

# INSTRUCTIONS FOR COMPLETING CONTRACT PRICING SUMMARY

Offerors are instructed to prepare their cost proposals in sufficient detail to permit thorough and complete evaluation by the Government. A separate DOT F 4220.44 is required for the basic and each option period (if applicable). The supporting data for the DOT F 4220.44 shall be as follows. (NOTE: The DOT F 4220.44 shall be used to implement the requirements of the SF 1411 and does not relieve offerors from complying with FAR 15.804-6 requirements.)

- a. The basis for all proposed rates (including a copy of the indirect cost pool and a computational trail used to arrive at the proposed rate shall be clearly identified when the proposed rates are not approved by a Government audit agency for use in proposals; or approved by the Government audit agency, but the approval is 12 months or more old. State rather an approved (within 12 months) Government audit agency rate was used.
- b. The information below clarifies FAR 15.804-6 requirements for specific cost elements. The cost elements listed below shall be supported, as a minimum, with the following:

## 1. DIRECT MATERIAL.

- A. Purchased Parts: Provide a consolidated priced summary of individual material quantities included in the various tasks, orders, or contract line items being proposed and the basis for pricing (vendor quotes, invoices prices, etc.). Give details on an attached schedule.
- B. Subcontracted Items: Show the total cost of subcontract effort and provide a separate SF 1411 and supporting DOT F 4220.44 for each subcontractor or written quotations from the prospective subcontractor in accordance with FAR 15.806-2.
- C. Other.

(1) Raw Material: Consists of material in a form or state that requires further processing. Provide priced quantities of items required for the proposal. Show total cost and give details on an attached schedule.

(2) Standard Commercial Items: Consists of items that the offeror normally fabricates, in whole or in part, and that are generally stocked in inventory. Provide an appropriate explanation of the basis for pricing. If price is based on cost, provide a cost breakdown; if priced at other than cost, provide justification for exemption from submission of cost or pricing data, as required by FAR 15.804-3(e). Show total cost and give details on an attached schedule.

## 2. MATERIAL OVERHEAD.

Show cost here only if your accounting system provides for such cost segregation and only if this cost is not computed as part of labor overhead (item 4) or General and Administrative (G&A) (item 6).

## 3. DIRECT LABOR.

Show the hourly rate and the total hours for each individual (if known) and discipline of direct labor proposed. Indicate whether actual rates or escalated rates are used. If escalation is included, state the degree (percent) and rationale used.

## 4. LABOR OVERHEAD.

See paragraph (a) above.

## 5. OTHER DIRECT COSTS

(A) Special Tooling/Equipment. Identify and support specific equipment and unit prices. Use a separate schedule if necessary.

(B) Travel. Identify and support each trip proposed and the persons (or disciplines) designated to make each trip. Identify and support transportation and per diem rates.

(C) Individual Consultant Services. Identify and support the proposed contemplated consultants. State the amount of service estimated to be required and the consultant's quoted daily or hourly rate.

(D) Other Costs. List all other direct charge costs not otherwise included in the categories described above (e.g., services of specialized trades, computer services, preservation, packaging and packing, leasing of equipment) and provide bases for pricing.

## 6. GENERAL AND ADMINISTRATIVE EXPENSE.

See paragraph (a) above and base approved by a Government audit agency for use in proposals.

## 7. ROYALTIES.

If more than \$250, provide the following information on a separate page for each separate royalty or license fee; name and address of licensor; date of license agreement; patent numbers, patent application serial numbers, or other basis on which the royalty is payable; brief description (including any part of model numbers of each contract item or component on which the royalty is payable); percentage or dollar rate of royalty per unit; unit price of contract item; number of units; and total dollar amount of royalties. In addition, if specifically requested by the Contracting Officer, provide a copy of the current license agreement and identification of applicable claims of specific patents. (See FAR 27.204 and 31.205-37)

## 8. SUBTOTAL ESTIMATED COST.

Enter the total of all direct and indirect costs excluding Contract Facilities Capital and Cost of Money and Fee or Profit.

## 9. CONTRACT FACILITIES CAPITAL AND COST OF MONEY.

Show total cost on line 9 and attach supporting calculations on the CASB-CMF forms. (See FAR 31.205-10).

## 10. SUBTOTAL ESTIMATED COST

Enter the total of all proposed costs excluding Fee or Profit and insert this amount in Section 6.A. of SF 1411.

## 11. FEE OR PROFIT.

Enter this proposed Fee or Profit and insert this amount in Section 6.B. of SF 1411.

## 12. TOTAL ESTIMATED COST AND FEE OR PROFIT.

Enter the total estimated cost including Fee or Profit.

- (c) Under the column entitled, "Reference," identify the attachment where information supporting the

specific cost element may be found.