

<PRIME ORGANIZATION LOGO>

Cover Sheet

Proposal: Volume 2 - Cost Volume	
DARPA-BAA-16-46	
Proposal Title	
Proposer Reference Number, if any	
Lead Organization	
Type of Organization	Choose one: Large Business, Small Disadvantaged Business, Other Small Business, HBCU, MI, Other Educational, or Other Nonprofit
Technical Point of Contact (POC)	Name: Address: Telephone: Email:
Administrative POC	Name: Address: Telephone: Email:
Total Proposed Cost	Base: \$ Option (if any): \$ Total: \$
Award Instrument Requested	Choose type: procurement contract (specify type), cooperative agreement or OT
Place(s) of Performance	
Period(s) of Performance	
Other Team Members (subcontractors and consultants), if any	Technical POC Name: Organization: Organization Type:
DUNS	
TIN	
CAGE	
Administration Office POC at Defense Contract Management Agency (DCMA) or Office of Naval Research (ONR), if known	Name: Address: Telephone:
Defense Contract Audit Agency (DCAA) Audit Office POC, if known	Name: Address: Telephone:
Date proposal was prepared	
Proposal validity period (minimum 120 days)	

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1. Cost Summaries

a. Cost Summary by Year

[Provide total effort cost by Government Fiscal Year (GFY) broken down by major cost items to include: labor costs, materials, travel, consultants, subcontracts, other direct charges (ODCs), indirect costs (overhead, fringe, general and administrative (G&A)), and any proposed fee for the project.]

b. Cost Summary by Task

[Provide a summary of projected funding requirements by task.]

c. Cost Summary by Month

[Provide a summary of projected funding requirements by month.]

2. Cost Details

[Provide the following cost details broken down by month and Government Fiscal Year (GFY) Include supporting documentation describing the method used to estimate costs.]

a. Direct Labor

[Provide individual labor categories or persons, with associated labor hours and direct labor rates.]

b. Indirect Costs

[Identify all indirect cost rates (Fringe Benefits, Overhead, G&A, Facilities Cost of Money, etc.) and the basis for each.]

c. Materials

[Provide an itemized list of all proposed materials including quantities, unit prices, proposed vendors (if known), and the basis of estimate (e.g., quotes, prior purchases, catalog price lists, etc.). *Any item that exceeds \$5,000 must be supported with back-up documentation such as a copy of catalog price lists or quotes prior to purchase.*]

d. Equipment Purchases

[Provide an itemized list of all proposed equipment including quantities, unit prices, proposed vendors (if known), and the basis of estimate (e.g., quotes, prior purchases, catalog price lists, etc.). *Any item that exceeds \$5,000 must be supported with back-up documentation such as a copy of catalog price lists or quotes prior to purchase.*]

Include any requests for Government-furnished equipment or information with cost estimates and delivery dates.]

e. Travel

[Provide the purpose of the trip, number of trips, number of days per trip, departure and arrival destinations, number of people, etc.]

f. Other Direct Costs (ODCs)

[Provide an itemized breakdown with costs. *Backup documentation must be submitted to support proposed costs. An explanation of any estimating factors, including their derivation and application, must be provided.*]

g. Cost Sharing

[Provide the source, nature, and amount of any industry cost-sharing.]

h. Consultant Costs

[Provide a copy of all consultants' proposed SOWs as well as signed consultant agreements or other documents which verify the proposed loaded daily / hourly rate, hours and any other proposed consultant costs (e.g., travel).]

i. Subcontractor Costs

[For each proposed subcontractor, provide the information requested above in subsections (a)-(g). *All documentation must be prepared at the same level of detail as that required of the prime.*]

Provide the following for all proposed subcontractors, as applicable:

- A copy of the proposed SOW as well as any documents which verify the proposed loaded daily / hourly rate, hours and any other proposed costs (e.g., travel).
- Interdivisional work transfer agreements or evidence of similar arrangements.
- A cost or price reasonableness analysis of proposed subcontractor prices as defined in FAR 15.404-3. *Such analysis shall indicate the extent to which the prime contractor has negotiated subcontract prices.*

j. Rate Agreements

[Provide any available Forward Pricing Rate Agreements, Department of Health and Human Services (DHHS) rate agreement, or other such approved rate information or documentation that may assist in expediting negotiations.]

3. Additional Cost Information

[Provide the following information where applicable.]

a. Proposers Requesting a Procurement Contract of \$750,000 or more (inclusive of all options)

[Provide certified cost or pricing data (unless an exception has been requested in accordance with FAR 15.403).

Provide the CAS Disclosure Statement as required by 48 CFR 9903.202.]

b. Proposers Requesting a Procurement Contract of \$700,000 or more (inclusive of all options)

[Provide a subcontractor plan as described in FAR 19.702(a)(1) and 19.702(b), if applicable. Use the format outlined in FAR 19.704.]

c. Proposers Requesting a Cost-type Procurement Contract

[Proposers who do not have a cost accounting system that has been deemed adequate for determining accurate costs must provide the DCAA Pre-award Accounting System Adequacy Checklist in order to facilitate DCAA's completion of Standard Form (SF) 1408. The checklist may be found at:

http://www.dcaa.mil/preaward_accounting_system_adequacy_checklist.html.]

d. Proposers Requesting an Other Transaction for Prototypes (845 OT) Agreement

[Indicate whether you qualify as a nontraditional Defense contractor, have teamed with a nontraditional Defense contractor, or are providing a one-third cost share for this effort. Provide information to support the claims.

Provide a detailed list of milestones including: description, completion criteria, due date, and payment/funding schedule (to include, if cost share is proposed, contractor and Government share amounts). *Milestones must relate directly to accomplishment of technical metrics as defined in the solicitation and/or the proposal. While agreement type (fixed price or expenditure based) will be subject to negotiation, the use of fixed price milestones with a payment/funding schedule is preferred. Do not include proprietary information as part of the milestones.*]