

Attachment 1

The following checklist is provided to assist the proposer in developing a complete and responsive cost volume. Full instructions appear within this BAA. **This worksheet must be included with the coversheet of the Cost Proposal.**

1. Are all items from section "Volume II, Cost Proposal" included on your Cost Proposal cover sheet?

☐ YES

☐ NO

If reply is "No", please explain:

2. Does your Cost Proposal include (1) a summary cost buildup by Phase, (2) a summary cost buildup by Year, and (3) a detailed cost buildup of for each Phase that breaks out each task and shows the cost per month?

☐ YES

☐ NO

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If reply is "No", please explain:

3. Does your cost proposal (detailed cost buildup #3 above in item 2) show a breakdown of the major cost items listed below:

Direct Labor (Labor Categories, Hours, Rates)

☐ YES ☐ NO

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Indirect Costs/Rates (i.e., overhead charges, fringe benefits, G&A)

☐ YES ☐ NO

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Materials and/or Equipment

☐ YES ☐ NO

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Subcontracts/Consultants

☐ YES ☐ NO

Appears on Page(s) [Type text]

Other Direct Costs

☐ YES ☐ NO

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Travel

☐ YES ☐ NO

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If reply is "No", please explain:

4. Have you provided documentation for proposed costs related to travel, to include purpose of trips, departure and arrival destinations and sample airfare?

☐ **YES** ☐ **NO** **Appears on Page(s)** [Type text]

If reply is “No”, please explain:

5. Does your cost proposal include a complete itemized list of all material and equipment items to be purchased (a priced bill-of-materials (BOM))?

☐ **YES** ☐ **NO** **Appears on Page(s)** [Type text]

If reply is “No”, please explain:

6. Does your cost proposal include vendor quotes or written engineering estimates (basis of estimate) for all material and equipment with a unit price exceeding the threshold specified in the BAA?

☐ **YES** ☐ **NO** **Appears on Page(s)** [Type text]

If reply is “No”, please explain:

7. Does your cost proposal include a clear justification for the cost of labor (written labor basis-of-estimate (BOE)) providing rationale for the labor categories and hours proposed for each task?

☐ **YES** ☐ **NO** **Appears on Page(s)** [Type text]

If reply is “No”, please explain:

8. Do you have subcontractors/consultants? If YES, continue to question 9. If NO, skip to question 13.

☐ **YES** ☐ **NO** **Appears on Page(s)** [Type text]

9. Does your cost proposal include copies of all subcontractor/consultant technical (to include Statement of Work) and cost proposals?

☐ **YES** ☐ **NO** **Appears on Page(s)** [Type text]

If reply is “No”, please explain:

10. Do all subcontract proposals include the required summary buildup, detailed cost buildup, and supporting documentation (SOW, Bill-of-Materials, Basis-of-Estimate, Vendor Quotes, etc.)?

☐ **YES** ☐ **NO** **Appears on Page(s)** [Type text]

If reply is “No”, please explain:

11. Does your cost proposal include copies of consultant agreements, if available?

☐ **YES** ☐ **NO** **Appears on Page(s)** [Type text]

If reply is “No”, please explain:

12. If requesting a FAR-based contract, does your cost proposal include a tech/cost analysis for all proposed subcontractors?

☐ YES ☐ NO **Appears on Page(s)** [Type text]

If reply is “No”, please explain:

13. Have all team members (prime and subcontractors) who are considered a Federally Funded Research & Development Center (FFRDC) or Government entity included documentation that clearly demonstrates work is not otherwise available from the private sector AND provided a letter on letterhead from the sponsoring organization citing the specific authority establishing their eligibility to propose to government solicitations and compete with industry?

☐ YES ☐ NO **Appears on Page(s)** [Type text]

If reply is “No”, please explain:

14. Does your proposal include a response regarding Organizational Conflicts of Interest?

☐ YES ☐ NO **Appears on Page(s)** [Type text]

If reply is “No”, please explain:

15. Does your proposal include a completed Data Rights Assertions table/certification?

☐ YES ☐ NO **Appears on Page(s)** [Type textggg]

If reply is “No”, please explain:

"16. """"Do you possess a DCAA-approved cost accounting system?

☐ YES ☐ NO **Appears on Page(s)**

If reply is “Yes”, and you are seeking a cost reimbursement contract, please provide a copy of this approval with your cost proposal. **Appears on Page(s)**

If reply is “No”, and you are seeking a cost reimbursement contract, please providef a completed SF 1408 with your cost proposal. **Appears on Page(s)**