

Appendix A

Cost Proposal Format

To streamline the Cost Proposal evaluation process, the Government has developed a simple format for providing cost proposal data. The proposer shall provide this data in hard copies and also electronic copies using MS EXCEL as per the instructions in Section IV-B.iv of the BAA. The lead page of the Cost Proposal (Volume II) shall have a Cost Summary Sheet, including all the information shown in Table 1 as applicable. It shall be a one-page summary of program costs in tabular format. Costs for the Prime proposer/team lead, team members, funding to federal laboratories and agencies, and cost of major facility utilization (such as wind tunnels) shall all be addressed as applicable. The Cost Summary Sheet shall only contain summary data; the lower-level detail can be addressed as part of the other recommended breakouts discussed in these instructions.

Table 1. Cost Summary Sheet

Phase I	
PoP: Start xx/xx/xx to End xx/xx/xx	
Prime Contractor Labor	
Labor Hours	
Total Labor \$ *	
Prime Contractor Direct Materials	
Direct Material \$ *	
Major Subcontractors / Team Members	
Team Member A	
Labor Hrs	
Total Labor \$ *	
Direct Material \$ *	
Other Direct Costs (ODC) *	
Total Team Member A \$	
(Repeat above for Other Team Members)	
Other Direct Costs (ODC)	
Travel \$	
Lab/Test Facilities Usage \$ (if not GFE/GFI)	
Purchased Services / Consultants	
Other \$	
Government Furnished Equipment / Information (GFE/GFI)	
Item 1: ...Description of & Date Needed	
Item 2: ...Description & Date Needed	

(Repeat for additional GFE/GFI Items)	
Total Proposed Costs	
* Fully Loaded (All Direct, Indirect and Fees included)	

General Instructions

All information provided in the Cost Proposal shall employ the same work breakdown structure (WBS) as used in the proposer’s Statement of Work and Integrated Master Schedule in the Technical Proposal. The cost proposal shall include a complete summary of all costs by WBS by month as highlighted in Table 2. If a teaming arrangement is proposed, the desired cost information shall be provided for all team members. In order for the Government to assess program risk and determine the reasonableness, realism, and completeness of the cost proposal, the data regarding labor, direct materials, major subcontracts / team members, other direct costs (ODC), and government furnished equipment or information (GFE/GFI) must be provided for each team member and in a cumulative summary. Each item and category must be broken out. **The costs shown in the various breakouts and discussed in the following sections should equal those summarized in Table 1.**

Table 2. Phase I Monthly Summary

	Month 1	Month 2	Month N	Total \$
WBS x.					
WBS x.x					
WBS x.x.x					
WBS x.x.x.x					
.....					
.....					
.....					
Total \$					
Cumulative \$					

Labor

Total labor includes direct labor and all indirect expenses associated with labor for Phase I. Labor hours and costs shall be allocated to each WBS element contained in the SOW and segmented by team member. This will permit the Government to see the extent of month-by-month participation by each team member against the various tasks. Table 3 provides an example of this breakout. Table 4 shows a breakdown of labor hours and rates for each category of personnel to be used on this project. Table 5 should provide the basis for assessing total dollars/labor hour.

Table 3. Labor Summary

	Prime Contractor	Team Member A	Team Member B	Total
WBS x.					
WBS x.x					
WBS x.x.x					
WBS x.x.x .x					
.....					
.....					
.....					
Total					

The BAA requires that proposers provide Basis of Estimates (BOE) for labor and material to support their cost estimates.

The labor hour BOE should be provided for detailed WBS line items and the labor hours summarized in a supplemental table listing the WBS number and title and the estimated hours for each item. If the total hours are less than the total labor hours shown in Table 3, the difference should be identified and explained.

The material cost estimates for each relevant WBS line items should be similarly listed to support their entry in Table 6 below.

Table 4. Labor Rate Summary

	FY08	FY09	FY10	FY11	FY12
	Hrs / Rate				
<u>Prime Contractor</u>					
Labor Category 1					
Labor Category 2					
Labor Category 3*					
<u>Team Member A**</u>					
Labor Category 1					
Labor Category 2					
Labor Category 3*					
* Repeat for other Labor Categories as needed					
** Repeat for other Subcontractors/Team Members as needed					

Table 5 Labor Dollars Per Hour Summary

	Dollars	Hours	Dollars/Hr
Prime Contractor			
Direct Labor Dollars and Hours			
Fringe and Overhead on Direct Labor			
Subtotal Labor and Burden			
G&A @ ___ % on Labor and Burden			
Direct Labor Cost Base			
Fee @ ___ % on Prime's Direct Labor			
Prime Total			
<u>Subcontractors, Affiliates and Other Supporting Organizations</u>			
For each organization			
Name			
Direct Labor Dollars and Hours			
Fringe and Overhead on Direct Labor			
Subtotal Labor and Burden			
G&A @ ___ % on Labor and Burden			
Direct Labor Cost Base			
Fee @ ___ % on Prime's Direct Labor			
Price of Labor to the Prime Total			
Prime Contractor's Charges and Fee on Supporting Organization			
Total Price to the Government for Direct Hours on Project			
Weighted DL Dollars/Hour including Prime & Supporting Organization			
Notes: 1. Supporting organizations may submit this data under separate cover if they view it as proprietary. 2. Labor dollars from incidental consultants, subs and affiliates aggregating to less than 5% of the total hours may be ignored for this calculation 3. Student labor may be ignored except for graduate students who have significant time committed to the program 4. Government agencies who have agreed to support the prime contractor with design/engineering services for compensation should provide labor costs in terms of hours and costs including benefits and overhead. If the data are provided in terms of FTEs, a factor should be provided to define what the agency defines as hours in an FTE			

Direct Materials

Total direct material includes that which will be acquired and/or consumed in the Phase I period of performance. List only major items of material (>\$25,000). As Table 5 illustrates, material costs shall be assigned to specific work outline elements as described in the SOW. Since only items costing more than \$25,000 are to be listed in this Table, there may be a discrepancy between the total material costs shown in Table 1 and the total costs shown in Table 6. The difference should be identified.

Table 6. Material Summary

	Description	Prime Contractor	Team Member A	Team Member B	Total
	WBS x.					
	WBS x.x					
	WBS x.x.x					
	WBS x.x.x.x					
					
					
					
					
	Total					

Subcontracts

This list shall include all efforts that are to be subcontracted with estimated cost, the source and the basis for this estimate. **The proposer should break out costs for any subcontractors named as team members in the technical proposal.** Table 7 provides an example of a cost breakout. As with the Prime Contractor, break out the subcontract costs by labor (amount and hours), material, and other direct charges by WBS.

It is recognized that proposers may differ in their definitions of material and subcontract costs. This difference may manifest itself in a proposer’s proposal when the prime and its team members have such differences with one calling an item a material cost and another calling a similar item a subcontract. To prevent confusion, proposers should be careful to avoid double counting when summarizing costs in Table 1 and should provide an explanatory note if necessary.

Table 7. Major Subcontractor Summary *

	Labor Hours	Labor \$	Material \$	ODC \$	Total \$
WBS x.						
WBS x.x						
WBS x.x.x						
WBS x.x.x.x						
.....						
.....						
.....						
.....						
Total						

* Provide a Separate Table for each Major Subcontractor / Team Member in Phase I.

Other Direct Costs (ODCs)

This section contains any direct costs not included above. ODCs shall be broken out by categories, such as travel, facility costs, purchases services, and consultants. Major facility requirements such as wind tunnel testing or engine test facilities, Government or commercial, shall all be included, as should estimates of total facility occupancy and test time. Proposers are expected to include the costs of using any Government testing facilities in their cost proposals. At its discretion, DARPA may choose to directly procure services from Government test facilities.

Table 8. ODC Summary

	Description	Travel \$	Purchased Services \$	Facilities Usage \$	Other \$	Total \$
WBS x.							
WBS x.x							
WBS x.x.x							
WBS x.x.x.x							
.....							
.....							
.....							
.....							
Total							

Government Furnished Equipment or Information

As Table 8 highlights, the Proposer shall explicitly list all proposed GFE and GFI and the proposed required delivery schedule for both. This information should be in sufficient

detail for the Government to assess the realism and costs of providing such information or equipment.

Table 9. GFE/GFI Summary

	GFE Description	Source	Date Needed	Total \$
	WBS x.			
	WBS x.x			
	WBS x.x.x			
	WBS x.x.x.x			
			
			
			
	Total			