3.4. Notification to Offeror.

Following review of the White Paper, the Government will notify the offeror (generally within 90 days of the submittal close date) when a submittal has been accepted or rejected. Notification of acceptance accompanied with a request to submit the Phase III requirement (Proposal) will be emailed to the offeror's contracting authority as ***entered in the BIDS registration*** and will indicate the new submittal due date and time. Notifications of rejection will likewise be emailed to the address provided by the offeror during BIDS registration. **Debriefings for White Papers will not be provided due to the nature of BAAs. It should generally be assumed that the reason a White Paper was not considered for further review was that it did not fit the needs of the TSWG, that it was too costly, or that it failed to meet requirements as specified for technical**

evaluation.

3.3.5. Status and Inquiries.

Phase II is complete when all submissions have been accepted or rejected in accordance with paragraph 3.3.4 above. Telephonic inquiries concerning the status of White Paper submittals will not be accepted. Submitters are able to check the status of any submission by accessing the BIDS website under "My Submissions."

3.4. Phase III Submittals.

3.4.1. General.

The primary objective of the phased solicitation approach used in this BAA is to minimize cost and effort of prospective offerors. Accordingly, full proposals will only be requested for qualifying solutions that have a high probability of award. However, the Government reserves the right to cancel any Phase III solicitation prior to award. It is requested that proposals be divided into two "uploadable" documents/files. The first document should include all technical and contractual information. The second document shall include all cost information preferably in spreadsheet format. Each single file shall not exceed 500KB in total file size. Technical descriptions shall not exceed 50 pages including figures, charts and tables (excluding cover page and any forms requested within this BAA package). All submittal pages must be formatted using single-sided, double-spaced pages, font no smaller than 10 point, with 1-inch page margins (left/right/top/bottom). A cover page shall include the data specified in the sample document entitled: **Submittal Cover Sheet** provided under Reference Materials in the Downloads section of the BIDS home page. Prior to submittal, the offeror must ensure that the submittal includes the document identification header content as described in section 3.1 of this document. Classified submittals (up to SECRET) must be appropriately marked, sealed, and mailed in accordance with classified material handling procedures. Submittals received after the closing date will not be considered by the Government.

3.4.2. File Format and Content.

The proposal shall be prepared in color or black and white in Microsoft Office 2000 Word, Excel 2000 and/or Adobe Acrobat PDF electronic file format. The document must be print-capable and without password. Total text and graphic content in any upload section of the proposal **MUST NOT EXCEED 500KB IN TOTAL FILE SIZE**. Graphic images inserted into submittal documents should be in a file format (such as GIF/JPEG) that will minimize file size and support clear SVGA display and document printing (96 DPI recommended). All (unclassified) submittals shall be uploaded via the BIDS response upload form (select "create next submission" from the accepted submittal) before the due date and time specified in the email notice (i.e. 30 days from the date of the notification email) and in accordance with section 3.1 above. The offeror should ensure that the submittal meets the needs of the requirement including cost, technical feasibility, and other evaluation criteria as identified in this BAA.

3.4.3. Technical.

The technical portion of the proposal shall contain the following:

3.4.3.1. A title and an abstract that includes a concise statement of work and basic approaches to be used. This should be on a separate page and in a form suitable for release under the Freedom of Information Act, 5 U.S.C. 552, as amended. The statement of work should indicate the effort intended for the period of performance.

3.4.3.2. The technical portion shall include an Executive Summary, a technical approach, description of relevant prior work, a program plan including a statement of work with task phasing and proposed options, facilities and equipment descriptions, list of documentation and reports, and a management plan. All paragraphs containing proprietary information must be clearly marked.

3.4.3.3. The proposal shall include a section on technology transition planning that discusses the proposed approach for commercializing or transitioning the prototype technology to production. This section shall identify any existing intellectual property claims or intentions. The offeror shall specifically indicate if there is a patent pending (and the patent application number, if received) or a patent issued with the patent number(s). The offeror shall include a statement on licensing or venturing plans, as applicable, if the project is successful. The offeror shall discuss barriers to commercialization, such as anticipated regulatory issues (such as environmental, safety, health, and transportation), liability issues, interoperability, financing, etc. and planned steps to address these barriers. Also, if not covered in other sections, this section shall address interaction with potential users.

3.4.3.4. The names, brief biography, and a list of recent publications of the offeror's key personnel (including alternates, if desired) who will be involved in the research. Documentation of previous work or experience in the field of the offeror is especially important.

3.4.3.5. The type of support, if any, the offeror might request from the Government, such as government furnished equipment (GFE), materials (GFM) or facilities.

3.4.3.6. The names of other federal, state, or local agencies or other parties receiving the proposal and/or funding the proposed effort. If none, so state.

3.4.3.7. A statement regarding possible impact, if any, of the proposal's effect on the environment. If none, so state.

3.4.3.8. A brief description of the offeror's organization.

3.4.3.9. The offeror shall indicate the total scope of work to be performed for this effort inclusive of any proposed options.

3.4.4. Cost.

The cost information of the proposal shall contain the following:

3.4.4.1. A cost estimate that is sufficiently detailed by element of cost for meaningful evaluation. Cost estimates shall be identifiable by task phasing proposed in the technical section and shall be inclusive of any proposed options. Cost breakdown shall include materials, direct labor, indirect costs, and other direct costs such as special test equipment or travel. Offerors shall provide exhibits as necessary to substantiate the cost elements.

3.4.4.2. A cost-element breakdown shall be attached for each proposed line item and must reflect all specific requirements. Supporting breakdowns must be furnished for each cost element, consistent with the offeror's cost accounting system. When more than one contract line item is proposed, summary total amounts covering all line items must be furnished for each cost element. If agreement has been reached with Government representatives on the use of forward pricing rates/factors, identify the agreement. Depending on the offeror's system, breakdowns shall be provided for the following basic elements of cost, as applicable:

3.4.4.2.1. Materials: Provide a consolidated price summary of individual material quantities included in the various tasks, orders, or contract line items being proposed and the basis for pricing (vendor quotes, invoice prices, etc.). Include new materials, parts, components, assemblies, and services to be produced or performed by others. For all items proposed, identify the item and show the source, quantity, and price.

3.4.4.2.2. Competitive Methods: For those acquisitions (e.g., subcontract, purchase orders, material orders) over \$100,000 priced on a competitive basis, also provide data showing degree of competition and the basis for establishing the source and reasonableness of price. For inter-organizational transfers priced at other than cost of the comparable competitive commercial work of the division, subsidiary, or affiliate of the contractor; explain the pricing method (See FAR 31.205-26(e)).

3.4.4.2.3. Established Catalog or Market Prices/Prices Set By Law or Regulation: When an exemption from the requirement to submit cost or pricing data is claimed, whether the item was produced by others or by the offeror, provide justification for the exemption.

3.4.4.2.4. Noncompetitive Methods: For those acquisitions (e.g., subcontract, purchase orders, material orders) over \$550,000 priced on a noncompetitive basis, also provide data showing the basis for establishing source and reasonableness of price. For standard commercial items fabricated by the offeror that are generally stocked in inventory, provide a separate cost breakdown if price is based on cost. For inter-organizational transfers priced at cost, provide a separate breakdown of cost by elements.

3.4.4.2.5. Direct Labor: Provide a list of participants, not necessarily by name, showing a time phased (e.g., monthly, quarterly) breakdown of labor hours, rates, and cost by appropriate category, and furnish basis for estimates.

3.4.4.2.6. Indirect Costs: Indicate how offeror has computed and applied offeror's indirect costs. Indicate the rates used and provide an appropriate explanation.

3.4.4.2.7. Other Costs: List all other costs not otherwise included in the categories described above (e.g., special tooling, travel, computer and consultant services, preservation, packaging and packing, spoilage and rework) and provide basis for pricing.

3.4.4.2.8. Royalties: If more than \$250 provide the following information on a separate page for each separate royalty or license fee:

- Name And Address of Licensor
- Date of the License Agreement
- Patent numbers, Patent Application Serial Numbers, or other basis on which the royalty is payable
- Brief description (including any part or model numbers of each contract item or component on which the royalty is payable)
- Percentage or dollar rate of royalty per unit
- Unit price of contract item
- Number of units
- Total dollar amount of royalties

Note: A copy of the current license agreement and identification of applicable claims of specific patents may be specifically requested by the contracting officer. (See FAR 27.204 and 31.205.37.)

3.4.4.2.9. Facilities Capital Cost of Money: When the offeror elects to claim facilities capital cost of money as an allowable cost, the offeror must submit Form CASB-CMF and show the calculation of the proposed amount. See FAR 31.205-10.

3.4.4.2.10. Fee: Include the fee, if any, proposed for this effort.

3.4.5. Contractual.

The contractual portion of the proposal should contain the following:

3.4.5.1. Identify the offeror's contracting point of contact including name, telephone number, email address, facsimile number, mailing address, and contact information including DUNS number, CCR, business type, and other relevant information.

3.4.5.2. The type of contract preferred. Generally, the contract type most used is Cost Plus Fixed Fee (CPFF).

3.4.5.3. Proposed duration of all tasks in the basic contract and any options.

3.4.5.4. The identity of any members of the organization with potential conflicts of interest. Possible conflicts of interest include any people with prior federal employment including employment of the principal investigator as a special Government employee (duties, agency with whom employed, dates of employment) within two years from the date of proposal submission. If none, so state.

3.4.5.5. If the offeror is proposing to perform research in a classified area, indicate the level of classification of the research and the level of clearance of the potential principal investigator and all other proposed personnel. The contractor shall include facility clearance information. Also, the contractor shall indicate the Government agency that issued the clearances.

3.4.5.6. A list of property required to perform the proposed research, separating items to be acquired with contract funds and those to be furnished by the Government. When possible, the description or title and estimated or known unit and total costs of each item should be shown (i.e., manufacturer, catalog price, or previous purchase price). When such information on individual items is not available, the items should be grouped by class and estimated values indicated. In addition, the offeror must include a statement as to why it is necessary to acquire the property with contract funds, and if applicable, express in writing his unwillingness or financial inability to acquire the items with his own resources. Please note that the FAR generally prohibits providing an industrial contractor with facilities (including plant equipment and real property) with a unit acquisition cost of less than \$10,000.

3.4.5.7. If the total amount of the proposal exceeds \$500,000 and the offeror is not a small business, the offeror shall submit a subcontracting plan for small business and small socially and economically disadvantaged business concerns. A mutually agreeable plan will be included in and made a part of the resultant contract. The contract cannot be executed unless the contracting officer determines that the plan provides the maximum practicable opportunity for small business and small disadvantaged business concerns to participate in the performance of the contract.

3.4.6. Notification to Offerors.

Phase III is complete when the Government concludes technical evaluations of all submittals and awards any contracts considered under this BAA. Notification of acceptance or rejection of a Phase III Proposal will be sent via email to the offeror's principal contact as entered in the BIDS registration. A formal debriefing may be requested by the offeror if the Government does not accept the Phase III proposal. Telephonic inquiries concerning the status of Phase III prior to official notification will not be accepted. Submitters are able to check the status of any submission by accessing the BIDS website under "My Submissions."

4. PROPOSAL EVALUATION.

4.1. Objective.

The TSWG conducts rapid prototype development focused on critical multi-agency and future threat counter/anti-terrorism requirements. The primary TSWG mission is to conduct the National Interagency Research and Development (R&D) Program for combating terrorism through rapid research, development, and prototyping. This agency's program objectives are to provide an interagency forum to coordinate R&D requirements for combating terrorism, to sponsor R&D not otherwise being addressed by individual agencies, and to promote information transfer among the participating agencies.

4.2. Evaluation Criteria.

The criteria to be used to evaluate and select proposals for TSWG projects are described in the following paragraphs. Each proposal will be evaluated on its merit and relevance to the TSWG program rather than against other proposals in the same general research area.

4.2.1. Basic Requirement.

The proposed solution must meet the letter and intent of the stated requirement; all elements within the proposal must exhibit a comprehensive understanding of the problem and the requirements of intended end users. The proposed solution must meet multiple TSWG user (U.S. Government or commercial) needs and be fully compliant with each required element of the solicitation.

4.2.2. Technical Performance.

The proposed technical approach must be feasible, achievable, complete, and supported by a proposed technical team that has the expertise and experience to accomplish the proposed tasks. Task descriptions and associated technical elements are to be complete and in a logical sequence. All proposed deliverables must clearly define a final product that meets the requirement and can be expected as a result in the award. The proposal must identify and clearly define technical risks and planned mitigation efforts. Those risks and the associated mitigation must be feasible and reasonable. The roles of the prime and other participants required must be clearly distinguished and pre-coordination with all participants (including Government facilities) fully documented. The requirement for and the anticipated use or integration of GFM including all equipment, facilities, and information, must be fully described including dates when such GFM will be required. Intellectual property ownership and the planned transition to production must be adequately addressed, including a support concept for the product described. Similar efforts completed by the offeror in this area must be fully described including identification of other Government sponsors.

4.2.3. Contractor Past Performance.

The offeror's past performance in similar efforts must clearly demonstrate an ability to deliver products that meet the proposed technical performance requirements within the proposed budget and schedule. The proposed project team must have demonstrated expertise to manage the cost, schedule and technical aspects of the project.

4.2.4. Schedule.

The proposed schedule must be complete and achievable. The proposal must indicate that the offeror has fully analyzed the project's critical path and has addressed the resulting schedule risks.

4.2.5. Cost.

The proposed costs must be both reasonable for the work proposed and affordable. The proposal must document all anticipated costs including those of associate, participating organizations. The proposal must demonstrate that the offeror has fully analyzed budget requirements and addressed resulting cost risks. The proposal must indicate all cost-sharing and leveraging opportunities explored and identified. Other sponsors who have funded or are funding this offeror for the same or similar efforts must be identified.

5. TECHNOLOGY DEVELOPMENT REQUIREMENT TARGETS AND OBJECTIVES.

TSWG is interested in soliciting proposals in the following areas of combating terrorism. The intent of this BAA is to identify technologies and approaches that provide near-, mid-, and long-term solutions that enhance the capabilities of the U.S. Government to combat or mitigate terrorism. The level of detail provided for each specific mission area requirement or the order in which requirements appear is not intended to convey any information regarding relative priority. As a reminder, every submittal must have a document identifier that includes the mission area designator (in this case IS or VIP), the requirement number, user name, and a submitter internal tracking number as described in Section 3 of this document.

5.1 Investigative Support and Forensics (IS) Mission Area/Subgroup

The Investigative Support and Forensics Subgroup is responsible for identifying and developing user requirements and associated technologies, equipment and solutions that improve current or provide new (a) forensic capabilities for analyzing terrorist-related evidence and (b) technology for supporting terrorist-related investigations.

R1249 Digital Automotive Imaging System

A software/hardware system that can interface with the present FBI digital automotive image system (DAIS) and create a stand-alone database capability on DVD for distribution to end users. The present DAIS is an Oracle database of automotive images and their technical specifications running on two servers. The new system shall provide the capability of downloading the entire DAIS database and include an extensive distributable search capability onto a standard type DVD. The new distributable version of the DAIS (burned onto a single DVD) must fully operate on commonly used PCs and laptops using Windows 98 or later. The contractor must be able to produce a large number of these DVDs (as determined by the FBI) and distribute them to various law enforcement and federal agencies as directed by the FBI.

The following are requirements of the overall system:

1. Software that will extract all DAIS content and create the disk image needed to burn a DVD and include a distributable search capability.
2. The ability to mass produce large quantities of DVDs to include proper labeling (e.g., system name, DAIS logo, database version, date, system requirements, etc.)
3. The ability to maintain multiple disk image versions for publishing and distribution on-demand.
4. The capability of being updated on at least annual basis to incorporate new vehicles and additional views and images of existing vehicles.

The following are the features and capabilities the present core DAIS has that must be included on the DVD for the end users:

1. The capability to search by one or any combination of the following criteria: a) manufacturer; b) year of manufacture; c) model; d) class and subclass, e.g. compact, mid-size, full size; e) type, e.g. passenger car, minivan, sports car, sport utility vehicle (SUV), truck, station wagon, van or other types to be named later; f) number/type of doors, e.g. 2-door, 4-door, hatchback; g) hardtop or convertible.
2. The capability of viewing 3 to 6 thumbnail type images simultaneously on the screen each giving a different view (front, rear, driver-side, or passenger side) of the same vehicle. These views shall enlarge to a full size image 8 inches by 10 inches of 1,500 x 1,000 pixels or 150 dpi.
3. The ability to download and print images at 150 dpi on 8 inch by 10 inch paper on a high quality color laser or dye sublimation printers plus the ability to create "Be On the Look-out" type posters and flyers.
4. The capability to store or print-out search criteria used to do the initial search.
5. The DAIS must be easy to operate by high-school graduates.

5.2. Tactical Operations Support (TOS) Mission Area/Subgroup

The Tactical Operations Support (TOS) Subgroup is responsible to identify, prioritize, and execute research and development projects that satisfy interagency requirements for unique equipment and systems to support specialized force offensive operations directed against terrorist activities and groups. The subgroup will transition non-sensitive prototype hardware to commercial production to assist state

and local law enforcement agencies.

R1219 5.56 Subsonic Ammunition

Develop accurate and reliable 5.56 mm X 45 mm subsonic ammunition for use in Colt M-4 Carbine, H&K Modified M-4 carbine, and SIG 552C Carbine (all using suppressors). Ammunition must function, feed, and fire in the semi-automatic mode with the weapons listed. Ammunition must equal or exceed the reliability of M855 (green tip) ammunition when employed with the Colt M-4. Ammunition must demonstrate reliable performance over a temperature range of -10 degrees C to +50 degrees C. Responders to this requirement must be established ammunition developers with a record of delivering effective ammunition.

R123 Low Halo Image Intensifier Tubes

Develop low halo night vision image intensifier tube for direct application to existing night vision goggles. Halo reduction to substantially less than current state of the art night vision devices is required.

5.3 VIP Protection (VIP) Mission Area/Subgroup

The VIP Protection (VIP) Subgroup is responsible for identifying, prioritizing, and executing research and development projects that satisfy interagency requirements for unique equipment and systems to alert and prevent attacks on VIP protectees. This includes hardware and tools that provide security to both the VIPs and their protectors. Inherent in this development is additional emphasis on life safety and emergency response equipment.

R106 Gunfire Detection and Protection

Detect a bullet fired at stationary target person and provide initiation signal for a shield that will activate before the bullet reaches the target. The system must provide very high reliability with essentially no false alarms. The system must be able to be installed and tested quickly by field personnel. The system must be able to be installed in both indoor and outdoor venues and be unobtrusive as a part of the overall system. Active systems must consider the effects of a large number of personnel in the venue. Systems must be able to distinguish gunshot from any other event such as photography, vehicle backfire, weather, etc. The system must be able to be checked upon installation to ensure that it is functioning properly.

R1962 Imaging in Concrete

Develop capability to image within concrete or other typical building materials to determine the presence of anomalies, including explosives. It must be able to locate devices hidden under façade faces constructed from marble, granite, or other decorative materials. The display technology and user interfaces must be easily interpreted by non-technically oriented operators. The system must be portable and relatively rugged. The system should support rapid scanning of large areas where VIPs could be located. It is desirable that the system be self-sufficient, with its own power supply, but if not, it must be able to be operated from both batteries and typical worldwide AC power sources. This requirement is NOT seeking explosive trace detection or explosive vapor detection devices, this is a requirement for an imaging system.

ATTACHMENT A – ACRONYMS AND ABBREVIATIONS

3D	Three Dimensional	FY	Fiscal Year
AC	Alternating Current	G/T	Gain to Noise
ACLS	Advanced Cardiac Life Support	GFE	Government Furnished Equipment
ADL	Advanced Distributed Learning	GFI	Government Furnished Information
AFIS	Automated Fingerprint Information System	GFM	Government Furnished Material
		GIF	Graphics Interchange Format
ANSI	American National Standards Institute	GIS	Geographic Information System
ATLS	Advanced Trauma Life Support	GOTS	Government-Off-The-Shelf
ATP	Active Thermal Protection	GPS	Global Positioning System
BAA	Broad Agency Announcement	GUI	Graphical User Interface
BIDS	BAA Information Delivery System	HBCU	Historically Black Colleges, Universities
CAD	Computer Aided Drawing	He	Helium
CASB-CMF	Cost Accounting Standards (CAS) Board - Cost of Money Factors	HUB Zone	Historically Underutilized Business Zone
CB	Chemical, Biological, Radiological and Nuclear Counter Measures (Also CBRNC or CBRN or CBR) (mission area/subgroup designation)	HVAC	Heating Ventilation and Air Conditioning
		Hz	Hertz
CCD	Charge-coupled Device	IDD	Improvised Device Defeat (mission area/subgroup designation)
CCR	Central Contractor Registration	IDHL	Immediately Dangerous to Health or Life
CD	Compact Disk	IED	Improvised Explosive Device
CDC	Center for Disease Control	IP	Infrastructure Protection (mission area/subgroup designation)
CFR	Code of Federal Regulations	IRIG	Inter-Range Instrumentation Group
COFDM	Coded Orthogonal Frequency Division Multiplexing	IS	Investigative Support and Forensics (Also IS) (mission area/subgroup designation)
COTS	Commercial Off-The-Shelf	JPEG	Joint Photographic Experts Group
CPFF	Cost Plus Fixed Fee	K	Thousand
CQB/SWAT	Close Quarter Battle/Special Weapons Assault Team	KB	Kilobyte
CTTSO	Combating Terrorism Technology Support Office	Kg	Kilograms
DAIS	Digital Automotive Image System	Lbs	Pounds
DC	Direct Current	LIC	Low Intensity Conflict
DFARS	Defense Federal Acquisition Regulation Supplement	LOS	Line of Sight
DHS	Department of Homeland Security	LVB	Large Vehicle Bomb(s)
DPI	Dots per inch	MANPADS	Man Portable Air Defense System
DUNS	Data Universal Numbering System	MB	Megabyte
ED	Explosives Detection (mission area/subgroup designation)	MHz	Mega-Hertz
EDT	Eastern Daylight Time	MI	Minority Institutions
EL/LIC	Explosive Ordnance Disposal/Low Intensity Conflict (mission area/subgroup designation)	mm	millimeter
		NAICS	North American Industry Classification System
EOD/LIC	Explosive Ordnance Disposal/Low Intensity Conflict	NBC	Nuclear, Biological, and Chemical
		NCID	National Critical Infrastructure Database
EOD/SOF	Explosive Ordnance Disposal/Special Operations Forces	NFPA	National Fire Protection Association
EPA	Environmental Protection Agency	NGEODRCV	Next Generation Explosive Ordnance Disposal Remote Controlled Vehicle
ERPG	Emergency Response Planning Guidelines	NIST	National Institute of Standards
EST	Eastern Standard Time	OS	Operating System
ET-SCBA	Expedient Tactical Self Contained Breathing Apparatus	OSHA	Occupational Safety and Hazard Association
FAQ	Frequently Asked Question	PCs	Personal Computers
FAR	Federal Acquisition Regulation	PDA's	Personal Digital Assistants
FCCM	Facilities Capital Cost Of Money	PDF	Portable Data file
FDA	Food and Drug Administration	PETN	pentaerythritol tetranitrate
FDR	Flight Data Recorder	PL	Public Law
FFT	Fast Fourier Transform	POTS	Plain Old Telephone Service
FOIA	Freedom of Information Act	PPE	Personal Protective Equipment
FORAX	Fiber Optic Remote Amplifier Extension	PS	Physical Security (mission area/subgroup designation)
FP	Full Proposal	PSTN	Public Switched Telephone Network
fps	Feet per second	PSYOPS	Psychological Operations
FSW	Feet of Sea Water	QC	Quad Chart
ft	Feet	R&D	Research and Development

TSWG 04-Q-4255 BAA Package

8/25/04

Rad	Radians
RAM	Random Access Memory
RAMP	Remote Multi-band Amplifier
RCV	Remote Controlled Vehicle
RDX	Cyclotrimethylenetrinitramine
RF	Radio Frequency
RFID	Radio Frequency Identification
RH	Relative Humidity
RT	Receiver/Transmitters
SBA	Small Business Administration
SCUBA	Self-Contained Breathing Apparatus
SCORM	Shareable Content Object Reference Model
SDB	Small Disadvantaged Business
SF	Standard Form
SIT	Submitter Internal Tracking (Number)
SNM	Special Nuclear Material
SOW	Statement of Work
SVGA	Super Video Graphics Array
TIC	Toxic Industrial Chemical
TIM	Toxic Industrial Material
TOS	Tactical Operations Support (mission area/subgroup designation)
TSWG	Technical Support Working Group
UAV	Unmanned Air Vehicle
USB	Universal Serial Bus
USC	United States Code
VAC	Volts AC (alternating current)
VBIEDs	Vehicle Borne Improvised Explosive Devices
VIP	Very Important Person
VIP	VIP Protection (mission area/subgroup designation – Formerly PP)
WP	White Paper
XML	Extensible Markup Language