

**Air Force Research Laboratory, Space Vehicles Directorate  
Center for Entrepreneurial Space  
Initial Funding Opportunity Announcement  
FA9453-10-2-0004  
Catalog of Federal Domestic Assistance (CFDA) Number 12.800**

**Important Dates:**

16 June 2010	Issuance of Solicitation
16 July 2010	Proposal Submission Deadline (See Section IV for more information)
3 August 2010	Approximate Date to notify applicants of results
19 August 2010	Approximate award date

**Executive Summary**

The Air Force Research Laboratory, Space Vehicles Directorate, Technology and Education Outreach Branch (AFRL/RVOT) is announcing a request for proposals for supporting or stimulating the creation and development of entrepreneurial space companies, commercializing their technologies, and developing the workforce to fuel their growth. The immediate benefit of the effort is to promote economic and workforce development in the aerospace industry. Ultimately the new companies and workforce development programs should provide innovative technologies and well-qualified scientists, engineers, and technicians to meet both commercial and military space requirements.

Subject to the availability of funding, AFRL/RVOT plans to award one cooperative agreement under this notice pursuant to 31 U.S.C. 6305. Funding for this program is anticipated from a Congressional Add. The anticipated effort will cover a technical period of performance of one year and six months.

AFRL will consider all proposals that are postmarked by the U.S. Postal Service, hand-delivered, sent through an official service with documentation indicating AFRL acceptance from a delivery service, or submitted via Grants.gov on or before 2:00 mountain standard time on Wednesday, 16 July 2010. Any proposals postmarked, hand delivered, or submitted via the Grants.gov website at <http://www.grants.gov> after the due date and time will not be considered for funding. No proposals will be accepted by facsimile, or email.

**Air Force Research Laboratory, Space Vehicles Directorate  
Center for Entrepreneurial Space  
Initial Funding Opportunity Announcement  
FA9453-10-2-0004  
Catalog of Federal Domestic Assistance (CFDA) Number 12.800**

**FULL TEXT ANNOUNCEMENT**

**SECTION 1: Funding Opportunity Description**

1.0 Background:

The U.S. Space community requires small, innovative space entrepreneurs to maintain the country's preeminence in the space industry. The Futron Corporation's annual space competitiveness reports continually re-assess the competitive landscape of space activity. Among many parameters, a common thread through all the reports shows that much of the industrial innovation for space systems emerges from small, nimble entrepreneurial space companies. Continual innovation is essential for the Air Force Research Lab (AFRL), Department of Defense (DoD) as well as the U.S. commercial space sector to remain competitive in the space arena. There is significant concern within industry and government regarding the sustainment of innovative small companies to support the space sector. Historically, small space companies have been a prolific source of innovation to all aspects of space technology.

2.0 Objective: To support the creation and development of entrepreneurial space companies, to promote commercialization of their technologies, and to help develop the workforce to fuel their growth.

3.0 Tasks:

- 3.1 Establish the commercial viability of new technologies being developed by small entrepreneurial space companies for potential relevance to AFRL and other national aerospace entities.
- 3.2 Provide business incubator resources and services to entrepreneurial space companies in the aerospace industry that have been selected based on an open call and vetted through an evaluation team.
- 3.3 Provide start up support to a minimum of six participant companies that have been selected as participants in the business incubator. The AFRL Program Manager will assist in the selection process by providing an assessment of the relevance and applicability of each company's products or technology to Air Force and DoD mission requirements. Support activities can include, but are not limited to any or all of the following:
  - 3.3.1 Establish and provide a level of support funding (if any) for each participant company based on relevance to AFRL and other national aerospace entities.

3.3.2 Provide office space and services (e.g. communications equipment and services; copiers; auditing and legal support; and marketing and web design services), to participant companies requiring such space and services.

3.3.3 Provide commercialization resources and support to participant companies to help commercialize space technologies.

3.3.4 Provide business training and mentoring to participant companies.

3.4 Administer a program for workforce development in aerospace technician positions. Support a minimum of 30 technician trainees into full-time employment in the aerospace industry by encouraging space companies to hire program participants and by providing grants to offset the cost of technical training. AFRL will collaborate in this workforce development activity by making the students aware of hiring opportunities for AFRL permanent positions.

3.5 In conjunction with a top US University with a doctorate granting Aerospace Engineering/Science program, develop and administer a program for workforce development in aerospace science and engineering positions. Assist in funding a minimum of 30 students enrolled in the University's Aerospace Engineering/Science program in academics and hands-on experience of designing innovative aerospace technology. AFRL will collaborate in this workforce development activity by actively recruiting the students to participate in AFRL's Phillips and Space Scholars programs and the University NanoSat Program, and by making them aware of hiring opportunities for AFRL permanent positions.

3.6 Stay abreast of the latest trends and developments in the aerospace industry by attending and participating in other national entrepreneurial aerospace programs, organizations, conferences, and symposia deemed to further the mission of the Center.

4.0 Authorizing Statue and Regulations: 31 U.S.C. 6305

## **SECTION II: Award Information**

**1.0 Funding Amount and Project Period of Performance:** AFRL plans to make one award for approximately \$1.4M for the period of performance of this requirement, dependent on the availability of funds. The technical period for performance is one year and six months with three additional months for report writing. The anticipated start date resulting from this solicitation is 19 August 2010.

**2.0 Award Type:** AFRL has determined that a cooperative agreement is the appropriate assistance instrument.

## **SECTION III: Award Information**

**1.0 Eligible Applicants:** Non-profit organizations are eligible to submit proposals in response to this notice. For-profit organizations are not eligible to submit proposal in response to this notice.

Applicants are notified effective 1 Jan 1998, in order to be eligible to receive any DoD award, contractors must be registered in the Central Contractor Registration (CCR) Database, unless the contractor meets any exceptions of DFARS 204.7302. On-line instructions can be accessed from the CCR website home page at <http://www.ccr.gov>.

All proposals for assistance require certification of compliance with national policy mandates. Statutes and Government-wide regulations require some certifications to be submitted at the time of proposal. These certifications are set forth at 2 CFR §180.335 regarding debarment and suspension; 32 CFR 26 regarding drug-free workplace; and 32 CFR Part 28, Appendix A regarding lobbying. The certifications are provided in Attachment C.

An “Administrative Access to Proprietary Information” consent provision is applicable to this announcement with anticipation of incorporation of the provision by reference into any resultant agreement. This provision is included at Attachment D to this notice. The consent form as well as any limitations to FAR certifications must be signed and submitted with the proposal. All proposal packages should clearly indicate any limitations on the disclosure of proprietary information.

Applicants are hereby notified that the Government intends to utilize CC & G and Contract Allocation Services (CAS) contractors for administrative purposes on the award of the final agreement. All contractor personnel will sign a Nondisclosure Agreement and will not use the agreement information for any purpose other than administration.

Applicants are hereby notified that the Government intends to utilize Universal Technology Corporation (UTC) contractors for preparation or assistance in developing the work statement, and interaction with the contractor upon the award of the final agreement. All contractor personnel will sign a Nondisclosure Agreement and will not use the agreement information for any purpose other those actions stated in this paragraph.

**2.0 Threshold Eligibility Criteria:** Only proposals from eligible entities (See Section III, 1.0) that meet the threshold eligibility criteria described above in Section III, 1.0 will be evaluated against the criteria in Section V. Applicants deemed ineligible for funding consideration as a result of the threshold eligibility review will be notified in writing within 15 calendar days of the ineligibility determination.

Proposals must substantially comply with the proposal submission instructions and requirements set forth in Section IV of this notice, or they will be rejected. Where a page limit is expressed in Section IV with respect to the narrative proposal, pages in excess of the page limitation will not be reviewed.

In addition, proposals must be post marked by or received via grants.gov on or before the proposal submission deadline published in Section IV of this notice, or they will be rejected. Proposals postmarked or received via Grants.gov after the submission will be considered late and returned to the sender without further consideration unless the applicant can clearly demonstrate that it was late due to AFRL mishandling. For hard copy submissions, where Section IV requires proposal receipt by a specific person/office by the submission deadline, receipt by an agency

mailroom is not sufficient. Applicants should confirm receipt of their proposal with the assistance specialist, LaDonna Nivens, at 505-853-2279 or [ladonna.nivens@kirtand.af.mil](mailto:ladonna.nivens@kirtand.af.mil) as soon as possible after submission to ensure proposal receipt.

## **SECTION IV: Application and Submission Information**

### **1.0 Address to Request Application Package:**

If you are not registered, go to <http://www.Grants.gov> and click on “Get Registered” on the left side of the page. Note that the registration process may take up to 21 days to complete actions before you will be able to submit proposals.

To begin the proposal process under this grants notice, go to <http://www.grants.gov> and click on the “Apply for Grants” tab on the left side of the page. Then click on “Apply Step 1: Download a Grant Application Package” to download the compatible Adobe viewer and obtain the application package. To apply through Grants.gov, you must use Adobe Reader application and download the compatible Adobe Reader version. (Adobe Reader applications are available to download for free on the grants.gov website. For more information on Adobe Reader, please visit the Help section on Grants.gov).

Additionally, the grants.gov Organization Registration Checklist is located at <http://www.grants.gov/section3/OrganizationRegCheck.pdf> to guide you through the process.

Once you have downloaded the viewer, you may retrieve the application package by entering the Funding Opportunity Number, FA9453-10-02-0004, or the CFDA number 12.800 that applies to the notice, in the appropriate field.

Should you have questions relating to the registration process, system requirements, how an application form works or the submittal process, call Grants.gov at 1-800-518-4726 or [support@grants.gov](mailto:support@grants.gov).

### **2.0 Content and Form of Application Submission:**

Proposals for grants may be submitted either (1) directly with a hard copy to the AFRL assistance specialist listed in this notice or 2) electronically through the Grants.gov government-wide electronic portal. You must notify the assistance specialist immediately upon submitting your proposal electronically. For Hard Copy Submission: The original proposal plus three (3) copies must be received by AFRL/RVKS, Attn: LaDonna Nivens, 2251 Maxwell Ave SE, Kirtland AFB NM 87117-5773, NLT the deadline located in this section to be considered. The electronic submission of your proposal must be made by an official representative of your institution who is registered with Grants.gov and is authorized to sign applications for federal assistance.

Each proposal will be evaluated using the criteria referenced in Section V. of this notice. You must submit a single-spaced narrative proposal of up to 25 pages, but no more than 25 pages (double-sided, if possible) in length by the date and time specified in Section IV. Review the

directions for the preparation of the proposal. Proposals not compliant with the requirement will not be considered for funding and will be returned to the applicant.

Proposal Cover Page - SF 424 (R&R) Form: All proposals, both electronic and hard copies, for grants must include SF 424 (R&R) as a cover page. Forms are included in the proposal package located on Grants.gov.

Technical Proposals-Technical proposals are intended to provide a specific approach to accomplishing the requirements in the offeror's proposed Statement of Work (SOW). The technical proposal is limited to twenty-five (25 pages), excluding the title page/cover sheet, resumes, and budget proposal. There is no specific format for technical proposals. Each technical proposal must provide an approach to meet the objectives of the SOW and qualifications and experience of the offeror.

Budget and Schedule -The budget proposal is restricted by page count and shall conform to Attachment B, Instructions for Preparing Budgets (Assistance). Budget detail should clearly identify costs, which are internal to the offeror and those that are used in pursuit of the objectives such as scholarships, training, course preparation, etc. Note: An applicant must demonstrate that it selected the subcontractor (s) competitively or that a proper non-competitive sole source award was consistent with the regulations will be made to the contractor(s), that efforts were made to provide small and disadvantaged businesses with opportunities to compete, and that some form of cost and price analysis was conducted. Tables 1 and 2 shall be completed for the entire performance period. No Profit/Fee will be paid on this Cooperative Agreement. Proposals must stand-alone and be complete. Other Direct Costs Category Year 1 Year 2-This section should also include a program execution schedule; be sure to include the objectives and/or goals, major milestones, throughout the period of performance in this section.

Attachments: A. Scope of Work, B. Cost Proposal Instruction – Assistance, C. Local Non-FAR Representations, and Certifications D. Administrative Access Provision

**Proposal Submission Deadline:** The deadline for application submission either electronically via Grants.gov or hardcopy at the address listed in this section is 16 July 2010, 2:00 PM mountain standard time.

### **3.0 Other Submission Requirements:**

Additional requirements include the process your organization must complete include: obtaining a Dun and Bradstreet Data Universal Numbering System (DUNS) number, registering with the Central Contract Registry (CCR), and registering with Grants.gov. Designating an E-Business Point of Contact (EBiz POC) and obtaining a special password called MPIN are important steps in the registration process. Go to [www.grants.gov/applicants/org\\_step5.jsp](http://www.grants.gov/applicants/org_step5.jsp) . Your organization's E-Business POC, identified during CCR Registration, must authorize someone to become an Authorized Organization Representative (AOR). This safeguards your organization from individuals who may attempt to submit proposals without permission. Note: In some organizations, a person may serve as both an E-Business POC and an AOR.

## **SECTION V: Application Review Information**

Evaluation Criteria-AFRL will conduct a merit-based evaluation of each eligible proposal. Organization and clarity of information are critical to all of the evaluation criteria. The evaluation criteria are listed in order of precedence.

- (a) The overall innovativeness, merit and soundness of approach proposed toward the requirements stated herein.
- (b) Capability to accomplish the requirements in the SOW.
- (c) Cost –Realism and reasonableness of cost

No further evaluation criteria will be used in assessing the proposals. The technical and budget proposals will be evaluated at the same time. The Government reserves the right to award none of the proposals received, or to award all, or a portion, of the SOW/technical proposal selected for award. Only the Agreements Officer will make awards and/or conduct negotiations with the selected offeror. Award will be made in accordance with the DoDGARS to the offeror whose proposal package conforms to this Notice of Funding Opportunity and whose proposal is considered most advantageous to the public interest.

## **SECTION VI: Award Administration Information**

### **1.0 Award Notices**

It is expected that applicants will be notified in writing of funding decisions on or around 26 July 2010 either via email or U.S. Postal Service. Notification of selection does not indicate that the applicant can start work on the project. Program initiation is dependent upon award of the Cooperative Agreement.

**2.0 Incurred Cost:** Funding eligibility ends on the date specified in the award. The cost of preparing proposal packages (technical and budget proposals) in response to this Notice of Funding Opportunity is not considered an allowable direct charge to the resulting agreement.

### **3.0 Reporting:**

Quarterly reporting and a final report will be required by the AFRL Program Manager as a condition of this award.

## **SECTION VI: Agency Contact Information**

For administrative and technical issues regarding this notice, please contact the assistance specialist LaDonna Nivens via email at [ladonna.nivens@kirtland.af.mil](mailto:ladonna.nivens@kirtland.af.mil). All questions must be received in writing via email or fax at 505-846-6022 with the reference line referring to this notice (FA9453-10-2-0004).

## Center for Entrepreneurial Space

### Statement of Work

#### 1.0 Background:

The U.S. Space community requires small, innovative space entrepreneurs to maintain the country's preeminence in the space industry. The Futron Corporation's annual space competitiveness reports continually re-assess the competitive landscape of space activity. Among many parameters, a common thread through all the reports shows that much of the industrial innovation for space systems emerges from small, nimble entrepreneurial space companies. Continual innovation is essential for the Air Force Research Lab (AFRL), Department of Defense (DoD) as well as the U.S. commercial space sector to remain competitive in the space arena. There is significant concern within industry and government regarding the sustainment of innovative small companies to support the space sector. Historically, small space companies have been a prolific source of innovation to all aspects of space technology.

2.0 Objective: To support the creation and development of entrepreneurial space companies, to promote commercialization of their technologies, and to help develop the workforce to fuel their growth.

#### 3.0 Tasks:

- 3.1 Establish the commercial viability of new technologies being developed by small entrepreneurial space companies for potential relevance to AFRL and other national aerospace entities.
- 3.2 Provide business incubator resources and services to entrepreneurial space companies in the aerospace industry that have been selected based on an open call and vetted through an evaluation team.
- 3.3 Provide start up support to a minimum of six participant companies that have been selected as participants in the business incubator. The AFRL Program Manager will assist in the selection process by providing an assessment of the relevance and applicability of each company's products or technology to Air Force and DoD mission requirements. Support activities can include, but are not limited to any or all of the following:

- 3.3.1 Establish and provide a level of support funding (if any) for each participant company based on relevance to AFRL and other national aerospace entities.
  - 3.3.2 Provide office space and services (e.g. communications equipment and services; copiers; auditing and legal support; and marketing and web design services), to participant companies requiring such space and services.
  - 3.3.3 Provide commercialization resources and support to participant companies to help commercialize space technologies.
  - 3.3.4 Provide business training and mentoring to participant companies.
- 3.4 Administer a program for workforce development in aerospace technician positions. Support a minimum of 30 technician trainees into full-time employment in the aerospace industry by encouraging space companies to hire program participants and by providing grants to offset the cost of technical training. AFRL will collaborate in this workforce development activity by making the students aware of hiring opportunities for AFRL permanent positions.
- 3.5 In conjunction with a top US University with a doctorate granting Aerospace Engineering/Science program, develop and administer a program for workforce development in aerospace science and engineering positions. Assist in funding a minimum of 30 students enrolled in the University's Aerospace Engineering/Science program in academics and hands-on experience of designing innovative aerospace technology. AFRL will collaborate in this workforce development activity by actively recruiting the students to participate in AFRL's Phillips and Space Scholars programs and the University NanoSat Program, and by making them aware of hiring opportunities for AFRL permanent positions.
- 3.6 Stay abreast of the latest trends and developments in the aerospace industry by attending and participating in other national entrepreneurial aerospace programs, organizations, conferences, and symposia deemed to further the mission of the Center.

**Det 8, AIR FORCE RESEARCH LABORATORY AFRL/PK  
INSTRUCTIONS FOR PREPARING BUDGETS  
(ASSISTANCE)**

1. Offerors shall:

a. Provide these Instructions to all lower tier offerors. Proprietary data from lower tier offerors may be submitted directly to the Government in accordance with Proposal Preparation Instructions in this announcement. For purposes of these instructions, the terms "proposals" and "proposed" are synonymous with "budgets" and "budgeted".

b. Furnish Tables 1 through 4 for the entire performance period (supported by rationale required by paragraph 2) in hard copy and on CD as IBM PC compatible, Microsoft Excel, to include **all cell formulas**. Include a separate Cost Element Summary by Offeror Fiscal Year (OFY) for the basic and each option as applicable. Identify when the offeror's fiscal year (OFY) begins and ends.

c. Provide a narrative that describes the work personnel identified in direct labor categories will perform.

d. Provide the following information as the first page of the proposal for the **Prime and Each lower tier offeror**.

- i. Name, title, telephone and fax numbers and e-mail address of offeror's point contact
- ii. Amount proposed for basic effort and each option
- iii. Name, address and telephone number of the cognizant DCMA and DCAA offices
- iv. Name, title, signature of authorized representative
- v. Date offer is submitted and expiration date of offer
- vi. DUNS Number
- vii. CAGE Code

2. Submit a cost element summary by major cost element by OFY for the basic period of performance and each option (if applicable) using Table 1 format. The detail required for each major cost element is described below. Address all cost elements applicable to the proposed effort and provide a narrative to support the basis of estimate of proposed costs included in Table 1.

**a. Direct Labor.** Show each direct labor category proposed on a separate row. When job classifications or position titles (e.g. "Senior Scientist", "Technician", or "Lead Engineer") are used, provide narrative descriptions of related qualifications, duties, and responsibilities as an attachment to the cost proposal. In supporting rationale, identify the source and explain the derivation of the labor rate proposed for the first year in each labor category, and explain the methodology used to project each rate for subsequent years. Note: If temporary or part-time labor is proposed, explain the differences between the pay rates for full-time and temporary or part-time workers, and the impact of those differences on the direct rates proposed. Identify all uncompensated labor (straight time and/or overtime) included in this cost element, and explain the impact of uncompensated time on direct rates proposed.

If applicable, identify the proposed escalation factors applied to future estimates and rationale for the proposed factors.

**b. Indirect Cost Rates and/or Factors.** Identify **all** indirect cost rates (such as fringe benefits, labor overhead, material overhead, G&A, Cost of Money (COM), etc.) and applicable allocation bases by OFY. If separate indirect rates are proposed (i.e. several G&A rates) identify each base and provide calculation as to how calculated amounts were derived. If composite rates are used, provide the calculations used in deriving the composite rates. Identify the basis of proposed rates (e.g., Forward Pricing Rate Agreement and date of agreement, bidding rates and submission date, actual rates and effective date, billing rates and approval date, etc.). **Note: Normally, neither G&A nor COM can be applied to costs that are included in the offeror's Independent Research and Development account.**

**c. Lower Tier Offerors/Interorganizational Transfers (IOTs).** Obtain budgets from each subcontractor and IOT (those actually performing labor hours) **using the same cost element breakout required for Table 1** for the basic, each option (if applicable). Provide a list of anticipated Lower Tier Offerors/IOTs using Table 2. Perform and provide evaluation results of cost/price analysis of Lower Tier Offerors/IOT budgets. If decrement factors are used, explain their development and application. .  
**NOTE: Budgets from all lower tier offerors are due by the closing date in this announcement.**

**d. Travel.** Separately identify costs for travel for the basic and each option as applicable using Table 3. Provide a breakout of travel costs for each OFY including the purpose and number of trips, origin and destination(s), duration, and travelers per trip.

**e. Material.** Separately identify costs for material for the basic and each option as applicable using Table 4. Provide an itemized, priced list of all proposed equipment, materials and supplies for each OFY. Provide information regarding the basis of estimates (i.e. vendor quotes, purchase orders, engineering estimates, website URL etc). Provide a breakout and explanation of all other proposed ODCs by OFY.

**f. Other Direct Costs (ODCs).** Separately identify other direct costs to include consultants for the basic and each option or task order as applicable. If proposing consultants, provide consultant agreements to validate proposed rates and a determination by the offeror that the rate proposed is comparable to other consultant rates for work of similar nature. Substantiate the need for proposed consultant services.

**g. \*Cost of Money (COM). (Applicable only for subcontracts proposed.)** Refer to FAR 52.215-16, Facilities Capital Cost of Money. Provide a schedule which contains proposed cost of money (COM) factors, if applicable, to include a display of all individual bases for the COM amounts. A DD Form 1861 for each OFY must be submitted if proposing COM.

**h. \* Fee. (Applicable only for subcontracts proposed.)** Identify proposed fee base and rate.

**i. New Mexico Gross Receipts Tax (NMGRT).** NMGRT may be applicable to the proposed effort. For assistance in determining the extent to which NMGRT may apply and applicable rates, contact the New Mexico Taxation and Revenue Department, 5301 Central Ave., NE, PO Box 8485, Albuquerque, NM 87198, (505) 841-6200, <http://www.state.nm.us/tax/>. Identify the cost elements and amounts included in the NMGRT base, if applicable. Demonstrate the method of calculating total tax dollars included in the proposal.

**\*Do not include these costs for assistance at any tier.**

**TABLE 1  
COST ELEMENT SUMMARY**

**NOTE: THIS IS A SAMPLE TABLE - ALL OFFERORS SHOULD PROPOSE IN ACCORDANCE WITH THEIR APPROVED ACCOUNTING PRACTICES.**

Beginning OFY*				Ending OFY*			
COST ELEMENT	BASE	RATE	AMT	BASE	RATE	AMT	TOTAL PROPOSED AMOUNT
DIRECT LABOR (List each direct labor category separately.)	XXXX	XXXX	XXXX	XXXX	XXXX	XXXX	XXXX
TOTAL DIRECT LABOR	XXXX		XXXX	XXXX		XXXX	XXXX
TOTAL LABOR OVERHEAD	XXXX	XXXX	XXXX	XXXX	XXXX	XXXX	XXXX
SUBCONTRACTS, IOTS, CONSULTANTS (List Separately)			XXXX			XXXX	XXXX
MATERIAL			XXXX			XXXX	XXXX
MATERIAL OVERHEAD	XXXX	XXXX	XXXX	XXXX	XXXX	XXXX	XXXX
TRAVEL			XXXX			XXXX	XXXX
ODCs			XXXX			XXXX	XXXX
G&A	XXXX	XXXX	XXXX	XXXX	XXXX	XXXX	XXXX
SUBTOTAL COSTS			XXXX			XXXX	XXXX
**COST OF MONEY (See DD Form 1861)	XXXX	XXXX	XXXX	XXXX	XXXX	XXXX	XXXX
**FEE	XXXX	XXXX	XXXX	XXXX	XXXX	XXXX	XXXX
TOTAL COST & FEE			XXXX			XXXX	XXXX
NMGRT (IF APPLICABLE)	XXXX	XXXX	XXXX	XXXX	XXXX	XXXX	XXXX
TOTAL PRICE			XXXX			XXXX	XXXX

\*Submit a cost element summary by OFY for the basic, option (if applicable) for each year of performance.

\*\*Do not include these cost for assistance at any tier - Applicable only to proposed subcontracts

**TABLE 2  
LOWER TIER OFFERORS/INTERORGANIZATIONAL TRANSFERS & CONSULTANTS  
PRICE SUMMARY**

LOWER TIER OFFEROR'S NAME	SOW TASKS PERFORMED***	TYPE OF AWARD	LOWER TIER QUOTED IF CONTRACT	LOWER TIER COST PROPOSED BY PRIME	DIFFERENCE IF APPLICABLE
TOTALS					

\*\*\*Identify Statement of Work or Work Breakdown Structure or provide a narrative explanation as an addendum.

**TABLE 3  
TRAVEL SUMMARY**

DATE	FROM	TO	PURPOSE	# TRIPS	# TRVLRS	# DAYS	TOTAL \$

**TABLE 4  
BILL OF MATERIALS**

Item	OFY or WBS/Task #	Description	Qty	Unit Price	Total Price	Vendor/Source (Company Name, Website URL, Etc)
1			1	0	0	
2			1	0	0	
3			1	0	0	
4			1	0	0	
5			1	0	0	
6			1	0	0	
7			1	0	0	
8			1	0	0	
				<b>TOTAL Materials</b>	0	

***ATTACH THIS PAGE TO THE FIRST PAGE OF YOUR BUDGET***

**BUDGET CHECKLIST**

**Place a check by the appropriate items. Write “n/a” next to the item if not applicable.**

**In accordance with the Instructions For Preparing Budgets**, the following is provided with our Budget:

- EXCEL spreadsheets of all applicable tables, on CD ROM **WITH FORMULAS**.  
**Spreadsheets merely representing hard number inputs are not acceptable.**
- Cost/price analyses of all Lower Tier and IOT budgets
- Fully disclosed Lower Tier and IOT proposals which includes Table 1 for each Lower Tier and IOT
- Fully completed Table 1(s), by basic and each option (as applicable) by OFY
- Fully completed Table 2(s), listing all proposed Lower Tier and IOTs by basic, option and (as applicable)
- Fully completed Table 3(s), listing all proposed travel by basic, each option (as applicable) by OFY
- Fully completed Table 4(s), listing all proposed material by basic, each option (as applicable) by OFY
- Support for any proposed ODCs to include consultant agreements on all proposed consultants
- Computations of any composite indirect rates or team labor rates

ATTACHMENT C

AIR FORCE RESEARCH LABORATORY  
DIRECTED ENERGY AND SPACE VEHICLES DIRECTORATES

Cooperative Agreement Solicitation Number: FA9453-10-2-0004

CERTIFICATIONS FOR APPLICATIONS FOR FEDERAL ASSISTANCE (GRANTS AND  
COOPERATIVE AGREEMENTS)

(Current as of 27 Aug 2007)

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**2 CFR §180.335 – Debarment and Suspension**

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(1) The prospective primary participant certifies to the best of its knowledge and belief, that it and its principals:

(a)  Are  Are not presently excluded or disqualified;

(b)  Have  Have not been convicted within the preceding three years of any offenses listed in §180.800(a) or had a civil judgment rendered against you for one of those offenses within that time period;

(c)  Are  Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State or local) with commission of any of the offenses listed in §180.800(a); or

(d)  Have  Have not had one or more public transactions (Federal, State or local) terminated within the preceding three years for cause or default.

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**32 CFR Part 26 – Drug-Free Workplace**

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**§26.300 (Recipients Other Than Individuals)**

As a condition of receiving a DoD Component award, the recipient agrees that—

(a) First, you must make a good faith effort, on a continuing basis, to maintain a drug-free workplace. You must agree to do so as a condition for receiving any award covered by this part. The specific measures that you must take in this regard are described in more detail in subsequent sections of this subpart. Briefly, those measures are to—

(1) Publish a drug-free workplace statement and establish a drug-free awareness program for your employees (see §§26.205 through 26.220); and

(2) Take actions concerning employees who are convicted of violating drug statutes in the workplace (see §26.225).

(b) Second, you must identify all known workplaces under your Federal awards (see §26.230).

Place of Performance (Street address, city, county, State, zip code)

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Check  if there are workplaces on file that are not identified here.

**§26.300 (Recipients Who Are Individuals)**

As a condition of receiving a DoD Component award, the recipient agrees that--

(a) He or she will not engage in the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance in conducting any activity with the grant; and

(b) If convicted of a criminal drug offense resulting from a violation occurring during the conduct of any award activity, he or she will report the conviction:

(1) In writing.

(2) Within 10 calendar days of the conviction.

(3) To the DoD Component awarding official or other designee, for to every grant office or other designee, for each award that you currently have, unless §26.301 or the award document designates a central point for the receipt of the notices. When notice is made to a central point, it must include the identification number(s) of each affected award.

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**32 CFR Part 28 Appendix A – Lobbying**

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The undersigned certifies, to the best of his or her knowledge and belief, that:

(1) No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of an agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.

(2) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.

(3) The undersigned shall require that the language of this certification be included in the

award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

**As an authorized representative, I hereby make the above certifications on behalf of the offeror.**

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Name of Authorized Company Official

Offeror's **Taxpayer Identification Number (TIN)**: \_\_\_\_\_

Offeror's applicable **Commercial and Government Entity (CAGE) Code**: \_\_\_\_\_

**ATTACHMENT D**

**AIR FORCE RESEARCH LABORATORY  
DIRECTED ENERGY AND SPACE VEHICLES DIRECTORATES**

**Cooperative Agreement Announcement Number: FA9453-10-2-0004**

**Administrative Access to Proprietary Information**

1. The Air Force Research Laboratory's Directed Energy (RD) and Space Vehicles (RV) Directorates have contracted for various business and staff support services, some of which require contractors (CC&G, Corporate Allocation Services (CAS)) to obtain administrative access to proprietary information submitted by other contractors. Administrative access is defined as "handling or having physical control over information for the sole purpose of accomplishing the administrative functions specified in this contract or order, which do not require the review, reading, or comprehension of the content of the information on the part of non-technical professionals assigned to accomplish the specified administrative tasks."
2. The required administrative access will be granted to non-technical professionals. Examples of the administrative tasks performed include:
  - a. Assembling and organizing information for Cooperative Agreement files;
  - b. Accessing library files for use by government personnel in the RD and RV Directorates; and
3. Offerors shall either complete paragraph 4 below or provide written objection to administrative access. Any objection to administrative access:
  - a. Shall be provided in writing to the contracting officer and
  - b. Shall include a detailed statement of the basis for the objection.
4. I consent to administrative access, as defined above, by RD and RV business and staff support services contractors to any proprietary information submitted under this announcement or delivered under any resulting contract.

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Name of Authorized Company Official