



# SBIR/STTR

Small Business Innovation Research / Small Business Technology Transfer



## Post-Award Notice NASA 2018 SBIR/STTR Phase I

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## BASIC INFORMATION

- Period of Performance (see Section F of your contract)
  - SBIR contracts – up to 6 months
  - STTR contracts – up to 13 months
- Any changes to the certifications on the pre-award Confirmation of Negotiations or to the certifications on your proposal shall be communicated to your Administrative Contracting Officer at least 10 days prior to the change.
- All reports, invoice certifications, and prototype DD 250 shall be uploaded into the Electronic Handbook (**EHB**) in accordance with the contract's payment and delivery schedules (see Sections B and G, and Parts 1 and 2 of your contract).
- Invoices shall be submitted electronically through the Department of Treasury's Invoice Processing Platform (IPP), following submission of the invoice certification in the EHB (see Section G and Part 2 of your contract).
- Per Section C, your firm's proposal was incorporated into the contract as the statement of work (SOW). Deviations from the SOW, personnel, facilities, and subcontractors/consultants must be disclosed in writing to and approved in advance by the Contracting Officer.

## ROLES AND RESPONSIBILITIES

- Administrative Contracting Officer (**ACO**):
  - Responsible for administering the contract at NASA.
  - Only person authorized to take any action that alters the contract and obligates the Government.
- Technical Monitor (**TM**):
  - Responsible for overseeing the contract.
  - Serves as technical liaison between the Contractor and the ACO.
  - Responsible for timely review of deliverables.
  - Responsible for ensuring contractor's technical compliance with the contract requirements.
- Authorized Contract Negotiator (**ACN**):
  - Responsible for administering the contract at your firm.
  - The only person authorized by your firm to discuss the contract with NSSC or request changes.
  - ACN change requests must be submitted to the ACO by the prior ACN or an authorized individual at your firm.

## MILESTONES/DEADLINES

- IT Security Management Plan is due 30 days after the period of performance start date (see Section B, Part 1.3, and Attachment 3 of your contract).
- Interim Demonstration Report is due at the midpoint of the period of performance (see Section B and Part 1.4 of your contract).
- Final Report and Final Summary Chart is due by the last day of the contract (see Section B and Part 1.5 of your contract).
- Prototype, if applicable, is due in accordance with the contract's delivery schedule (see Section B and Part 1.1 of your contract).
- New Technology Reporting is due in accordance with the contract's delivery schedule (see Section B and Part 1.8 of your contract).
- Phase II proposals shall be received by the Government no later than 5:00 p.m. EST on the Phase I contract's **original** period of performance end date (see Section F and Part 3.3 of your contract).

## STANDARD REQUIREMENTS

- Reporting – Export Control (see Part 1.6 of your contract)
  - Reports and documents that are export controlled shall include the required ITAR and/or EAR notice(s) on the front page of the report. Export Administrator and TM review and approval is required.
- Reporting – Proprietary Information (see Part 1.7 of your contract)
  - Proprietary information constitutes a trade secret, proprietary commercial or financial information, confidential personal information or data affecting the national security.
  - Only proprietary information that is necessary and essential for the validity of the report shall be included in reporting.
  - If proprietary information is required, approval to include it in the report shall be granted by the TM and ACO. The Contractor is required to provide a draft of the report to the TM and ACO clearly reflecting which pages contain propriety data before uploading the report into the EHB. **THE WHOLE REPORT CANNOT BE PROPRIETARY.**
- New Technology Reporting shall be submitted to the NASA New Technology Transfer System (**NTTS**) via the EHB (see Section B and Part 1.8 of your contract).
  - Final New Technology Summary Report (**NTSR**) is always required.

- Both the Final NTSR and New Technology Report (NTR) are required when there is reportable new technology.
  - Reportable new technology is any invention, discovery, improvement, or innovation – whether or not patentable – which includes, but is not limited to, new processes, machines, manufactures, and compositions of matter, and improvements to, or new applications of, existing processes, machines, manufactures, and compositions of matter. New technologies also includes new computer programs, and improvements to, or new applications of, existing computer programs. See the NTTS FAQ for additional information at <https://invention.nasa.gov/faqs.php>.
  - Contact information for your contract's New Technology Representative is listed on the contract's Attachment 1 - Distribution List.
- Invoices (see Section G and Part 2 of your contract)
- Invoice certifications shall be completed in the EHB for each invoice prior to invoice submission in IPP.
  - The Contractor shall submit proper invoices to IPP in accordance with the contract's payment schedule in Section G and instructions in Part 2 of the contract.
  - The final invoice payment is based upon successful performance of all requirements on the contract. Successful performance is defined by receipt and acceptance of each deliverable by the TM, and the receipt, acceptance, and issuance of a Certification of Compliance by the NASA Center's New Technology Office with concurrence from the Patent Representative.
- Late Deliverables and Extension Request (see Parts 3.1 and 3.2 of your contract, and Helpful Links below)
- In the event that the Contractor anticipates difficulty complying with the contract delivery schedule, the Contractor shall notify the ACO and TM immediately, in writing, giving pertinent details, including the date by which it expects to make delivery. Notification to the ACO and TM does not constitute a waiver by the Government or approval of changes to the contract's delivery schedule.
  - Extensions are not normally authorized on Phase I contracts because all Phase I deliverables and the Phase II proposal are due the last day of the original period of performance.
  - If an extension is warranted, the firm must submit an extension request with justification and an acceptable consideration on the NSSC website at least 30 days prior to the contract's period of performance end date.
  - Only a 30-day extension to submit the final deliverables will be considered. However, this does not guarantee your Phase II proposal will be evaluated since Phase II proposals would still be due on the last day of the original period of performance.

## POINT OF CONTACTS (POC)

<b>Area of Responsibility</b> <b>NASA SBIR/STTR Program</b>	<b>POC</b>
Lead Contracting Officer	Primary: Benjamin Benvenuti  Alternate: Steven Brockway
ACO for Armstrong Flight Research Center ( <b>AFRC</b> )	Primary: Helen Roberson  Alternate: Tina Marie Landes
ACO for NASA Ames Research Center ( <b>ARC</b> )	Primary: Kenneth Albright  Alternate: Libby Romaguera
ACO for NASA Glenn Research Center ( <b>GRC</b> )	Primary: Racheal Down  Alternate: Kenneth Albright
ACO for NASA Goddard Space Flight Center ( <b>GSFC</b> )	Primary: Julie Delgado  Alternate: Morris Hicks
ACO for NASA Jet Propulsion Laboratory ( <b>JPL</b> )	Primary: Kenneth Albright  Alternate: Julie Delgado
ACO for NASA Johnson Space Center ( <b>JSC</b> )	Primary: Racheal Down  Alternate: James Hibbs
ACO for NASA Kennedy Space Center ( <b>KSC</b> )	Primary: Helen Roberson  Alternate: Latessa Poole
ACO for NASA Langley Research Center ( <b>LaRC</b> )	Primary: Morris Hicks  Alternate: Helen Roberson
ACO for NASA Marshall Space Flight Center ( <b>MSFC</b> )	Primary: Morris Hicks  Alternate: Rosa Fletcher
ACO for NASA Stennis Space Center ( <b>SSC</b> )	Primary: James Hibbs  Alternate: Steven Brockway

## HELPFUL LINKS

- Department of Treasure Invoice Processing Platform (IPP) – <https://www.ipp.gov>
- EHB - <https://ehb8.gsfc.nasa.gov/ehb-app/home>
- EHB Technical Support – [sbir@reisystems.com](mailto:sbir@reisystems.com), 301-937-0888
- FAR - <https://www.acquisition.gov/browsefar>
- Fraud, Waste, & Abuse and ITAR/Export Control Training - <http://sbir.nasa.gov/content/training-resources>
- NASA FAR Supplement - <https://www.hq.nasa.gov/office/procurement/regs/NFS.pdf>
- NASA New Technology Reporting System - <https://invention.nasa.gov/>
- NASA SBIR / STTR Firm Library - [https://sbir.gsfc.nasa.gov/sbir/firm\\_library/index.html](https://sbir.gsfc.nasa.gov/sbir/firm_library/index.html)
- NASA SBIR / STTR Program Additional Sources of Assistance - <https://sbir.gsfc.nasa.gov/content/additional-sources-assistance>
- NASA SBIR / STTR Program & Center Point of Contacts - <https://sbir.nasa.gov/content/nasa-sbirsttr-program-contacts>
- NASA Shared Services Center (NSSC) – [NSSC-ContactCenter@mail.nasa.gov](mailto:NSSC-ContactCenter@mail.nasa.gov), 877-677-2123, <https://www.nssc.nasa.gov/>
- NSSC SBIR / STTR Extension Request Form - <https://www.nssc.nasa.gov/sbir-extension-request>
- SBIR / STTR Website - <https://www.sbir.gov/>