**HR001118S0047 SCORE BAA**

**Volume 2: Cost Volume Template**

The Cost Volume must address the full program (base + options) and must include all components described herein. No page limit is specified for the Cost Volume. Information incorporated into the Cost Volume which is not related to cost will not be considered.

Full proposals requesting a procurement contract or other transaction (OT) must use the following Volume 2 attachments:

* + Attachment E
  + Attachment F
  + Attachment F-2

Full proposals requesting a cooperative agreement must use the following Volume 2 attachments in addition to the R&R Budget form in the Grants.gov application package:

* + Attachment F
  + Attachment F-2

\*Note -This Attachment (Attachment E) is not required for full proposals requesting a cooperative agreements.

All pages shall be formatted for printing on 8-1/2 by 11 inch paper with 1-inch margins and font size not smaller than 11 point. Font sizes of 8 or 10 point may be used for figures, tables, and charts. Submissions must be written in English. The Cost Volume must be in .pdf, .odx, .doc, .docx, .ppt, .pptx, .xls, or .xlsx formats. Spreadsheet files must be included as a separate file in the full proposal package.

The Cost Volume should include a spreadsheet file (.xls or equivalent format) that addresses the applicable cost information requested below and provides formula traceability among all components of the Cost Volume. No template is provided for the spreadsheet file. Spreadsheet files must be included as a separate file in the full proposal package.

Costs must be traceable between the prime proposer and all subawardees/consultants, as well as between the cost volume and the SOW. This includes ensuring a consistent task structure across all proposal documents. Cost information must be provided in sufficient detail to substantiate the proposed prices.

The prime proposer is responsible for the compilation and submission of all non-proprietary subawardee cost proposals. Proposal submissions will not be considered complete until the Government has received all subawardee cost proposals.

Proprietary subawardee cost proposals may be included as part of the Cost Volume or emailed separately by the subawardee to [SCORE@darpa.mil](mailto:XXXX@darpa.mil). Email messages must include “Subawardee Cost Proposal” in the subject line and identify the principal investigator, prime proposer organization and proposal title in the body of the message.

**[PRIME ORGANIZATION LOGO]**

**HR001118S0047 SCORE BAA**

**Volume 2: Cost Volume**

|  |  |
| --- | --- |
| Proposal **Title** |  |
| Proposer Organization |  |
| Technical Area(s) |  |
| Type of Organization | Choose all that apply: Large Business, Small Disadvantaged Business, Other Small Business, HBCU, MI, Other Educational, or Other Nonprofit |
| Proposer Reference Number, if any |  |
| Technical Point of Contact (POC) | Name:  Address:  Telephone:  Email: |
| Administrative POC | Name:  Address:  Telephone:  Email: |
| Award Instrument Requested | Choose one: Procurement contracts, cooperative agreements, or Other Transactions. |
| Place(s) of Performance |  |
| Period(s) of Performance |  |
| Other Team Members **(subawardees and consultants), if any** | Technical POC Name:  Organization:  Organization Type: |
| **Total Proposed Cost (by Government Fiscal Year)** | Year 1: $  Year 2: $  Year 3: $  Year 4: $  Total: $ |
| **Data Universal Numbering System (DUNS) number[[1]](#endnote-1)** |  |
| **Taxpayer identification number (TIN)[[2]](#endnote-2)** |  |
| **Commercial and Government Entity (CAGE) code[[3]](#endnote-3)** |  |
| **Administration Office POC at Defense Contract Management Agency (DCMA)[[4]](#endnote-4) or Office of Naval Research (ONR)[[5]](#endnote-5), if known** | Name:  Address:  Telephone: |
| **Audit Office POC at Defense Contract Audit Agency (DCAA)[[6]](#endnote-6), if known** | Name:  Address:  Telephone: |
| Date Proposal was Prepared |  |
| Proposal Validity Period (minimum 120 days) |  |

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# Cost Summary

[Provide the following cost summaries information:

* Cost Summary by Phase:
  + Provide total effort cost by phase (or by base effort and options) and by contractor fiscal year. Costs must be broken down by major cost items to include: labor costs, materials, travel, consultants, subawards, other direct charges (ODCs), indirect costs (overhead, fringe, general and administrative (G&A)), and any proposed fee for the project. **Proposers must use the Attachment F Proposal Template Cost Summary Spreadsheet to provide the detailed cost summaries for each phase (or base effort and any proposed options) by contractor fiscal year.**
* Provide the following per **Attachment F-2**:
  + Cost Summary by Task: Provide a summary of total effort costs by task.
  + Cost Summary by Month: Provide a summary of projected funding requirements by month.
  + Cost Summary by Team Member: Provide a summary of cost by team member and show involvement in (sub-) task and Phase.]

# Cost Details

[Provide the cost details broken down by the following. Include supporting documentation describing the method used to estimate costs:

* Phase
* Contractor fiscal year
* Month]

1. **Direct Labor**

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

1. **Indirect Costs**

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

1. **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.*]

1. **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.]

1. **Travel**

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

1. **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.*]

1. **Cost Sharing**

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

1. **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).]

1. **Subawardee Costs**

[For each proposed subawardee, provide the information requested above in Sections 1-7. *All documentation must be prepared at the same level of detail as that required of the prime proposer.*

Provide the following for all proposed subawardees, 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 subawardee prices as defined in FAR 15.404-3. *Such analysis shall indicate the extent to which the prime contractor has negotiated subcontract prices.*]

1. **Rate Agreements**

[Provide any available approved rate information or other documentation that may assist in expediting negotiations (e.g., Forward Pricing Rate Agreement, Department of Health and Human Services (DHHS) or Office of Naval Research (ONR) rate agreements).

1. **Requirements for proposers requesting a procurement contract**

[Provide the following information where applicable. Note: this information is not required if requesting an award instrument other than a procurement contract]

1. **Proposals for $750,000 or more (inclusive of all options)**

[If applicable per FAR 15.403-4, provide “certified cost or pricing data” (as defined in FAR 2.101). If applicable per FAR 52.230-2, provide a Cost Accounting Standards (CAS) Disclosure Statement as required by 48 CFR 9903.202. The disclosure forms may be found at <http://www.whitehouse.gov/omb/procurement_casb>.]

1. **Proposals for $700,000 or more (inclusive of all options)**

[Applicable proposals that (1) include subawardees and (2) are not exempt per FAR 19.702(b) must include a subcontracting plan pursuant to Section 8(d) of the Small Business Act (15 U.S.C. § 637(d)) and FAR 19.702(a)(1). The plan format is outlined in FAR 19.704.]

1. **Proposals for a cost-type 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>.]

1. **Requirements for proposers requesting an Other Transaction for Prototypes**

[Provide the following information where applicable.

Proposers must indicate whether they qualify as a nontraditional Defense contractor,[[7]](#endnote-7) 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.  Proprietary information must not be included as part of the milestones.]

1. The DUNS number is used as the contractor identification code for all Government procurement-related activities. Go to <http://fedgov.dnb.com/webform/index.jsp> to request a DUNS number (may take at least 1 business day). [↑](#endnote-ref-1)
2. See <http://www.irs.gov/businesses/small/international/article/0,,id=96696,00.html> for information on requesting a TIN. Note, requests may take from 1 business day to 1 month depending on the method (online, fax, mail). [↑](#endnote-ref-2)
3. A CAGE Code identifies companies doing or wishing to do business with the Federal Government. See BAA Section VI.B.2 for further information. [↑](#endnote-ref-3)
4. <https://pubapp.dcma.mil/CASD/CasdSearch.do>. [↑](#endnote-ref-4)
5. <http://www.onr.navy.mil/Contracts-Grants/Regional-Contacts.aspx>. [↑](#endnote-ref-5)
6. <http://www.dcaa.mil/FAQs_Contractor.pdf>. [↑](#endnote-ref-6)
7. For definitions and information on Other Transaction agreements see <http://www.darpa.mil/work-with-us/contract-management#OtherTransactions>. [↑](#endnote-ref-7)