**ATTACHMENT 2 - FULL PROPOSAL FORMAT**

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

**Volume I: Technical Proposal**

**Volume II: Cost Proposal**

Full proposals shall be no less than 10-point font and 1” margins; single-sided US-letter size pages. Full proposals submissions should not include promotional brochures, advertisements, recordings, or other extraneous material.

**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)
* Unique Entity ID (formerly 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
* Organizational Conflict of Interest Certificate
* Appendix: Resumes (maximum 2 pages each)
* Excluded from the page count:
  + Cover page
  + Table of contents
  + Resumes
  + Organizational Conflict of Interest Certification

**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 Technical Approach:** Provide a brief description of how the proposed project achieves all the objectives specified in RFS Section 3.1.1.1

**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:

* **Scope of Work:** Describe the work to be accomplished as part of the project, organized in the order it is expected to be performed. Separate the activities by project phase and into major tasks and subtasks as numbered paragraphs, or in a table. Include a **Schedule** within the Scope of Work, providing milestones for each phase of the project. The schedule should include start, finish, and major activity completion times, with milestone dates expressed as the number of weeks from the project start. If applicable, the timeline should account for data collection approval by the Office of Management and Budget under the Paperwork Reduction Act, including the time required for public comment.
* **Deliverables:** All project deliverables should be clearly listed and described.
* **Future Phases (Optional):** 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**

**Teaming Partners:** List all teaming partners (subcontractors or consultants) proposed for the project, and indicate whether they qualify as a non-traditional entity as defined in the RFS.

**Organizational Capabilities and Experience:** Identify and describe the capabilities and relevant experience of the organizations as they relate to the proposed project. Highlight the organizational strengths, resources, and capacity to support successful project execution.

**Key Personnel Experience and Resumes:** List all key personnel, including those from outside the offeror’s organization, and organize them by organization name. Briefly describe each individual’s role, responsibilities, skills, and relevant experience. Demonstrate each person’s ability to execute the proposed research or project. Include 2-page maximum resumes for all key personnel in an appendix, which will not count toward the proposal’s 8-page limit.

**Supervisory Structure and Point of Contact:** Specify any supervisory relationships within the team and identify the primary point of contact who will be responsible for regular check-ins with the NCSES methodological team during the project.

**Graduate Students and Postdoctoral Fellows:** Identify whether any graduate students or postdoctoral fellows will be funded by the proposed research. If any are named, provide a biographical sketch (up to half a page) for each individual, detailing their background and research interests. These biographical sketches should be included as part of the resume appendix and will not count against the proposal’s page limit.

**Unique Capabilities:** Describe any unique capabilities possessed by the offeror team that may contribute to reducing project risk, shortening project duration, and/or enhancing project financial performance.

**Organizational Conflicts of Interest:** Address any potential organizational conflicts of interest and any proposed mitigation for the prime offeror and all their teaming partners (subcontractors and consultants). **The prime offeror and each teaming partner must complete and submit a separate Exhibit 1 –**

**ORGANIZATIONAL CONFLICTS OF INTEREST CERTIFICATE.**

**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 (e.g., data assertions of the offeror or any subcontractor, potential patent licenses required by the government), and why or how the government can accomplish the stated objectives of this RFS with the limitations described 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 throughout the lifecycle of the project. Cost share will not be authorized for this project.

The Cost Proposal shall contain the following information:

* **Agreement Type:** Offerors should identify the preferred agreement type (e.g., firm fixed price or expenditure based (cost, cost-plus-fixed-fee, etc.)) and include the rationale for that agreement type. Unless explicitly identified in the RFS, no other agreement types will be considered for award. Final agreement type will be subject to mutual agreement between selected offeror and the government.
* **Cost Estimate:** The cost estimate shall be broken down for each phase of the proposed scope of work. The elements of cost and suggested level of detail are shown in the table below. Offeror may use their preferred format for the cost estimate.

**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 and a basis of cost for each.(ie: quote, cost proposal, etc.) |
| 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. |

**EXHIBIT 1 - ORGANIZATIONAL CONFLICTS OF INTEREST CERTIFICATE**

“Organizational Conflict of Interest (OCI)” means that because of other activities or relationships with other persons, a person is unable or potentially unable to render impartial assistance or advice to the government, or the person’s objectivity in performing the contract work is or might be otherwise impaired, or a person has an unfair competitive advantage. The government has the right to limit an organization’s involvement under the ADC Other Arrangement or other action to mitigate Organizational Conflicts of Interest.

Therefore, in accordance with the ADC Other Arrangement, Consortium Members awarded a project will be required to ensure project performance does not conflict with developments or enhancements being performed under other agreements or contracts. All proposals must address potential conflicts of interest, to include potential conflicts of interest associated with teaming partners or lower-tier agreements, and any proposed mitigation, and complete the below form.

RFS IDENTIFIER: **DCF-25**

Organization’s Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

POC Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

POC Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Check Appropriate Entry:

a. To the best of my knowledge and belief, my organization does not have any conflicts of interest which would diminish its capacity to give impartial, technically sound and objective assistance and advice, which would result in a biased work product, or which may result in an unfair competitive advantage.

b. Any actual or potential conflict of interest or unfair competitive advantage that does or may exist with respect to an award issued in response to the referenced Request for Solutions (RFS) AND any proposed mitigation is attached.

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Printed or Typed name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_