Attachment 1

The following checklist is provided to assist the proposer in developing a complete and responsive cost volume. Full instructions appear in Section IV of this BAA. This worksheet must be included with the coversheet of the Cost Proposal.

1. Are all items from section "Volume II, Cost Proposal" included on your Cost Proposal cover sheet?

○ **YES** ○ **NO**

If reply is "No", please explain:

2. Does your Cost Proposal include (1) a summary cost buildup by Phase, (2) a summary cost buildup by Year, and (3) a detailed cost buildup of for each Phase that breaks out each task and shows the cost per month?

○ **YES** ○ **NO** **Appears on Page(s)**

If reply is "No", please explain:

3. Does your cost proposal (detailed cost buildup #3 above in item 2) show a breakdown of the major cost items listed below:

Direct Labor (Labor Categories, Hours, Rates)

○ **YES** ○ **NO** **Appears on Page(s)**

Indirect Costs/Rates (i.e., overhead charges, fringe benefits, G&A)

○ **YES** ○ **NO** **Appears on Page(s)**

Materials and/or Equipment

○ **YES** ○ **NO** **Appears on Page(s)**

Subcontracts/Consultants

○ **YES** ○ **NO** **Appears on Page(s)**

Other Direct Costs

○ **YES** ○ **NO** **Appears on Page(s)**

Travel

○ **YES** ○ **NO** **Appears on Page(s)**

If reply is "No", please explain:

4. Have you provided documentation for proposed costs related to travel, to include purpose of trips, departure and arrival destinations and sample airfare?

○ **YES** ○ **NO** **Appears on Page(s)** [ ]

If reply is "No", please explain: [ ]

5. Does your cost proposal include a complete itemized list of all material and equipment items to be purchased (a priced bill-of-materials (BOM))?

○ **YES** ○ **NO** **Appears on Page(s)** [ ]

If reply is "No", please explain: [ ]

6. Does your cost proposal include vendor quotes or written engineering estimates (basis of estimate) for all material and equipment with a unit price exceeding the threshold specified in the BAA?

○ **YES** ○ **NO** **Appears on Page(s)** [ ]

If reply is "No", please explain: [ ]

7. Does your cost proposal include a clear justification for the cost of labor (written labor basis-of-estimate (BOE)) providing rationale for the labor categories and hours proposed for each task?

○ **YES** ○ **NO** **Appears on Page(s)** [ ]

If reply is "No", please explain: [ ]

8. Do you have subcontractors/consultants? If YES, continue to question 9. If NO, skip to question 13.

○ **YES** ○ **NO** **Appears on Page(s)** [ ]

9. Does your cost proposal include copies of all subcontractor/consultant technical (to include Statement of Work) and cost proposals?

○ **YES** ○ **NO** **Appears on Page(s)** [ ]

If reply is "No", please explain: [ ]

10. Do all subcontract proposals include the required summary buildup, detailed cost buildup, and supporting documentation (SOW, Bill-of-Materials, Basis-of-Estimate, Vendor Quotes, etc.)?

○ **YES** ○ **NO** **Appears on Page(s)** [ ]

If reply is "No", please explain: [ ]

11. Does your cost proposal include copies of consultant agreements, if available?

○ **YES** ○ **NO** **Appears on Page(s)** [ ]

If reply is "No", please explain:

12. If requesting a FAR-based contract, does your cost proposal include a tech/cost analysis for all proposed subcontractors?

YES **NO** **Appears on Page(s)**

If reply is "No", please explain:

13. Have all team members (prime and subcontractors) who are considered a Federally Funded Research & Development Center (FFRDC), included documentation that clearly demonstrates work is not otherwise available from the private sector AND provided a letter on letterhead from the sponsoring organization citing the specific authority establishing their eligibility to propose to government solicitations and compete with industry, and compliance with the associated FFRDC sponsor agreement and terms and conditions.

YES **NO** **Appears on Page(s)**

If reply is "No", please explain:

14. Does your proposal include a response regarding Organizational Conflicts of Interest?

YES **NO** **Appears on Page(s)**

If reply is "No", please explain:

15. Does your proposal include a completed Data Rights Assertions table/certification?

YES **NO** **Appears on Page(s)**

If reply is "No", please explain:

16. Do you possess a DCAA-approved cost accounting system?

YES **NO** **Appears on Page(s)**

If reply is "Yes", and you are seeking a cost reimbursement contract, please provide a copy of this approval with your cost proposal. **Appears on Page(s)**

If reply is "No", and you are seeking a cost reimbursement contract, please provided a completed SF 1408 with your cost proposal. **Appears on Page(s)**