

## Cost Proposal Format Instructions

1. Prior to filling out the table in the attached file, copy the table so that a separate table can be completed for each of the following that apply: the total project, the base period, option period one, and option period two, etc. If there are no options, a single copy of the table is sufficient.
2. Proposed subcontractors should provide their cost information in the same format, in the same level of detail.
3. Complete the information in the column headings to correspond to Part 1 of the Cost Proposal (breakout by calendar or contractor fiscal year). Each column should represent a 12 month period (or portion thereof) that reflects the Offeror's accounting year (i.e., January – December, April – March, October – September).

Example: Proposed period of performance: 18 months

Anticipated award date: August 1, 2010

Offeror's accounting year: January – December

1<sup>st</sup> cost column: CY 2010

Period: August – December

2<sup>nd</sup> cost column: CY 2011

Period: January – December

3<sup>rd</sup> cost column: CY 2012

Period: January

4. Direct Labor:
  - a. Identify the proposed labor categories and the proposed individuals in each category. Identify the hours and hourly rates for each specific year of performance.
  - b. If using category rates, hide the column identifying the individual workers.
5. Fringe Benefits and Labor Overhead:
  - a. Link the base costs for each rate to the appropriate cells in the base/hours column for each year proposed.
  - b. Fill in the indirect rate in the rate column for each year proposed.
  - c. If there is more than one type of fringe or labor overhead rate, identify each by category/name and its associated base costs and rates. Rows can be added to the spreadsheet as necessary.

6. Subcontracts/Interorganizational Transfer:
  - a. Identify each proposed subcontract individually by name.
  - b. Fill in the proposed subcontract cost by year.
  - c. Have the subcontractor provide a cost proposal in the same format and level of detail as the spreadsheet. **Subcontractor cost proposal can be provided directly to ONR.**
7. Consultants:
  - a. Fill in hours and loaded rate.
8. Other Direct Costs:
  - a. Use second tab of the worksheet to itemize these costs.
  - b. Materials/Supplies – identify specific items, quantities, unit prices and total cost.
  - c. Equipment – identify specific items, quantities, unit prices.
  - d. Travel – identify destination, number of individuals travelling, length of trip and proposed air fare, lodging, meals and any other costs, if known.
9. Material Handling:
  - a. Link the base cost in the base/hours column for each year proposed.
  - b. Fill in the indirect rate in the rate column for each year proposed.
10. General and Administrative:
  - a. Link the base cost in the base/hours column for each year proposed.
  - b. Fill in the indirect rate in the rate column for each year proposed.
11. Facilities Cost of Money:
  - a. Identify the type of facilities capital (i.e., engineering, manufacturing, research, G&A).
  - b. Link the base cost in the base/hours column for each year proposed.
  - c. Fill in the rate in the rate column for each year proposed.