U.S. ARMY COMBAT CAPABILITIES DEVELOPMENT COMMAND ARMY RESEARCH LABORATORY

Army STTR TPOC/Proposer Interactions Guide	**20 APR 2023**

Distribution Statement:	Distro A
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ARMY 23.B BAA-KEY DATES

- **23.B BAA Pre-Solicitation**
  - 19 APR: Pre-release – proposers are allowed direct communications with Technical Points of Contact (TPOCs).
  - 19 APR: SBIR/STTR Interactive Topic Information System (SITIS) is available.
  - 25-26 APR: Army STTR Virtual Industry Day Event – proposers have opportunity to speak to TPOCs and network with other firms and research institutes.

- **23.B BAA Solicitation**
  - 17 MAY: BAA officially opens – proposers MUST pose questions on SITIS. No additional direct contact with TPOCs allowed.
  - 31 MAY: Last day (12 PM Eastern) for proposers to submit questions on SITIS.
  - 7 JUN: Deadline for TPOCs to submit answers for outstanding SITIS questions.
  - 14 JUN: BAA closes at 12 PM Eastern

DOS AND DON'TS OF PROPOSER INTERACTIONS WITH TPOCS

Do

- Do fully read the topic write-up.
- Do ask TPOCs clarifying, technical questions on their topics.
- Do email the TPOCs and set up a phone call with your team, if warranted.
- Do make your questions clear and concise.
- Do keep on top of the key dates for interactions.
- Do take advantage of SITIS during the solicitation period. You can submit your questions or review what others have submitted.
- Do register for and attend the free Virtual Industry Day event scheduled for 25-26 APR at www.armysttr.com.
- Do submit your proposal early.

Don't

- Don't schedule a phone call with the TPOCs for AFTER the BAA opens.
- Don't email the TPOC on the last day of the Pre-Solicitation period.
- Don't make a sales pitch.

DOS AND DON'TS OF PROPOSER INTERACTIONS WITH TPOCS

Don't (cont.)

- Don't ask TPOCs about general BAA, STTR Program, or submission site technical issues questions.
- Don't give out your firm's proprietary information during conversations with TPOCs.
- Don't pose a solution and ask the TPOC if that is what the Army is looking for.
- Don't schedule a government site visit with the TPOC—they are not allowed.
- Don't reach out to other Army contacts that you might have with questions regarding a topic. Only TPOCs noted in the BAA Pre-release may answer these questions.
- Don't ask TPOCs to connect you with a research partner or if they feel that your research partner is adequate.
- Don't ask TPOCs on how to fill out your Volume 3 (Cost Volume).
- Don't ask TPOCs questions on contracting information.

RESOURCES AND CONTACTS

General BAA Questions:
- DoD Wide Information
  - https://www.dodsbirsttr.mil/submissions/learning-support/faqs
- Army Instructions
  - usarmy.rtp.devcom-arl.mbx.sttr-pmo@army.mil
  - 919-549-4200

General STTR Program Questions:
- Program Wide Information
  - https://www.sbir.gov/tutorials
- Army Specific
  - www.armysttr.com
  - usarmy.rtp.devcom-arl.mbx.sttr-pmo@army.mil
  - 919-549-4200

DoD SBIR/STTR Website:
- DoD Submission Site
  - https://www.dodsbirsttr.mil
- Technical Issues
  - DoDSBIRSupport@reisystems.com