



**BARDA Industry Day
Washington, DC**

White Paper Review Process & Invite / Do-Not-Invite Letters

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Background

- The BAA is described in FAR 6.102(d)(2), “ Use of Competitive Procedures,” and FAR 35.016, “ Broad Agency Announcements.”
- The BAA technique shall only be used when meaningful proposals with varying technical/scientific approaches can be reasonably anticipated.



What is a white paper?



- A white paper is an abridged version of a traditional “full” proposal. White papers outline the Contractor’s overall objective, technical background, scientific approach, planned level of effort, and nature/extent of anticipated results.
 - Much more condensed than a full proposal:
 - Quad Chart
 - Page limits (follow guidelines in each BAA)
 - When submitting, ensure the white paper:
 - Is within stated scope of BAA
 - Speaks to the Evaluation Criteria (*i.e.* Part V)



Benefits

- Get technical feedback from BARDA
- Smaller investment and effort to submit a white paper
- If the white paper is rejected, you can easily resubmit



White Paper Review Process



The two stage process

Stage I:

- Offerors shall submit a Quad Chart, White Paper and Addendum summarizing the proposed project.
 - See specific BAA for submission requirements.
- Electronic acknowledgement of receipt of white papers will be made within one week.
- Decision letters will be sent to Offerors within 90 days of submission or within 90 days after the submission deadline.



White Paper Review Process (cont'd)

Stage II:

- Offerors receiving a favorable evaluation will be asked to prepare a Full Proposal and submit to BARDA.
- Instructions for completing the Full Proposal are found in Part IV of the Solicitation. A request to submit a Full Proposal does not assure an award.
- The Government intends to make an award decision within 180 days after submission of Full Proposals.



Decision Letters (Invite/Do-Not-Invite Letters)



- Purpose
 - Full proposal *or* constructive feedback
- Level of detail
 - Letter is tailored to highlight specific strengths/deficiencies of each individual white paper/proposal



Invite Letter



- Formal request for full proposal
 - Timing (follow guidelines established in specific BAA and instructions accompanying Decision Letter)
- Detailed instructions (e.g. level of detail desired, formatting examples, page limits, etc.)
 - Instructions may supersede the BAA instructions.



Do-Not-Invite Letter



- Formal letter to unsuccessful white paper Offeror
 - Feedback is intended to facilitate and improve white paper submissions in future

- What's Next?
 - Technical Point of Contacts listed in the BAA
 - Tech Watch Program
 - Revise and Resubmit



Summary



- Read the solicitation thoroughly
- BAAs allow for greater flexibility in both the proposal submission and selection phases.
- BAAs have the potential to be highly effective in BARDA's ability to respond quickly to emerging threats.



Q & A?