

The Center for Naval Shipbuilding Technology



Center for Naval Shipbuilding Technology

Proposal Guide

Version: 2.4 dated 26 August 2011

Record of Changes

Version	Date	Description
2.1	July 20, 2006	<p>Changed to submissions procedure to require UNBOUND hard copies of Technical and Cost proposals.</p> <p>Added additional implementation plan requirements to the Project Plan section of the Technical proposal</p> <p>Provided additional detail regarding requirement for “Technical Data/Intellectual Property” disclosure and Assertion Form</p>
2.2	March 05, 2007	<p>Updated Disclosure Statement for Title Page in Section 5</p> <p>Changed Section 7.3 to correspond with the updated CNST Cost Proposal Formats.</p> <p>The following changes apply to Section 10 – Project Plan:</p> <ul style="list-style-type: none"> • Added requirement for WBS (§9b) • Provided additional detail regarding schedule and phase length (§9c) • Added sample table for Go/No-Go Metrics and Completion Criteria (§9d) • Added requirement for Goals & Exit Criteria (§9e) • Updated Implementation Plan requirements based on recent ONR guidance (§11) • Updated Benefits Analysis/Business Case to provide clearer instruction (§13)
2.3	April 5, 2007	Updated Manhour and Material Cost Summary Table in Section 6.6
2.4	August 26, 2011	<p>Updated Section 4, CNST Process, to reflect Project Planning Document use and revised project development process.</p> <p>Edited to reflect ATI company name change—Advanced Technology International.</p> <p>Updated Sections 5, General Instructions for Proposal Preparation and Section 7, Cost Proposal, to reflect project Award Fee potential, FAR contract clause revisions</p>

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1 Preface

This guide was prepared in an effort to provide industry with the information necessary for responding to solicitations issued by the Center for Naval Shipbuilding Technology (CNST). By better understanding the process, offerors will be better able to prepare proposals that satisfy the solicitation requirements, resulting in high quality proposals while improving preparation efficiency and reducing frustration.

Please keep in mind that this is a guide and while we have tried to thoroughly explain the process, regulatory guidance may require procedural changes. You are encouraged to contact the point of contact listed in the solicitation posting to obtain the latest information.

We share a common goal - to improve the efficiency of manufacturing technologies in Naval shipbuilding. We hope this guide makes it easier to achieve this goal by facilitating the overall solicitation and proposal process. We welcome any comments or suggestions you may have for improving the contents of this guide. Please address them to CNST Program Office, 5300 International Blvd, North Charleston, SC 29418.

2 Introduction

This Proposal Guide contains background material, guidance for the proposal preparation, and other forms and instructions required for responding to solicitations issued by CNST. This Guide is available on the Internet through the World Wide Web on the CNST home page <http://www.cnst.us>.

The U.S. Navy is in the process of modernizing the design, construction and repair process for current and future ship classes. CNST is focused on facilitating and coordinating solutions that will help U.S. shipyards answer these competitive and technological challenges while concurrently building a more responsive and cost effective shipbuilding industry.

3 Background

Advanced Technology International (ATI) manages the Center for Naval Shipbuilding Technology, which was established on June 30, 2003, to support the Navy's ongoing effort to develop and deploy advanced shipbuilding and repair manufacturing technologies. As one of the Navy ManTech Centers of Excellence, CNST provides a focal point for the development and transfer of new manufacturing processes and technologies. The Center's mission is to fund projects that will increase shipbuilding and repair productivity, reduce costs and cycle time and improve quality; benefits that will accrue not only to the Navy, but to industry as well.

CNST's efforts are focused on affordability improvements and lifecycle cost reduction for designated platforms of interest, such as the FORD Class aircraft carriers, , VIRGINIA-Class Submarines, the Littoral Combat Ship and DDG-51 Restart program. . The Center uses a national collaborative approach where project selection and planning are driven by industry input from private and public shipbuilding and repair yards. The primary objective of these efforts is to reduce the risk and time of transition from R&D to full-scale production by selecting projects that meet the Navy's demand, which industry will commit to, and for which viable implementation plans are provided.

4 CNST Process Overview

4.1 General

The CNST process, from the initial identification of manufacturing issues to management of approved projects, is summarized in Figure 1. The following sections provide additional details that may be helpful in preparing technical and cost proposals in response to CNST solicitations.

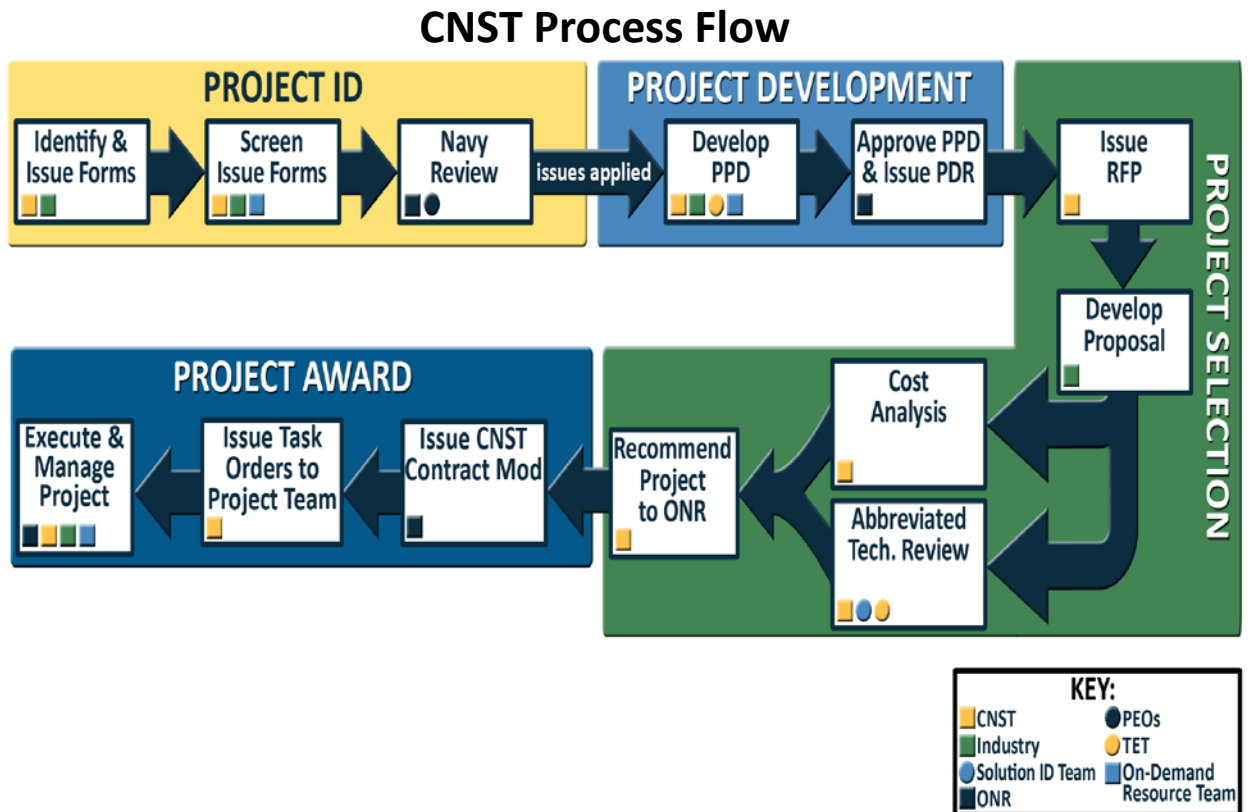


Figure 1

4.2 Identifying the Issues

The first step in the CNST process is to identify the manufacturing issues that builders and repairers of Navy ships face. The CNST staff visits with U.S. shipyards to identify key issues that impact the time and cost of ship construction and repair. During these visits, shipyards present Issue Papers that describe their highest priority manufacturing technology issues. These Issue Papers are prepared using a standard CNST Issue Form that is provided to the shipyards well in advance of the CNST staff visit.

After identifying the industry-provided key issues, the appropriate Navy Program Office is offered the opportunity to review the Issue Papers and provide their input on priorities for funding.

4.3 Solution Identification Team

Once manufacturing issues have been prioritized by the CNST staff, the Solution ID Team is consulted. The Solution ID Team is comprised of CNST's Director, Technical Director, Business Manager and knowledgeable members from industry, academia and the research community. The team will:

- Identify potential solution sets for each issue,
- Review the Issue Papers and compare the issues identified with other work that may be ongoing in the shipbuilding/ship repair industry,
- Vet the ideas through CNST's network of on-demand experts, as appropriate.
- Validate the business case for each manufacturing issue, and
- Recommend feedback be provided to contributing shipyards regarding their initial issue paper submittal.

As a result of the Solution ID Team's effort and the guidance provided by Navy PMs/IPTs, CNST works with the candidate project team to develop the Project Planning Document (PPD), the basis for the pending solicitation. CNST then forwards the validated manufacturing issues in the form of the PPD to the ONR Program Officer (PO) for review and approval.

4.4 Proposal Solicitation

When the ONR PO approves the PPD, CNST will initiate the solicitation process. Since the type and scope of the specific effort required will vary with each project, CNST will employ the solicitation vehicle most suited to the circumstances. It is anticipated that in most cases, the solicitation will be in the form of a Request for Proposal (RFP). Depending on the circumstances and the number of qualified offerors, the solicitation may be broadly advertised (e.g., FedBizOpps), issued to a limited number of recipients, or pursued as a sole-source procurement.

4.5 Response Times

CNST solicitations will include a proposal due date, which may be posted on the CNST Web site (<http://www.cnst.us>), or included in the RFPs issued to participants. Proposals may be submitted anytime between the announcement and the due date. The proposal due date can only be changed through a formal modification (e.g., amendment) of the solicitation posting, or by revising the RFP. Both the technical and cost proposals are due on the same date, as cost and technical proposals are reviewed concurrently.

The published proposal due date is firm. CNST reserves the right to reject any late proposals.

4.6 Communication with the CNST Program Office

Offerors may address questions regarding the solicitation to the CNST Contracts Point-of-Contact identified in the solicitation until the proposal due date and time, after which, only the CNST Contracts Point of Contact may initiate correspondence regarding the solicitation.

4.7 Proposal Evaluation

4.7.1 General

In general, proposals are evaluated using the criteria described in Section 9, however, since circumstances surrounding each solicitation vary, each project's specific evaluation factors are

included in the solicitation. Technical and Cost reviews are performed concurrently by teams assembled for the specific solicitation. In some cases, non-CNST staff/personnel may assist in proposal evaluation. Conflict-of-interest and non-disclosure agreements are executed by all personnel handling proposals.

4.7.2 Technical and Cost Review (Critical Factors)

Proposals are evaluated and the Compliance Matrix (see Section 6.2) is a key tool in helping reviewers evaluate each proposal. Proposals are scored using the published evaluation criteria. If the Technical Reviewers require further information, clarification questions will be generated and forwarded to the offeror for response within a reasonable time.

4.8 Discussions and Final Proposal Revisions (FPRs)

The Center reserves the right to make awards without discussion. While award without discussion is anticipated, and the use of Final Proposal Revisions (FRPs) is not expected, CNST reserves the right to negotiate the cost and scope of the proposed work with the offerors. For example, CNST may request that the offeror delete a particular task or travel from the scope of work that are deemed to be inappropriate for CNST support.

4.9 ONR Approval

When Technical and Cost evaluations are complete, CNST provides the proposals, the evaluations, and the CNST Director's recommendations to the ONR Program Officer and Contracting Officer for review and approval. ONR will inform the CNST Director of project approval and authorize CNST to award the necessary contract(s).

4.10 Award Process

Once the ONR Program Officer approves a proposal for award and proper authorization is provided by the Procuring Contracting Officer (PCO) to ATI, CNST will initiate an agreement with the successful offeror. Depending on the particular circumstances, CNST will either issue a Task Order against an existing Task Order Agreement (if such an agreement is already in place) or will execute a letter contract. In the latter case, the letter contract will be for a period of 30 to 60 days. The funding value of the letter contract will be agreed to by the offeror and CNST and will enable the offeror to conduct project kickoff activities and finalize the program management plan while the final agreement is being negotiated. Unless exceptions are authorized by CNST for unusual circumstances (e.g., significant changes were requested to the SOW), all offerors are expected to sign the final agreement prior to the letter contract end date. Once selected, offerors will be required to submit a Certificate of Current Cost and Pricing Data for awards over \$700,000.

4.11 Contract

The contract used to fund the awards will be between ATI (as the CNST Administrator) and the offeror. In cases where more than one organization is on the project team, the Center will generally contract with the project lead only; however, circumstances may arise where ATI award contracts to individual team members. Offerors are advised to contact the CNST Contracts Representative if they have any questions about the contractual requirements.

4.12 Government Furnished Equipment (GFE) or Government Furnished Property (GFP).

GFE/GFP is not expected in this program and should not be proposed except in rare cases. If GFE/GFP applies, appropriate terms will be included in the resultant Task Order or Subcontract.

4.13 Supplemental Information

4.13.1 Proposal Guide

Solicitation announcements reference a supplemental package (this document) that specifies the complete technical requirements and provides additional proposal instructions not included in the announcement. The instructions provided herein contain useful and necessary information to help the contractor submit a competitive proposal.

4.13.2 Past Awards

The CNST Web Site lists previous awards along with brief descriptions of each project. Offerors are encouraged to review these for awareness of ongoing efforts.

4.13.3 CNST Web Site

Offerors are encouraged to access the CNST Web Site <http://www.cnst.us> to review program information.

5 General Instructions for Proposal Preparation

Note: Always compare the Proposal Guide with the announcement instructions as individual solicitations may be tailored for some projects. Tailoring may differ somewhat from the instruction herein. Should that occur, offerors should comply with the proposal preparation instructions included in the solicitation.

The proposal submitted in response to a CNST solicitation is the primary vehicle available for receiving consideration for award. The proposal shall stand on its own merit. Only information provided in the proposal can be used in the evaluation process leading to an award. The proposal should be prepared simply and economically, providing straightforward, concise delineation of capabilities necessary to perform the work being proposed. The technical proposal shall be accompanied by a detailed cost proposal because cost and technical considerations are reviewed simultaneously.

Proposals containing data that is not to be disclosed to the public, or data that is to be used by CNST for evaluation purposes only, shall include the following statement on their title pages:

This proposal includes data that shall not be disclosed outside ATI and/or the CNST and the Government and shall not be duplicated, used, or disclosed, in whole or in part, for any purpose other than to evaluate this proposal and negotiate any subsequent award. If, however, a contract is awarded to this offeror or quoter as a result of, or in connection with, the submission of these data, ATI and the Government shall have the right to duplicate, use, or disclose these data to the extent provided in the resulting contract. If selected for award, the technical proposal can be used by ATI and/or the CNST, for purposes of project management and award negotiation. This restriction does not limit ATI's/Government's right to use the information contained in these data if they are obtained from another source without restriction. The data subject to this restriction are contained on sheets (insert page numbers or otherwise identify the sheets).

Each restricted data sheet should be marked as follows:

Use or disclosure of data contained on this sheet is subject to the restriction on the title page of this proposal or quotation.

The only page limitation for the Technical Proposal is that Appendix A shall be limited to 20 pages (fixed pitch font of 12 or fewer characters per inch or proportional font point size 10 or larger), single-spaced, single-sided, 21.6 x 27.9 cm (8.5 by 11 inches). Smaller type may be used in figures and tables, but must be clearly legible. Margins on all sides (top, bottom, left, and right) should be at least 2.5 cm (1 inch). The page limitation for Appendix A includes all information described in the document referenced in Section 10 of this Guide. Pages in excess of this limitation will not be considered. Offerors are advised that the number of pages should be commensurate with the degree of complexity of the proposed effort.

Offerors are strongly encouraged to build their proposal around the underlying business case and associated Payoff. Cost proposals have no page limitations and should include page numbers.

DO NOT SUBMIT ANY CLASSIFIED INFORMATION!

A Cover Page is required on both the Technical Proposal (Volume 1) and the Cost Proposal (Volume 2), and must include the following information and statements:

<p>Name and address of offeror Title of proposal</p> <p>Volume 1 Technical Proposal <i>(OR Volume 2 Cost Proposal)</i></p> <p>Team Members</p> <p>Statement that “This proposal is submitted pursuant to (cite the solicitation title, reference number, and date)”</p> <p>Statement certifying that a cost and price analysis has been performed on all subcontractors/consultants and their proposed costs are found to to be fair and reasonable</p> <p>Amount proposed for basic effort and each option (Government and cost share as applicable – Cost Proposal Only)</p> <p>Duration of effort and start and end dates for offeror’s fiscal year</p> <p>Names, telephone numbers, fax numbers and E-mail addresses of the technical person and business person, who may be contacted for evaluation or negotiation purposes.</p> <p>Name, address and telephone number of the offerors’ cognizant contract administration and Defense Contract Audit Agency office (Cost Proposal Only)</p> <p>Dates of submission and signature of official authorized to obligate the institution contractually.</p> <p>Include proposal validity of 180 days and date the offer is submitted</p>

**The proprietary data disclosure statement
(when proprietary data is included)**

All Proposers must complete a “Representations and Certifications” document, W-9 Form, Small Business Form, and Electronic Funds Transfer (EFT) form, and return one signed original with each solicitation proposal submission. These items can be obtained from <https://contracting.ati.org>. “Representations and Certifications” are required to be updated annually at <https://contracting.ati.org>.

All Proposers must also complete a “Technical Data/Intellectual Property Disclosure and Assertion Form” and return one signed original with each solicitation proposal submission. To the extent known at the time of proposal submission, identify the technical data or computer software that you, your subcontractors or suppliers, or potential subcontractors or suppliers assert should be furnished to the Government with restrictions on use, release, or disclosure. Please identify all noncommercial and commercial technical data and computer software that you, your subcontractors or suppliers, or potential subcontractors or suppliers plan to generate, develop, and/or deliver in which the Government will acquire less than unlimited rights and assert specific restrictions on those deliverables utilizing the format provided at the end of this paragraph. In the event that you do not submit the completed form, ATI will assume that the Government will automatically have “Government Purpose Rights” for a period of five (5) years from the date of award to all noncommercial and commercial technical data and computer software generated, developed, and/or delivered under any subsequent award resulting from this RFP. In addition, it is understood that such rights will convert automatically to “unlimited rights” after such five (5) year period, notwithstanding any period of performance extensions that may result after an award is executed, unless otherwise agreed by the parties. If no restrictions are intended, then you should state “NONE.”

Technical Data/Intellectual Property Disclosure and Assertion Form

In accordance with 252.227-7017, Identification and Assertion of Restrictions on the Government’s Use, Release, or Disclosure of Technical Data or Computer Software, identify below all noncommercial and commercial technical data and computer software that you, your subcontractors or suppliers, or potential subcontractors or suppliers plan to generate, develop, and/or deliver in which the Government will acquire less than unlimited rights and assert specific restrictions on those deliverables.

The Offeror asserts for itself and the subcontractors/suppliers/persons identified below that the Government’s rights to use, release, or disclose the following technical data or computer software should be restricted:

Technical Data, Computer Software To Be Furnished With Restrictions*	Basis of Assertions**	Asserted Rights Category***	Name of Person Asserting Restrictions****

*For technical data (other than computer software or documentation) pertaining to items, components, or processes developed at private expense, identify both the deliverable technical data and each such item, component, or process. For computer software or computer software documentation, identify the software or documentation.

**Generally, development at private expense, either exclusively or partially, is the only basis for asserting restrictions. For technical data, other than computer software documentation, development refers to development of the item, component, or process to which the data pertain. The Government’s rights in computer software documentation generally may not be restricted. For computer software, development refers to the software. Indicate whether development was accomplished exclusively or partially at private expense. If development was not accomplished at private expense, or for computer software documentation, enter the specific basis for asserting restrictions.

***Enter asserted rights category (e.g., government purpose license rights from a prior contract; rights in SBIR data generated under another contract; limited, restricted, or government purpose rights under this or a prior contract; or specially negotiated licenses).

****Corporation, individual, or other person, as appropriate.

*****Enter "none" when all data or software will be submitted without restrictions.

Company _____
 Signature _____
 Printed Name and Title _____
 Date _____

6 Technical Proposal

6.1 Instructions for Submission

Offerors must:

- a. Furnish one original signed Technical Proposal (unbound) and 6 additional unbound copies (7 total)
- b. Furnish an electronic copy of the Technical Proposal on a CD as a PC-compatible, Microsoft Word or PDF file (unlocked).

6.2 Table of Contents:

To ensure technical proposals receive proper consideration, **the technical proposal format shown below is mandatory**. If there are any items that are not applicable to a specific proposal, include the section topic in the proposal and annotate the section as not applicable with a short explanation as to why it is not applicable.

- Cover Page
- Table of Contents
- Cross Reference to Evaluation Criteria (Compliance Matrix)
- Executive Summary
- Summary Work Statement and Funding Plan
- Manhour and Material Cost Summary
- Appendices
 - A. CNST Project Plan
 - B. Resumes of Key Personnel
 - C. Letters of Commitment (if applicable)

6.3 Cross Reference to Evaluation Criteria (Compliance Matrix)

Include a cross-reference matrix (see table below) which lists the technical evaluation factors and the pages of the technical proposal that address these criteria.

Compliance Matrix

<i>Requirement</i>	<i>Technical Proposal section(s) and page(s)</i>
Technical merit	
Innovation	
Business case, including return on investment	
Implementation plan	
Team strength	
Management Plan	

6.4 Executive Summary

The Executive Summary allows offerors to present briefly and concisely the important aspects of their proposals to evaluators. The summary should present an organized progression of the work to be

accomplished, without the technical details, such that the reader can grasp the core concepts of the proposed project. The Executive Summary is limited to no more than two pages.

6.5 Summary Work Statement and Funding Plan

This section is a concise summary of the project schedule (by phase), and costs. Include the following table (**mandatory**) as a summary of the costs and schedule of the phases:

Phase Number	1	2	3	TOTAL
Phase start date				
Phase completion date				
Duration (months)				
ManTech funding				
Allowable cost share*				
Other funding (i.e. other federal funds or donated services)				

* Briefly describe the source of your cost sharing, e.g. cash, labor manhours, materials, etc.

6.6 Manhour and Material Cost Summary

Include a Man-hour and Material Cost Summary, broken down by project participant and task for each project phase. Phases should correlate with logical breaks in the technical effort for go/no-go decision points. Some projects are comprised of multiple phases; some are single-phase efforts. As such, phase and task definition should be tailored to the individual project, and must correlate with the Work Breakdown Structure (WBS), as described in Section 10 – CNST Project Plan.

This information must be consistent with the cost proposal. Use the format in the follow table (**mandatory**):

	Participant 1 Man-hours	Participant 2 Man-hours	Participant 3 Man-hours	Total Man-hours	Material Costs
Phase I					
Task 1					
Task 2					
Task 3					
Task X					
<i>Subtotal</i>					
Phase II					
Task 1					
Task 2					
Task 3					
Task Y					
<i>Subtotal</i>					
--- Total ---					

6.7 Appendices

Appendix A: CNST Project Plan: All proposals must include a project planning document. See section 10 of this Guide for the format and instructions for completing the required plan.

Appendix B: Resumes of Key Personnel: Include the resumes of key prime contractor, subcontractor and university personnel who will be assigned to and work on this project if selected. Indicate the fraction (percentage) of time each will devote to this project. Each resume must be less than two (2) pages in length.

Appendix C: Letters of Commitment: Include Letters of Commitment from key member companies/organizations. These letters shall not exceed one page in length and must reflect commitment (e.g., cost share, other donated services, etc.) to the project and not discuss technical information.

7 Cost Proposal

Introduction

The objective of the Cost Proposal is to provide sufficient cost information to substantiate that the proposed cost is realistic, reasonable and complete for the proposed work. The cost proposal should provide enough information to ensure that a complete and fair evaluation of the reasonableness and realism of cost or price can be conducted and reflect the best estimate of the costs for the program. The cost proposal must support the information provided in the technical proposal (i.e. costs, cost share, dates and length of phases, etc.). The cost proposal is not restricted in length and shall provide cost information for all performance periods. *NOTE: Proposals that deviate substantially from these guidelines or that omit substantial parts or sections may be found unresponsive and may be eliminated from further review and funding consideration.*

All spreadsheets are linked and are password protected for ease of proposal preparation. Your company should utilize these cost formats, as they will provide the *maximum* amount of information with the *minimal* amount of input.

Instructions for Submission

Offerors must:

- a. Furnish one original signed Cost Proposal (unbound) and 3 additional unbound copies (4 total)
- b. Furnish an electronic copy of the Cost Proposal on a CD as a PC-compatible, Microsoft Excel file.
- c. Include a copy of subcontractor/team member proposals with your submission with **the same level of detail** as required for you proposal and as described in these instructions. Proposals should include:
 - i. Labor Categories and hours specified
 - ii. Direct and Indirect Rates
 - iii. Material/Equipment Basis of Estimate summary and documentation
 - iv. Travel Detail and Justification
 - v. Subcontractors/Consultants identified and supported
 - vi. Potential Award Fee (if applicable) not to exceed 8% of the proposed costs. The CNST project-specific solicitation to be issued by the CNST Contracts POC will state whether award fee is applicable.
- d. Provide the following information as the cover page of the cost proposal for the entire period of performance, including any options.
 - i. Name, title, telephone and fax numbers and e-mail address of offeror's business and technical points of contact;
 - ii. Amount proposed for basic effort and each option (Government and cost share as applicable);

- iii. Name, address and telephone number of the Administrative Contracting Officer and Defense Contract Audit Agency offices for your organization;
 - iv. Name, title, and signature of authorized representative;
 - iv. Indicate a proposal validity of 180 days and date the offer is submitted;
 - v. Start and end dates for offeror's fiscal year; and
 - vi. Statement certifying that a cost and price analysis has been performed on all subcontractors/consultants and their proposed costs are found to be fair and reasonable.
- e. Include with the submission of the proposal, an indirect rate approval letter, and the approval official's contact information, from the offeror's cognizant agency to show that the indirect costs used in this proposal are current and accurate. If the offeror does not include this letter, then the following information must be provided to ATI upon submission of the proposal.
- i. Date on which indirect rates were approved;
 - ii. Effective period of the approved rates; and
 - iii. Government agency that approved the subject rates.
- f. If the proposer does not have approved indirect rates, then the proposer must prepare a package to substantiate direct and indirect rates. This package can be submitted in a sealed envelope marked proprietary for the Government's review or submitted to ATI for review. ATI will provide assistance as required to organizations that are unfamiliar with Government requirements in this area.
- g. Certified cost or pricing data will be required for awards over \$700,000.
- h. A Small Business Subcontracting Plan (developed in accordance with FAR 52.219-9) is required for proposals exceeding \$650,000 and must be submitted as a separate section within the Cost Proposal. This requirement does not apply to small businesses.
- i. Provide these instructions to all subcontractors.

Cost Proposal Format Instructions

CNST Cost Proposal Formats in Microsoft Excel can be obtained from the CNST Web site (<http://www.cnst.us>) within the "Proposal and Contract Information" menu.

Submit the completed cost proposal formats as described below. The cost proposal formats have been constructed to require minimal input; however, monthly estimates are required in order to properly project Program funding requirements and expenditures. Please note that only the cells with blue colored font require input. All other cells are password protected and are automatically computed. ***Please follow these instructions to eliminate any potential errors or misunderstandings. E-mail Carlton.Roxbrough@ati.org to request tailored formats or to provide constructive feedback.***

- 1) On the "Roll-up" worksheet, enter the company name in the cell marked "Company Name". Enter in their respective cells, the **Name of the Project**, the **Name of Phase** and the total **Period of Performance** for each Phase. *(This is the only input required on this worksheet at this time; please fill*

in the Total Cost Share row after completing # 7 below and the proposed Award Fee after completing all steps below)

- 2) Enter in the costs (and award fee, if applicable) for each Phase proposed on the corresponding Phase worksheet. For each Phase, input the cost at the task level. First, go to the "**Phase 1**" worksheet and enter the following information in the "Phase 1: Task 1" section: **Name of Task** and **Period of Performance**, names of each **Labor Category**, and names of each **Subcontractor** (Note: **Labor Category** and **Subcontract** names will be populated in all other phases/tasks spreadsheets). Next, enter the associated **Direct Labor Cost** and **Labor Hours** for each category, the associated costs of the **Subcontractor/Team Members (by cost element)**, **Consultants** cost, **Material/Equipment** cost, **Travel** cost, **Other Direct Costs**, and **Indirect Costs**. (Note: *Consultants, Material/Equipment, Travel, and Other Direct Costs must match their respective detailed worksheets; see # 3, 4, 5, and 6 below. For Subcontractor/Team Member detail, see section 7.2 (f) above.*)

Repeat instructions for each additional proposed Task in Phase 1. Repeat instructions for each additional Phase.

Award fee can be entered as a summary amount by month on the "Roll-up" worksheet.

- 3) On the "**Consultants**" worksheet, enter in the following information: Name of Consultant's **Company**, Consultant's **Title**, **Total Labor Cost**, **Total Labor Hours**, **Total Travel Cost**, **Function Description**, and appropriate **Phase and Task Number** (give a brief description of what the consultant is expected to provide for the proposed effort).
- 4) On the "**Material-Equip**" worksheet, enter in the following information: the appropriate **Phase and Task Number**, **Description** of the material, **Purpose/Justification** of the material/equipment, **Basis of Cost** (e.g., catalog price, quote, historical data ,etc) used to derive the estimate, **Type of Equipment** in accordance with FAR 45 (see section 7.4.2), and **Cost** of material/equipment proposed (Note: If the total cost of material-equipment exceeds \$100,000 per year, select a sample of the items proposed and provide catalog price lists/quotes/prior purchase order to support the price for the items in the sample. All items with a unit price over \$10,000 regardless of the total cost for materials-equipment must be supported with a copy of catalog price lists/quotes/prior purchase orders).
- 5) On the "**Travel**" worksheet, enter in the following information: the appropriate **Phase and Task Number**, **Travel Destination**, **Number of Persons Traveling**, **Number of Trips**, **Number of Days**, **Meals and Incidentals Expense** breakout (per day), **Lodging** expenses (per day), **Car Rental** (per day), **Air Fare** (per ticket), and **Purpose** of the travel proposed.

Lodging and M&IE must be proposed using government per diem rates. The rates may be obtained at: <http://www.gsa.gov/portal/category/21287>

- 6) On the "**ODC's**" worksheet, enter in the following information: the appropriate **Phase and Task Number**, **Description** of the ODC's, **Purpose/Justification** of the ODC's, **Basis of Cost** (e.g., catalog price, quote, historical data, etc) used to estimate the ODC's, and **Cost** of ODC's proposed. (Note: Offerors may be requested to provide a quotation, or show calculations, for proposed ODC's exceeding \$10,000).
- 7) On the "**Cost Share Detail**" section of the Cost Share worksheet, enter the **Dollar Value** for each Cost Share category proposed. Next, enter the **Description** for cost share categories proposed. Next, enter an **Explanation** of the cost share, which will include the relevance of the cost share, and a detailed explanation of what the cost share will consist of (for travel, state how many trips, where, how long, and how many travelers). Finally, enter the **Valuation Technique** used to derive the cost

share amounts (ex. vendor quote, historical cost, etc.). After completing the Cost Share Detail Section, appropriately distribute the Cost Share on the "Roll-Up" worksheet into Cost Share by Quarter.

At the bottom of the Cost Share Detail worksheet is a section for other Federal Donations. These costs are not included as Cost Share, and the costs are not included on any other worksheet in these formats. Please reference the Other Federal Donations section at the end of the Cost Share Discussion section. *(Note: Use the Cost Share Detail worksheet to complete Subcontractor Cost Share. Use multiple worksheets if necessary.)*

Material/Equipment Discussion and Guidance

When Material/Equipment is proposed, sufficient documentation and classification is required. Material/Equipment should be proposed only when needed for the project's success and completion. Capital equipment, identified by CNST as "Facilities" (as discussed in section 7.4.2), is an unallowable cost and will be removed from any resulting project award. Material/equipment that is not sufficiently documented or classified will be viewed as an unallowable cost and will be removed from any resulting project award. The following is CNST's guidance for proper Material/Equipment documentation and classification to ensure the proposed costs are reasonable and allowable.

Material/Equipment Documentation

Material/Equipment costs must be substantiated to establish that the proposed costs are real, reasonable, and accurate. (Note: If the total cost of material-equipment exceeds \$100,000 per year, select a sample of the items proposed and provide catalog price lists/quotes/prior purchase order to support the price for the items in the sample. All items with a unit price over \$10,000 regardless of the total cost for materials-equipment must be supported with a copy of catalog price lists/quotes/prior purchase orders).

Proposed costs are generally determined from the following estimation practices: prior purchases/historical cost, vendor quotations, or engineering estimates.

For prior purchases/historical costs, the following documentation is acceptable: internal purchase orders and other internal accounting documentation.

For vendor quotations, the following documentation is acceptable: vendor catalog price lists, vendor quotation letters/e-mails, online pricing, and other vendor support documentation.

For engineering estimates, the following documentation is acceptable: a detailed break-out of proposed costs to include (at a minimum) numbers of units and price per unit, and acceptable documentation as identified for prior purchases/historical costs or vendor quotations.

Material/Equipment Classification

Material/Equipment must be classified into one of the following four categories: material, facilities, special test equipment, and special tooling. The definitions of the classification are in accordance with FAR 45 and are listed below.

"Material," means property that may be incorporated into or attached to a deliverable end item or that may be consumed or expended in performing a contract. It includes assemblies, components, parts, raw

and processed materials, and small tools and supplies that may be consumed in normal use in performing a contract.

"Facilities," means property used for production, maintenance, research, development, or testing. It includes plant equipment and real property (see [45.101](#)). It does not include material, special test equipment, special tooling, or agency-peculiar property. These items are typically not reimbursed directly by the Government.

"Special test equipment," means either single or multipurpose integrated test units engineered, designed, fabricated, or modified to accomplish special purpose testing in performing a contract. It consists of items or assemblies of equipment including standard or general purpose items or components that are interconnected and interdependent so as to become a new functional entity for special testing purposes. It does not include material, special tooling, facilities (except foundations and similar improvements necessary for installing special test equipment), and plant equipment items used for general plant testing purposes.

"Special tooling," means jigs, dies, fixtures, molds, patterns, taps, gauges, other equipment and manufacturing aids, all components of these items, and replacement of these items, which are of such a specialized nature that without substantial modification or alteration their use is limited to the development or production of particular supplies or parts thereof or to the performance of particular services. It does not include material, special test equipment, facilities (except foundations and similar improvements necessary for installing special tooling), general or special machine tools, or similar capital items.

Cost Share Discussion and Guidance

Cost Share represents "that portion of project or program costs not borne by the Federal Government." The Cost Share goal for CNST is 50/50, which means that each dollar charged to the Government for the performance of the project should be matched equally with cost share funds. CNST cost share sources must be allowable costs in accordance with FAR 31.205 (vice the DoDGARS which has its own Cost Share Guidance). Prior to cost proposal preparation, all proposed cost share should be coordinated with each organization's accounting and contracts departments.

Cost Share allowability is determined by a number of factors. The costs must be verifiable from the subcontractor's records, necessary and reasonable for proper and efficient accomplishment of project or program objectives, and the cost share must be allowable under the applicable cost principles. Cost Share is unallowable if the costs were paid by the Federal Government under another award or included as contributions for any other federally assisted project or program (this includes foregone profits or fees, or overruns from other awards (whether or not reimbursed). Proposed Cost Share that is to be funded by Internal Research and Development (IR&D) is unallowable. In addition, subcontractors cannot include the full acquisition cost of equipment or materials not consumed or delivered to the Government as part of the project.

When identifying Cost Share, costs must be specifically set forth in the project plan as to the type and amount. The offeror must maintain adequate records to document the incurred costs and their allowability. There are two categories of cost share: Cash and In-Kind. Cash Cost Share is defined as outlays of funds to support the total project through acquiring material, buying equipment, paying labor (including fringe benefits and direct or indirect overhead costs associated with that labor), and other

cash outlays required to perform the statement of work. In-kind Cost Share is defined as the reasonable value of equipment, software, hardware, facilities, materials and /or other property used in the performance of the project statement of work.

In-kind Cost Share

In-kind contributions are sometimes hard to value (such as space and use of equipment) and are subject to a mutual agreement between parties regarding their allowability, application and recognized value. When determining the valuation of In-Kind Contributions, the following rules are applicable. For Real Property, the subcontractor should count the depreciation or fair market rental (use) value for the portion of the facility dedicated to the project for the period of use. Equipment should either be included as depreciation or as a usage charge and should only be included for the period of time the equipment is required for use under the project. Equipment Cost Share should be prorated and distributed accordingly. For all other materials and supplies, the subcontractor must only count the fair market value of the materials at the time they are supplied (i.e., replacement value), and the value of the materials must be prorated and distributed accordingly throughout the project's Period of Performance (POP).

Reporting

When reporting Cost Share, subcontractors must include costs incurred as cost share in all project financial reports. Subcontractors will be required to report and certify on each invoice the Cost and Cost Share incurred for that particular period, and must include a dollar breakout of cost share by type. Subcontractors should also ensure that Cost Share is included in all incurred cost submissions and invoices to the Government and for A-133 Audit (or similar) purposes. Subcontractors must require their subcontractors at every level to meet similar reporting requirements.

Other Federal Donations

When applicable, provide a listing and discuss other federal donations which do not meet the definition of cost share and therefore are not allowable as official cost share, but which are being provided to ensure the success of the project. Include this information on the Cost Share Detail Sheet in the area provided. While not allowable as cost share, the provision of "other donated services" is an indication of commitment by project participants.

8 Checklist for Submission of a CNST Proposal

The following items shall be included in all proposals submitted to the CNST. Failure to submit the required documents and adhere to the requirements **MAY** result in the proposal being disqualified.

Control No. _____ **Project Title:** _____

- _____ 1. Technical and Cost Proposal in separate volumes
- _____ 2. An original signed Technical proposal (unbound) and 6 additional unbound copies (7 total)
- _____ 3. An original signed Cost Proposal (unbound) and 3 additional unbound copies (4 total)
- _____ 4. Technical and Cost Proposal electronic delivery on compact disks (CD), with submitted material provided in Microsoft Word, Excel or .PDF file format
- _____ 5. One (1) original signed copy of each of the following documents:
 - Representations and Certifications (required for first-time proposer or annual update, if applicable)
 - W-9 Form (required for first-time proposer only)
 - Small Business Form (required for first-time proposer only)
 - Electronic Funds Transfer (EFT) Form (required for first-time proposer only)
- _____ 6. An Original signed "Technical Data/Intellectual Property Disclosure and Assertion Form" document (1 total)
- 7. The following Sections/Tables are included in the Technical volume:
 - _____ Cover Page in accordance with Section 5: General Instructions for Proposal Preparation
 - _____ Table of Contents
 - _____ Cross Reference to Evaluation Criteria (Compliance Matrix)
 - _____ Executive Summary (2 pages or less)
 - _____ Summary Work Statement and Funding Plan
 - _____ Manhour and Material Cost Summary
 - Appendices
 - _____ A. CNST Project Plan - length does not exceed 20 pages
 - _____ B. Resumes of Key Personnel (No more than 2 pages each)
 - _____ C. Letters of Commitment (if applicable)
- 8. The following mandatory Sections/Tables are included in Appendix A:
 - _____ Background and Need
 - Solution
 - _____ Summary
 - _____ Team Members and their Roles
 - Technical Plan
 - _____ Statement of Work

- Schedule
 - Milestones/Completion Criteria
 - Management Approach
 - Management and Technical Team
 - Related Proposals
 - Implementation Plan
 - Software Development Plan Outline (if applicable)
 - Benefits Analysis/Business Case (including Payoff estimate)
 - Technical/Design Reviews
 - Deliverables
9. Project duration is within solicitation guidance
10. The following information is included in the Cost volume.
- Complete Cover Page (in accordance with Sections 5 and 7.2)
 - Indirect Rate Approval Information (in accordance with Section 7.2)
 - Sufficient Cost Data provided (in accordance with Section 7, Cost Proposal Instructions)
 - Material/Equipment classifications provided (in accordance with Section 7.4.2)
 - Copy of subcontractor proposals to include the same amount of detail required for the offeror
11. Format requirements (Font size, line spacing, margins, etc.) are in accordance with the published guidelines

9 Technical and Cost Evaluation Factors

Click here to download the [Technical and Cost Evaluation Factors](#) in .pdf format. Technical Factors include Technical Merit, Innovation, Business Case, Implementation Plan, Team Strength and Management Plan. Cost Factors include Completeness, Reasonableness, Realism and Cost Share Quality.

10 CNST Project Plan

Click here to download the [CNST Project Plan](#) in .pdf format. As indicated in Section 6.6, a Project Plan, in the specified format, shall be submitted as Appendix A to the Technical Proposal.

11 Cost Proposal Forms

Click here to download the [Cost Proposal Forms](#) in Excel format.