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AVENTURES

ESTABLISHED
MMXX

Phase II: TPOCs, MOUs, Invoicing & Deliverables

Overview

TPOC Intro

MOU

Invoicing & Deliverables (Phase II)

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SBIR Phase II Intent

Objective: Continue the research/R&D effort from the completed Phase I OR from a Direct-to-Phase II award where the proposal has sufficient scientific and technical feasibility and merit despite the lack of a Phase I award.
In other words, validate the fit between the non-defense commercial product and the Air Force Market

Typical
- Shorter Period of Performance: Up to 15-months
- A maximum award of $750K
- Milestone Deliverables IAW Proposal Milestone Schedule
- Work with the AF Customer & End User who signed the MOU

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What is a TPOC?

- **TPOC - Technical Point of Contact**
- **The technical onsite manager for an SBIR contract**

Who can be a TPOC?

- **Any member interested in implementing technology**
- **Airman or Guardian with:**
  - good attitude
  - commitment
  - knowledge of the SBIR program (or a willingness to gain it)

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What does a TPOC do?

- Perform **inspection and acceptance of deliverables**

- **Monitor the contractor's performance** & successful completion of the contract and timely delivery of contract deliverables

- **Coordinate with the contractor,** base and other local government organizations and the Phase II Program Managers to:

  - Gain approvals/waivers and/or resolve execution issues
  - Security/CyberSecurity
  - Flight test
  - UAV
  - Safety
  - Environmental
  - Human and Animal Testing

- **Verify** the contractor has taken corrective measures and the SBIR activity is approved

What is Engagement?

- **Government engagement is necessary.**

- As a TPOC, you will be highly involved in the process employed to develop and integrate technological enhancements specific to your mission needs and possibly others.

- It is imperative that you remain engaged throughout the contract award period.

How TPOCs engage companies?

- Engaging with companies is your chance to **help companies understand your tech need** so they can propose the best solution possible

- Take their calls and emails, and **answer their questions** as well as you can.

- **Treat them all equally** and give them the same answers if they ask the same questions
  - Don't give some companies more information than others – that is bias.
  - Follow the rules about what can and can't be said or done
  - Ask your PM or CO if you have any questions about the best way to handle a situation, or if you inadvertently say something you shouldn't

- **Attend Collider events!**

TPOC Deliverable Responsibilities

What is a deliverable?
Deliverables are contractually-required milestone completions from the SBIR/STTR company to the DAF.

Phase II

Companies

- Email completed deliverables and applicable items to your TPOCs and the designated execution mailbox

TPOCs

- **Responsible for promptly recommending approval/rejection of deliverable**

Execution Team

- AFVentures Team will review deliverables and respond to the Company with an approval email. Do not submit an invoice before the corresponding deliverable is approved by AFVentures

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TPOC FAQs

- **I have been working with a Phase I/Commercial company looking to submit a Phase 2/D2P2 proposal...can I be an AFWERX evaluator?**
  - While you CAN be an AFWERX volunteer evaluator, you CANNOT evaluate the proposal of a company you have been working with. That's a conflict of interest.

- **A commercial company is wanting me to "sponsor" their Phase II proposal, is this allowed?**
  - Interested government Customers and End Users are able to provide input to a Small Business' Phase II proposal via the Customer Memorandum. A business cannot submit a Phase II proposal without this MOU.

- **I have been working with a company as a TPOC on an effort, but am changing role/office/assignment, what do I do?**
  - If you will no longer be able to serve as a TPOC you need to identify your replacement and contact AFWERX & the CO to execute a contract modification

TPOC FAQs

- **I am interested in working with a small business in their SBIR/STTR effort, but I am unfamiliar with the role of a TPOC. What do I do?**
  - AFVentures is working to implement TPOC training to better prepare new TPOCs for their roles & responsibilities.

- **I am working with a Phase I company that fits our Focus Area, am I the TPOC?**
  - Phase I SBIR/STTR do not have TPOCs outside AFWERX, however, you will likely be the TPOC should the company propose a Phase II and be selected for award. You should work with them to craft the Customer MOU for their Phase II proposal.

- **Can I share my TPOC responsibilities with someone else?**
  - There are primary and alternate TPOCs that have the same duties, so the responsibilities can be shared among these individuals. If one of these designated persons is no longer working the effort, a contract modification needs to designate the new primary/alternate TPOCs.

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Customer Memorandum

- **Required for an AF SBIR Phase II Proposal**

- A **REQUIRED template** is provided for each solicitation

Customer Memorandum

- **TWO SIGNATURES!**
  - Customer - Who procures
  - End User - Who uses

- Only **ONE** MOU

- Why is this relevant? What is the impact, if successful?

- What is the plan to transition the technology?

Customer Memorandum Milestones

- Milestones are agreed-upon expectations throughout the Period of Performance
  - The first milestone should be verbatim what is shown in the template. This is to allow us to pay you a set percentage at 2 weeks into the program.
  - **All other Milestones are up to you and your AF/DOD Customer.**
  - Milestones are the basis for what will ultimately be Awarded in Phase II.

TASK (Maximum 15 Milestones)	EXPECTED DELIVERY (MONTH AFTER CONTRACT AWARD) (Maximum 15 Months)	DELIVERABLE	ACCEPTANCE CRITERIA	PAYMENT AMOUNT (Maximum SBIR Program contribution $750K; No overall maximum on supplemental funds; do NOT include Phase III funds)
NOTE – All milestones in this table are examples only. (EXAMPLE) 01 - Finalize customer requirements for adaptation	Award + 0.5 months	Complete set of specifications for adapted commercial solution as well as quantitative goals for the test of the widgets in the AF/SF operational environment.	AF/SF end-users and AF/SF customers agree specifications will meet their needs.	$50,000
(EXAMPLE) 02 - Deliver 3 adapted commercial widgets	Award + 4 months	Three adapted widgets will be delivered to the AF/SF end- user, meeting the specifications described in task 01.	The AF/SF end-user will physically accept the adapted widgets	$250,000

Invoicing & Deliverables

Deliverables

- **What is a Deliverable?**
  - Phase Is: -Initial Report & Final Report
  - Phase IIs: -Per Milestone Schedule & contract

- DAF Customers and End Users are able to shape Phase II deliverables via the Milestone Schedule & MOU
  - What do you want the Phase II to achieve?
  - Are there upcoming exercises, tests, or program benchmarks that the company should be aware of or prepared for?
  - What requirements might be necessary for program integration & accomplishing the prototype?

- **When is a Deliverable submitted?**
  - According to the Milestone Schedule & contract

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Submitting Deliverables

This is a common source of errors (and payment delays). Exchange of information and contract status should occur between Companies and TPOCs prior to submitting approval to the execution team.

COMPANIES:

1) Accomplish the Deliverable Work/Objectives

2) Submit Deliverable to TPOC AND AFWERX for Approval

3) Submit the Invoice

*Multiple CLINs **can** be submitted on an invoice
The Government has 30 days to accept invoice payment.

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TPOCS:

- Approve the Deliverable by replying to the thread if the work, **as stated in Milestone Schedule/contract**, was accomplished.

- While rejection of a deliverable can occur, working closely with the small business throughout their PoP should mean the company and deliverable is discussed in detail prior to submission.

Submitting Deliverables

COMPANIES - Email deliverables and the items (where applicable) **to TPOCs AND p2@afwerx.af.mil** using the following format:

EMAIL SUBJECT: Company Name, Contract Number, Deliverable Approval/Rejection
MESSAGE BODY:
Company Name
Contract Number
Deliverable # or Milestone # (i.e. CLIN 003, ALIN 002, Milestone 0002, etc.)
Recommendation: "**Approve**" or "**Reject**"
Approval/Rejection Date:

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Invoicing: WAWF

- Invoicing is how contractors submit for payment

- Wide Area Workflow (WAWF) is the platform for submitting an invoice

- Once an invoice is submitted, our AFVentures team has 30 days to accept invoice payment

    - Errors in submissions can delay payment or result in rejection

    - Submitting an invoice before deliverable approval will delay payment and result in rejection
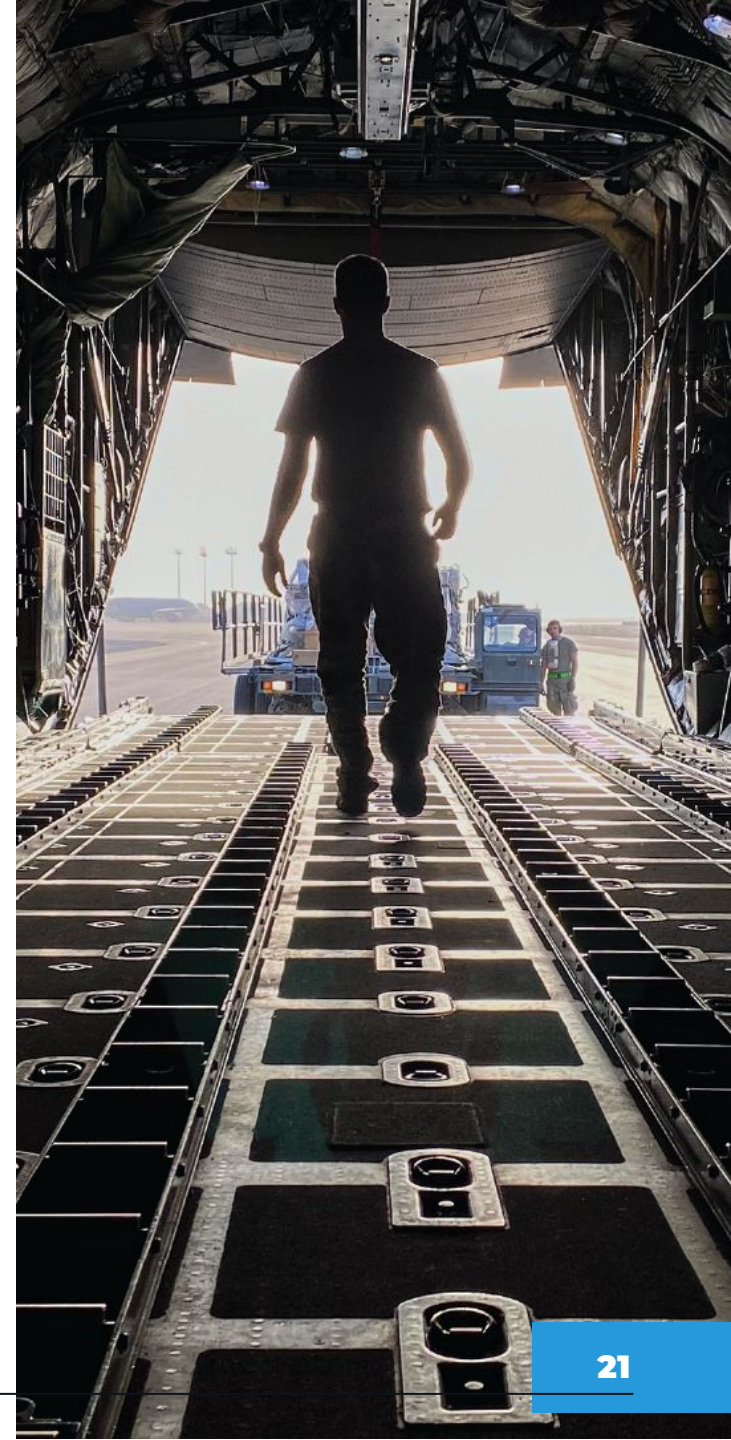
WAWF Helpful Hints

- **Contract Number Type** = contract type
  - For most awards it should be **DOD Contract (FAR)**. If you receive a Phase II there is a possible it with be an *Other Agreement*
- **Product/Service** should be **AC32**
- Most warnings you can ignore unless it give you a hard stop
- If MyInvoice shows "Receiving report required" it is waiting on the Government to accept. No further action is required from the contractor if it was submitted correctly
- You may submit deliverables early. You may also submit deliverables out of order

COMMON REASONS FOR REJECTION:
- Wrong price
- Wrong description
- Wrong unit of measure
- Submitting the invoice before having TPOC/AFWERX approval
- Submitting information off the work plan instead of the contract. PLEASE GO OFF THE CONTRACT!

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WAWF: For the Contractor

1. **DO NOT submit an invoice until TPOC/AFWERX approval is received.** Submitting an invoice before approval will result in payment delays.

2. If you have TPOC/ AFWERX approval for multiple CLINs please only submit **one invoice** with the multiple CLINs.

3. Please do not ask for invoice status unless it is close to the 30 day window. Be considerate of your fellow small businesses - asking for status takes time away from processing invoices.
- Invoices are worked as approvals are received
- There are hundreds of invoices in various cohorts and phases
- During award sprints, contract awards are priority and invoicing can get backlogged.

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Questions?

Please type your questions in the Q&A section