

FISCAL YEAR 2024  
BROAD AGENCY  
ANNOUNCEMENT  
75D301-24-R-72894

Frequently Asked  
Questions (FAQs)

December 29, 2023

This frequently asked questions document is being provided for informational purposes only. This document is intended to guide and assist in decision making and solutions when responding to the CDC's Broad Agency Announcement.

### **1. What is a Broad Agency Announcement?**

A Broad Agency Announcement is a general announcement of an agency's research interest including criteria for selecting proposals and soliciting the participation of offerors capable of satisfying the Government's needs.

### **2. Where can I find the BAA and updates to the BAA?**

Updates and changes to the BAA are available via SAM.gov., [please reference the appropriate announcement number as indicated on the first page.](#)

### **3. Who is eligible to submit a proposal to the BAA?**

See Question 9.

### **4. Can I submit a Full Proposal without first submitting a White Paper?**

Eligible offerors must first submit a white paper in order to be requested to submit a full proposal. A formal request for proposal will be sent out to selected offerors based on a favorably evaluated white paper submission.

### **5. Can an offeror who is not based in the U.S. submit a proposal to the BAA?**

Yes. Both international and domestic entities can respond to the BAA. Please ensure that international entities have an active SAM registration upon receiving proposals.

### **6. Can you verify that funding is available for a particular period?**

Actions awarded under this BAA are subject to availability of funds.

### **7. What factors influence the potential value of anticipated awards?**

The award dollar value is dependent on several factors, such as funding availability, cost/price, overall best value to the government, innovation presented, viability of concept and/or approach, and alignment with respective CDC priorities.

### **8. How accurate do cost estimates need to be for White Paper submissions?**

For white papers, CDC requests that offerors submit their best high-level estimate of the total cost of the work based on realistic timelines and program activities necessary to accomplish the objectives of the scope of work proposed.

**9. Will CDC fund a proposal that includes support from other federal agencies involved in the research?**

The CDC BAA is open to Educational institutions, Nonprofit organizations, State/local government and/or the Private industry (small/large businesses) . Federal Government agencies are NOT eligible to participate in the BAA. Federally Funded Research Development Centers are NOT eligible to participate in the BAA.

**10. Is there any preferential treatment in your selection process for small businesses?**

The CDC BAA is issued pursuant to FAR 6.102, and proposals selected for award are considered to be the result of full and open competition. Small businesses are encouraged to respond and join other entities as team members to submit responses.

**11. How do I contact someone to discuss my future proposal to ensure it is responsive to the BAA?**

Technical Discussion is allowed once the official announcement posts, up until the white paper submission deadline. Any questions an interested vendor may have after submission of the white paper must be coordinated through the Contracting office POC's only.

**12. How do I contact someone with specific questions about my proposal before submission?**

Specific questions related to the proposal should be directed to the Contracting Specialist POC's identified in the announcement.

**13. Are communications with CDC permitted after a white paper or a full proposal submission?**

Technical discussion is allowed up until white paper submission. Once a white paper has been submitted and/or at the closing date of the announcement, technical discussion stops.

All communications related to the submission must include the Contracting Officer.

**14. If I have not received a response regarding my submission after the allotted review time has ended, who can I contact to learn more about the status of my submission?**

After submission, you should hear back from a Contracting Officer in the following timeframes:

White Paper: 90 calendar days after submission

Full Proposal: 90 days from date your proposal was received

If you have not received a response within the timeframes above, please contact the Contract Specialist for your topic of interest.

**15. Who is required to submit a subcontracting plan along with their proposal?**

In accordance with FAR 19.702, if the total amount of the proposal exceeds \$750,000 **and the offeror is a large business** (keep in mind that all universities are considered large businesses), the offeror shall prepare and submit a Small, Small Disadvantaged and Women-Owned Small Business Subcontracting Plan. A mutually agreeable Subcontracting Plan will be included in and made a part of the resultant contract. The contract cannot be executed unless the Contracting Officer determines that the Subcontracting Plan provides the maximum practicable opportunity for small, small disadvantaged and women-owned small business concerns to participate in the performance of the contract.

**16. When is an approved accounting system required to be submitted along with a proposal?**

Per FAR 16.301-3(a), offerors that propose a cost type contract must have an approved accounting and purchasing system in order to receive a cost contract award. As a result, if proposing a cost type contract, offerors must submit documentation of the approved accounting system along with the proposal.

**17. When preparing proposals, offerors have asked for clarity on what should be included in the following section of the Technical Proposal: “Include a summary of statutory program authority and any regulations that are applicable”. This is found in section C.1 Background and Need of the Statement of Work document. What should offerors include in this section?**

If any federal laws or regulations or statutes have been recently passed or enacted (by Congress) pertaining to the research project, this is where the offeror would note that information. This is important to note so that the Government can look into the regulations/statutes and ensure that the Government is not in violation of any federal law prior to having the contractors begin research.

**18. What is the process for submission of white papers?**

Please refer to solicitation, Section II. White papers must be submitted through the eCPS web site. Log on to eCPS.gov. The PI must register in eCPS and the organization’s Business Official must either be names or invited before a white paper can be submitted. White papers may be submitted at any time prior to the BAA closing date. The white paper should describe the specific ideas or projects that pertain to an of the Research Areas of Interests described in the BAA RFP. The white paper must include a brief description of the proposed scientific methods and design to address a problem. Brochures or other descriptions of genreal organizational or individual capabilities will not be accepted as white paper submission.

**19. What is the process for submission of full proposals?**

If selected to submit a full proposal, each entity will receive an official notification requesting a full proposal submission. The details of the submission will be included in the request. In the event you did not receive a request for a full proposal submission, there should be some

communication received indicating there will be no further communication regarding your submission.