

ATTACHMENT 3 - FULL PROPOSAL FORMAT

(The below is provided as general information. Specific guidance will be provided to offerors invited to submit a full proposal).

The full proposal shall contain a Cover Page and relevant data organized into two volumes:

Volume I: Technical Proposal

Volume II: Cost Proposal

Cover Page (Technical and Cost Proposal)

Project proposals shall include a cover page containing the following information:

- Working title of the proposed project
- Names, phone numbers, mailing and e-mail addresses for the principal technical and contractual points of contact (person or persons authorized to negotiate on the behalf of the offeror and who can contractually obligate the offeror organization)
- DUNS number of the submitting organization (if available)
- Project partners, if any
- Date of submission
- Proprietary data restrictions, if any

Volume 1: Technical Proposal

The Technical Proposal shall contain the following sections, subject to an **8-page limit**:

- Executive Summary
- Statement of Work
- Capabilities and Experience
- Intellectual Property Rights
- Appendix: Resumes (2 pages each, excluded from page limit)

Executive Summary

The Executive Summary shall contain the following information:

- **Summary Statement:** Provide a succinct statement of the aim of the project and proposed approach. In most cases, the summary statement will be no longer than a paragraph.
- **Context:** Briefly describe the current state of information and/or research in the area.
- **Proposed Approach:** Describe the proposed approach. Offerors shall explain how the proposed approach will meet the objectives outlined in Attachment 1; result in or lead to a replicable framework that can be used to address similar issues; demonstrate innovativeness; and inform other strategic priorities like the National Secure Data Service.

Statement of Work

There shall be no company-sensitive or proprietary data included in the Statement of Work. The Statement of Work shall contain the following information:

- **Work Scope:** Describe the work to be accomplished as part of the project, organized as it is expected to be performed. Separate the work effort into major tasks and subtasks as numbered paragraphs, or in a table.
- **Deliverables:** All project deliverables should be clearly listed and described.
- **Future Phases:** Proposals may include a discussion of optional, future phases of work. The original phase or work shall in no way depend on work described under future phases to meet the program criteria.

Capabilities and Experience

List all team members proposed for the project and indicate if they are a non-traditional entity as defined in the RFS. List all key personnel, including those from outside the offeror's organization. Organize the team by organization name and briefly describe each person's roles and responsibilities on the project. Identify and describe the capabilities and experience of key personnel and organizations as these elements relate to the proposed project. Descriptions of experience should serve to demonstrate the key personnel's ability to successfully conduct the proposed research or project, including access to critical resources for the project. Designate any supervisory relationships and who will be the main point of contact for regular check-ins with the NCS&ES methodological team during the project. Provide condensed resumes (2-page maximum) for all key personnel on the project. Resumes shall be organized in an appendix to the proposal. Resumes do not count toward the 8-page limit for the proposal.

In addition to key personnel, designate any graduate students or postdoctoral fellows funded by the proposed research. If named, provide no more than a half-page biographical sketch of their background and research interests. The biographical sketch should be included as part of the resume appendix and does not count against the page limit.

Describe any unique capabilities that the offeror team possesses that may reduce project risk, reduce project duration, and/or improve project financial performance.

Address any potential conflicts of interest and any proposed mitigation.

Intellectual Property Rights

Offerors must describe any limitations on any intellectual property (patents, inventions, trade secrets, copyrights, or trademarks) that will impact the offeror's performance of the contract or impact the Government's subsequent use of any deliverable under the contract. The offeror must describe the intellectual property in sufficient detail to describe the limitations (Data assertions of the offeror or any subcontractor, potential patent licenses required by the Government, etc.), and to describe why or how the Government can accomplish the stated objectives of this RFS with the limitations described or proposed by the offeror.

Volume II: Cost Proposal

The cost proposal should contain a cost estimate for the proposed effort to allow for meaningful evaluation and determination of price reasonableness and cost realism. The cost estimate shall account for the entire cost of the project, inclusive of any proposed cost share.

The Cost Proposal shall contain the following information:

- **Agreement Type:** It is anticipated the proposed efforts will be funded as firm-fixed-price. However, offerors may recommend an alternate approach (e.g., cost, cost-plus-fixed-fee, etc.) and include the rationale for their use. State either firm-fixed-price, or provide rationale for an alternative approach.
- **Cost Estimate:** The cost estimate shall be broken down for each year of the proposed work. The elements of cost and suggested level of detail are shown in the table below. Contractor format for the cost estimate is acceptable.

Cost Proposal Format and Preparation Instructions

PROGRAM FUNDS	
Type	Description
Labor – Offeror only	Provide a description of each labor category or person with associated labor rate and hours.
Travel – Offeror only	Provide a list # of trips, # of days and travelers per trip, and cost per trip, and the purpose of each trip.
Team Members/ Subcontractors/ Consultants	Provide a List each team member/subcontractor/consultant and their associated subcontract funding.
Material/Equipment – Offeror only	Provide a list all items and provide justification and basis of cost for each (i.e., catalog pricing, vendor quote, previous purchase, etc.)
Other Direct Costs – Offeror only	Provide a list all items and provide justification and basis of cost for each (i.e., catalog pricing, vendor quote, previous purchase, etc.)
Indirect Costs – Offeror Only	Provide a breakout of all Indirect Costs and indicate whether rates are Government approved, citing approval date and federal agency providing approval. If rates are not approved, provide an explanation on how your organization’s proposed rates are appropriate for pricing.
Profit/Fee	Indicate any profit/fee.
COST SHARE (not required)	
Type	Description
Cash (labor, travel, etc.)	As applicable, provide a description of each labor category, details on travel, list of materials, etc.
In Kind (Use of equipment, space/ buildings, intellectual property)	Must provide basis of cost.