Principal Investigators (PI)

and other Key Personnel

PRESENTED BY

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Agenda

- Key Dates
- Evaluation Criteria
- Principal Investigator Requirements
- Labor rates
- Key Personnel – Covered Personnel
- Subcontractors and Consultants
- Technical and Business Assistance (TABA)

Week of December 8

We are currently in the Pre-Solicitation Period (ends 12/11)

Week of	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Nov 24...	Check or Start SAM registration process; Review Topics; Contact the Technical Point of Contact, if you have technical questions; if new to SBIR apply for mentoring support on DHS Phase 0 website						
Dec 1...	Review elements of the DHS proposal submission package. Review the evaluation criteria on page 15 of the pre-solicitation. Review guidelines for the technical proposal. Conduct lit review and draft Section 1 Technical Proposal. **If you need support, register for mentoring**						
Dec 8....	**Draft Technical Objectives and Work Plan; Consider potential team, PI subcontractors and budget. Secure feedback on what you have written. If you need support, register for mentoring**						
Dec 15...			DHS Solicitation released 12/17				
Dec 22...				Christmas Day 12/25, Hanukkah starts	Kwanzaa starts		
Dec 29...			New Years 12/31	New Years Day observed 1/1			
Jan. 5		Solicitation question deadline 1/6				Q&A posted on SAM.gov 1/10	
Jan. 12							
Jan. 19			Proposals due Jan 21, 1:00 PM ET				

4 weeks SAM registration

Proposal Evaluation Criteria

Proposers should write to the evaluation criteria

(1) Technical Merit
- the soundness, technical merit, and innovation of the proposed approach and its incremental progress toward topic or subtopic solution.

(2) Staff Qualifications and Capability
- the qualifications of the proposed principal investigator, key personnel, supporting staff, and consultants. Qualifications include the ability to perform the research and development.

(3) Potential for Commercialization
- the potential for commercial application, either in the Government or private sector, and the benefits expected to accrue from this commercialization.

(4) Cost/Price
- The reasonableness of the cost proposal. The evaluation of cost/price will include whether the level of effort and other direct costs are appropriate for the proposed work.

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Principal Investigator (PI) Role

"The one individual designated by the Offeror to provide the scientific and technical direction to a project supported by the funding agreement."

See Page B2 in the Pre-solicitation

PI Time Commitment

"For both Phase I and Phase II, the primary employment of the principal investigator must be with the Offeror **at the time of the award** and during contract performance.

Primary employment means that more than one-half of the principal investigator's time is spent in the employ of the Offeror. This precludes full-time employment with another organization. "

See Page 3 of Pre-solicitation

Do I include a resume for the Principal Investigator?

- "A **concise** resume for the Principal Investigator and all key personnel, including a list of relevant publications (if any), should be included. **All resumes will count toward the appropriate page limitation**, see **Section 3.1**. **Offerors must identify any foreign national(s) expected to be involved on proposed project** [including direct employees, subcontractors and consultants], their country of origin, type of visa or work permit under which they are performing, and an explanation of their anticipated level of involvement on this project."

See page 9 of pre-solicitation

Frequently asked questions (FAQ)

- I would like to hire person X to be the PI if we win the award, but they are **not** currently an employee. This would be a "contingent hire" - Can I do that?

- Do I need to include a Letter of Commitment for a contingent hire? If so, where does that go?

- Some agencies allow co-PIs. Does DHS allow co-PIs?

- On page B2 – the actual title used is **Principal Investigator/Project Manager**. I could be the Project Manager, but I don't have the technical background – could I list myself as the Principal Investigator?

Labor Rates?

Many agencies recommend referencing the [Bureau of Labor Statistics (BLS)](#) for rates

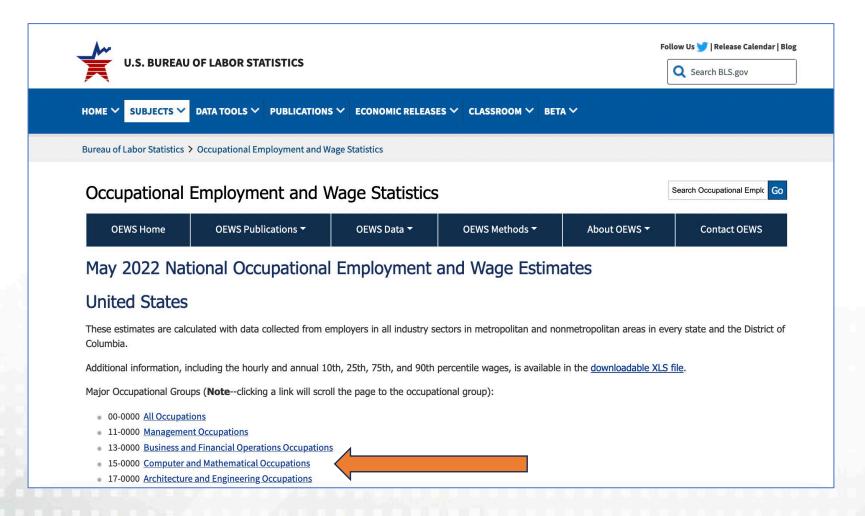- Rates vary by location and role

- The best starting link:
    https://www.bls.gov/oes/current/oes_nat.htm

Occupational Employment and Wage Statistics

LINK: https://www.bls.gov/oes/current/oes_nat.htm

Computer and Mathematical Occupations

15-0000	**Computer and Mathematical Occupations**	major	5,003,910	0.2%	33.836	$48.29	$51.99	$108,130	0.5%
15-1200	Computer Occupations	minor	4,677,500	0.2%	31.629	$48.33	$51.97	$108,100	0.5%
15-1210	Computer and Information Analysts	broad	668,900	1.1%	4.523	$50.11	$53.15	$110,550	0.5%
15-1211	Computer Systems Analysts	detail	505,210	1.4%	3.416	$49.15	$51.70	$107,530	0.5%
15-1212	Information Security Analysts	detail	163,690	1.3%	1.107	$53.85	$57.63	$119,860	0.7%
15-1221	Computer and Information Research Scientists	detail	33,780	5.8%	0.228	$65.69	$74.94	$155,880	6.7%
15-1230	Computer Support Specialists	broad	865,750	0.6%	5.854	$28.68	$30.97	$64,410	0.4%
15-1231	Computer Network Support Specialists	detail	168,920	1.2%	1.142	$32.72	$36.57	$76,060	0.9%
15-1232	Computer User Support Specialists	detail	696,830	0.7%	4.712	$27.83	$29.61	$61,580	0.5%
15-1240	Database and Network Administrators and Architects	broad	642,840	0.8%	4.347	$49.65	$53.08	$110,400	0.7%
15-1241	Computer Network Architects	detail	173,920	1.0%	1.176	$61.01	$62.25	$129,490	0.7%
15-1242	Database Administrators	detail	80,520	1.1%	0.544	$48.03	$49.29	$102,530	0.6%
15-1243	Database Architects	detail	62,470	6.1%	0.422	$64.84	$65.65	$136,540	2.4%
15-1244	Network and Computer Systems Administrators	detail	325,930	0.7%	2.204	$43.52	$46.71	$97,160	0.6%
15-1250	Software and Web Developers, Programmers, and Testers	broad	2,049,920	0.4%	13.861	$54.90	$60.07	$124,940	0.6%
15-1251	Computer Programmers	detail	132,740	2.8%	0.898	$47.02	$49.42	$102,790	1.4%
15-1252	Software Developers	detail	1,534,790	0.4%	10.378	$61.18	$63.91	$132,930	0.6%
15-1253	Software Quality Assurance Analysts and Testers	detail	196,420	2.0%	1.328	$47.89	$50.84	$105,750	0.6%
15-1254	Web Developers	detail	88,620	2.8%	0.599	$37.78	$42.11	$87,580	2.9%
15-1255	Web and Digital Interface Designers	detail	97,350	3.7%	0.658	$40.02	$48.91	$101,740	2.4%
15-1299	Computer Occupations, All Other	detail	416,320	0.7%	2.815	$47.47	$50.32	$104,660	0.7%

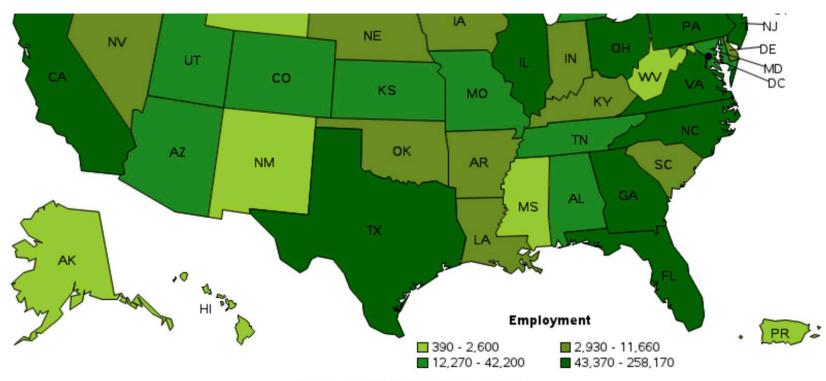# There's LOTS of information – keep scrolling!

National estimates for Software Developers:

Employment estimate and mean wage estimates for Software Developers:

Employment (1)	Employment RSE (3)	Mean hourly wage	Mean annual wage (2)	Wage RSE (3)
1,534,790	0.4 %	$ 63.91	$ 132,930	0.6 %

Percentile wage estimates for Software Developers:

Percentile	10%	25%	50% (Median)	75%	90%
Hourly Wage	$ 34.27	$ 46.54	$ 61.18	$ 77.64	$ 95.24
Annual Wage (2)	$ 71,280	$ 96,790	$ 127,260	$ 161,480	$ 198,100

Employment
- 390 - 2,600
- 2,930 - 11,660
- 12,270 - 42,200
- 43,370 - 258,170

Blank areas indicate data not available.

States with the highest employment level in Software Developers:

State	Employment (1)	Employment per thousand jobs	Location quotient (9)	Hourly mean wage	Annual mean wage (2)
California	258,170	14.64	1.41	$ 87.77	$ 182,570
Texas	116,970	9.00	0.87	$ 56.46	$ 117,440
New York	92,040	10.10	0.97	$ 67.85	$ 141,130
Washington	91,200	26.78	2.58	$ 73.08	$ 152,010
Virginia	84,220	21.74	2.10	$ 63.87	$ 132,850

Importance of Other Key Personnel?

What does the term Covered individual mean?

What is a Covered Individual?

- For the purposes of the 24.1 Solicitation DHS considers all **Key Personnel** to be Covered Individuals. The term "covered individual" means an individual who contributes in a substantive, meaningful way to the scientific development or execution of a research and development project proposed to be carried out with a research and development award from a federal research agency.

See page B-1 in the Pre-Solicitation

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What is the difference between a consultant and a subcontractor?

- A **consultant** is typically an individual that is hired because of his or her expertise. The agreement is with the individual.

- A **subcontractor** is typically an organization such as a university, another small business, a large business, a Federally Funded Research and Development Center (FFRDC). Even though you will be involving one or more individuals – the agreement is with the organization.

Frequently asked questions (FAQ)?

- Can a consultant or subcontractor be considered a "key personnel"?
- What percentage of labor on a Phase I contract can be subcontracted? Is this based on hours or dollars?
- Is fee considered in this calculation?
- Do you have to include the resume of the consultant, if their role doesn't merit them being considered a "covered individual"?
- Where do resumes go in the proposal?
- Do I have to request Foreign Relationship information (Attachment 3 in Pre-solicitation) for consultants and subcontractors if they are NOT covered personnel?

What is Discretionary Technical and Business Assistance (TABA)?

- Many agencies provide support from a vendor to help Phase I or Phase II award winners with assistance in the commercialization of SBIR/STTR technology

- TABA is an option that has been added which enables companies to select their own support vendor

- DHS will allow an additional $6,500 for you to select a vendor of your choice to provide this support

- This must be requested with your proposal and is in addition to the $175,000 for the 5 months of concept development

Thanks for joining us today

If you have never written a proposal before and would like to receive mentoring assistance, please complete the registration form

Please take a moment to provide your feedback on today's webinar https://forms.office.com/r/uvHuZWS5x4

See the website for [Phase 0 SBIR program for DHS!](#)