

## Section 2: Preparing the Unsolicited Proposal (Form)

### Section A – Title Page

An unsolicited proposal may include data that the offeror does not want disclosed to the public for any purpose or used by the Government except for evaluation purposes. If the offeror wishes to restrict the data, the title page must be marked with the following legend.

#### Use and Disclosure of Data

This proposal includes data that shall not be disclosed outside the Government and shall not be duplicated, used, or disclosed – in whole or in part – for any purpose other than to evaluate this proposal. However, if a contract is awarded to this offeror as a result of – or in connection with – the submission of these data, the Government shall have the right to duplicate, use, or disclose the data to the extent provided in the resulting contract. This restriction does not limit the Government's right to use information contained in these data if they are obtained from another source without restriction. The data subject to this restriction are contained in Sheets [insert numbers or other identification of sheets].

The agency point of contact will return to the offeror any unsolicited proposal marked with a legend different from that provided above. The return will state that the proposal cannot be considered because it is impractical for the Government to comply with the legend and that the agency will consider the proposal if it is resubmitted with the proper legend.

### Section B – Basic Information

#### Offeror

1. Last Name	2. First and middle names	3. Type of organization
4. Mailing address		5. Phone number
6. City	7. State	8. Zip Code

#### Principal investigator

1. Last Name	2. First and middle names	3. Phone number
4. Mailing address		
5. City	6. State	7. Zip Code

#### Technical personnel

1. Last Name	2. First and middle names	3. Phone number
4. Mailing address		
5. City	6. State	7. Zip Code

#### Negotiator

1. Last Name	2. First and middle names	3. Phone number
4. Mailing address		
5. City	6. State	7. Zip Code

#### Individual authorized to bind the offeror

1. Last Name	2. First and middle names	3. Phone number
4. Mailing address		
5. City	6. State	7. Zip Code

**Section B – Basic Information (continued)**

Administrative contact

1. Last Name	2. First and middle names	3. Phone number
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4. Mailing address

5. City	6. State	7. Zip Code
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Other Federal, State, or local agencies or parties receiving the proposal or funding the proposed effort

1. Last Name	2. First and middle names	3. Phone number
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4. Mailing address

5. City	6. State	7. Zip Code
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ONDCP personnel previously contacted

1. Last Name	2. First and middle names	3. Phone number
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4. Mailing address

5. City	6. State	7. Zip Code
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**Section C – Technical Information**

1. Concise title and abstract (approximately 200 word)

2. Reasonably complete discussion stating the objectives of the effort

3. The nature and extent of the anticipated results

4. The manner in which the work will help support the agency's mission.

5. Type of non-monetary support needed from ONDCP

5a. Facilities	5b. Equipment
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5c. Material	5d. Personnel
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6. Methods

7. Analytical Approach			
8. Tasks			
9. Deliverables			
10. Timetables			
11. Personnel Loading Chart			
<b>Section D – Organization Information</b>			
1. Brief description of the organization			
2. Type of organization (Please attach an organization chart)			
3. Past Performance			
4. Facilities to be used			
5. Number of full-time employees		6. Number of part-time employees	
7. Names and biographical information for all key personnel and alternates who will be involved in the proposed project			
8. Does your organization have a written policy and procedure for			
8a. personnel		8b. procurement	
8c. property control		8d. travel	
9. Are records maintained daily for each employee's time and activity distribution?			
<b>Section E – Accounting System</b>			
1. Does your accounting system account for cost by project?			
2. Is your accounting system automated?			
3. Does your accounting system track receipt and disbursement of funds by funding source?			
4. Are the following books of account maintained?			
4a. General Ledger	4b. Cash Receipts Journal	4c. Payroll Journal	4d. Income Journal
4e. Purchase Journal	4f. General Journal		
5. How frequently do you post to your general ledger?			
6. Does your accounting system provide for the recording of actual expenditures for each award by project and budget cost categories reflected in an approved budget?			
<b>Section F – Budget Information</b>			
1. Labor and Benefits			
1a. Key personnel		1b. Other personnel	

2. Total Direct Costs			
2a. Special equipment	2b. Rented equipment	2c. Material and supplies	2d. Subcontracts
2e. Other direct costs			
3. Indirect cost			
4. Fees			
<b>Section F – Budget Information (continued)</b>			
5. Surveys			
6. Other Costs			
<b>Section G – Identify Proprietary Data to Be Used Only for Evaluation Purposes</b>			
The offeror shall mark each sheet of data it wishes to restrict with the following legend: Use or disclosure of data contained on this sheet is subject to the restriction on the title page of this proposal.			
<b>Section H – Contract Information</b>			
1. Type of contract preferred	2. Proposed duration of effort	3. Time the proposal is valid (6 months is suggested)	
<b>Section I – Other Information</b>			
1. Organizational conflicts of interest			
2. Security clearances			
3. Environmental impacts			