

**APPENDIX A**

**Academic Institution Acknowledgement Letter  
Template**

**IARPA Broad Agency Announcement**

**Thor**

**(IARPA-BAA-16-04)**

-- Please Place on Official Letterhead --

<Insert date>

To: Mr. Tarek Abboushi  
Chief Acquisition Officer  
ODNI/IARPA  
Office of the Director of National Intelligence  
Washington, D.C. 20511

Subject: Academic Institution Acknowledgement Letter

Reference: Executive Order 12333, As Amended, Para 2.7

This letter is to acknowledge that the undersigned is the responsible official of <insert name of the academic institution>, authorized to approve the contractual relationship in support of the Office of the Director of National Intelligence's Intelligence Advanced Research Projects Activity and this academic institution.

The undersigned further acknowledges that he/she is aware of the Intelligence Advanced Research Projects Activity's proposed contractual relationship with <insert name of institution> through IARPA-BAA-16-04 and is hereby approved by the undersigned official, serving as the president, vice-president, chancellor, vice-chancellor, or provost of the institution.

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<Name>  
<Position>

Date

**APPENDIX B**

**SAMPLE COVER SHEET**

**For**

**VOLUME 1: Technical/Management Details**

**BROAD AGENCY ANNOUNCEMENT (BAA)**

**Thor**

**(IARPA-BAA-16-04)**

(1) BAA Number	<b>IARPA-BAA-16-04</b>
(2) Technical Area	
(3) Lead Organization Submitting Proposal	
(4) Type of Business, Selected Among the Following Categories: “Large Business”, “Small Disadvantaged Business”, “Other Small Business”, “HBCU”, “MI”, “Other Educational”, or “Other Nonprofit”	
(5) Contractor’s Reference Number (if any)	
(6) Other Team Members (if applicable) and Type of Business for Each	
(7) Proposal Title	
(8) Technical Point of Contact to Include: Title, First Name, Last Name, Street Address, City, State, Zip Code, Telephone, Fax (if available), Electronic Mail (if available)	
(9) Administrative Point of Contact to Include: Title, First Name, Last Name, Street Address, City, State, Zip Code, Telephone, Fax (if available), Electronic Mail (if available)	
(10) Volume 1 no more than 45 pages?	Yes/No
(11) Restrictions on Intellectual property rights details provided in APPENDIX G format?	Yes/No
(12) OCI Waiver Determination, Notification or Certification [see Section 3.A.1] Included?	Yes/No
(12a) If No, is written certification included (APPENDIX D)?	Yes/No
(13) Are one or more U.S. Academic Institutions part of your team?	Yes/No
(13a) If Yes, are you including an Academic Institution Acknowledgement Statement with your proposal for each U.S. Academic Organization that is part of your team (Appendix A)?	Yes/No
(14) Total Funds Requested from IARPA and the Amount of Cost Share (if any)	\$
(15) Date Proposal as Submitted.	

**APPENDIX C**

**SAMPLE COVER SHEET**

**For**

**VOLUME 2: Cost Proposal**

**BROAD AGENCY ANNOUNCEMENT (BAA)**

**Thor**

**(IARPA-BAA-16-04)**

(1) BAA Number	<b>IARPA-BAA-16-04</b>
(2) Technical Area	
(3) Lead organization submitting proposal	
(4) Type of Business, Selected Among the Following Categories: “Large Business”, “Small Disadvantaged Business”, “Other Small Business”, “HBCU”, “MI”, “Other Educational”, or “Other Nonprofit”	
(5) Contractor’s Reference Number (if any)	
(6) Other Team Members (if applicable) and Type of Business for Each	
(7) Proposal Title	
(8) Technical Point of Contact to Include: Title, First Name, Last Name, Street Address, City, State, Zip Code, Telephone, Fax (if available), Electronic Mail (if available)	
(9) Administrative Point of Contact to Include: Title, First Name, Last Name, Street Address, City, State, Zip Code, Telephone, Fax (if available), Electronic Mail (if available)	
(10) Contract type/award Instrument Requested: specify	
(11) Place(s) and Period(s) of Performance	
(12) Total Proposed Cost Separated by Basic Award and Option(s) (if any)	
(13) Name, Address, Telephone Number of the Offeror’s Defense Contract Management Agency (DCMA) Administration Office or Equivalent Cognizant Contract Administration Entity, if Known	
(14) Name, Address, Telephone Number of the Offeror’s Defense Contract Audit Agency (DCAA) Audit Office or Equivalent Cognizant Contract Audit Entity, if Known	
(15) Date Proposal was Prepared	
(16) DUNS Number	
(17) TIN Number	
(18) CAGE Code	
(19) Proposal Validity Period [minimum of 180 days]	
(20) Cost Summaries Provided (APPENDIX E and APPENDIX F)	
(21) Size of Business in accordance with NAICS Code 541712	

**APPENDIX D**

**Letter Template**

**For**

**Organizational Conflicts of Interest Certification Letter  
Template**

**IARPA Broad Agency Announcement (BAA)**

**Thor**

**(IARPA-BAA-16-04)**

(Month DD, YYYY)

Office of the Director of National Intelligence  
Intelligence Advanced Research Projects Activity (IARPA)  
Thor  
ATTN: Christopher B. Boehnen  
Washington, DC 20511

Subject: OCI Certification

Reference: <Insert Program Name>, IARPA-BAA-16-04, (Insert assigned proposal ID#, if received)

Dear Dr. Boehnen,

In accordance with IARPA Broad Agency Announcement IARPA-BAA-16-04, Section 3.A.1, *Procurement Integrity, Standards of Conduct, Ethical Considerations, and Organizational Conflicts of Interest (OCI)*, and on behalf of (offeror name) I certify that neither (offeror name) nor any of our subcontractor teammates has as a potential conflict of interest, real or perceived, as it pertains to the (insert Program name) program.

If you have any questions, or need any additional information, please contact (Insert name of contact) at (Insert phone number) or (Insert e-mail address).

Sincerely,

(Insert organization name) (Must be signed by an official that has the authority to bind the organization)

(Insert signature)

(Insert name of signatory)

(Insert title of signatory)



**APPENDIX E**

**Sample Prime Contractor Cost Element Sheet**

**For**

**VOLUME 2: Cost Proposal**

**IARPA Broad Agency Announcement (BAA)**

**Thor**

**(IARPA-BAA-16-04)**

PRIME CONTRACTOR COST ELEMENT SHEET [SAMPLE]					
Complete a Cost Element Sheet for the Base Period and <u>each</u> Option Period					
COST ELEMENT	BASE	RATE	AMT		
DIRECT LABOR (List each labor category separately. Identify Key Personnel by name.)	# of Hours	\$	\$		
TOTAL DIRECT LABOR			\$		
FRINGE BENEFITS	\$	%	\$		
TOTAL LABOR OVERHEAD	\$	%	\$		
SUBCONTRACTORS, IOTS, CONSULTANTS (List separately. See below table.)			\$		
MATERIALS & EQUIPMENT (List each material and equipment item separately.)	Quantity	\$ unit price	\$		
SOFTWARE & INTELLECTUAL Property (List separately. See table below.)	\$	\$	\$		
TOTAL MATERIALS & EQUIPMENT			\$		
MATERIAL OVERHEAD	\$	%	\$		
TRAVEL (List each trip separately.)	# of travelers	\$ price per traveler	\$		
TOTAL TRAVEL			\$		
OTHER DIRECT COSTS (List each item separately.)	Quantity	\$ unit price	\$		
TOTAL ODCs			\$		
G&A	\$	%	\$		
SUBTOTAL COSTS			\$		
COST OF MONEY	\$	%	\$		
TOTAL COST			\$		
PROFIT/FEE	\$	%	\$		
TOTAL PRICE/COST			\$		
GOVERNMENT SHARE, IF APPLICABLE			\$		
RECIPIENT SHARE, IF APPLICABLE			\$		
SUBCONTRACTORS/INTERORGANIZATIONAL TRANSFERS (IOT) & CONSULTANTS PRICE SUMMARY					
A	B	C	D	E	F
SUBCONTRACTOR IOT & CONSULTANT NAME	SOW TASKS PERFORMED *	TYPE OF AWARD	SUBCONTRACTOR, IOT & CONSULTANT QUOTED PRICE	COST PROPOSED BY PRIME FOR THE SUBCONTRACTOR, IOT & CONSULTANT	DIFFERENCE (Column D - Column E) IF APPLICABLE
TOTALS					
*Identify Statement of Work, Milestone or Work Breakdown Structure paragraph, or provide a narrative explanation as an addendum to this Table that describes the effort to be performed.					

<b>Software and Intellectual Property Costs</b>		
<b>Item</b>	<b>Cost</b>	<b>Date of Expiration</b>
(List)		

NOTE: Educational institutions and non-profit organizations as defined in FAR part 31.3 and 31.7, respectively, at the prime and subcontractor level may deviate from the cost template in APPENDIX E and APPENDIX F when estimating the direct labor portion of the proposal to allow for OMB guided accounting methods that are used by their institutions. The methodology must be clear and provide sufficient detail to substantiate proposed labor costs. For example, each labor category must be listed separately; identify key personnel, and provide hours/rates or salaries and percentage of time allocated to the project.

**APPENDIX F**

**Sample Subcontractor Cost Element Sheet**

**For**

**VOLUME 2: Cost Proposal**

**IARPA Broad Agency Announcement (BAA)**

**Thor**

**(IARPA-BAA-16-04)**

<b>SUBCONTRACTOR COST ELEMENT SHEET [SAMPLE]</b>			
<b>Complete a Cost Element Sheet for each applicable period</b>			
<b>COST ELEMENT</b>	<b>BASE</b>	<b>BURDENED RATE</b>	<b>AMT</b>
<b>DIRECT LABOR (List each labor category separately. Identify Key Personnel by name.)</b>	# hrs	\$	\$
<b>TOTAL DIRECT LABOR</b>			\$
<b>SUBCONTRACTORS, IOTS, CONSULTANTS</b>			\$
<b>MATERIALS &amp; EQUIPMENT (List each material and equipment item separately.)</b>	qty	\$ unit price	\$
<b>TOTAL MATERIALS &amp; EQUIPMENT</b>			\$
<b>TRAVEL (list each trip separately)</b>	# of travelers	\$ price per traveler	\$
<b>TOTAL TRAVEL</b>			\$
<b>OTHER DIRECT COSTS (List each item separately.)</b>	qty	\$ unit price	\$
<b>TOTAL OTHER DIRECT COSTS</b>			\$
<b>TOTAL PRICE/COST</b>			\$

<b>Software and Intellectual Property Costs</b>		
<b>Item</b>	<b>Cost</b>	<b>Date of Expiration</b>
(List)		

NOTE: Educational institutions and non-profit organizations as defined in FAR part 31.3 and 31.7, respectively, at the prime and subcontractor level may deviate from the cost template in APPENDIX E and APPENDIX F when estimating the direct labor portion of the proposal to allow for OMB guided accounting methods that are used by their institutions. The methodology must be clear and provide sufficient detail to substantiate proposed labor costs. For example, each labor category must be listed separately; identify key personnel, and provide hours/rates or salaries and percentage of time allocated to the project.

**APPENDIX G**

**Restrictions on Intellectual Property Rights**

**For**

**VOLUME 1: Technical and Management Proposal**

**IARPA Broad Agency Announcement (BAA)**

**Thor**

**(IARPA-BAA-16-04)**

**Noncommercial Items (Technical Data and Computer Software)**

<b>NONCOMMERCIAL ITEMS</b>			
<b>Technical Data, Computer Software To be Furnished With Restrictions</b>	<b>Basis for Assertion</b>	<b>Asserted Rights Category</b>	<b>Name of Person Asserting Restrictions</b>
(LIST)	(LIST)	(LIST)	(LIST)

**Description of restrictions on Government’s ability to use, modify, reproduce, release, perform, display, or disclose technical data, computer software, and deliverables incorporating technical data and computer software listed above:**

**Potential cost to the Government to acquire GPR in all deliverables incorporating the technical data and computer software listed above:**

**Intended use of the technical data and computer software listed above in the conduct of the proposed research:**

**Commercial Items (Technical Data and Computer Software)**

<b>COMMERCIAL ITEMS</b>			
<b>Technical Data, Computer Software To be Furnished With Restrictions</b>	<b>Basis for Assertion</b>	<b>Asserted Rights Category</b>	<b>Name of Person Asserting Restrictions</b>
(LIST)	(LIST)	(LIST)	(LIST)

**Patents**

<b>PATENTS</b>			
<b>Patent number (or application number)</b>	<b>Patent name</b>	<b>Inventor name(s)</b>	<b>Patent owner(s)</b>
(LIST)	(LIST)	(LIST)	(LIST)

## **APPENDIX H**

### **PAD Summary Worksheet**

**For**

**VOLUME 1: Technical and Management Proposal; Section 3**

**IARPA Broad Agency Announcement (BAA)**

**Thor**

**(IARPA-BAA-16-04)**

The following worksheet must be filled out for every proposed PAD approach. At a minimum this is 3 times (one for face, finger, and iris). If more than one approach is proposed for the same modality then it should be filled out once for each approach. The items in green must be filled in. It may be no longer than 2 pages, but the spacing may be modified. It does not count against any page limits.



Proposal Name		
PAD System Name	E.g. Face1, Face2, Finger 1, etc.	
Biometric Modality	Face, Finger, or Iris	
Brief Description	Comments	
Probability of Success	High, Medium, Low	Comments
Types of information collected to detect a PA	E.g. heartbeat, movement, pupil dilation, multispectral, electrical/capacitive, multi-layer, texture analysis, 3D, etc.	Comments
Types of PAs this is not likely to detect	E.g. Altered Fingerprints, face makeup, 3D printed, etc.	Comments
Types of PAs this is expected to detect	E.g. Altered Fingerprints, face makeup, 3D printed, etc.	Comments

Method used to detect unknown PAs	Description, e.g. anomaly detection, one class classifier, etc.	Comments
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Sensor Technology Maturity Status	How mature is the sensor technology you want to use, commercial off the shelf, custom commercially available, research prototype, does not exist yet (will be under this proposal)	Comments
Sensor Risk Level	How risky is your approach (high, medium, low).	Comments
Analysis Algorithms Maturity Status	How mature is the analysis algorithm technology you want to use, commercial off the shelf, custom commercially available, research prototype, does not exist yet (will be under this proposal)	Comments
Analysis Algorithm Risk Level	How risky is your approach (high, medium, low).	Comments

How much data do the offeror need to achieve this goal	# subjects, # samples per subject, temporal window	Comments
Where will this data come from	Will you collect it under this proposal, is it already available, etc.	Comments
What is the offeror's relationship with the IRB it will be using	Internal, External, Commercial, etc.	Comments
Has the offeror worked with this IRB before?	Yes or No	Comments

**APPENDIX I**

**Templates for Three Chart Summary of the Proposal**

**For**

**VOLUME 1: Technical and Management Proposal; Section 2**

**IARPA Broad Agency Announcement (BAA)**

**Thor**

**(IARPA-BAA-16-04)**

### Chart 1: Overview

- Self-contained, intuitive description of the technical approach and performance
  - Avoid acronyms! Especially those that are contractor specific.

### Chart 2: Key Innovations

- Innovation 1
- Innovation 2
- Innovation 3

Graphics / Data

### Chart 3: Expected Impact

- Deliverable 1; Performance and Impact
- Deliverable 2; Performance and Impact
- Unique aspects of the proposal