**DARPA-PS-25-27: Rads to Watts**

**Cost Proposal Instructions and Volume II Template Amendment 1**

The Cost Volume must address the full program (base + options) and must include all components described herein. **No page limit** is specified for the Cost Volume. Information incorporated into the Cost Volume that is not related to cost will not be considered.

Full proposals must use this form. **All proposers must also use Attachment F: DARPA Cost Proposal Spreadsheet.**

All pages shall be formatted for printing on 8-1/2 by 11-inch paper with 1-inch margins and font size no smaller than 11-point. Font sizes of 8 or 10-point may be used for figures, tables, and charts. Submissions must be written in English. The Cost Volume must be in PDF or Microsoft Word formats. Spreadsheet files must be included as a separate file in the full proposal package.

The Government **requires** that proposers use the provided **Attachment F: DARPA Cost Proposal Spreadsheet** in the development of their cost proposals. All tabs and tables in the cost proposal spreadsheet should be developed in an editable format with calculation formulas intact to allow traceability of the cost proposal. This cost proposal spreadsheet must be used by the prime organization and all subcontractors. In addition to using the cost proposal spreadsheet, the cost proposal still must include all other items required in this announcement that are not covered by the editable spreadsheet. Using the provided cost proposal spreadsheet will assist the Government in a rapid analysis of your proposed costs and, if your proposal is selected for award, speed up the negotiation and award execution process.

Costs must be traceable between the prime proposer and all subawardees/consultants, as well as between the cost volume and the SOW. This includes ensuring a consistent task structure across all proposal documents. For example, if the Statement of Work shows a task 1.1, then the cost proposal spreadsheet should show a task or a tab 1.1 and an explicit cost for that task. Cost information must be provided in sufficient detail to substantiate the proposed prices.

The prime proposer is responsible for the compilation and submission of all non-proprietary subawardee cost proposals. Proposal submissions will not be considered complete until the Government has received all subawardee cost proposals.

Proprietary subawardee cost proposals may be included as part of the Cost Volume or emailed separately by the subawardee to the email address listed in the Overview Information section of the PS. Email messages must include “Subawardee Cost Proposal” in the subject line and identify the principal investigator, prime proposer organization, and proposal title in the body of the message.

**COVER SHEET**

**[PRIME ORGANIZATION LOGO]**

|  |  |
| --- | --- |
| Proposal **Title** |  |
| Proposer Organization |  |
| Type of Organization | Choose all that apply: Large Business, Small Disadvantaged Business, Other Small Business, HBCU, MI, Other Educational, or Other Nonprofit. |
| Proposer Reference Number, if any |  |
| Technical Point of Contact (POC) | Name:  Address:  Telephone:  Email: |
| Administrative POC | Name:  Address:  Telephone:  Email: |
| Place(s) of Performance |  |
| Period(s) of Performance |  |
| Months |  |
| Other Team Members **(subawardees and consultants), if any** | Technical POC Name:  Organization:  Organization Type: |
| **Total Proposed Cost (by Contractor Fiscal Year)** | Year 1: $  Year 2: $  Year 3: $  Year 4: $  Total: $ |
| **SAM.gov Unique Entity ID (UEI)[[1]](#endnote-2)** |  |
| **Taxpayer identification number (TIN)[[2]](#endnote-3)** |  |
| **Commercial and Government Entity (CAGE) code[[3]](#endnote-4)** |  |
| **Administration Office POC at Defense Contract Management Agency (DCMA)[[4]](#endnote-5) or Office of Naval Research (ONR)[[5]](#endnote-6), if known** | Name:  Address:  Telephone: |
| **Audit Office POC at Defense Contract Audit Agency (DCAA)[[6]](#endnote-7), if known** | Name:  Address:  Telephone: |
| Date Proposal was Prepared |  |
| Proposal Validity Period (minimum 120 days) |  |

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# Cost Summary

[Provide the following cost summary information:

* Cost Summary by Phase:
  + Provide total effort cost by phase (or by base effort and options) and by contractor fiscal year. Costs must be broken down by major cost items to include labor costs, materials, travel, consultants, subawards, other direct charges (ODCs), indirect costs (overhead, fringe, general and administrative (G&A)), and any proposed fee for the project. **Proposers are required to use Attachment F: DARPA Cost Proposal Spreadsheet to provide the detailed cost summaries for each phase (or base effort and any proposed options) by contractor fiscal year.**

# Cost Details

[Provide the cost details broken down by the following. Include supporting documentation describing the method used to estimate costs:

* Phase
* Contractor fiscal year
* Month
* Statement of work task]

1. **Direct Labor**

[Provide individual labor categories or persons with associated labor hours and direct labor rates. In addition, in order to assess the cost realism of each task and subtask, each task and subtask should include all proposed labor categories with associated labor hours proposed.]

1. **Indirect Costs**

[Identify all indirect cost rates (Fringe Benefits, Overhead, G&A, Facilities Cost of Money, etc.) and the basis for each.]

1. **Materials**

[Provide an itemized list of all proposed materials, including quantities, unit prices, proposed vendors (if known), and the basis of estimate (e.g., quotes, prior purchases, catalog price lists, etc.). *Any item that exceeds $5,000 must be supported with backup documentation, such as a copy of catalog price lists or quotes prior to purchase.*]

1. **Equipment Purchases**

[Provide an itemized list of all proposed equipment, including quantities, unit prices, proposed vendors (if known), and the basis of estimate (e.g., quotes, prior purchases, catalog price lists, etc.). *Any item that exceeds $5,000 must be supported with backup documentation, such as a copy of catalog price lists or quotes prior to purchase.* Include any requests for Government-furnished equipment or information with cost estimates and delivery dates.]

1. **Travel**

[Provide the purpose of the trip, number of trips, number of days per trip, departure and arrival destinations, number of people, etc.]

1. **Other Direct Costs (ODCs)**

[Provide an itemized breakdown with costs. *Backup documentation must be submitted to support proposed costs. An explanation of any estimating factors, including their derivation and application, must be provided.*]

1. **Cost Sharing**

[Provide the source, nature, and amount of any industry cost-sharing.]

1. **Consultant Costs**

[Provide a copy of all consultants’ proposed SOWs as well as signed consultant agreements or other documents that verify the proposed loaded daily / hourly rate, hours, and any other proposed consultant costs (e.g., travel).]

1. **Subawardee Costs**

[For each proposed subawardee, provide the information requested above in Sections 1-7. *All documentation must be prepared at the same level of detail as that required of the prime proposer.*

Provide the following for all proposed subawardees, as applicable:

* A copy of the proposed TDD as well as any documents that verify the proposed loaded daily / hourly rate, hours, and any other proposed costs (e.g., travel).
* Interdivisional work transfer agreements or evidence of similar arrangements.
* Status of any subcontract letters of commitment and/or teaming agreements and estimated time to finalize subaward(s).

1. **Rate Agreements**

[Provide any available approved rate information or other documentation that may assist in expediting negotiations (e.g., Forward Pricing Rate Agreement, Department of Health and Human Services (DHHS), or Office of Naval Research (ONR) rate agreements).]

1. **Requirements for proposers requesting an Other Transaction for Prototypes**

[Provide the following information where applicable.

Proposers must indicate whether they **qualify as a nontraditional Defense contractor,[[7]](#endnote-8) have teamed with a nontraditional Defense contractor, or are providing a one-third cost share** for this effort. Provide information to support the claims.

**Provide a detailed list of milestones.** Complete Attachment I Schedule of Milestones and Payment to include description, completion criteria, due date, and payment/funding schedule (to include, if cost share is proposed, contractor and Government share amounts). Milestones must relate directly to the accomplishment of technical metrics as defined in the solicitation and/or the proposal. While agreement type (fixed price or expenditure-based) will be subject to negotiation, the use of fixed price milestones with a payment/funding schedule is preferred. Proprietary information must not be included as part of the milestones.]

1. The SAM-generated UEI becomes the official identifier for doing business with the U.S. Government. This replaces DUNS. [↑](#endnote-ref-2)
2. See <https://www.irs.gov/individuals/international-taxpayers/taxpayer-identification-numbers-tin> for information on requesting a TIN. Note, requests may take from 1 business day to 1 month depending on the method (online, fax, mail). [↑](#endnote-ref-3)
3. A CAGE Code identifies companies doing or wishing to do business with the Federal Government. [↑](#endnote-ref-4)
4. <https://pubapp.dcma.mil/CASD/CasdSearch.do>. [↑](#endnote-ref-5)
5. <http://www.onr.navy.mil/Contracts-Grants/Regional-Contacts.aspx>. [↑](#endnote-ref-6)
6. <http://www.dcaa.mil/Home/Locator?title=Locator> [↑](#endnote-ref-7)
7. For definitions and information on Other Transaction agreements see <http://www.darpa.mil/work-with-us/contract-management#OtherTransactions>. [↑](#endnote-ref-8)