

## BREAKDOWN OF PROPOSED ESTIMATED COST (PLUS FEE) AND LABOR HOURS

### INSTRUCTIONS FOR USE OF THE FORMAT

1. Refer to Business Proposal Instructions, Section L of this solicitation. The Instructions contain the requirements for proper submission of cost/price data which must be adhered to.
2. This format has been prepared as a universal guideline for all solicitations issued by the Center for Substance Abuse Prevention. It may require amending to meet the specific requirements of this solicitation. For example, this solicitation may require the submission of cost/price data for three years listed on this form. (See Section L.1., General Information for the estimated duration of this project.) If this solicitation is phased, identify each phase in addition to each year. Total each year, phase, and sub-element.
3. This format must be used to submit the breakdown of all proposed estimated cost elements. List each cost element and sub-element for direct costs, indirect costs and fee, if applicable. In addition, provide detailed calculations for all items. For example:
  - a. For all personnel, list the name, title, rate per hour and number of hours proposed. If a pool of personnel is proposed, list the composition of the pool and how the cost proposed was calculated. List the factor used for prorating Year One and the escalation rate applied between years.

Offeror's proposal should be stated in the same terms as will be used to account for and record direct labor under a contract (i.e. percentage of effort is used for most faculty and professional employees at educational institutions). If percentages of effort are used, the basis to which such percentages are applied must also be submitted by the offeror. The attached format should be revised to accommodate direct labor proposed as a percentage of effort.
  - b. For all materials, supplies, and other direct costs, list all unit prices, etc., to detail how the calculations were made.
  - c. For all indirect costs, list the rates applied and the base the rate is applied to.
  - d. For all travel, list the specifics for each trip.
  - e. For any subcontract proposed, submit a separate breakdown format.
  - f. Justification for the need of some cost elements may be listed as an attachment, i.e., special equipment, above average consultant fees, etc.
4. If the Government has provided "uniform pricing assumptions" for this solicitation, the offeror must comply with and identify each item.

RFP Number:

Organization:

Date:

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Cost Element		Year 1	Year 2	Year 3	Year 4	Year 5	Total
Direct Labor							
Labor Category - Title & Name	Rate & Hours each year	\$	\$	\$	\$	\$	\$
Project Director		\$	\$	\$	\$	\$	\$
Writer		\$	\$	\$	\$	\$	\$
Conference Manager		\$	\$	\$	\$	\$	\$
Direct Labor Cost	Total hrs	\$	\$	\$	\$	\$	\$
Fringe Benefits (if applicable)	%	\$	\$	\$	\$	\$	\$
Total Labor & Fringe		\$	\$	\$	\$	\$	\$
Overhead (if applicable)	%	\$	\$	\$	\$	\$	\$
Total Labor Costs		\$	\$	\$	\$	\$	\$
Other Direct Costs							
Reproduction		\$	\$	\$	\$	\$	\$
Telephone		\$	\$	\$	\$	\$	\$
Supplies		\$	\$	\$	\$	\$	\$
Subcontracts (separate line and name each) (subs proposal attached)		\$	\$	\$	\$	\$	\$
Consultants (have a breakdown of fee attached, breakdown by task by year)		\$	\$	\$	\$	\$	\$
Travel (have breakdown of travel attached, breakdown by task, by year)		\$	\$	\$	\$	\$	\$
Total ODC's		\$	\$	\$	\$	\$	\$
Subtotal of Total Labor & ODC's		\$	\$	\$	\$	\$	\$

G&A	%	\$	\$	\$	\$	\$	\$
Subtotal		\$	\$	\$	\$	\$	\$
Base Fee (%calculated against subtotal )	%	\$	\$	\$	\$	\$	\$
Award Fee(%calculated against subtotal )	%	\$	\$	\$	\$	\$	\$
Total Estimated Costs		\$	\$	\$	\$	\$	\$