



**BARDA Industry Day
Washington, DC**

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

Eric Steinberg

Contracting Officer

December 11, 2012



October 17, 2011

[INSERT NAME]
Director of Company C

Email: [INSERT NAME]@companyC.com

Attention: [INSERT NAME]

Subject: Request for Full Proposal, Broad Agency Announcement for Advanced Research and Development of Medical Countermeasures for Chemical, Biological, Radiological, and Nuclear (CBRN) Threats

Dear: [INSERT NAME]

The Biomedical Advanced Research and Development Authority (BARDA) Division of Chemical Biological Radiological and Nuclear (CBRN) Countermeasures has completed its analysis of your Quad Chart and White paper:

[INSERT TITLE OF QUAD CHART]

We are pleased to inform you that after careful consideration of your Quad Chart and White Paper, you are invited to submit a full proposal. The guidelines for the preparation of the full proposal are described in the BAA Part IV.

The following technical feedback from the review of your white paper is provided to further guide you in the formulation of your full proposal:

[PRODUCT TECHNICAL FEEDBACK HERE]

Thank you for your continued interest in the subject announcement. We look forward to receiving your full proposal. Your proposal must be signed by an individual who is authorized to legally commit your institution to that offer. Additional instructions on the preparation of the proposal are contained in the Enclosure. Please submit your full proposal no later than 3:00pm, October 18, 2011 in accordance with the BAA.

The full proposal must be delivered, along with the number of copies stated in the Enclosure, by the date and time specified above to the following address:

Biomedical Advanced Research and Development Authority
U.S. Department of Health and Human Services
Assistant Secretary for Preparedness and Response
Contracts Division
330 Independence Avenue, S.W., Room G640
Washington, D.C. 20201
Attention: [INSERT NAME], Contracting Officer
Reference: BAA

If hand delivered, please contact the Contracting Officer 24 hours prior to the delivery of the proposal. The address for hand delivery follows:

[INSERT NAME], Contracting Officer
Biomedical Advanced Research and Development Authority (BARDA)
Washington Office Center
409 3rd Street, S.W., Room 430
Washington, DC 20201

If you have any questions, please contact [INSERT NAME] at (555) 555-4321 or at [INSERT NAME]@hhs.gov.

Sincerely,

[INSERT NAME]
Contracting Officer



October 17, 2011

[INSERT NAME]
Director of Company D

Email: [INSERT NAME]@companyD.com

Attention: [INSERT NAME]

Subject: Review of white paper submitted for the Broad Agency Announcement for Advanced Research and Development of Medical Countermeasures for Chemical, Biological, Radiological, and Nuclear (CBRN) Threats.

Dear [INSERT NAME]:

The Biomedical Advanced Research and Development Authority (BARDA) Division of Chemical, Biological, Radiological, and Nuclear (CBRN) Countermeasures has completed its analysis of your quad chart and white paper:

[TITLE OF QUAD CHART]

In accordance with FAR 15.503, we regret to inform you that BARDA will not be requesting a full proposal from you and while a debriefing is not available for white papers, this letter contains the type of information which would be available in a debriefing.

The following technical feedback from the review of your white paper is provided to assist you in the development of any future white papers for BARDA:

[PRODUCT TECHNICAL FEEDBACK HERE]

If, after the FDA/NDA meeting, additional technical gaps or requirements are needed to successfully meet FDA approval, BARDA will then encourage Company D to resubmit a white paper with the FDA letter.

BARDA appreciates your interest and thanks you for the time devoted towards the preparation of your submittal. We encourage you to consider the feedback provided and look forward to your future participation in the CBRN BAA.

If you have any questions, please contact [INSERT NAME] at (555) 555-4321 or at [INSERT NAME]@hhs.gov.

Sincerely,

[INSERT NAME]
Contracting Officer

Example Only