**Part 1: Transmittal Letter**   
*This section does not count against the 3-page limit.*

|  |  |
| --- | --- |
| **Proposal information** | |
| BAA Number | 36C10X24R0053 |
| Proposal type | \_\_\_ Prototype/Test Phase  \_\_\_ Field Test/Pilot Phase |
| BAA Topic Area Number  (only choose one) | \_\_\_ 010: Improve services for non-VA-affiliated Veterans  \_\_\_ 011: Strengthen post-crisis and care supports  \_\_\_012: Enhance crisis response and lethal means safety |
| Does this solution use Veteran-facing AI? | \_\_\_ Yes  \_\_\_ No |
| Phase Duration |  |
| ROM cost | Prototype/Test Phase cost: $ |
|  | Field Test/Pilot Phase cost: $ |
|  | Total cost: $ |
| Solution maturity level | \_\_\_ Concept stage (no prototype)  \_\_\_ Working prototype  \_\_\_ Pilot completed or in progress  \_\_\_ Multiple pilots completed or in progress |
| Solution tested with Veteran populations? | \_\_\_ Yes  \_\_\_ No |
| **Company information** | |
| Lead Organization Info: | Name: |
| Department/Division: |
| Address: |
| Cage Code: |
| Business size: | \_\_\_ Large business  \_\_\_ Small business  \_\_\_ Small, disadvantaged business  \_\_\_ Service-disabled Veteran-owned small business  \_\_\_ Institution of higher learning  \_\_\_ Non-profit  \_\_\_ Other: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Technical Point of contact: | Name: |
| Email: |
| Organization: |
| Phone: |
| Address: |

(Optional) Additional text here:

## **Part 2: Executive Summary (White Paper)**

*This section shall not exceed 3-pages, with type not smaller than 12-point font (Arial or Times New Roman). Figures and charts are permitted; hyperlinks are not permitted.*

|  |
| --- |
| 1. **What are you trying to do?** Describe your product/service, its intended Veteran audience, and who provides the product/service (e.g., VHA staff, your staff, etc.). |
|  |
| 1. **How is it currently done?**  Describe the problem and existing solutions to the problem. What unmet needs persist, despite currently available offerings? |
|  |
| 1. **What is new?** Describe how your solution is innovative, how it addresses unmet needs, and what differentiates it from other solutions in the space. |
|  |
| 1. **Who does this impact?** Detail the stakeholders who will interact with your product (Veterans, VHA staff, VA Medical Centers, etc.), and the expected benefits for each. |
|  |
| 1. **What is your plan?** Detail your technical approach, including how you plan to measure success/outcomes and what VA resources are needed. |
|  |
| 1. **What are the risks?** What challenges or risks do you anticipate, and how will you solve for them? |
|  |
| 1. **Where is your solution now?** Describe the current progress of your solution, including its current adoption. |
|  |
| 1. **Why are you uniquely qualified?** Describe your company, key personnel, team structure, and areas of expertise. If applicable, share past or current work with VHA or Veteran-facing organizations. |
|  |