

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

Example Only

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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