Doing Business with USAMRMC

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Doing Business with USAMRMC - Getting Started and Avoiding Common Mistakes

UNCLASSIFIED

Cheryl Miles

US Army Medical Research Acquisition Activity (USAMRAA)

US Army Medical Research and Materiel Command

23 March 2015

Provides Contracting and Assistance Agreement Support to:

- USAMRMC and its worldwide network of laboratories
- Office of the Surgeon General
- Congressional programs
- Numerous reimbursable customers

USAMRAA provides quality, timely, and cost-effective business advice and solutions to our customers and stakeholders

Innovative Acquisition Instruments:

- Contracts
- Cooperative Agreements
- Grants
- Government Purchase Cards
- Other Transaction Agreements (OTAs)

The US Army Medical Research Acquisition Activity provides quality, timely, and cost effective business advice and solutions for our customers.

The views expressed in this presentation are those of the author(s) and may not reflect the official policy or position of the Department of the Army, Department of Defense, or the U.S. Government.

1. To Increase Understanding of:

   ➢ *Where USAMRMC Contracting and Funding Opportunities are Published*

   ➢ *Where to Register for Proposal Submission*

   ➢ *To Offer Some Tips to Avoid Common Mistakes in Proposal Submission*

USAMRAA Home Page
www.usamraa.army.mil

United States Army Medical Research Acquisition Activity USAMRAA

PRODUCTS | CUSTOMERS | ORGANIZATION | BUSINESS | REFERENCES | COMMUNITY | TOOLS | LINKS | SITEMAP

- OSBP
- Assistance Agreements
- Forms
- Assistance Advisory Notices
- Procurement Advisory Notices
- New Products & Idea Submissions
- BAA
- Customer Survey
- Contact Webmaster
- iSalute

SITE SEARCH

IMPORTANT LINKS
Center of Excellence
CMRA
PRCentral Training Presentations
HBCU-MI Briefing Presentations
Advanced Acquisition Forecast (AAF)
Fort Detrick Business Development Office (FDBDO)
Trouble Accessing the USAMRAA website(s)
AbilityOne E-Commerce Website
(USAMRMC Base Supply Program)
Fort Detrick Contracting Community Portal
Sample Contract Supporting Documents
USAMRAA PR Matrix
VCE-COR website
Vendor Day 2013
General Guidelines for Awards Funded by the DOD

NEWS
NOTICE TO CONTRACTORS
Wiki-Leaks Sanitization Procedures

ASSISTANCE AGREEMENT FORM POSTED
SF425 Federal Financial Report and Instructions were posted on 09/21/09.

PROGRAM ANNOUNCEMENT (PA) POSTINGS & UPDATES
For a complete listing of Assistance Agreement Funding Opportunities posted by the U.S. Army Medical Research Acquisition Activity , please see Grants.gov and perform a search using CFDA# 12.420.

SOLICITATIONS POSTINGS & AMENDMENTS
For a complete listing of Solicitations posted by the U.S. Army Medical Research Acquisition Activity , please see FedBizOps or the Army Single Face to Industry (ASFI) website and perform a search for W81XWH. Additionally, announcements with J&A's can be found on FEDBIZOPS and ASFI.

SOLICITATIONS $15,000 TO $25,000
Pursuant to FAR 5.101(a)(2) all solicitations issued by this activity expected to exceed $15,000 and not expected to exceed $25,000 will be posted below. Please click below to access the current solicitations.
Current Solicitations $15,000 to $25,000

FISCAL YEAR 2013 YEAR END CUT-OFF CONTRACTING SERVICES
Memorandum: Not Published

MISSION
USAMRAA is the contracting element of the U.S. Army Medical Research and Materiel Command (USAMRMC) and provides support to the Command headquarters and its worldwide network of laboratories and medical logistics organizations. USAMRAA also supports the Fort Detrick Garrison and its military tenant activities, Army-wide projects sponsored by the Army Surgeon General, and numerous Congressionally mandated programs.

Contact Information

➢ Mr. Jerome Maultsby

➢ Ms. Nicola Ohaegbu

- www.mrmc.smallbusopps.army.mil

Purpose

➢ Web-based mechanism for individuals who are not familiar with getting started. Allows users to submit information on a new product, service, or idea and obtain feedback regarding USAMRMC's interest and potential path forward

➢ Designed to provide a timely response/feedback to submitters within 60 days

➢ Not a substitute when the BAA/PA or RFP is a more appropriate entry portal and is not for submission of a proposal or a pre-proposal

➢ Does not award contracts, provide research grants, or offer other forms of financial support

Accessible via: http://mrmc-npi.amedd.army.mil/

For More Information

➢ All inquiries should be directed to the NPI email address at usarmy.detrick.medcom-usamrmc.other.npi@mail.mil

➢ Other related resources: *Guide to Working with the U.S. Army Medical Research and Materiel Command* – USAMRMC available at https://mrmc.amedd.army.mil/ under the "Work with Us" page

FEDBIZOPPS http://www.fbo.gov

DoD and Federal contracting activities post most requirements and awards >$30,000 to FEDBIZOPPS website.

Active or archive search by dates and/or:
- Type of Notice
- Solicitation or Award Number
- Place of Performance Zip Code
- Set-Aside Type
- NAICS/FSC/PSC
- Key Words
- Selected Agencies

Register for Vendor Notification Service By:
- Specific Solicitation Number
- Same Selections as Above
- All Notices (Caution)

1. Broad Agency Announcement-Synopsis Only-October 1st

   ➢ Posted on Federal Business Opportunities

   ➢ Fedbizopps: https://www.fbo.gov

2. Broad Agency Announcement & All Program Announcements

   ➢ Posted on GRANTS.GOV

   ➢ https://www.grants.gov

3. "Search Grants" by

   ➢ CFDA No: 12.420

   ➢ DODACC: W81XWH-

   ➢ Caution: Submission Deadlines

1. **System for Award Management (SAM)**

    ➤ https://www.sam.gov

    ➤ ***Start Early***

2. **Fedbizopps**

    ➤ https://www.fbo.gov

3. **Grants.gov**

    ➤ https://www.grants.gov

4. **Electronic Biomedical Research Application Portal (eBRAP)**

    ➤ https://ebrap.org/eBRAP/public/index.htm

System for Award Management

1. Administered by GSA

2. Merging nine legacy systems into one

   ➢ The legacy systems included in Phase I (July 2012)
      - CCR
      - ORCA
      - EPLS

   ➢ Future Phases (TBD)
      - eSRS/FFATA FSRS
      - CFDA
      - FBO
      - WDOL
      - FPDS
      - PPIRS, CPARS, FAPIIS

The consolidation of data from these legacy systems into SAM will eliminate data overlap while sharing the data across the award cycle

eBRAP

1. Electronic Biomedical Research Application Portal (eBRAP)

2. Managed by the Congressionally Directed Medical Research Program Office (CDMRP)

3. Access eBRAP at:

   ➤ https://ebrap.org/eBRAP/public/index.htm

<p style="color:red">Old System – eReceipt is being retired</p>

1. Register with all systems EARLY

2. Sign up for email change notifications when possible

3. Become familiar with Federal and DoD regulations and processes

4. Read the entire solicitation or funding opportunity

5. Read General Application Instructions

6. Submit questions timely

7. Do not exceed page limitations when proposing

8. Fully address evaluation criteria

- Read the SAM User Guide Carefully

- Determine Entity Points of Contact (POCs)
  - *Accounts Receivable POC*
  - *Electronic Business POC*
  - *Government Business POC*

- Gather All Necessary Information and Documents
  - *2 Hour Process*

- Allow 4 Weeks for Registration to Become "Active"

- Keep Registration Active

- Decide Type of Eligibility Desired Before Registering

- Register Early

- Active SAM Registration Required

- Determine Organization Points of Contact (POCs)
  - Authorized Organization Representative (AOR)
  - E-Biz POC
    - Must authorize AOR
  - Individual Principal Investigators (PI's) do not register

- Resolve all system to system errors
  - Appeals will be denied

- Successful Application Submission Requires:
  - ➤ Compatible version of Adobe Reader
  - ➤ Uploading attachments into the correct form on Grants.gov
  - ➤ Use of proper characters in attachment titles
  - ➤ Adherence to size limitations for files
  - ➤ Sync with SAM
  - ➤ Submission prior to the closing date/time
  - ➤ Resolution of all grants.gov errors
  - ➤ Subawardee DUNS number

- Read the entire solicitation
- Pay particular attention to:
  - ➢ Performance work Statement / Statement of work or the minimum essential characteristics (Section C)
  - ➢ Special requirements
  - ➢ Instructions to Offerors (Section L)
  - ➢ Evaluation Criteria (Section M)
- Make personal notes to insure proposal conformance
- Submit questions timely
- Determine if you have the necessary skills, resources and experience to do the type of work outlined in the solicitation
- Fully address evaluation criteria
- Adhere to proposal page limits

USAMRMC Broad Agency Announcement

- Extramural medical research opportunities

- BAA Announcement No: W81XWH-BAA-15-1

  - Issued 10/1 of each year

  - Open and continuous for 1 year

  - Closes 9/30 of each year

  - Includes USAMRMC Areas of Interest

- New for FY15:

  - Pre-application is required

  - Pre-application must be submitted through eBRAP

  - Full application will only be accepted if the PI is invited to submit based on review of the pre-application

Program Announcements

- Program Specific Extramural Medical Research Opportunities
  - ➤ Examples
    - CDMRP Programs
    - Joint Program Committee's Programs
- Program Announcement No: W81XWH-_____
  - ➤ Specific Open and Close dates for submission of applications
- New for FY15:
  - ➤ Program Announcements Require a Pre-application: Letters of Intent (LOI) or Pre-proposal
  - ➤ LOIs and Pre-proposals must be submitted through eBRAP

Be Familiar with the Regulations

- Federal Acquisition Regulations (FAR) Link to Agency Supplemental Regulations **http://acquisition.gov**

- Defense Federal Acquisition Regulation Supplement (DFARS) **http://www.acq.osd.mil/dpap**

- DoD Grant and Agreement Regulations (DoDGAR)
  http://www.gpo.gov/fdsys/pkg/CFR-2011-title32-vol1/xml/CFR-2011-title32-vol1-subtitleA-chapI-subchapC.xml

- SBA Legal & Regulatory Information **http://www.Business.gov**

- SBA E-business Institute (free online courses) **http://www.sba.gov/training/courses.html**

Subcontracting Opportunities

- **FEDBIZOPPS** "Interested Vendors" list & award announcements http://www.fedbizopps.gov

- **DefenseLink** >$5M award notices http://www.defenselink.mil/contracts

- **Directory of Small Business Liaison Officers on DoD Contracts** http://www.acq.osd.mil/osbp/publications/subdir/index.html

- **SBA SUB-Net** http://web.sba.gov/subnet

For additional questions after the conclusion of the conference, send an email message to usarmy.detrick.medcom-usamrmc.mbx.mmpd@mail.mil

Electronic Biomedical Research Application Portal (eBRAP)

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Office of the Congressionally Directed Medical Research Programs

US Army Medical Research and Materiel Command

23 March 2015

To increase understanding of eBRAP (https://eBRAP.org)

- Points to be addressed
  - ➢ *What is eBRAP?*
  - ➢ *Scope of eBRAP*
  - ➢ *eBRAP processes*
  - ➢ *Overview of eBRAP processes*

eBRAP (https://eBRAP.org)

- ➢ Electronic application submission and processing tool
  - ▪ Supports business process to find and fund biomedical research that meets USAMRMC mission

- ➢ Government-owned contractor operated

- ➢ Authority to Operate

- ➢ Dot mil (.mil) waiver

- ➢ Army Web Risk Assessment Cell (AWRAC) – zero Information Assurance findings

1. Front-end interface for communication between the research community and the USAMRMC throughout entire program cycle

2. System for pre-application submission

3. Direct interface with Grants.gov for retrieval, processing, and administrative review of research applications

4. System for submission of regulatory documents

5. Interface with restricted back-end Electronic Grants System (EGS), and other program cycle systems

Data Flow (simple overview)

Applicants
-Investigators
-Sponsored Programs

eBRAP

Pre-application submission

PI Portal

Grants.gov

Application submission

Peer Review

Review of technical merit

Programmatic Review

Review of program relevance/funding recommendations

EGS

Awards/Grants Management

Government Users
-Contracting
-Regulatory
-Program Offices

.mil Network

1. Provides worldwide web-based accessibility for research community
   - *eBRAP is a .org; requires log-in with username and password*

2. Enables communication with worldwide research community
   - *eBRAP sends "email blasts" to users and subscribers*

3. Computer-automated processes streamline workflow for pre-application and full application retrieval and processing
   - *Pre-applications submitted to eBRAP*
   - *Full applications submitted to Grants.gov (http://Grants.gov)*
   - *eBRAP communicates with Grants.gov, and other business process systems*

4. Enables researchers to review and modify Grants.gov application components
   - *eBRAP allows review and modification during verification period*

Worldwide Accessibility

Homepage:

➢ *Funding Opportunities*

➢ *Forms, Reference Materials, & Links*

➢ *Helpdesk*

➢ *Guide*

➢ *Portal*

➢ *Located on .org*

➢ *User registration*
- ▪ *PI*
- ▪ *Organization*

➢ *User log-in*

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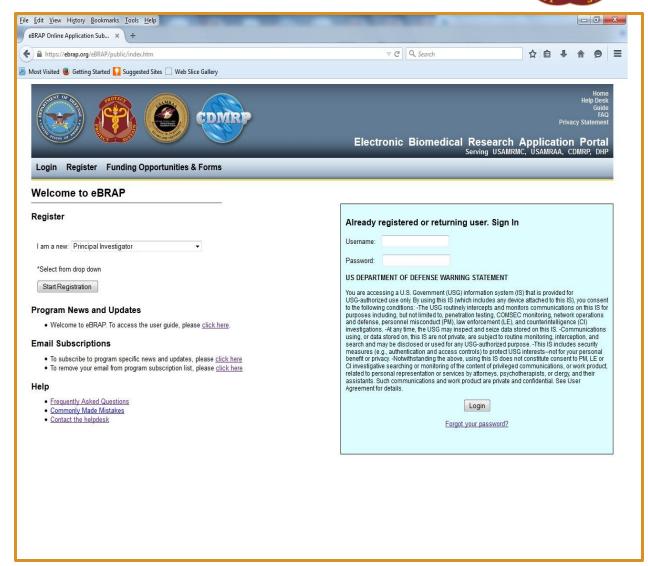
Communication with Research Community

Homepage:

➢ *Subscribe to notifications*

➢ *"email blasts" to users and subscribers*

  ▪ *Pre-announcements*
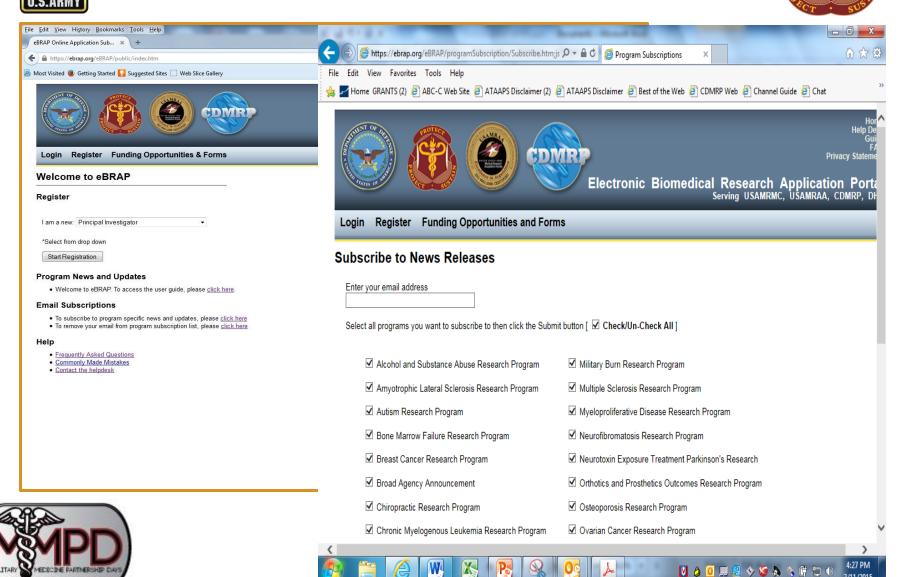
  ▪ *Funding opportunity releases*

  ▪ *Other news*

Communication with Research Community

1. Provides worldwide web-based accessibility for research community
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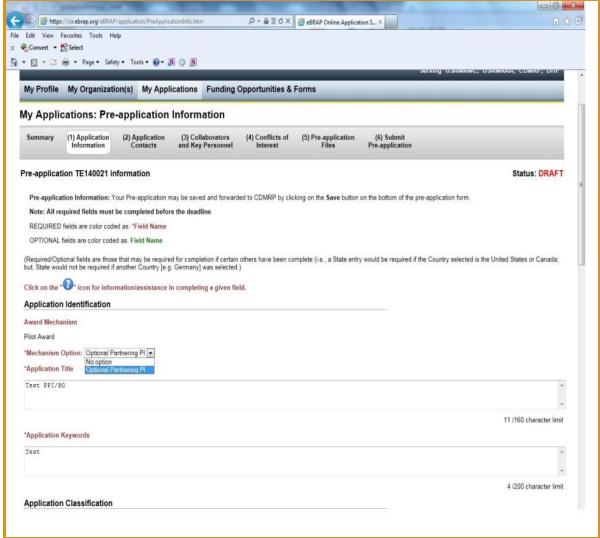   - *eBRAP allows review and modification during verification period*

Pre-application Submission

- *Pre-application is required*
  - *LOI or preproposal*
  - *Submitted by PI*
  - *Identify or invite Business Official*

- *Six steps – follow Tabs 2-5 in any order*

- *Tips for success!*
  - *Read announcement*
  - *Choose correct funding opportunity, pre-application & "option"*
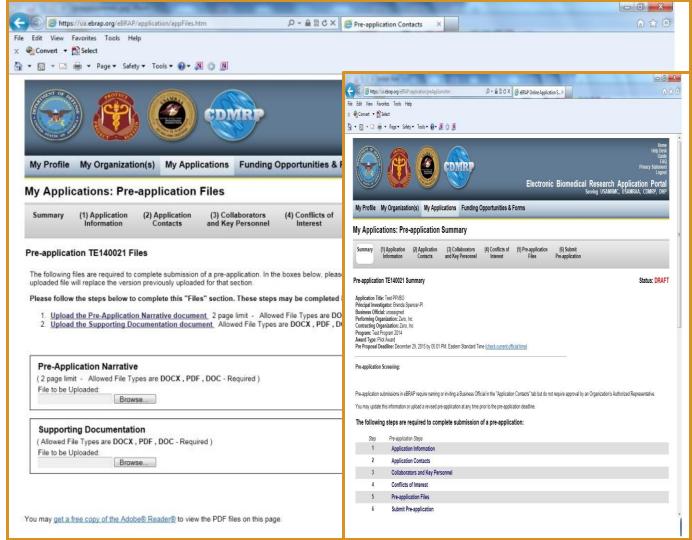 - *Correct spelling of names and emails*

➢ *Pre-application*

- *Pre-application files*
- *Page and text field limits*
- *Real-time auto-compliance*
- *Data transfer*
- *Auto-email notification*

1. Enables communication with worldwide research community

   ➤ *eBRAP sends "email blasts" to users and subscribers*

2. Provides worldwide web-based accessibility for research community

   ➤ *eBRAP is a .org; requires log-in with username and password*

3. Computer-automated processes streamlines workflow for pre-application and full application retrieval and processing

   ➤ *Pre-applications submitted to eBRAP*

   ➤ *Full applications submitted to Grants.gov (http://Grants.gov)*

   ➤ *eBRAP communicates with Grants.gov, and other business process systems*

4. Enables researchers to review and modify Grants.gov application components (Verification)

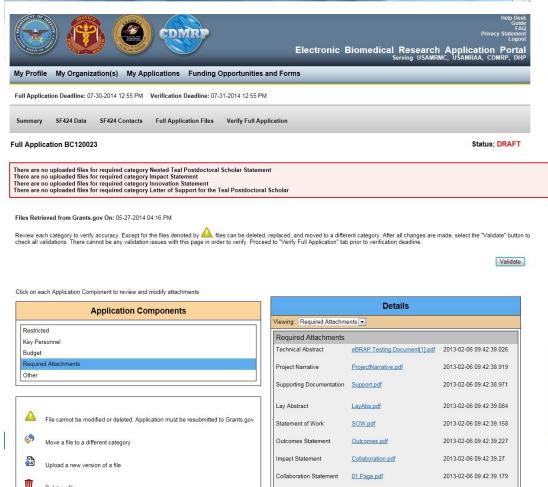   ➤ *eBRAP allows review and modification during verification period*

- *Full application is submitted to Grants.gov*
  - *LOI*
  - *Preproposal requires invitation*
  - *Submitted by organization*
- *Direct interface with Grants.gov for retrieval, processing, and administrative review*
- *Verification period*
  - *Auto-email notification*
  - *Review and modify allowable components*
  - *Affiliation with organization required*
- *Data transfer*
- *Tips for success!*
  - *Choose correct Grants.gov application package*
  - *Correct spelling of names and emails; match those in pre-application*
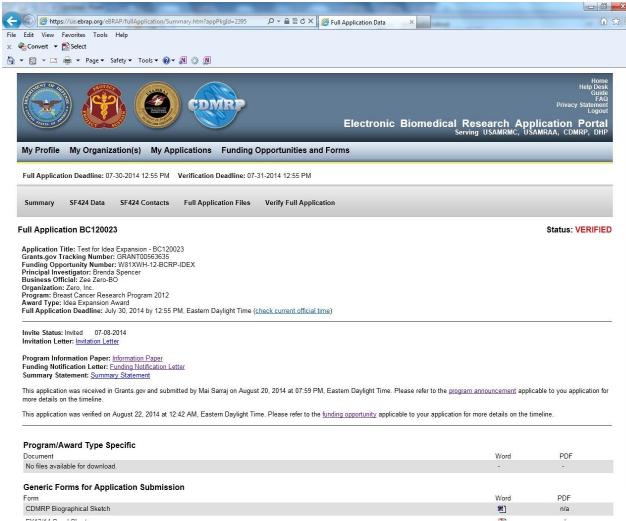 - *Include eBRAP Log No.*

Funding Notification

- *Funding notification*
  - *Funding letter*
  - *Program Information Paper*
  - *Peer review summary statement*
- *Letter processor & auto-email notification*
  - *Submission reminders*
  - *Invitations to submit*
  - *Funding notifications*
  - *Peer review results*

Required Award Documents

- *Required information*

- *Submission of Regulatory documents*

- *Data transfer*

- *Tips for success!*
  - *Follow instructions in notification letter*
  - *Complete Required Award Information*
  - *Provide documents as requested by Science Officer*

My Profile   My Organization(s)   My Applications   Funding Opportunities and Forms

Award Management: BC120023

Guide for Funded Investigators

| Summary | Required Award Information | Animal Use Documents | Human Use or Human Cadaver Use Documents | Human Anatomical Substances Use Documents | Optional Safety & Environment Documents | Administrative and Revised Documents |

Application Title: Test for Idea Expansion - BC120023
Grants.gov Tracking Number: GRANT00563635
Funding Opportunity Number: W81XWH-12-BCRP-IDEX
Principal Investigator: Brenda Spencer
Business Official: Zee Zero-BO
Organization: Zero, Inc.
Program: Breast Cancer Research Program 2012
Award Type: Idea Expansion Award
Full Application Deadline: July 30, 2014 by 12:55 PM, Eastern Daylight Time (check current official time)

Invitation Letter: Invitation Letter

Funding Notification Letter: Funding Notification Letter

What To Expect If Recommended For Funding

1. You will be contacted via email by the Science Officer assigned to manage your award. The Science Officer is a master's or doctorate level scientist or clinician in the U.S. Army Medical Research and Materiel Command (USAMRMC). Your Science Officer will inform you of the specific regulatory documents that are required. The Science Officer assists and advises the US Army Medical Research Acquisition Activity (USAMRAA) Contracting Office, and serves as a liaison between investigators and representative at USAMRAA, Office of Research Protections (ORP), and other regulatory offices at USAMRMC. In addition, he or she will assist you with scientific aspects of your award, particularly with respect to milestones and changes in the scientific design.

2. USAMRAA will contact the Business Official from the Sponsored Programs Office of your organization to initiate ward negotiations.

3. Concurrent with USAMRAA negotiations, the appropriate USAMRMC regulatory office will review your regulatory documents (environmental and safety documents via the Office of Surety, Safety and Environmental (SSE); human and animal use documents via the Office of Research Protection (ORP) to ensure that Department of Defense (DoD) and Army regulations are met. You may be contacted if further information or documents are needed. PIs and organizations may not use or subcontract for the use of laboratory animals, human subjects, human anatomical substances and/or human data until applicable regulatory documents are reviewed, and approved by USAMRMC to ensure that DoD regulations are met.

4. After the USAMRAA Grants Officer completes and signs the award, the award agreement will be forwarded to the PI and the Sponsored Programs Office of your organization. The award agreement contains important information regarding technical and administrative requirements of the award. Depending on the specific study, the PI may be required to submit quarterly, semi-annual, or annual technical reports. The agreement will also contain specific DoD approval requirements regarding the use of human and/or animal subjects. You may not begin research studies using animals, human cell lines, human anatomical substances, or human subjects until those studies have been approved by USAMRMC'€™s ORP. In addition, the document contains information regarding payments and may contain restrictions until certain requirements are met.

5. If applicable, the Science Officer and/or the ORP specialist will work with you to get appropriate animal and/or human use approvals.

For additional questions after the conclusion of the conference, send an email message to usarmy.detrick.medcom-usamrmc.mbx.mmpd@mail.mil

The views expressed in this article are those of the author and may not reflect the official policy or position of the Department of the Army, Department of Defense, or the U.S. Government.

T2 Mechanisms for Research Collaborations with USAMRMC

UNCLASSIFIED

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23 March 2015

To increase understanding of Technology Transfer (T2) mechanisms to collaborate with USAMRMC.

- Points

  - *No competition requirements (except for exclusive PLA*)*
  - *Quicker than Procurement or Grants*
  - *Access to DoD scientists/labs/other resources (but not funds)*
  - *Flexible*

The Collaboration Agreement toolkit includes:

- Non-Disclosure (NDA)
- Material/Data (MTA)
- Cooperative Research and Development (CRADA)
- Commercial Test (CTA)
- Patent License (PLA)

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