**DARPA SMALL BUSINESS INNOVATION RESEARCH (SBIR) & SMALL BUSINESS TECHNOLOGY TRANSFER (STTR) PRE-AWARD CHECKLIST**

It is DARPA Contracts Management Office’s goal to award SBIRs and STTRs across all phases as expeditiously as possible. DARPA cannot award SBIR/STTR contracts until all the below actions have been completed.

The below is not an all-inclusive list of requirements for a complete proposal or contract award. The below list merely contains actions DARPA has identified that have most often delayed contract awards.

**Active SAM.gov Entity Registration** - <https://sam.gov/content/home>

**Current NIST SP 800-171 Self-Assessment** - <https://www.sprs.csd.disa.mil/nistsp.htm>

**Complete Schedule of Milestones and Payments – See Attachment 1, Milestone Chart Template**

*If your company did not provide a completed Schedule of Milestones and Payments in its proposal (tab 2 in cost proposal spreadsheet), please complete and submit via email to your assigned contract specialist as soon as possible.*

**Confirm that neither your company nor subcontractors are conducting Fundamental Research.**

*If your company and/or your subcontractors are performing Fundamental Research, please provide an updated SOW that delineates which tasks are Fundamental Research (this may be as simple as highlighting those specific tasks deemed to be fundamental research in your company’s proposed SOW)*

**Provide a copy of your proposed Statement of Work (SOW) in word document format.**

*(Only applicable for STTR awards) –* **Provide a copy of the written agreement between your company and the research institution allocating intellectual property rights and rights to carry out follow-on research, development, or commercialization.**

If your company receives a selection letter from the DARPA Small Business Programs Office (SBPO) a DARPA Contracting Agent will contact your company shortly after to request confirmation of completion or receipt of these items to facilitate a timely award.

## ATTACHMENT 1

## Schedule of Milestones and Payments

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **CLIN/**  **SUBCLIN** | **MILESTONE** | **DELIVERY DATE (MACA\*)** | **MILESTONE TITLE** | **EXIT CRITERIA/ DELIVERABLE** | **DARPA**  **PAYMENT** |
| 000X/  000X0X | 1 | XX | XXXXXX | XXXXXX – All must be accepted by DARPA | $XXX |
| 000X/  000X0X | 2 | XX | XXXXXX | XXXXXX – All must be accepted by DARPA | $XXX |
| 000X/  000X0X | 3 | XX | XXXXXX | XXXXXX – All must be accepted by DARPA | $XXX |
| 000X/  000X0X | 4 | XX | XXXXXX | XXXXXX – All must be accepted by DARPA | $XXX |

\*MONTH AFTER CONTRACT AWARD

*KEY (delete prior to submission):*

Green text: Contractor to fill-in.

Red text: DARPA to complete prior to award

*IMPORTANT NOTES (delete prior to submission):*

* Proposers are not limited to 4 milestones. The milestone chart above is for formatting purposes only, and proposers may add/delete milestone rows as needed.
* DARPA does **NOT** accept monthly milestones. Each milestone should mark the completion of a measurable event (i.e., completing a baseline execution plan, completing measurable events in the performance of the research and development of the technology, completing and submitting the final report, etc). Status/monthly reports cannot be milestones.
* The Exit Criteria/Deliverable will show how the milestone will be demonstrably completed.
* Payments associated with each milestone should reflect the actual comprehensive costs to achieve milestone completion.