



BARDA Industry Day Boston

White Paper Review Process & Invite / Do-Not-Invite Letters

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What is a white paper?



- A white paper is an abridged version of a traditional “full” proposal. White papers outline the Offeror’s overall objective, technical background, scientific approach, planned level of effort, and nature/extent of anticipated results.
 - Much more condensed than a full proposal:
 - Quad Chart
 - Page limits (follow guidelines in each BAA)
 - When submitting, ensure the white paper:
 - Is within stated scope of BAA
 - Speaks to the Evaluation Criteria (*i.e.* Part V)



White Paper Review Process



- Decisions are reached following a peer and/or scientific review process based on Evaluation Criteria delineated in the BAA. A decision letter is sent notifying the Offeror whether a full proposal is requested.
 - **Timing**
 - Receipt – within one week (via email)
 - Decision letters – within 90 calendar days of submission deadline or receipt
 - Delays and unpredictability
 - The better the white paper, the quicker the turnaround
 - Cyclical review dates
 - **Communication**
 - Contracting Officer will be *only* point of communication
 - “Blackout Period” for communication with technical team



Decision Letters (Invite/Do-Not-Invite Letters)



- **Purpose**
 - Full proposal *or* constructive feedback
- **Level of detail**
 - Letters tailored to highlight specific strengths/deficiencies of each individual white paper proposal



Invite Letter



- **Formal request for full proposal**
 - **Timing (follow guidelines established in specific BAA and instructions accompanying Decision Letter)**
- **Detailed instructions (e.g. level of detail desired, formatting examples, page limits, etc.)**
 - **Instructions may supersede the BAA instructions.**



Do-Not-Invite Letter



- **Formal letter to unsuccessful white paper Offeror**
 - Feedback is intended to facilitate to improve white paper submissions in future

- **What's Next?**
 - Technical Point of Contacts listed in the BAA
 - Tech Watch Program
 - Revise and Resubmit



In Summary: White Papers



- **Increase your probability of success:**
 - Utilize the resources available to you
- **White Papers are valuable tool to HHS & potential offerors**
- **The better the White Paper the faster the potential award**



Q & A?