The following are examples of possible topics and sections for inclusion in a Request for Proposal (RFP) or a Broad Agency Announcement (BAA).

This is not to be considered complete and is an example for training purposes only

Request For Proposal

SECTION A – SOLICITATION/CONTRACT FORM
  • Table of Contents

SECTION B – SUPPLIES OR SERVICES AND PRICES/COSTS
  • Brief Description of Supplies and Services
  • Contract Line Item Numbers (CLINS)
  • Advanced Understandings

SECTION C – DESCRIPTION/SPECS/WORK STATEMENT
  • Background
  • Statement of Objectives
  • Performance Objectives

SECTION D – PACKAGING AND MARKING
  • Method of Delivery
  • Packaging and Shipping
  • Report Deliverables

SECTION E – INSPECTION AND ACCEPTANCE
  • FAR Clauses
  • Inspection, Acceptance and Contract Monitoring

SECTION F – DELIVERIES OR PERFORMANCE
  • Period of Performance
  • Technical Report Deliverables
  • Meetings
  • Place of Performance
  • FAR Clauses

SECTION G – CONTRACT ADMINISTRATION DATA
  • Contract Administration
  • Payments and Invoicing
  • Miscellaneous Contract Administration
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SECTION H – SPECIAL CONTRACT REQUIREMENTS
  • Prohibition on the Use of Appropriated Funds for Lobbying Activities
  • Representations, Certifications and Other Statements of Offerors
  • Laboratory License Requirements
  • Dissemination of Information
  • Access and Disposition Data
  • Incorporation of Technical Proposal
  • Protection of Human Subjects
  • Information on Compliance with Animal Care Requirements
  • Requirements for Adequate Assurance of Protection of Vertebrate
  • Care of Live Vertebrate Animals
  • Approval of Required Assurance by OLAW
  • Manufacturing Standards
  • Prohibition on Contractor Involvement with Terrorist Activities
  • Key Personnel
  • Registration with the Select Agent Program for Work Involving the Possession,
    • Use, and/or Transfer of Select Biological Agents or Toxins
  • Security
  • Earned Value Management System
  • Interactions with Regulatory Agencies
  • Subcontracting Provisions
  • EPA Energy Star Requirements
  • Acknowledgement of Federal Funding
  • Anti-Lobbying Provisions
  • Confidentiality of Information

SECTION I – CONTRACT CLAUSES
  • Contract Clauses by Reference
  • Contract Clauses by Full Text

SECTION J – LIST OF ATTACHMENTS

SECTION K – REPRESENTATIONS, CERTIFICATIONS AND OTHER STATEMENTS OF OFFERORS

SECTION L – INSTRUCTIONS, CONDITIONS AND NOTICES TO OFFERORS
  • General
  • General Instructions
  • Technical Proposal Instructions
  • Business Proposal Instructions
  • Packaging/Delivery/Electronic Submission of the Proposal
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SECTION M – EVALUATION FACTORS FOR AWARD
- Award
- Mandatory Criteria
- Technical Evaluation Criteria
- Past Performance Evaluation
- Extent of Small and Disadvantaged Business (SDB) Participation
- Evaluation of Options
- Cost/Price Evaluation Criteria

ATTACHMENTS FOLLOWING THE SOLICITATION
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# Broad Agency Announcement

**TABLE OF CONTENTS**
- Overview Information
- Pre-Proposal Conferences

## Part I: Research Areas of Interest
- Area of Interest #1: Vaccines
- Area of Interest #2: Antitoxins and Therapeutics
- Area of Interest #3: Antimicrobial Drugs
- Area of Interest #4: Radiological/Nuclear Threat Medical Countermeasures
- Area of Interest #5: Chemical Threat Medical Countermeasures
- Area of Interest #6: Clinical Diagnostics Tools

## Part II: Research and Technical Objectives

## Part III: Reporting Requirements and Deliverables

## Part IV: Proposal Preparation and Submission
- Section 1: The Application Process
- Section 2: Stage 1 Quad Chart and White Paper Preparation
- Section 3: Quad Chart and White Paper Submission
- Section 4: Stage 2 Full Proposal Preparation
- Section 5: Full Proposal Submission
- Section 6: General Information

## Part V: Proposal Evaluation

## Part VI: Special Instructions

## Part VII: Attachments
- Attachment 1: Technology Readiness Level (TRL) Definitions for Medical In-Vitro Diagnostic Devices
- Attachment 2: Volume II - Breakdown Of Proposed Estimated Cost (Plus Fee) And Labor Hours
- Attachment 3: Security Template
- Attachment 4: Summary of Related Activities
- Attachment 5: Government Notice for Handling Proposals
- Attachment 6: Quad Chart and White Paper Format Template
- Attachment 7: Target Product Profile Template
- Attachment 8: Additional Requirement Information