HR001124S0023: TTO OW BAA

**Cost Proposal Instructions and Volume II 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 that is not related to cost will not be considered.

Full proposals requesting a procurement contract or Other Transaction (OT) must use this form (**Attachment C**) and **Attachment D** (**MS ExcelTM DARPA Standard Cost Proposal Spreadsheet**).

All pages shall be formatted for printing on 8-1/2 by 11-inch paper with 1-inch margins and font size no 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 or Microsoft Word **TM** formats. Spreadsheet files must be included as a separate file in the full proposal package.

The Government **requires** that proposers use the provided **Attachment D: MS ExcelTM DARPA Standard Cost Proposal Spreadsheet** in the development of their cost proposals. All tabs and tables in the cost proposal spreadsheet should be developed in an editable format with calculation formulas intact to allow traceability of the cost proposal. This cost proposal spreadsheet must be used by the prime organization and all subcontractors. In addition to using the cost proposal spreadsheet, the cost proposal still must include all other items required in this announcement that are not covered by the editable spreadsheet. Using the provided cost proposal spreadsheet will assist the Government in a rapid analysis of your proposed costs and, if your proposal is selected for award, speed up the negotiation and award execution process.

Costs must be traceable between the prime proposer and all sub-awardees/consultants, as well as between the cost volume and the Statement of Work (SOW). This includes ensuring a consistent task structure across all proposal documents. For example, if the Statement of Work shows a task 1.1, then the cost proposal spreadsheet should show a task or a tab 1.1 and an explicit cost for that task. 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 sub-awardee cost proposals. Proposal submissions will not be considered complete until the Government has received all subawardee cost proposals.

Proprietary sub-awardee cost proposals may be included as part of the Cost Volume or emailed separately by the sub-awardee to [HR001124S0023@darpa.mil](mailto:HR001124S0023@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.

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# Cost Summary

[Provide the following cost summary 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, sub-awards, other direct charges (ODCs), indirect costs (overhead, fringe, general and administrative (G&A)), and any proposed fee for the project. **Proposers are required to use Attachment D: MS ExcelTM DARPA Standard Cost Proposal Spreadsheet to provide the detailed cost summaries for each phase (or base effort and any proposed options) by contractor fiscal year.**

# 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
* Statement of work task]

1. **Direct Labor**

[Provide individual labor categories or persons with associated labor hours and direct labor rates. In addition, in order to assess the cost realism of each task and subtask, each task and subtask should include all proposed labor categories with associated labor hours proposed.]

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 backup 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 backup 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 that 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 sub-awardees, as applicable:

* A copy of the proposed SOW as well as any documents that 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**

* **Certified Cost or Pricing Data**

Per FAR 15.403-4, certified cost or pricing data shall be required if the proposer is seeking a procurement contract award per the referenced threshold unless the proposer requests and is granted an exception from the requirement to submit cost or pricing data. Certified cost or pricing data” are not required if the proposer proposes an award instrument other than a procurement contract (e.g., a grant, cooperative agreement, or Other Transaction.)

* **Small Business Subcontracting Plan**

Pursuant to Section 8(d) of the Small Business Act (15 U.S.C. § 637(d)) and FAR 19.702(a)(1), each proposer who submits a contract proposal might be required to submit a subcontracting plan with their proposal. The plan format is outlined in FAR 19.704.

* **Approved Cost Accounting System Documentation**

Proposers that do not have a compliant cost accounting system that has been reviewed/approved by DCAA and considered adequate for determining accurate costs that are negotiating a cost-type procurement contract must complete an SF 1408. For more information about the cost accounting system review process, see <https://www.dcaa.mil/Checklists-Tools/Pre-award-Accounting-System-Adequacy-Checklist/>. To facilitate this process, proposers should complete the SF 1408 found at <http://www.gsa.gov/portal/forms/download/115778> and submit the completed form with the proposal.

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,[[1]](#endnote-2) 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 the 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. For definitions and information on Other Transaction agreements see <http://www.darpa.mil/work-with-us/contract-management#OtherTransactions>. [↑](#endnote-ref-2)