

Broad Agency Announcement Managements System (BAAM) File Submission Guidance:

Analytics for Equity, Phase 1

Purpose

Section 3 of the Broad Agency Announcement (BAA) explains that a proposal consists of a:

- Cover Page (with details explained in section 3.1)
- Technical Proposal (with details explained in section 3.2)
- Cost or Price Volume (with details explained in section 3.3)
- Supplemental Information (with details explained in section 3.4)

This guide illustrates how to submit this information within BAAM.

Instructions

1) Complete the “Cover Sheet” fields:

Proposal Documents

- ▲ Cover Sheet
- ▲ Full Proposal
- ▲ Cost Proposal
- ▲ Supplemental Documents
- Proposal Submission

*Unique Entity Identifier [Get UEI](#) *Organization Name Proposing NSF Org Code (if known)

Street City State Zip Code Country

▼ Principal Investigator/Project Director

*First Name *Last Name *Email *Phone Title

▼ Organizational Point of Contact

*First Name *Last Name *Email

▼ Proposal Information

*Duration of Project

Years Months

Select Year Select Month

*Final Cost Estimate

0

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Note:

- Offerors must submit a firm fixed price proposal that may not exceed \$75,000.
- The period of performance for these contracts will be eight months after date of contract.
- The organizational representative is the person who can contractually obligate the offeror organization.

2) For “Full Proposal” upload your Technical Proposal file (either as a PDF or Word file) where the page length cannot exceed 5 pages.

Submit a Full Proposal

Please provide all the required information below to submit your Full Proposal for the selected BAA. You may be required to select a Track/Theme selection dependent on the BAA selected. It is important to follow the instructions and requirements specified in the BAA for preparation and submission of the Full Proposal.

Proposal Documents

- ▲ Cover Sheet
- ▲ Full Proposal
- ▲ Cost Proposal
- ▲ Supplemental Documents
- ▲ Proposal Submission

Full Proposal

The Full Proposal must be uploaded as a PDF, Word, or Excel document for submission. Only a single document may be uploaded.

File Name	File Type	File Date	Actions
No files have been uploaded.			

Upload Files Or drop files

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For technical questions or immediate assistance, please [Email](#) or call the BAAM Help Desk at (866) 653-6731
8 AM - 5 PM Eastern Time, Monday through Friday (except for federal holidays)

3) For “Cost Proposal” upload your Cost or Price Volume file (either as a PDF, Word, or Excel file).

Submit a Full Proposal

Please provide all the required information below to submit your Full Proposal for the selected BAA. You may be required to select a Track/Theme selection dependent on the BAA selected. It is important to follow the instructions and requirements specified in the BAA for preparation and submission of the Full Proposal.

Proposal Documents

- ▲ Cover Sheet
- ▲ Full Proposal
- ▲ **Cost Proposal**
- ▲ Supplemental Documents
- Proposal Submission

Cost Proposal

The Cost Proposal must be uploaded as a PDF, Word, or Excel document for submission. Multiple documents may be uploaded.

File Name	File Type	File Date	Actions
No files have been uploaded.			

Or drop files

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Note:

- There is no specific cost-proposal template.

4) For “Supplemental Documents” upload your:

- Cover Page file as a Word or PDF file.
- Resumes/CVs file as a Word or PDF file.
- Disclosure of OCI file (if applicable) as a Word or PDF file.

Submit a Full Proposal

Please provide all the required information below to submit your Full Proposal for the selected BAA. You may be required to select a Track/Theme selection dependent on the BAA selected. It is important to follow the instructions and requirements specified in the BAA for preparation and submission of the Full Proposal.

Proposal Documents

- ▲ Cover Sheet
- ▲ Full Proposal
- ▲ Cost Proposal
- ▲ **Supplemental Documents**
- Proposal Submission

Supplemental Documents

The Supplemental Documents must be uploaded as a PDF, Word, or Excel document for submission. Multiple documents may be uploaded.

File Name	File Type	File Date	Actions
No files have been uploaded.			

Or drop files

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Note:

- The maximum page length is 1 page per resume/CV.
- There is no preferred template for resumes/CVs.
- There is no preferred template for Disclosure of OCI.

Questions

- For BAAM technical support, offerors can contact the BAAM helpdesk at BAAMSupport@nsf.gov.
- For general questions related to this BAA, offerors can contact the Contracting Officer, Destiny Phillip at dphillip@nsf.gov.
- All other questions can be submitted to eac@nsf.gov with subject line Analytics for Equity Initiative.
- In all cases, submission of a question does not guarantee the question will be answered.