

BTI Institute

Borders • Trade • Immigration

A Department of Homeland Security Center of Excellence

Project Narrative Instructions for RFP-17-02
Submission Deadline: Saturday, July 1, 2017, 11:59PM (Central)

- 1. Title**
 - a. Provide the title of the proposal as stated in the cover page.
- 2. Topic Area**
 - a. Identify explicitly the:
 - RFP goal number
 - RFP objective number
 - question numberthat this proposal responds to, as described in the RFP-17-02.
- 3. Abstract**
 - a. Provide a short and succinct 250-400 word long abstract of the proposed work.
- 4. Introduction and Rationale (up to ½ page)**
 - a. Describe the knowledge or capability gap.
 - b. Explain the project's significance in addressing current unmet needs, including:
 - how the project differs from previous efforts or existing research
 - aspects of the proposed solution that are novel, unique, and/or innovative
 - development of new capabilities
 - intended impact on potential stakeholders and end-users
- 5. Project Goal and Objectives (up to ½ page)**
 - a. Describe the goal of this project.
 - b. Enumerate the specific objectives in support of this goal. Please specify why the desired objectives and outcomes are necessary in the context of the stated question(s) being addressed.
- 6. Methodology**
 - a. Describe the project's research design and methods to be used to accomplish the stated objectives.
 - b. Describe how this proposed methodology differs from similar approaches and/or solutions.

- c. Include any data collection methods and their properties; sample sizes and their justification (e.g., power analyses); algorithmic data processing methods; data analyses and evaluation; and dissemination plans as appropriate.
- d. If the project needs access to data collected/owned by a third party that has any restrictions/licensing agreements needed for access/use, this needs to be explicitly stated. Provide details in the compliance assurances appendix. Note that Non-Disclosure Agreements are not acceptable.

7. Project Management

- a. Describe your approach to the project management and implementation actions.

7.1. Task List

- a. Enumerate and describe what tasks will have to be completed to meet project objectives.
- b. Tasks should be reported in intervals of no longer than 3 months.
- c. Include regular interaction with the DHS assigned project Champion in intervals no longer than 3 months.
- d. Include evaluation activities as tasks.
- e. Indicate the start and end month from the project start date and the deliverables associated with each task.

Example:

T.1	Task title: System design and architecture specification Task description: An open architecture of the integrated system will be designed to include the components for collecting and processing the data from the sources.	Start	End
		1	3
		Deliverables	
		D.1	

7.2. Gantt Chart

- a. Highlight targeted activity periods for each task, using a timeline of months past the project start date. See example provided.
- b. Extend the Gantt chart appropriately to include period of performance over 12 months.

Example:

ID	Task title	Duration	Q1			Q2			Q3			Q4		
			1	2	3	4	5	6	7	8	9	10	11	12
T.1	System design and architecture specification	3												
T.2	Title of second task	7												
T.3														

7.3. Deliverables

- a. Enumerate and describe the project deliverables
- b. Include the type of the deliverable (see list in template form) and the delivery month.
- c. State which deliverables will require the use of a third-party technology or product.

7.4. Milestones

- a. Enumerate and describe key project milestones, the milestone date (month after the start of the project) and means of verification (e.g. scheduled event, data upload, report or deliverable, internal testing results). Milestones refer to specific points in the project that demonstrate the project is making appropriate progress toward delivering against the specific research objectives (<http://www.ittoolkit.com/how-to-it/projects/project-milestones.html>).
- b. Milestones should be reported in intervals of no longer than 6 months.

7.5. Performance Metrics

- a. Describe what the performance metrics are for the project, milestones and/or deliverables. Describe the measures that will be used to evaluate project performance and progress – how will you quantify success. Be specific.

7.6. Decision Points

- a. After each milestone there should be a “go/no go” decision point (that is, what must occur in order for the project to be successful). Provide the estimated due date for the decision, and the “drop dead” date in case a milestone is delayed, using a timeline of months past the project start date.
- b. Discuss the rationale for the proposed performance targets. If there is no established baseline, state so. For quantitative measures (e.g., false positive detection rates for algorithms, satisfaction rate for user surveys) you may propose appropriate statistical tests to judge improvement. For qualitative measures explain how you will assess impact.

8. Notional Transition Plan (up to ½ page)

- a. Develop a notional transition plan using the following questions based on your understanding of the domain. If your proposal is selected for Work Plan development you will interact with the DHS champion to refine the answers.
 - Who is/are the end user(s) of proposed deliverables? (An end user is not necessarily the project champion or a customer at DHS HQ – it could be an agent on the field)
 - For each user, clearly describe the use case(s) that outline the use of developed deliverable.
 - For each use case, answer the following:
 - What are the functional requirements for the proposed deliverable (will it be used as a stand-alone? Does it have to be integrated with other systems? If so, please specify integration requirements.)
 - What are the requirements for the development of proposed deliverable as defined by each end-user?
 - What improvement in use of the proposed technologies will be necessary for end-user adoption?
 - Specify any dependencies that would be required for the end-user to use the developed solution.
 - Are any dependencies that would require licensing or purchases for user by end-user?
 - Are there alternate technologies/knowledge products that could address the requirements for solving the problem? What are their limitations?

9. Programmatic Risks and Mitigation Plans (up to 1 page)

- a. Describe the potential programmatic risks that may impact project completion and plans to mitigate those risks.
- b. Identify key challenges to the project’s success, their severity and mitigation plan.

- c. What scientific or programmatic challenges need to be addressed in this incremental period of performance or in the future? How can BTI or OUP assist the PI in overcoming these challenges?

10. Personnel Qualifications Synopsis (up to 1 page)

- a. Briefly highlight background and accomplishments of Principal Investigator and other key personnel for this project, related to being able to carry out the project activities. Limit to no more than a paragraph per person.

11. Available Resources, Facilities, and Leveraged Funding (up to ½ page; optional)

- a. If applicable, describe any resources, facilities, or funding that will be leveraged to support this research effort.