BROAD AGENCY ANNOUNCEMENT

Acquisition Modernization Technology Research (AMTR)

Research and Development

SP4701-23-B-0001

PART: U.S. Government Procurements

SUBPART: Services

OFFICE ADDRESS:

DLA Contract Service Office – Philadelphia
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CLASS CODE: A--Research and Development

SUBJECT: A--Acquisition Modernization Technology Research (AMTR)

POSTING DATE: 05/30/2023

INITIAL CLOSING DATE FOR RECEIPT OF SHORT TERM PROJECTS: (180 DAYS) BAA will re-open afterwards for receipt of White Papers

NAICS CODE: 541715 -- Research and Development in the Physical, Engineering, and Life Sciences (except Nanotechnology and Biotechnology)

SET ASIDES: N/A

SOL: SP4701-23-B-0001

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SECTION 1: GENERAL INFORMATION

This notice constitutes a combined synopsis and Broad Agency Announcement (BAA) for the acquisition of research and development (R&D) in accordance with Federal Acquisition Regulation 35.016, "Broad agency announcement," as supplemented with additional information included in this notice. No other solicitation will be issued. Only the information provided in this notice is available. Requests for other forms of solicitation shall be disregarded.

Rapidly changing improvements in technology and increasing operational requirements have made defense acquisition more data driven and increasingly complex. To keep up with DLA's customers demanding needs requires DLA to modernize its acquisition processes.

The Acquisition Modernization Technology Research (AMTR) Program, established at the beginning of FY22, assesses acquisition and procurement processes, identifies and prioritizes areas that would benefit

from IT modernization or advanced technologies, evaluates technical requirements, and pursues future research efforts for DLA.

The Defense Logistics Agency (DLA) Strategic Plan (https://www.dla.mil/Info/Strategic-Plan/) supports these DoD policies through five lines of effort (LOEs). The Acquisition Modernization Technology Research solutions should focus on all LOEs; however, there is a primary focus on LOE 4: Modernized Acquisition and Supply Chain Management, defined as "leading in logistics to deliver best value and manage risk."

The DLA Research and Development (R&D) Program Office is seeking IT modernization efforts that support any of the AMTR strategic focus areas outlined in the scope of this BAA (see Section 3: Scope).

This BAA will remain open for five (5) years and will have a one-time initial closing date for receipt of cost & technical proposals for IDIQ consideration under Short Term Projects (180 days after initial posting). After the initial 180-day period the BAA will temporarily close and evaluation of cost & technical proposals will take place.

During the initial BAA response period (180 day window), vendors must submit **full cost & technical proposals** (omitting the White Paper submission) in order to be considered for an Indefinite Delivery, Indefinite Quantity (IDIQ) contract (see Section 6: Proposal Instructions). Cost and technical proposals submitted under this BAA for IDIQ consideration shall describe a potential Short Term Project (STP) that aligns with one of the AMTR strategic focus areas outlined in Section 3: Scope, to be used by the Government for evaluation purposes. Initial offerors are encouraged to propose innovative solutions, highlighting any relevant DLA/DoD acquisition experience. Consideration will be given to all approaches that enable improved processes aligning with both DoD and DLA Strategic Initiatives. Only select Offerors will be awarded an IDIQ contract under the initial BAA.

Although initial projects proposed in response to this BAA may result in the award of an IDIQ, a task order to execute the initial STP may or may not be issued. Each vendor who receives an IDIQ contract may be part of a working group whose purpose is to collaborate with the AMTR Program Manager, relevant DLA stakeholders and/or other vendors to identify problems and achieve improvements with measurable results in the business processes that support the AMTR program. An optional CLIN may be included in resulting task orders or contract awards for working group activities, including travel.

After evaluation of initial proposals, the BAA window will re-open. At that time, the government intends to accept **White Papers** from potential vendors who did not receive an IDIQ contract in the initial round. Vendors may suggest ideas for projects by submitting a White Paper, an abbreviated document (limited to 6 pages) in which a submitter shall describe a technical R&D concept (see Section 5: White Paper Instructions and Format). Successful White Papers will identify problems and present achievable Short Term Proposals with measurable results in support of the AMTR program. White Papers will only be accepted after the BAA is reopened. Offerors should check the SAM.gov website for the current status of the BAA. If such a technical concept is deemed by the Government to be of interest, the Government may request a full cost and technical proposal (see Section 6: Proposal Instructions).

The Government reserves the right to select all, some, or none of the submitted proposals for award. The primary basis for selecting proposals for acceptance will be technical merit, relevance to agency programs, and fund availability. Cost realism and reasonableness will also be considered.

The Government intends to award cost-type IDIQ contracts under this BAA and cost-type definitive contracts for vendors who are not awarded IDIQs. Cost-type contracts include cost-reimbursement (FAR 16.302), Cost-sharing (FAR 16.303), or cost-plus fixed fee (FAR 16.306). The Government reserves the right to award another type of contract at its sole discretion. Eligibility for an AMTR contract requires prospective offerors to meet the minimum standards of responsibility set forth in Part 9 of the Federal Acquisition Regulation (FAR). Once proposal evaluations are completed, each offeror will be notified whether the Government selected their proposal for award.

SECTION 2: BACKGROUND

AMTR intends to create a Working Group of awardees that will collaborate with, advise and assist the AMTR PM in developing enhanced DLA business processes using state-of-the-art emerging technologies and innovative business practices. Vendors who receive IDIQ awards are intended to be organizations with demonstrated expertise in relevant areas of DLA business processes.

The AMTR mission will be accomplished through sharply focused STPs, typically ranging from three months to 24 months in duration, that will be executed by the IDIQ awardees and by other contractors selected for individual STPs.

The intent of utilizing IDIQ Contracts is to create a working group between DLA and applicable contractors with a primary focus on identifying DLA acquisition problems and developing solutions in DLA business processes that will have measurable results. Subject to availability of funds, a total Government investment up to $10 million per year for 5 years is planned during Fiscal Years 2023-2028. This investment will be used to fund all contracts and projects.

SECTION 3: SCOPE

AMTR will conduct projects primarily, but not exclusively, in support of DoD's Acquisition Modernization efforts. As a Combat Support Agency, DLA's mission is to provide world-class logistics support to the Warfighter.

DLA's AMTR Program researches current acquisition and procurement systems and processes, identifies capability gaps, and prioritizes areas that would benefit from IT modernization. The goal is to introduce advanced tools and technologies to align existing business processes with commercial and government best practices.

Identified strategic focus areas include:

1) Maximizing Enterprise IT Modernization

2) Integrating Data Science and Analytics
3) Leveraging a Connected and Secure Supply Chain
4) Capitalizing on Emerging Technology
5) Deepening Industry Engagement for Innovation
6) Applying Innovative Processes
7) Strengthening our Knowledge-Rich Acquisition Workforce
8) Enhancing Market Intelligence

Additional detail regarding the 8 strategic focus areas is included in Section 4.

SECTION 4: PROGRAM INFORMATION

As noted above, AMTR's research concentrates on eight specific strategic focus areas. The program's goal is to work closely with DLA's subject matter experts to improve acquisition operations by applying industry best practices and cutting-edge technology, including artificial intelligence, machine learning, robotic process automation, blockchain, digital engineering, etc. Please see below for more detailed information on the strategic focus of the program:

1) **Maximize Enterprise IT Modernization**: Improve acquisition capabilities through an accessible, secure and integrated approach. Specific examples include a DLA unified employee dashboard, automating contract management for short term contracts etc.
2) **Integrating Data Science and Analytics:** Enhance compatibility, timeliness, and usability of DLA data. Examples include tools to improve source selection outcomes, analytics to enhance procurement forecast accuracy, etc.
3) **Leveraging a Connected and Secure Supply Chain:** Improve DLA's supplier relationships by taking innovative steps and deploying new tools and methods to improve supplier vetting, including supply chain security and fraud detection. Examples include improving risk data accessibility, mapping of supply chain sub-tier suppliers, etc.

   ***Please note that for this strategic focus area there are multiple efforts currently underway by the DLA R&D Logistics Technology Research program, formerly known as Weapon System Sustainment (see related BAA at SAM.gov for additional details).
4) **Capitalizing on Emerging Technology:** Automate repetitive tasks and free DLA's acquisition workforce to focus on higher-level tasks by investing in new technologies such as Robotic Process Automation, Artificial intelligence (AI) and Machine Learning (ML), Digital Engineering, Blockchain, etc.
5) **Deepening Industry Engagement for Innovation:** Increase supplier engagement in innovation throughout DLA's entire supply chain. Examples include enhancing bid notice

systems, implementing advanced solicitation methods, finding ways to improve customer experience, investigating alternative venues for promoting opportunities, providing status information on contract actions, etc.

6) **Applying Innovative Processes:** Enhance acquisition processes and contracting practices to improve quality, performance, and Warfighter support. Examples include implementing e-commerce solutions, increasing the ease of best-value decision-making, improving DLA's response to customer demands, streamlining source-selection alternatives, better intellectual property and 3D tech data management, applying more predictive and proactive technologies and methods (especially for low-demand or infrequent parts) etc.

7) **Strengthening our Knowledge-Rich Acquisition Workforce (AWF):** Enhance AWF knowledge, skills, and abilities through improved and standardized training, development, and deployment to meet current and future DLA needs. Examples include AI-assisted learning, advanced training management, etc.

8) **Enhanced Market Intelligence (MI):** Better leverage DLA's MI capability holistically to improve business decision-making and minimize supplier risk. Examples include creating a standard method for using MI to inform acquisition decision-making and training the AWF on MI use.

   ***Please note that for this strategic focus area there is an AMTR enterprise MI expansion project underway. New White Papers may be considered based upon their fit with ongoing efforts.

Each contractor awarded an IDIQ will execute any R&D projects awarded to them in accordance with the Statement of Work included in each task order. During the execution of each STP, the Government PM and their PM Support Team will manage all aspects of planning, execution and reporting of the overall project portfolio, with particular attention to cost, schedule and deliverables. Each individual project will be managed by the contractor who executes that project, while the PM and Support Team will perform all coordination and management across projects.

Working Group Activities

The period of performance for each IDIQ contract is intended to be 5 years, structured as a 1-year base period and four 1-year option periods. However, individual IDIQ time periods may vary. Each IDIQ will include a CLIN for Working Group Activities (CLIN 0002); task orders issued against this CLIN will provide funding for authorized travel (as deemed necessary) and related costs to attend and actively participate in AMTR meetings and other Government sponsored meetings as coordinated by the AMTR PM. Each IDIQ awardee is required to bring specific technical expertise that lends itself to significant improvements to DLA processes. The purpose of IDIQ contracts is to allow DLA to identify and address a wide range of candidate technologies and business practice innovations. A specialized Statement of Work (SOW) for Working Group Activities will be included in resulting task orders.

Meetings

Each awarded working group vendor will meet multiple times a year, as scheduled by the PM, to collaboratively support the AMTR PM's efforts to identify problems and achievable improvements with measurable results in the business processes that support objectives.

Projects

Contractors awarded IDIQ contracts will not be compensated for developing White Papers or proposals for Short Term Projects. AMTR STPs awarded to IDIQ holders will be separate task orders issued under the base IDIQ contract. Task Orders issued against resultant IDIQs will outline tasks to be performed and applicable deliverables; tasks will only be utilized in support of established research projects. All proposals submitted for a STP are required to have a business case that specifies how success will be measured and a delineated path to implementation that addresses a specific DLA or DoD need.

Technical Area of Interest

As stated above, AMTR is exploring the application of emergent technologies and commercial or other innovative business practices to develop new capabilities and improve DLA processes in support of DLA's Acquisition Modernization efforts. The capabilities to be developed from this effort must have beneficial application across one or more MSCs or DLA HQ Process Owners.

Consideration will be given to all innovative approaches that enable improved processes aligning with the DoD and DLA Director's Strategic Initiatives.

The Research & Development (R&D) Program Management Office (PMO) may determine to transition an R&D project to the production environment. This determination will be made on a case-by-case basis considering contractor performance, successful demonstration of technical capability and alignment with DLA R&D's objectives. Prior to making the determination to transition a project, the DLA PMO will request that the contractor submit a transition plan for review. Upon review of the transition plan, the contractor will receive further instructions on submission of technical and cost proposal for the transition effort.

SECTION 5: GENERAL PROPOSAL SUBMISSION INFORMATION

The following proposal submission information pertains to initial proposals submitted in response to the BAA for consideration of IDIQ awards AND proposals submitted once the BAA reopens and vendors are asked to submit proposals after the review of submitted White Papers.

Offerors must submit a STP proposal for an R&D project of their choosing that they believe is suitable for execution by AMTR as a STP (to be determined by evaluation against the criteria stated below). The Government intends to award IDIQ contracts based upon evaluation of the submitted STP proposals. Proposals shall demonstrate knowledge, experience, and expertise in the Technical Area of Interest described in Section 4. Proposals must also provide information detailing past performance that demonstrates related efforts, achievements, technological aptitude, management support skill, and potential contribution and relevance to DLA's mission. *The project proposals submitted for evaluation*

for an IDIQ contract award may or may not be funded as task orders under the resulting contract. Each STP proposal submitted will be evaluated separately using the evaluation criteria in Section 7. Offerors must submit full proposals in Portable Document Format (.pdf) titled "SP4701-23-B-0001" through the Solicitation Module under the Procurement Integrated Enterprise Environment (PIEE). Instructions will be provided in the SAM.gov posting.

This is an unrestricted acquisition. All responsible sources capable of satisfying the Government's needs may submit a White Paper, which will be considered by DLA. DLA encourages small businesses, small-disadvantaged businesses (SDBs), woman-owned small businesses (WOSBs), historically underutilized business zone (HUB Zone) small businesses, veteran-owned small business (VOSBs), service-disabled veteran-owned small businesses (SDVOSBs), historically black colleges and universities, and minority institutions, and other concerns subject to socioeconomic considerations through its awards to submit White Papers under this BAA. However, no portion of this BAA will be set-aside due to the impracticality of reserving discrete or severable areas of research in this technology. For purposes of this acquisition, the small business size standard is 1000 employees, and the North American Industry Classification System (NAICS) code is 541715, Research and Development in the Physical, Engineering and Life Sciences. All correspondence and questions on this BAA should be directed to the Contracting Officer POC at the top of the BAA; e-mail is preferred. Other than small business concerns will be required to submit a Small Business Subcontracting Plan in accordance with the most recent version of FAR clause 52.219-9 at the time of proposal submission if proposal cost exceeds the $750,000.00 threshold. Proposals must remain valid 180 days from the date of submission.

Note: Small business are exempt from submitting a subcontracting plan **(see subcontracting plan information in attachment B**).

Businesses unfamiliar with doing business with the government and that require assistance may contact the state-specific Department of Defense (DOD) APEX Accelerators.

DOD APEX Accelerators. serve as a resource for businesses pursuing and performing under contracts with DOD, other federal agencies, state, and local governments and with government prime contractors. Assistance provided by the APEX Accelerators. are usually free of charge. APEX Accelerator support includes registration in systems such as SAM, identification of contract opportunities, understanding requirements and preparing and supporting proposals. The APEX Accelerators have a presence in each state, Puerto Rico, and Guam.

To locate a local APEX Accelerator visit:

https://www.apexaccelerators.us/

SECTION 6: PROPOSAL INSTRUCTIONS

Proposal prices and all other terms and conditions must remain valid for 180 days from the submission date of the technical proposal. Information in the technical proposal that is deemed by the Respondent to be proprietary must be clearly marked as proprietary information. Proposals shall include all proprietary

claims to results, prototypes, or systems supporting or necessary for the use of the research, results, or prototypes. If there are no proprietary claims, then the proposal must include a statement to that effect.

To ensure all technical proposals receive proper consideration, DLA requires all Respondents to follow the same format. Technical proposals that do not conform to the format will not be evaluated and will not be eligible for award. Offerors shall submit proposals through the Solicitation Module under the Procurement Integrated Enterprise Environment (PIEE). Instructions will be provided in the SAM.gov posting.

TECHNICAL AND COST PROPOSAL FORMATS

Proposals MUST be submitted in the following format and provide the content requested in Section 7 "Evaluation Criteria for IDIQ Awards and Short-Term Projects" of this BAA. Each page of the proposal shall be marked "Source Selection Information—See FAR 2.101 and 3.104." In addition, all material that may be procurement sensitive or defense covered information should be marked with the legend "Controlled Unclassified Information" (CUI). If the information is also source selection information, both markings must be present.

- **Two separate volumes consisting of**:
  - Volume I – Technical Proposal
  - Volume II – Cost/Price Proposal
- **Volume I,** Technical Proposal
  - Shall describe the proposed STP and address the Evaluation Factors for STPs as contained in this BAA.
- **Volume II,** Cost/Price Proposal
  - Shall contain cost and pricing information in support of Volume I technical project.
  - Cost/Price information shall include breakout of cost elements as provided for in the Cost Realism evaluation factor in Section 6 of this BAA.
- ***NO pricing information shall be contained in the technical proposal.***

Volume I – Technical Proposals:

- Technical proposals shall be submitted in the following format: one electronic copy in ".pdf" format sent to the Solicitation Module under the Procurement Integrated Enterprise Environment (PIEE).

PROPOSALS THAT DO NOT CONFORM TO THE REQUIREMENTS DETAILED IN THIS SECTION MAY NOT BE EVALUATED OR AWARDED. TECHNICAL PROPOSALS THAT EXCEED 20 PAGES MAY BE EXCLUDED FROM CONSIDERATION.

To ensure all technical proposals receive proper consideration, DLA requires all offerors to follow the same format. Technical proposals must meet the following format requirements:

(1) Document files must be written in English and in .pdf formats.
(2) No more than twenty (20) single-sided pages including, body, appendices, and attachments.
(3) Formatting for printing on 8-1/2 by 11-inch paper with 1-inch margins and font size not smaller than 12-point Times New Roman font (8 or 10-point font may be used for figures, tables, and charts).; and
(4) Header on each page to identify page content and page number.

Any project Gantt charts may be submitted on larger pages (e.g., legal size), as required to be readable. There is no penalty for submitting a technical proposal of less than 20 pages if the technical proposal covers all the required material. Resumes and certifications for technical data and computer software will not be counted as part of the 20-page limit. Technical proposals must be clear and concise and must include sufficient detail to substantiate the validity of the research. Technical proposals must address the evaluation factors provided in Section 7, Evaluation Criteria for Contracts. No cost or pricing information may be contained in the technical proposal.

Offerors must assume that DLA has no prior knowledge of their facilities and experience, and DLA will base its evaluation exclusively on the merits and content of the information presented in the technical proposal, except that DLA reserves the right to evaluate relevant past performance that is not included in the technical proposal.

Markings for Technical Proposals

Information in the technical proposal that is deemed by the offeror to be proprietary must be clearly marked as proprietary information. Research and Development is considered CUI. In accordance with the Department of Defense (DoD) phased CUI Program, any form of communication or documentation containing CUI must carry the appropriate markings, i.e., header and footer identifying the document as "CUI" and a completed CUI Designation Indicator.

CUI

Source Selection Information – See FAR 2.101 and 3.104

(4) Proposals shall include all proprietary claims to results, prototypes, or systems supporting or necessary for the use of the research, results, or prototypes. If there are no proprietary claims, then the proposal must include a statement to that effect. Do not put proprietary data or markings in the Statement of Work (SOW). Proposals containing data that is not to be disclosed to the public for any purpose or used by the Government except for review purposes shall include the following sentences in accordance with FAR 52.215- 1e(1) and (2) on the cover page) Mark the title page with the following legend:

This proposal includes data that shall not be disclosed outside the Government and shall not be duplicated, used, or disclosed-in whole or in part-for any purpose other than to evaluate this proposal. If, however, a contract is awarded to this offeror as a result of-or in connection with-the submission of this data, the Government shall have the right to duplicate, use, or disclose the data to the extent provided in the resulting contract. This restriction does not limit the Government's right to use information contained in this data if

it is obtained from another source without restriction. The data subject to this restriction are contained in sheets [insert numbers or other identification of sheets]; and

(2) Mark each sheet of data it wishes to restrict with the following legend:

Use or disclosure of data contained on this sheet is subject to the restriction on the title page of this proposal.

In accordance with FAR 3.104-4, your company is required to mark all material that may be Source Selection Information as described at paragraph (10) of the "Source Selection Information" definition in FAR 2.101, to include the cover page and each page that may contain source selection information, with the legend "Source Selection Information – See FAR 2.101 and 3.104". Although the information in paragraphs (1) through (9) of the definition in 2.101 is considered to be Source Selection Information whether or not marked, all reasonable efforts must be made to mark such material with the same legend. If you are unsure if particular information is Source Selection Information as defined in FAR 2.101, consult your Contracting Officer. In addition, your company is required to mark all material that may be procurement sensitive, or defense covered information with the legend "Controlled Unclassified Information" (CUI). If the information is also source selection information both markings must be present.

Note: Source Selection markings are required for all documents submitted in response to this BAA, which includes White Papers and Technical/Price Proposals (when applicable).

Technical proposals shall consist of four parts:

Part 1 — Proposal Cover Sheet
Part 2 — Executive Summary
Part 3 — Feasibility, Viability, and Desirability
Part 4 — Past Performance, Capabilities and Recent, Related Experience

Part 1 – Proposal Cover Sheet
(1) BAA number; (2) Proposal Title; (3) Technical Point of Contact, including name, telephone number, , email address, and mailing address; (4) Administrative/Contracting Point of Contact, including name, telephone number, , email address, and mailing address; and (5) Contractor's business type selected among the following categories: Large Business, Small Disadvantaged Business (SDB), Other Small Business, HBCU, MI, Other Educational, or Other Nonprofit.

Part 2: Executive Summary
An Executive Summary of the Respondent's entire technical proposal in one page or less is required. This summary shall be used to gain an understanding of the overall proposal contents. It should identify and highlight significant features, summarize innovative claims and unique contribution(s) of the proposal, and include the salient points of the proposed project, and the expected outcome improvement associated with the project.

Part 3: Feasibility, Viability, and Desirability
Offerors must explain the proposed research project and methodology in sufficient detail to establish the feasibility, viability, and desirability of accomplishing the research.

Feasibility – solution to problem statement is technically possible. The technology exists or is likely to be developed in the scope of the proposed effort. An example of something that is not feasible is a "Star Trek" transporter.

Viability – solution to problem statement is compatible with DOD constraints, technical environments, and other organizational requirements. DOD could easily adopt the proposed solution. An example of something which is not viable is a technology that has no chance of passing DOD cyber security requirements; and

Desirability – solution is responsive to a problem statement. End users are likely to adopt the proposed solution. Examples of something that is not desirable are (i) a piece of field equipment that is so uncomfortable to carry that end users refuse to bring it into the field and (ii) a feasible, viable technology that does not meet the problem that end users are trying to solve.

Part 4: Past Performance, Capabilities and Recent, Related Experience

Section–1 - Work Experience: Offerors must provide information pertaining to prior significant and related research, work experience, or expertise for the proposed research. The information must include an explanation of how this experience or expertise will be beneficial to the proposed research. Offerors must identify no more than five contracts along with the performance period and a brief performance history for each contract within the last three years for which they have provided services and/or supplies of a nature that is consistent with the Area of Interest and relevant to the proposed research. Contractors must also list any previous contracts that have been terminated for cause and the reasons. When reporting contract information please include the proposed award dollar value of the contract and the dollar value at completion.

Section–2 - Points of Contact: Offerors must provide point of contact information for each of the contracts identified in response to Part 4, Section 1 above including the company name, points of contact names, e-mail addresses, and phone numbers.

Section 3 – Contractor Teaming Arrangements: State whether contractor teaming arrangement experience relevant to the proposal exists. Where related work was performed with teaming partners, R Offerors must also provide points of contact of team members, including company name, individual names, e-mail addresses, and phone numbers.

Section–4 - Bibliography: Offerors must include a bibliography of relevant technical papers and research, published and unpublished, which documents the technical ideas upon which the research is based.

Volume II – Cost/Price Proposal:

No page limits apply to the Cost Proposal. The cost proposal shall include total project cost by month. The offeror shall also give a detailed breakdown of the total project costs by each task listed in the technical proposal. If subcontracts are contemplated, the offeror must estimate the total amount of effort to be

subcontracted and specify the “burden” or “pass through rate” that will be applied to those subcontracts. Offerors are required to submit certification of current cost or pricing data in accordance with FAR 15.406-2 (Certificate of Current Cost or Pricing Data). The total cost of each major cost element and the make-up of those costs shall be presented in the offeror's proposal. A statement related to the latest DCAA audit and whether the offeror’s accounting system has been approved by the DCAA shall be included in the Cost Proposal. State if there are currently negotiated DCAA rates or forward pricing rate agreements and factors being used in the proposal. Include a detailed breakdown of costs by cost category by offeror's calendar or fiscal year:

- Direct Labor - Individual labor categories or person with associated labor hours and unburdened direct labor rates
- Indirect Costs - Fringe benefit, Overhead, G&A, Cost of Money, etc. (must show base amount and rate)
- Travel - Number of trips, destinations, durations, purpose, etc.
- Subcontracts - A cost proposal is required to be submitted by any proposed subcontractor and “burden” or “pass through rate” shall be clearly stated.
- Materials - Specifically itemized with estimated (or actual) costs.
- Lease Items - Fair market value of lease items and the method used for making such evaluations

Sufficient information shall be provided in supporting documents to evaluate the reasonableness and realism of these proposed costs. Additionally, a completed Cost Proposal Adequacy Checklist (Attachment C) shall be included with each proposal submission.

Cost Proposal Format

To ensure all cost proposals receive proper consideration, DLA requires all offerors to follow the same format. Cost proposals that do not conform to the format may not be evaluated or be eligible for award. Respondents shall submit cost proposals within 30 calendar days of contracting officer’s request in the following format: (1) 8.5" x 11”-page size; (2) a header on each page to identify page content and page number; and (3) type font 12-point Times New Roman with 1-inch margins aroundthe page. No page limits apply to cost proposals. The cost proposal must reflect an understanding of the research, perception of risks, and ability to organize and perform the task(s) stated in the technical proposal. Respondents shall submit the following information:

Part 1 – Overview
Part 2 - Cost or Pricing Data (certified when requested by the Contracting Officer)
Part 3 - Work Breakdown Structure
Part 4 – Proposal Adequacy Checklist (Attachment A)

Part 1 – Overview

a. Cost Proposal Cover Sheet: respondents shall provide the following information:

(1) BAA Number
(2) NAICS code
(3) BAA Area(s) of Interest from Section 4 above
(4) Offeror's Technical Point of Contact, including name, telephone number, e-mail address, and mailing address (no post office box)
(5) Offeror's Administrative/Contracting Point of Contact, including name, telephone number, e-mail address, and mailing address (no post office box)
(6) Contractor's business type selected among the following categories: Large Business, Small Disadvantaged Business (SDB), Other Small Business, HBCU, MI, Other Educational, or Other Nonprofit.
(7) CAGE Code
(8) Subcontractors participating in the research and estimated cost (if none state "not applicable")
(9) Small businesses participating in the research and estimated cost (if none state "not applicable")
(10) Historically Black Colleges and Universities or Minority Institutions participating in the research (if none state "not applicable") Performance Period
(11) Contract type selected from one of the cost-reimbursement contract types.
(12) Research title
(13) Brief research description
(14) Total Estimated Cost
(15) Fixed Fee Amount - the fee shall not exceed 10% of the estimated cost (if proposal is for a cost-plus-fixed-fee contract).

b. Accounting System

Offerors shall provide a description of the accounting system proposed for this research and a copy of accounting system approval from Defense Contract Audit Agency (DCAA) or the Department of Health and Human Services (HHS).

c. Approved Rates

Offerors shall provide a statement regarding current negotiated DCAA or HHS rates, factors, forwardpricing agreements, and/or other related cost factors and considerations being used in the cost proposal.

d. Audit or Forward Pricing Agreement

Offerors shall provide a copy of the latest audit or forward pricing agreement from DCAA or HHS.

Part 2 – Certified Cost or Pricing Data and Data Other Than Certified Cost or Pricing Data

Offerors shall submit certified cost or pricing data when requested by the contracting officer to support a determination of cost realism for cost proposals with a total estimated value of $2,000,000.00 or more in accordance with FAR 15.403-4. If the total estimated value is under $2,000,000.00, offerors shall submit data other than certified cost or pricing data to support a determination of cost realism in accordance with FAR 15.403-3. Offerors shall submit data in accordance with FAR 52.215-20 Requirements for Certified Cost or Pricing Data and Data Other Than Certified Cost or Pricing Data.

Offerors shall submit certified cost or pricing data, data other than certified cost or pricing data, and supporting attachments in accordance with the instructions contained in Table 15-2 of FAR 15.408. Offerors shall submit subcontractors' certified cost or pricing data, data other than certified cost or pricing data, and supporting attachments. If the subcontractor will not submit this information to the offerors, this information must be submitted directly to the contracting officer for cost realism analysis.

Part 3 – Work Breakdown Structure

Respondents shall submit a detailed work breakdown structure including all costs in a table format for allresearch tasks. Respondent shall include at a minimum, the costs cited above.

Part 4 – Proposal Adequacy Checklist regarding Cost and Pricing Information

Sufficient information should be provided in supporting documents to evaluate the reasonableness and realism of the proposed costs. A cost proposal adequacy checklist from DFARS 252-215-7009, has been included an Attachment to the BAA for guidance (See Attachment C).

Cost Realism Analysis

DLA will perform a cost realism analysis on cost proposals in accordance with FAR 15.404-1(d), Cost Realism Analysis. Realism determination will be based on an evaluation of the cost proposal to determinewhether the estimated cost elements are realistic for the proposed research; reflect a clear understanding of the applicable BAA Strategic Focus Areas and are consistent with the proposal research plan.

a. Labor Mix and Indirect Costs

Offerors are required to provide their proposed labor rates and total cost for each labor category. In addition, offerors are required to provide applicable indirect cost rates, which should include, but may not be limited to, G&A, Fringe, Overhead, and Sub-contractor "burden" or "pass through rate." Offerors are additionally required to provide labor category descriptions that include minimum education,experience, and certification requirements.

- **Direct Labor**: Individual labor categories or person with associated labor hours and unburdened direct labor rates.
- **Indirect Costs**: Fringe benefit, Overhead, G&A, etc. (must show base amount and rate)
- **Travel:** Estimated number of trips, destinations, durations, etc.
- **Subcontracts**: A cost proposal is required to be submitted for any proposed subcontractor, and"burden" or "pass through rate" shall be clearly stated.
- **Materials**: Specifically itemize and identify as estimated or actual costs.

Cost proposals shall include the following summary tables in addition to the vendor's other cost proposal information:

Labor Category (identify)	Hours	Unburdened Labor Rate	Overhead	G&A	Burdened Labor Rate
Totals:					

Indirect Costs (%)	
Indirect Cost Rate	
1. G&A	
2. Overhead	
3. Fringe	
4. Subcontractor Burden Rate	

SECTION 7: EVALUATION CRITERIA FOR IDIQ AWARDS AND SHORT-TERM PROJECTS

In evaluating technical proposals, the non-price factors are considered significantly more important than price. In evaluating, Technical Factors 1, 2 and 3, are equally weighted and, when combined are more important than Factors 4 and 5, either separately or combined. Between Factors 4 and 5, Factor 4 is more important.

The Government will evaluate technical proposals in accordance with this section through a peer or scientific review process. Technical proposals will be evaluated for an overall technical capability that is feasible, viable, and desirable and describes a project that provides a solution in an Area of Interest listed in Section 4. Technical evaluation factors are as follows:

Factor #1: **Feasibility**. How technically feasible is the proposed solution to an Area of Interest listed in Section 4, given the state of technology and science. The offeror must explain the proposed research project and methodology in sufficient detail to establish that the proposed technical approach is innovative, possible, and comprehensive, and that the proposed qualified personnel proposed for the project/task have the expertise and experience to accomplish the proposed tasks. Task descriptions and associated technical elements must be complete and in a logical sequence with all proposed deliverables clearly defined and directed toward a final outcome that achieves the proposed goal(s). The proposal must identify major technical risks and present clearly defined and feasible mitigation efforts.

Factor #2: **Viability**. How viable for adoption and production is the proposed solution to an Area of Interest listed in Section 4, given existing organizational and regulatory constraints and restraints. The offeror must show how effort's results would likely transition into an operational capability and demonstrate an understanding of working with DLA and DoD and of relevant DLA and DoD policy. Information technology proposed must address cybersecurity requirements and show awareness of specific requirements (e.g., FedRAMP) for IT in the Federal Government, DoD, and DLA.

Factor #3: **Desirability**. How desirable to the final and eventual end-user is the proposed solution to an Area of Interest listed in Section 4. The offeror must show proposed solution characteristics (low barriers to transition, simplicity, ease of use, physical dimensions, etc.) makes DLA end user adoption of the solution likely.

Factor #4: **Past Performance**. How likely is the offeror to successfully accomplish the proposed work given the offeror's recent (within three years prior to the date the BAA is posted on SAM) and relevant (within the scope of the Area of Interest listed in Section 4) Past Performance. In evaluating Past Performance, the Government may use information gained from any source. In the case of an offeror without a record of relevant past performance or for whom information on past performance is not available, the offeror will not be evaluated favorably or unfavorably on past performance.

Factor #5: **Cost and Price**. How realistic are the costs or prices being proposed and are all costs and prices fair and reasonable.

Evaluation Rating Scheme

Proposals will be assigned a rating based on the adjectival ratings below.

Factor 1 – Feasibility

Acceptable (A): Response demonstrates that the proposed technical approach is reasonably innovative, feasible, and complete and that the proposed qualified personnel proposed for the project/task have adequate expertise and experience to accomplish the proposed tasks. Technical elements are reasonably complete and in a logical sequence and proposed deliverables are directed toward a final outcome that achieves the proposed goals. Probability of success is reasonable as the offeror's response includes strengths and weaknesses. Any weaknesses identified in the offeror's response are not substantial enough to adversely impact respondent's strengths and may be corrected through negotiations or clarifications. No deficiencies are identified in the response.

Not Acceptable (NA): Response demonstrates generally an unsatisfactory technical approach in terms of innovation, feasibility and completeness. The technical elements are less complete and the sequence is less logical and the proposed deliverables have a low probability to achieve the proposed goals. Response may contain some strengths, but probability of success is low as the offeror's response contains significant weaknesses or deficiencies that are unlikely to be corrected through negotiations or clarifications.

Factor 2 – Viability

Acceptable (A): The proposed effort is viable and somewhat likely to transition into an operational capability. The offeror demonstrates a reasonable understanding of working with DLA and DoD and of relevant DLA and DoD policy. Response may contain strengths. Weaknesses of the offeror's response, where and if applicable, are not substantial enough to conversely impact respondent's strengths. Weaknesses identified may be corrected through negotiations or clarifications. No deficiencies are identified in theresponse.

Not Acceptable (NA): Viability of the proposed effort is questionable and it is not likely to transition into an operational capability. The offeror demonstrates little or no understanding of working with DLA and DoD and of relevant DLA and DoD policy. Response may contain some strengths, but identified significantweaknesses and/or deficiencies are determined as having a critical impact on successfully fulfilling the Government's requirement.

Factor 3 – Desirability

Acceptable (A): The proposed solution offers some evidence of benefits to DLA and has characteristics such as low barriers to transition, simplicity, ease of use, physical dimensions, etc. that make it somewhat

likely to be adopted by DLA and industry. Response may contain strengths. Weaknesses of the offeror's response, where and if applicable, are not substantial enough to conversely impact respondent's strengths. Weaknesses identified may be corrected through negotiations or clarifications. No deficiencies are identifiedin the response.

Not Acceptable (NA): The proposed solution offers little or no evidence of benefits to DLA and has few or no characteristics that make it somewhat likely to be adopted by DLA and industry. Response may contain some strengths, but identification of significant weaknesses and/or deficiencies are determined as having a critical impact on successfully fulfilling the Government's requirement.

Factor 4 – Past Performance

Acceptable (A): Response demonstrates generally satisfactory experience which is relevant to an area of research interest in the BAA. Response demonstrates satisfactory past performance in implementing or sustaining systems or processes which are similar to those being proposed. Response generally demonstrates satisfactory overall past performance as it relates to meeting technical, schedule, cost and/or other objectives/requirements. Reasonable probability of successfully accomplishing the DLA requirementbased on experience and past performance.

Not Acceptable (NA): Response demonstrates generally unsatisfactory overall experience which is not relevant in managing and performing tasks pertinent to an area of research interest in the BAA, and unsatisfactory experience in implementing or sustaining systems or processes to those being proposed. Generally, demonstrates unsatisfactory overall past performance. Low or no probability of successfully accomplishing the DLA requirement based on past performance.

Neutral: The respondent has no relevant record of past performance. Respondent will not be rated favorably or unfavorably.

Overall Consensus Ratings

Acceptable (A): Response addresses the minimal level of information requested in the BAA. Respondent's response may contain strengths and weaknesses. Weaknesses in the offeror's response, where and if applicable, are not substantial enough to adversely impact respondent's strengths. Weaknesses identifiedmay be corrected through negotiations or clarifications.

Not Acceptable (NA): Response did not address even the minimal level of information requested in the BAA. The offeror's response did not demonstrate an understanding of the BAA and ability to meet applicable program objectives and/or performance parameters. It is unlikely that significant weaknesses and/or deficiencies can be corrected through negotiations.

Factor 5: Cost and Price Realism:

A cost realism analysis shall be performed in accordance with FAR 15.404-1(d) Cost realism analysis. Realism will be based on an evaluation of the respondent's cost proposal to determine whether the estimated cost elements are realistic for the work to be performed; reflect a clear understanding of the requirements and are consistent with the respondent's technical proposal. In addition, funds availability will be a basis for selection. For the purposes of weighing Factor 5 against the other factors, the government shall calculate a total evaluated cost or price and use that for Factor 5. This total evaluated cost or price shall use only the costs or prices the offeror proposes.

The Government will perform, for proposed cost contracts, a cost realism analysis. For proposed fixed price contracts, the government will perform a price realism analysis. To be eligible for award, any and all costs and prices must be both 1) realistic and 2) fair and reasonable. Regardless of a proposal's factorial rating, the government will not make any award to an offeror who proposes 1) unrealistic costs or prices or 2) costs or prices that are not fair and reasonable.

The Government reserves the right to make awards based on all, some, or none of the proposals received. Proposals will not be evaluated against each other since they are not submitted in accordance with a common work statement. Offerors are encouraged to form teams to expand the level of technical expertise in their proposals.

The Government intends to evaluate proposals from submitted White Papers without communicating with the offeror after the offeror has submitted a proposal. Therefore, offerors are encouraged to submit complete proposals with their best cost and pricing rates. The Government, though, retains the right to communicate with the offeror after receipt of the offeror's proposal to better understand and eventually evaluate the proposal. If these communications lead to material changes to the proposal, the Government may request the offeror submit a revised proposal incorporating those material changes for evaluation. Because proposals are not submitted against a common statement of work and will likely focus on different solutions and approaches to the Area of Interest, the Government may communicate as described above with some offerors and not others.

SECTION 8: WHITE PAPER INSTRUCTIONS AND FORMAT (this pertains to the White Papers to be received after BAA reopening)

After the initial round of contracts have been awarded the Government intends to issue an amendment to reopen this BAA to allow those contractors not selected previously to submit White Papers for consideration. An announcement will be made on SAM.gov indicating when the BAA will re-open for White Paper submission. Offerors shall submit White Papers via Solicitation Module under the Procurement Integrated Enterprise Environment (PIEE).

The White Paper provides a synopsis of the proposed project by briefly answering the following questions:

1. What is the proposed work attempting to accomplish or do?

2. How is it done today, and what are the limitations and challenges?
3. Who will benefit and what will the impact be if the work is successful?
4. How much will it cost, and how long will it take?

Templates containing content descriptions and instructions are provided in Attachment A to this BAA. ***Use of these templates is mandatory for all submissions to this BAA***. Document files must be in .pdf, doc, or docx formats. All submissions must be written in English and all pages shall be formatted for printing on 8-1/2 by 11-inch paper with 1-inch margins and font size not smaller than 12-point (8 or 10-point font may be used for figures, tables, and charts). White Papers shall not exceed 6 pages (1 page cover sheet + 1-page executive summary + 4-page Project Summary).

White Papers will be reviewed to determine whether the proposed solution is technically feasible and viable (i.e., compatible with DoD constraints, technical environments, and other organizational requirements), and whether the White Paper presents a research project whose results end users are likely to adopt and that is of sufficient interest to the Government to warrant consideration of a technical proposal.

DLA may, at DLA's sole discretion, provide the White Paper submitter an opportunity to provide additional information to assist DLA in performing the above review. Additional information submitted with the White Paper that was not requested or not in accordance with the direction in Attachment A will not be reviewed or considered. After review, the contracting officer will advise the White Paper submitter (1) the White Paper is not presently of interest to DLA, along with rationale, or (2) the White Paper is presently of interest to DLA and the submitter is invited to submit a technical proposal.

The Government reserves the right to request technical proposals from any, all, some, or none of the offerors submitting White Papers. A request for technical proposals is not a guarantee that the proposal will ultimately be selected for award. White Papers for non-innovative and/or marginal improvements are inappropriate under this BAA and will not result in a technical proposal request.

Offerors of White Papers selected for further review will be asked to submit a technical and cost proposal as described in Section 6 – "Proposal Instructions."

To receive an STP award after submission and evaluation of a full proposal, submitters of White Papers must meet the same "minimum standards" as stated in the BAA for proposal submission.

ATTACHMENT A: WHITE PAPER TEMPLATE

Use of this template is mandatory for all White Paper submissions to this BAA. This document must include all components described herein and must be submitted in .pdf format. All submissions must be written in English and all pages shall be formatted for printing on 8-1/2 by 11-inch paper with 1-inch margins and font size not smaller than 12-point. Font sizes of 8 or 10 point may be used for figures, tables, and charts.

White Papers shall not exceed 6 pages (1 page cover sheet + 1-page executive summary + 4-page Project Summary).

Page limit includes:	Page limit does NOT include:
Cover Sheet	Bibliography (Optional)
All figures, tables, charts	Technical Papers (Optional)
Executive Summary	
Project Summary	

<PROPOSER ORGANIZATION LOGO>

DLA SDD

R&D BAA

White Paper Cover Sheet

Project Title:	
Proposer Organization:	
Technical Point of Contact (POC)	Name: Mailing Address: Telephone: Email:
Administrative POC	Name: Mailing Address: Telephone: Email:
Other Team Members (subcontractors and consultants), if known/applicable	Technical POC Name: Organization: Technical POC Name: Organization:
Estimated Total Cost (Base + Options)	$
Estimated Period of Performance	
Identify any other solicitation(s) to which this concept has been proposed	

Executive Summary

[Provide a synopsis of the proposed project *in one page or less* by succinctly conveying its main objective, key innovations, expected impact, and other unique aspects.]

Project Summary

Goals and Impact

[Describe what is being proposed and what difference it will make (qualitatively and quantitatively) if successful. Describe the innovative aspects of the project in the context of existing capabilities and approaches, clearly delineating the relationship of this work to any other projects from the past and present.]

Technical Plan

[Provide answers to the following questions:

- What is the proposed work attempting to accomplish or do?
- How is it done today, and what are the limitations and challenges?
- Who will benefit and what will the impact be if the work is successful?
- How much will it cost, and how long will it take?

Outline and address technical challenges inherent in the approach and possible solutions for overcoming potential problems. Provide appropriate measurable milestones (quantitative if possible) at intermediate stages of the project to demonstrate progress, and a plan for achieving the milestones.]

Capabilities and Management Plan

[Provide a summary of expertise and prior significant and related research and work experience of the team, including sub-awardees and key personnel, in the selected Area of Interest. While teaming arrangements do not need to be finalized at the time of White Paper submission, mention of potential teaming or collaboration arrangements is highly encouraged. Identify a principal investigator for the project and include a description of the team's organization including roles and responsibilities.]

Cost and Schedule

[Provide a rough order of magnitude price and notional schedule over the entire program, broken down by Government Fiscal Year]

Bibliography (Optional)

[Provide a brief (no more than 2 pages) bibliography with *links* to relevant papers, references, reports, resumes of key team members, etc.]

ATTACHMENT B: SMALL BUSINESS SUBCONTRACTING PLAN

For proposed contract awards exceeding $750,000.00 large businesses and non-profits (including educational institutions) shall provide a Small Business Subcontracting Plan that contains all elements required by the most recent versions of FAR 19.704, FAR 52.219-9 and DFARS 252.219-7003. The Plan must be submitted as an attachment to the Proposal Adequacy Checklist and will not be included in the page count. If a company has a Master or Individual Subcontracting Plan, as described in FAR 19.701 or a Comprehensive Subcontracting Plan 24 described in DFARS 219.702, a copy of the Plan shall also be submitted as an attachment to the Proposal Adequacy Checklist in attachment C.

Plans will be reviewed for adequacy, ensuring that the required information, goals, and assurances are included. If an apparent successful offeror fails to negotiate a Plan acceptable to the contracting officer within the time limit prescribed by the contracting officer, the offeror will be ineligible for award. Offerors shall propose a plan that ensures small businesses (inclusive of SDBs, WOSBs, HUBZone,VOSBs and SDVOSBs) will have the maximum practicable opportunity to participate in contract performance consistent with efficient performance.

As a baseline, Offerors shall, to the best extent possible, propose realistic goals to ensure small business participation in accordance with the current or most recent fiscal year subcontracting goals found on the DoD Office of Small Business Program website at: https://business.defense.gov/About/Goals-and-Performance/. Please refer to the website for most accurate list of goals. If proposed goals are below the statutory requirements, then the offeror shall include in the Plan a viable written explanation as to why small businesses are unable to be utilized and what attempts were taken to ensure that small business were given the opportunity to participate in the effort to the maximum extent practicable.

a. Subcontracting Resources -

Subcontracting can be a good way to participate in the contracting process. The following is a list of potential resources that may assist in locating potential subcontracting partners/opportunities/resources:

*Companies Participating in DoD Subcontracting Program Report - https://business.defense.gov/Acquisition/Subcontracting/Subcontracting-For-Small-Business/

*DoD OSBP Prime Contractors and Subcontractors with Subcontracting Plans - https://business.defense.gov/Acquisition/Subcontracting/Subcontracting-For-Small-Business/

*DefenseLink ≥ $7.0 M Award Notices - https://www.defense.gov/News/Contracts/

*SBA Dynamic Small Business Search - https://web.sba.gov/pro-net/search/dsp_dsbs.cfm

*Electronic Subcontracting Reporting System (eSRS) - https://www.esrs.gov/

*DLA SBIR/STTR Search – Website or Brochure - https://www.dla.mil/Portals/104/Documents/SmallBusiness/Small%20Business%20-%20SBIP%20-%20January%202020.pdf?ver=2019-12-27-081121-487

*DoD Procurement Technical Assistance Centers (PTAC) - https://www.aptac-us.org/

*U.S. Small Business Administration (SBA) Subcontracting Opportunities Directory - https://www.sba.gov/document/support-directory-federal-government-prime-contractors-subcontracting-plans

*U.S. Small Business Administration Subcontracting Network (SubNet) - https://eweb1.sba.gov/subnet/client/dsp_Landing.cfm

In accordance with FAR 5.206 Notices of Subcontracting Opportunities, the following entities may transmit a notice to the GPE to seek competition for subcontracts, to increase participation by qualified HUBZONE small business, small, small disadvantaged, women-owned small business, veteran-owned small business, and service-disabled veteran-owned small business concerns, and to meet established subcontracting plan goals:

(1) A contractor awarded a contract exceeding the simplified acquisition threshold that is likely to result in the award of any subcontracts.

(2) A subcontractor or supplier, at any tier, under a contract exceeding the simplified acquisition threshold, that has a subcontracting opportunity exceeding $15,000.

The notices must describe:

- The business opportunity
- Any prequalification requirements; and
- Where to obtain technical data needed to respond to the requirement

In addition, another place prime contractors may post solicitations or sources sought notices for small business is the U.S. SBA SUB-Net: https://eweb.sba.gov/gls/dsp_sbabanner.cfm. The SUB-Net database provides a listing of subcontracting solicitations and opportunities posted by large prime contractors and other non-federal organizations.

ATTACHMENT C: PROPOSAL ADEQUACY CHECKLIST

PROPOSAL ADEQUACY CHECKLIST
DFARS 252.215-7009

	REFERENCES	SUBMISSION ITEM	PROPOSAL PAGE No.	If not provided EXPLAIN (may use continuation pages)
		GENERAL INSTRUCTIONS		
1.	FAR 15.408, Table 15-2, Section I Paragraph A	Is there a properly completed first page of the proposal per FAR 15.408 Table 15-2 I.A or as specified in the solicitation?		
2.	FAR 15.408, Table 15-2, Section I Paragraph A (7)	Does the proposal identify the need for Government-furnished material/tooling/test equipment? Include the accountable contract number and contracting officer contact information if known.		
3.	FAR 15.408, Table 15-2, Section I Paragraph A (8)	Does the proposal identify and explain notifications of noncompliance with Cost Accounting Standards Board or Cost Accounting Standards (CAS); any proposal inconsistencies with your disclosed practices or applicable CAS; and inconsistencies with your established estimating and accounting principles and procedures?		
4.	FAR 15.408, Table 15-2, Section I, Paragraph C (1) FAR 2.101, "Cost or pricing data"	Does the proposal disclose any other known activity that could materially impact the costs? This may include, but is not limited to, such factors as— (1) Vendor quotations; (2) Nonrecurring costs; (3) Information on changes in production methods and in production or purchasing volume; (4) Data supporting projections of business prospects and objectives and related operations costs; (5) Unit-cost trends such as those associated with labor efficiency; (6) Make-or-buy decisions; (7) Estimated resources to attain business goals; and (8) Information on management decisions that could have a significant bearing on costs.		
5.	FAR 15.408, Table 15-2, Section I Paragraph B	Is an Index of all certified cost or pricing data and information accompanying or identified in the proposal provided and appropriately referenced?		
6.	FAR 15.403-1(b)	Are there any exceptions to submission of certified cost or pricing data pursuant to FAR 15.403-1(b)? If so, is supporting documentation included in the proposal? (Note questions 18-20.)		
7.	FAR 15.408, Table 15-2, Section I Paragraph C(2)(i)	Does the proposal disclose the judgmental factors applied and the mathematical or other methods used in the estimate, including those used in projecting from known data?		

8.	FAR 15.408, Table 15-2, Section I Paragraph C(2)(ii)	Does the proposal disclose the nature and amount of any contingencies included in the proposed price?		
9.	FAR 15.408 Table 15-2, Section II, Paragraph A or B	Does the proposal explain the basis of all cost estimating relationships (labor hours or material) proposed on other than a discrete basis?		
10.	FAR 15.408, Table 15-2, Section I Paragraphs D and E	Is there a summary of total cost by element of cost and are the elements of cost cross-referenced to the supporting cost or pricing data? (Breakdowns for each cost element must be consistent with your cost accounting system, including breakdown by year.)		
11.	FAR 15.408, Table 15-2, Section I Paragraphs D and E	If more than one Contract Line-Item Number (CLIN) or subcontract Line-Item Number (sub-CLIN) is proposed as required by the RFP, are there summary total amounts covering all line items for each element of cost and is it cross-referenced to the supporting cost or pricing data?		
12.	FAR 15.408, Table 15-2, Section I Paragraph F	Does the proposal identify any incurred costs for work performed before the submission of the proposal?		
13.	FAR 15.408, Table 15-2, Section I Paragraph G	Is there a Government forward pricing rate agreement (FPRA)? If so, the offeror shall identify the official submittal of such rate and factor data. If not, does the proposal include all rates and factors by year that are utilized in the development of the proposal and the basis for those rates and factors?		
		COST ELEMENTS		
		MATERIALS AND SERVICES		
14.	FAR 15.408, Table 15-2, Section II Paragraph A	Does the proposal include a consolidated summary of individual material and services, frequently referred to as a Consolidated Bill of Material (CBOM), to include the basis for pricing? The offeror's consolidated summary shall include raw materials, parts, components, assemblies, subcontracts, and services to be produced or performed by others, identifying as a minimum the item, source, quantity, and price.		
		SUBCONTRACTS (Purchased materials or services)		
15.	DFARS 215.404-3	Has the offeror identified in the proposal those subcontractor proposals, for which the contracting officer has initiated or may need to request field pricing analysis?		
16.	FAR 15.404-3(c) FAR 52.244-2	Per the thresholds of FAR 15.404-3(c), Subcontract Pricing Considerations, does the proposal include a copy of the applicable subcontractor's certified cost or pricing data?		
17.	FAR 15.408, Table 15-2, Note 1; Section II Paragraph A	Is there a price/cost analysis establishing the reasonableness of each of the proposed subcontracts included with the proposal? If the offeror's price/cost analyses are not provided with the proposal, does the proposal include a matrix identifying dates for receipt of		

		subcontractor proposal, completion of fact finding for purposes of price/cost analysis, and submission of the price/cost analysis?		
		EXCEPTIONS TO CERTIFIED COST OR PRICING DATA		
18.	FAR 52.215-20 FAR 2.101, "commercial item"	Has the offeror submitted an exception to the submission of certified cost or pricing data for commercial items proposed either at the prime or subcontractor level, in accordance with provision 52.215-20? a. Has the offeror specifically identified the type of commercial item claim (FAR 2.101 commercial item definition, paragraphs (1) through (8)), and the basis on which the item meets the definition? b. For modified commercial items (FAR 2.101 commercial item definition paragraph (3)); did the offeror classify the modification(s) as either— i. A modification of a type customarily available in the commercial marketplace (paragraph (3)(i)); or ii. A minor modification (paragraph (3)(ii)) of a type not customarily available in the commercial marketplace made to meet Federal Government requirements not exceeding the thresholds in FAR 15.403-1(c)(3)(iii)(B)? c. For proposed commercial items "of a type", or "evolved" or modified (FAR 2.101 commercial item definition paragraphs (1) through (3)), did the contractor provide a technical description of the differences between the proposed item and the comparison item(s)?		
19.		[Reserved]		
20.	FAR 15.408, Table 15-2, Section II Paragraph A (1)	Does the proposal support the degree of competition and the basis for establishing the source and reasonableness of price for each subcontract or purchase order priced on a competitive basis exceeding the threshold for certified cost or pricing data?		
		INTERORGANIZATIONAL TRANSFERS		
21.	FAR 15.408, Table 15-2, Section II Paragraph A. (2)	For inter-organizational transfers proposed at cost, does the proposal include a complete cost proposal in compliance with Table 15-2?		
22.	FAR 15.408, Table 15-2, Section II Paragraph A (1)	For inter-organizational transfers proposed at price in accordance with FAR 31.205-26(e), does the proposal provide an analysis by the prime that supports the exception from certified cost or pricing data in accordance with FAR 15.403-1?		
		DIRECT LABOR		
23.	FAR 15.408, Table 15-2, Section II Paragraph B	Does the proposal include a time phased (i.e., monthly, quarterly) breakdown of labor hours, rates and costs by category or skill level? If labor is the allocation base for indirect costs, the labor cost must be summarized in order that the applicable overhead rate can be applied.		
24.	FAR 15.408, Table 15-2, Section II Paragraph B	For labor Basis of Estimates (BOEs), does the proposal include labor categories, labor hours, and task descriptions, (e.g., Statement		

		of Work reference, applicable CLIN, Work Breakdown Structure, rationale for estimate, applicable history, and time-phasing)?		
25.	FAR subpart 22.10	If covered by the Service Contract Labor Standards statute (41 U.S.C. chapter 67), are the rates in the proposal in compliance with the minimum rates specified in the statute?		
		INDIRECT COSTS		
26.	FAR 15.408, Table 15-2, Section II Paragraph C	Does the proposal indicate the basis of estimate for proposed indirect costs and how they are applied? (Support for the indirect rates could consist of cost breakdowns, trends, and budgetary data.)		
		OTHER COSTS		
27.	FAR 15.408, Table 15-2, Section II Paragraph D	Does the proposal include indirect costs and the basis for pricing? If travel is included does the proposal include number of trips, number of people, number of days per trip, locations, and rates (e.g., airfare, per diem, hotel, car rental, etc.)?		
28.	FAR 15.408, Table 15-2, Section II Paragraph E	If royalties exceed $1,500 does the proposal provide the information/data identified by Table 15-2?		
29.	FAR 15.408, Table 15-2, Section II Paragraph F	When facilities capital cost of money is proposed, does the proposal include submission of Form CASB-CMF or reference to an FPRA/FPRP and show the calculation of the proposed amount?		
		FORMATS FOR SUBMISSION OF LINE-ITEM SUMMARIES		
30.	FAR 15.408, Table 15-2, Section III	Are all cost element breakdowns provided using the applicable format prescribed in FAR 15.408, Table 15-2 III? (or alternative format if specified in the request for proposal)		
31.	FAR 15.408, Table 15-2, Section III Paragraph B	If the proposal is for a modification or change order, have cost of work deleted (credits) and cost of work added (debits) been provided in the format described in FAR 15.408, Table 15-2.III.B?		
32.	FAR 15.408, Table 15-2, Section III Paragraph C	For price revisions/redeterminations, does the proposal follow the format in FAR 15.408, Table 15-2.III.C?		
		OTHER		
33.	FAR 16.4	If an incentive contract type, does the proposal include offeror proposed target cost, target profit or fee, share ratio, and, when applicable, minimum/maximum fee, ceiling price?		
34.	FAR 16.203-4 and FAR 15.408 Table 15-2, Section II, Paragraphs A, B, C, and D	If Economic Price Adjustments are being proposed, does the proposal show the rationale and application for the economic price adjustment?		
35.	FAR 52.232-28	If the offeror is proposing Performance-Based Payments did the offeror comply with FAR 52.232-28?		

36.	FAR 15.408(n) FAR 52.215-22 FAR 52.215-23	Excessive Pass-through Charges– Identification of Subcontract Effort: If the offeror intends to subcontract more than 70% of the total cost of work to be performed, does the proposal identify: (i) the amount of the offeror's indirect costs and profit applicable to the work to be performed by the proposed subcontractor(s); and (ii) a description of the added value provided by the offeror as related to the work to be performed by the proposed subcontractor(s)?		