

OPEN TOPIC SBIR/STTR TECHNICAL POINT OF CONTACT (TPOC)

Disclaimer: This FAQs document is intended to be a helpful resource for understanding the SBIR/STTR program. However, it is critical to understand that the information here does not override or take precedence over the official solicitation or Request for Proposal (RFP). The official solicitation/RFP is the primary document and should be followed in any instance of conflicting information.

What is a TPOC?

The Technical Point of Contact (TPOC) is the primary government representative to manage an Open Topic SBIR/STTR contract. The TPOC is initially identified by the Customer and End-User in the Customer Memorandum.

Who can be a TPOC?

The primary TPOC must be a Department of the Air Force (DAF) member (military or civilian employee). Alternate TPOCs may be personnel from other components. Reserve and National Guard members are generally able to serve as TPOCs, however most contractors (including Systems Engineering and Technical Assistance (SETA) and Federally-Funded Research Development Centers (FFRDC) contractors) cannot be TPOCs. TPOCs are not required to be in the end-user's or customer's organization (but can be) – another DAF organization may provide a TPOC with expertise in the technology area.

What is a TPOC responsible for?

- Providing timely responses to communications from the company, Open Topic Execution Team (AFRL/RGVB), and Contracting (AFRL/RGK). **For Contracting, TPOC responsiveness is especially critical during the short period after the company's Phase II selection notification and their contract award.**
- **Monitoring the contractor's performance**, ensuring timely completion of contract deliverables for successful completion of the contract.
- **Providing input on deliverables** and ensuring requested corrections/adjustments have been made. Once compliant, **approving the deliverables** outlined in the Milestone Schedule, using the Phase II deliverable approval process outlined in Figure 1.
- Reviewing, providing input, and concurring with proposed **contract modifications**, as required. Reasons for common modifications include Period of Performance extensions, Principal Investigator changes, or classified access needs.
- **Coordinating with the contractor, end-user & installation stakeholders, and AFWERX Execution Program Managers** to gain approvals/waivers or resolve contract execution issues. SBIR/STTR programs may require TPOC coordination and action with customers or end-users to resolve: security or classified needs, Common Access Cards (CACs), base access, software accreditation (Authority to Operate [ATOs]), or regulatory compliance.
- **Remaining engaged** throughout the duration of the award and offer experience and expertise to assist in developing and integrating new technologies into the DAF arsenal.
- If unable to perform the assigned TPOC duties (due to reassignment, PCS, deployment, etc.), **the primary TPOC is responsible for identifying a replacement TPOC.** Notify the Open Topic Execution Team immediately to initiate the transition process. Replacement TPOCs must acknowledge their assumed responsibilities and complete the required TPOC training. The original TPOC's role expires upon official redesignation.

Where can I learn more about TPOC roles and responsibilities?

The **Customer Memorandum** is the best resource to understand what is expected of the TPOC, which highlights the roles and responsibilities of the TPOC during the Phase II period of performance. It is an overarching guide for the TPOC to reference if there are questions on when to get involved. The Memorandum can be found in the Resources section at afwerx.com/divisions/ventures/open-topic/.

Is there specific training required?

Yes. AFWERX-specific **TPOC training is required after the contract is awarded.** TPOCs will be invited to the Ventures Contract Management Site where the training is hosted.

Required Courses:

- AFWERX specific TPOC training modules 1-5 (2 hrs)
There may be additional REQUIRED training based on contract-specific influences (Human Subject Research [HSR], Flight Testing, etc.)
- A TPOC training refresher module is required at 12 months (<1 hr)

Optional Courses are available at Defense Acquisition University, <https://www.dau.edu>

- ACQ 1010: Fundamentals of Systems Acquisition Management (8 hrs) or ACQ 101
- CLC 106: Contracting Officer's Representative with a Mission Focus (3 hrs)
- CLC 011: Contracting for the Rest of Us (2 hrs)

Can the TPOCs be changed?

Yes. If a TPOC will no longer be able to serve, send an email to afrl.rgv.p2@us.af.mil with a replacement TPOC CC'd. Request to change either the primary or alternate TPOC and our team will assist in the change. **TPOCs must continue to fulfill duties until the new TPOC accepts the role.** A Contract Modification is NOT necessary to change a TPOC.

How are Phase II deliverables submitted & approved?

Deliverables are the contract milestones the company must deliver to the TPOC, as outlined in the Executed Contract Award. The steps below outline the approval process.

SUBMITTING PHASE II DELIVERABLES

Company	Prepare and deliver each milestone or deliverable upon completion to the TPOC(s) per the contractual schedule. Submit the completed deliverable via the Ventures Contract Management Site, or at https://afwerx.experience.crmforce.mil/contractmanagement/s .
TPOCs	Receive an automated notification to promptly review submitted deliverable(s), ensuring they meet the requirements as outlined in the contract. Required to approve or reject deliverables by logging into the Ventures Contract Management Site and notating the associated milestone.
Open Topic Execution Team	A member of the team will review the TPOC's feedback and respond to the company with an approval email, thus notifying the company to submit their invoice in Wide Area WorkFlow (WAWF), utilizing the Invoice Type COMBO. Once submitted, AFWERX will review the WAWF invoice report for approval. An invoice submitted in WAWF prior to TPOC and AFWERX deliverable approval will be rejected. Questions regarding the invoicing/payment process should be submitted to afrl.rgv.p2@us.af.mil .

Still have questions?

If your TPOC questions were not answered in these FAQs, please email our team at afrl.rgv.p2@us.af.mil. This mailbox is monitored by our team of specialists who will promptly assist you.