

This list is general in nature. Once a GSA Acquisition Project Manager (PM) is assigned, he/she will assist clients with gathering information needed to create a complete requirements package. The PM will provide templates and sample documents, if needed.

### **Phase I Documents/Information Required:**

Interagency Agreement (Part A)  
Funding Documentation (Part B)  
Broad Agency Announcement, Any Agency Supplements, and All Amendments  
SBIR/STTR Topic Number and Topic Information  
Number of Proposals Received  
Number of Awards Anticipated/Made  
Copy of All Phase I Proposals  
Technical Selection Documents and Supporting Materials  
Independent Government Cost Estimate (with the data sources used, estimation methodologies used to derive cost, and preparer's signature, title and date)  
Security Requirements (DD Form 254)  
Market Research Report  
Acquisition Plan  
Small Business Coordination (DD Form 2579)  
SAM Exclusions Check (upon receipt of proposal)  
Any applicable Determinations & Findings  
Quality Assurance Documentation (e.g. QASP)  
Award Recommendation  
Notice of Selection for Award  
Any Unsuccessful Offeror Letters  
COR Nomination Package (evidence of current training, no conflict of interest, signed by COR's supervisor) and/or Technical Subject Matter Expert

### **Phase II**

Interagency Agreement (Part A)  
Funding Documentation (Part B) (For incremental funding, we also need the funding schedule)  
Broad Agency Announcement, Any Agency Supplements, and All Amendments  
SBIR/STTR Topic Number and Topic Information for All Topics covered by the Phase II Award  
Number of Proposals Received  
Number of Awards Anticipated/Made  
Copy of Phase I Contract for Phase II Selectee  
Copy of All Phase II Proposals  
Technical Selection Documents and Supporting Materials  
Independent Government Cost Estimate (with the data sources used, estimation methodologies used to derive cost, and preparer's signature, title and date)  
Security Requirements (DD Form 254)  
Market Research Report

Acquisition Plan  
Small Business Coordination (DD Form 2579)  
SAM Exclusions Check (upon receipt of proposal)  
Any applicable Determinations & Findings  
Quality Assurance Documentation (e.g. QASP)  
Award Recommendation  
Notice of Selection for Award  
Any Unsuccessful Offeror Letters  
COR Nomination Package (evidence of current training, no conflict of interest, signed by COR's supervisor) and/or Technical Subject Matter Expert  
Information on Government-approved accounting or purchasing system (Cost Reimbursable Contracts)

### **Phase III**

Interagency Agreement (Part A)  
Funding Documentation (Part B) (For incremental funding, we also need the funding schedule)  
Broad Agency Announcement, Any Agency Supplements, and All Amendments  
SBIR/STTR Topic Number and Topic Information for All Topics covered by the Phase III Award  
Number of Proposals Received  
Number of Awards Anticipated/Made  
Copy of Phases I and II Contracts for Phase III Selectee  
Copy of All Phases I and II Proposals  
Technical Selection Documents and Supporting Materials  
Independent Government Cost Estimate (with the data sources used, estimation methodologies used to derive cost, and preparer's signature, title and date)  
PWS/SOO/SOW  
Security Requirements (DD Form 254)  
Market Research Report  
Acquisition Plan  
SAM Exclusions Check (upon receipt of proposal)  
Any applicable Determinations & Findings  
Quality Assurance Documentation (e.g. QASP)  
Award Recommendation  
Notice of Selection for Award  
Any Unsuccessful Offeror Letters  
Signed Scope Determination Document (certifying that the work "derives from, extends, or completes" prior SBIR/STTR work)  
COR Nomination Package (evidence of current training, no conflict of interest, signed by COR's supervisor) and/or Technical Subject Matter Expert  
Any Unique Documentation (e.g. sale of SBIR/STTR technology to another company)  
Information on Government-approved accounting or purchasing system (Cost Reimbursable Contracts)