<PRIME ORGANIZATION LOGO>

**DARPA-BAA-16-11**

**Volume 2 - Cost Volume**

|  |  |
| --- | --- |
| Proposal **Title** |  |
| Technical Area(s) |  |
| Proposer Organization |  |
| Type of Organization | Choose one: 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: |
| Place(s) of Performance |  |
| Period(s) of Performance |  |
| Other Team Members **(subcontractors and consultants), if any** | Technical POC Name:  Organization:  Organization Type: |
| **Total Proposed Cost** | Base: $  Option (if any): $  Total: $ |
| **Award Instrument Requested** | **Choose type:** procurement contract (specify type), cooperative agreement or OT |
| **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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# Cost Summaries

1. **Cost Summary by Phase**

[Provide total effort cost by phase 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.]

1. **Cost Summary by Task**

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

1. **Cost Summary by Month**

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

# Cost Details

[Provide the following cost details broken down by phase and month. Include supporting documentation describing the method used to estimate costs.]

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. **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.*]

1. **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.]

# Additional Cost Information

[Provide the following information where applicable.]

1. **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.]

1. **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.*]

1. **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>.]

1. **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.*]