



DoD SBIR/STTR Training

MODEL PHASE I PURCHASE ORDER

February 16, 2016



What is a Purchase Order?

A Purchase Order is a contractual document that spells out the terms and conditions of the award between the Government and the Small Business Concern (SBC) for the work that will be performed under an SBIR Phase I.

The Purchase Order uses simplified acquisition procedures, making it easier for small and disadvantaged businesses to work with the government and avoids placing unnecessary burdens on both the business or the DoD.

Model Phase I Purchase Order

The Air Force SBIR/STTR program has created a model for what a Purchase Order will look like under an SBIR/STTR contract, including the structure of the PO, sample text of what should be in the PO, as well as the DFARS clauses required to be agreed upon before work starts.



Why do we need a Purchase Order for Phase I

Before work on an SBIR/STTR Phase I feasibility study can begin, it is important for the scope of work to be clearly defined, as well as a clear structure for the small business to receive payment for their work.

The Purchase Order lays out milestones for the SBC, and specifies the dates and payment amounts for each report that is submitted.



Important Parts of the Model Phase I Purchase Order

INTERIM REPORT

The Purchase Order for SBIR/STTR will generally require that interim reports be submitted over the course of Phase I. **The interim reports help the Government track and evaluate the progress made by the contractor, as well as make sure that the contractor accomplishes their goals.**

The number of interim reports over the course of research can vary. The final number of reports can be discussed between the Contracting Officer and the contractor. Much of the total money attached to an SBIR/STTR contract is paid out via the interim reports, so understanding how many updates are reasonable for the research being conducted and the amount of money each report should be worth upon completion are very important.

Small businesses should work with their Contracting Officer to come to an agreement that works for both the contractor and the DoD.

DRAFT FINAL REPORT

FINAL REPORT



Important Parts of the Model Phase I Purchase Order

INTERIM REPORT

DRAFT FINAL REPORT

The output of Phase I is a Final Scientific and Technical Report, but before that you will complete a draft of the report as one of your deliverables.

The report should describe to the analytical, scientific, and technical community the nature and results of the analytical studies, research, development, test and evaluation on the work outlined in the Statement of Work. The report must also describe in detail the project objectives, work performed, results obtained, and estimates of technical feasibility.

FINAL REPORT



Important Parts of the Model Phase I Purchase Order

INTERIM REPORT

DRAFT FINAL REPORT

FINAL REPORT

The final report will be a corrected version of the draft report, incorporating any feedback received and fixing any mistakes in the draft report.



Frequently Asked Questions

How will the CLINs be structured and what is the proposed funding schedule?

The attached model contract is the structure for a Firm Fixed Price contract, which has a CLIN for each report that is required to be submitted. Payment is tied to the completion of each CLIN.

How do we quickly update our expired DD-2345, SAM and/FAPIIS info?

Information about the submission process for DD-2345s [can be found here](#).

Link to [update the SAM system is here](#).

FAPIIS information is entered by Government personnel through the Contractor Performance Assessment Reporting System, so if there is information in there that you disagree with, you should discuss that with the Cognizant Contracting Officer for the contract under which the performance data was reported.

How do I fill out Section K information and what is the NAICS code and small business standard applicable to this SBIR?

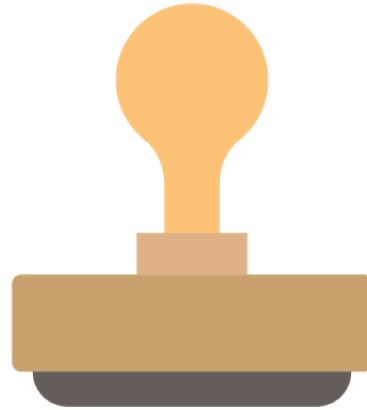
IAW FAR 4.1201, Prospective contractors shall complete electronic annual representations and certifications at SAM accessed via acquisition.gov as a part of required registration.

The NAICS code varies by the type of research being performed. The size standard will always be less than 500 employees, per SBIR guidelines.

What information is required if we have foreign nationals working on this effort?

Air Force specific requirements are as follows, IAW with the AF 16.1 SBIR Proposal Submission Instructions:

"For all non-U.S. citizens, in addition to technical resumes, please provide countries of origin, the type of visa or work permit under which they are performing and an explanation of their anticipated level of involvement on this project, as appropriate."



Congratulations!

You've finished the lesson on the Model Phase I Purchase Order