**Department of the Navy SBIR/STTR Programs**

**Catapult Challenge**

**Technical Volume Template**

These instructions and template apply only to Department of the Navy (DoN) Small Business Innovation Research (SBIR) Catapult Challenge topics and provide the information required to complete the STEP ONE Catapult Challenge Proposal. DoN’s participation in the program is through the DoD SBIR/STTR Broad Agency Announcement (BAA).

The template is the format model that MUST be used to prepare the STEP ONE Catapult Challenge Proposal (Technical Volume, Volume 2). Do not include the instructions on this page or any bracketed [ ] guidance in the template.

**Disclosure**. Proposers that include in their proposals data that they do not want disclosed to the public for any purpose, or used by the Government except for evaluation purposes, must:

(1) Mark the first page of each Volume of the Submission with the following legend:

"This proposal includes data that must not be disclosed outside the Government and must not be duplicated, used, or disclosed-in whole or in part-for any purpose other than to evaluate this proposal. If, however, a contract is awarded to this proposer as a result of-or in connection with-the submission of this data, the Government has the right to duplicate, use, or disclose the data to the extent provided in the resulting contract. This restriction does not limit the Government's right to use information contained in this data if it is obtained from another source without restriction. The data subject to this restriction are contained in pages [insert numbers or other identification of sheets]"; and

(2) Mark each sheet of data it wishes to restrict with the following legend:

"Use or disclosure of data contained on this page is subject to the restriction on the first page of this volume."

**The DON SBIR Catapult Challenge is a two-step process.**

STEP ONE: Prepare and submit a Catapult Challenge Proposal (instructions and template for the Technical Volume provided below). The purpose of theCatapult Challenge Proposal is for the proposing small business concern to document the technical accomplishments to date of the Phase I or initial (first) Phase II award and describe how the work under that award can be leveraged to meet the needs of a topic identified in this Catapult Challenge BAA.

STEP TWO: If selected, the cognizant SYSCOM Program Office will contact the small business concern directly to provide instructions on how to submit a Full Phase II Proposal to this Catapult Challenge.

**Eligibility.** Each proposing firm must:

* + Have received a Phase I or initial Phase II award to a topic that aligns to a Catapult Challenge topic advertised in this BAA, and not yet received a second Phase II award to this same topic
  + Have submitted a STEP ONE Catapult Challenge Proposal for evaluation
  + Meet Offeror Eligibility and Performance Requirements as specified the DoD SBIR/STTR Program BAA
  + During the Phase II award, primary employment of the principal investigator (PI) must be with the small business concern at the time of award and during the conduct of the proposed project. Primary employment means that more than one-half of the PI’s time is spent in the employ of the small business concern
  + Have an active registration in the System for Award Management (SAM) as specified in the DoD SBIR/STTR Program BAA.

**Format.** Technical Volume (Volume 2) must meet the following requirements:

* + Content is responsive to evaluation criteria as specified in the DoD SBIR/STTR Program BAA
  + Response provided to each section of the template
  + Not to exceed **12** pages, regardless of page content.
  + Single column format, single-spaced typed lines
  + Standard 8 ½” x 11” paper
  + Page margins one-inch on all sides. A header and footer may be included in the one-inch margin.
  + No font size smaller than 10-point\*

\*For headers, footers, listed references, and imbedded tables, figures, images, or graphics that include text, a font size of smaller than 10-point is allowable; however, proposers are cautioned that the text may be unreadable by evaluators.

The template for Volume 2: Technical Volume (Catapult Challenge Proposal) begins on the following page. Delete this instruction page and begin the Technical Volume with the following page.

**[Template]**

**Volume 2: Technical Volume**

[Remove the disclosure statement below if not applicable to your proposal. Refer to Instructions.]

This proposal includes data that must not be disclosed outside the Government and must not be duplicated, used, or disclosed-in whole or in part-for any purpose other than to evaluate this proposal. If, however, a contract is awarded to this proposer as a result of-or in connection with-the submission of this data, the Government has the right to duplicate, use, or disclose the data to the extent provided in the resulting contract. This restriction does not limit the Government's right to use information contained in this data if it is obtained from another source without restriction. The data subject to this restriction are contained in pages <insert numbers or other identification of sheets>.

1. **Identification of Previous Phase I or Initial Phase II Award**

[Documentation to substantiate the most recent related SBIR or STTR award that your small business concern intends to leverage for this proposal submission.]

* Topic Number
* Topic Title
* Agency
* Phase I or Initial Phase II Award Number
* Phase I or Initial Phase II Award Start Date
* Phase I or Initial Phase II Award End Date
* SBIR or STTR
* Primary TPOC Name for the Award (must be a Government POC)
* Primary TPOC Email
* If your small business concern has received an Initial Phase II award on the topic listed above, please confirm the small business concern has received only ONE Phase II award for the topic.
  + YES
  + NO

1. **Summary of the Previous SBIR or STTR Effort**

[Proposers must describe the work performed under the Phase I or initial Phase II award. Documentation should include all relevant information including, but not limited to: summary of reports, test data, prototype designs/models, and performance results.]

1. **Description of Proposed Catapult Challenge Effort and Objectives**

[Provide the evaluator with an understanding of how the firm plans to leverage the previous SBIR or STTR award to execute on the Catapult Challenge effort. Enumerate the specific objectives of the proposed Phase II work. Explain how these objectives are designed to solve the research problem addressed in the topic and represent advancement over the work completed in the previous SBIR or STTR award. Clearly distinguish between the objectives of the Phase II Base period and those of the Phase II Option.]

1. **Phase II Work Plan**

[Include a proposed statement of work (SOW) that clearly describes proposed tasks and deliverables for the Phase II Base period and the Phase II Option. This section should comprise the major portion of the technical proposal.

The proposed SOW should describe, in chronological order, major tasks to be performed. Each task description should include an explanation of: 1) the work to be performed; 2) the expected product of the task (report, hardware, etc.); 3) the roles (if any) of subcontractors and/or consultants; and 4) the use of materials, software, special equipment, special tooling, etc. in the performance of the task.

Technical "milestones" should be scheduled to provide the government insight into expected progress and to consider for the exercise of any negotiated options.]

1. **Key Personnel**

[Identify the Principal Investigator (PI), and any other key personnel, including direct employees, subcontractors or consultants, who will be involved in the Phase II effort. Table provided as optional format. For any Foreign Nationals, complete Foreign Citizens table as specified in Supporting Documents Volume 5. Please do not include Privacy Act Information.) All resumes will count toward the applicable page limitation.]

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Key Personnel Summary** | | | | |
| **Name** | **Role/Title** | **Foreign National**  **(Y/N)** | **Prime, Subcontractor or Consultant** | **Level of Involvement for Phase II**  **(% of Time)** |
| [Example: John Smith] | [Example: Principal Investigator] | [Example: N] | [Example: Prime] | [Example: 60%] |
|  |  |  |  |  |
|  |  |  |  |  |

[\*RESTRICTION ON PERFORMANCE BY FOREIGN NATIONALS (i.e., those holding non-U.S. Passports): If the topic for the Phase II work is “ITAR Restricted”, the information and materials provided pursuant to or resulting from this topic are restricted under the International Traffic in Arms Regulations (ITAR), 22 CFR Parts 120 - 130, which controls the export of defense-related material and services, including the export of sensitive technical data. Foreign Nationals may perform work under an award resulting from this topic only if they hold a “Permanent Resident Card”, or are designated as “Protected Individuals” as defined by 8 U.S.C. 1324b(a)(3). If a proposal for an ITAR restricted topic contains participation by a Foreign National who is not in one of the above two categories, the proposal may be rejected. PROVIDE DETAILS ON FOREIGN NATIONALS IN VOLUME 5.]

1. **Commercialization Potential/Transition Plan Summary**

[Briefly describe the proposed business strategy for transitioning from Phase II through final development and into acquisition, as well as the product or service expected to result from a Phase III effort. Identify the customer and the requirements for this technology. Questions to consider in your transition plan are:

* + Who is the DON customer(s) for this project? Provide specific DON/DoD platforms or programs and include points of contact if available.
  + What are the DON-defined requirements being addressed and the quantified operational gaps?
  + What approach does the DON currently use to address this requirement and what benefit does your technology have over other approaches?
  + What types of tests and demonstrations will be required before the technology will be approved for use on these platforms or programs?
  + Other than DON or DoD, what potential commercial uses of the product or underlying technologies exist?

The transition plan should be updated as Phase II work progresses and will be reviewed by the appropriate Subject Matter Experts and SBIR Program Managers as a factor in continuing Base efforts and exercising Option(s).]

1. **Order of Magnitude Cost Estimate Table**

[Proposers are to include a cost estimate in the Order of Magnitude Cost Estimate Table (example below) within the Technical Volume (Volume 2). Please refer to Table 2 of the Navy Catapult Challenge Instruction document for this BAA for guidance on cost and period of performance. Costs for the Base and Option are to be separate and identified on the Proposal Cover Sheet and in the Order of Magnitude Cost Estimate Table.

|  |  |  |  |
| --- | --- | --- | --- |
| **Order of Magnitude Cost Estimate Table** | | | |
| **Line Item - Details** | **Estimated Base Amount** | **Estimated Option Amount** | **Total Estimated Amount**  **Base + Option** |
| Direct Labor (fully burdened) – Prime |  |  |  |
| Subcontractors/Consultants |  |  |  |
| Material |  |  |  |
| Travel & ODC |  |  |  |
| G&A |  |  |  |
| Facilities Capital Cost of Money (FCCM) |  |  |  |
| Fee/Profit |  |  |  |
| TABA (NTE $25K, included in total amount) |  |  |  |
| Total Estimated Costs |  |  |  |