

COST PROPOSAL

In addition to the Cost Spreadsheet for Cooperative Agreements, the proposers should provide a written narrative including all components described herein. No page limit is specified for this cost proposal. Information incorporated into this volume which is not related to costs will not be considered. 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.

Proposers should provide additional details and/or assumptions to substantiate large cost drivers (i.e., equipment purchases).

<PRIME ORGANIZATION LOGO (OPTIONAL)>

COST PROPOSAL

Proposal Title	
Proposer Organization	
Type of Organization	Choose all that apply: Large Business, Small Disadvantaged Business, Other Small Business, HBCU, MI, Other Educational, or Other Nonprofit
Proposer's Internal Reference Number, if any	
Technical Point of Contact (POC)	Name: Address: Telephone: Email:
Administrative POC	Name: Address: Telephone: Email:
Award Instrument	Cooperative Agreement
Place(s) of Performance	
Period(s) of Performance	
Other Team Members (subawardees and consultants), if any	Technical POC Name: Organization: Organization Type:
Total Proposed Price by Technical Area (TA)	Total: \$
SAM.gov Universal Entity ID (UEI) numberⁱ	
Taxpayer identification number (TIN)ⁱⁱ	
Prime Commercial and Government Entity (CAGE) codeⁱⁱⁱ	
Subawardee(s) Commercial and Government Entity (CAGE) code(s)	
Date Proposal was Prepared	
Proposal Validity Period (minimum 120 days)	

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[Content recommendations are displayed in blue font and should be deleted prior to submission.]

COST DETAILS

[The proposer should provide the following cost details and include supporting documentation describing the method and/or assumptions used to estimate proposed costs. The Government expects proposers should include indirect costs and profit as part of their cost proposal submission. Proposers should incorporate indirect costs within fully burdened labor rates and/or incorporate and described indirect rates in other pricing elements below.]

1. LEVEL OF EFFORT

[Provide the level of effort personnel will contribute to the project. The level of effort may be substantiated by defining key labor category aligned to fully burden rates with an assigned estimated labor hours or percentage of effort. Proposers should explain any outliers that may require the Agreement Officer to request additional details to determine a cost fair and reasonable. If the outlier cannot be substantiated by competitive pricing the proposer should provide a written explanation of the value, the Government is receiving for the cost proposed.]

2. MATERIALS

[Provide an itemized list of all anticipated materials including quantities, unit prices, proposed vendors (if known), and the basis of estimate (e.g., quotes, prior purchases, catalog price lists, etc.). *Any item that exceeds \$5,000 in total cost may be supported with back-up documentation such as a copy of catalog price lists, past purchase order or invoice, or vendor quotes prior to purchase.*]

3. EQUIPMENT PURCHASES

[Provide an itemized list of all anticipated equipment including quantities, unit prices, proposed vendors (if known), and the basis of estimate (e.g., quotes, prior purchases, catalog price lists, etc.). *Any item that exceeds \$5,000 in total cost may be supported with back-up documentation such as a copy of catalog price lists, past purchase order or invoice, or vendor quotes prior to purchase.* Include any assumptions for Government-furnished equipment or information.]

4. TRAVEL

[Provide the purpose of each trip, number of trips, number of days per trip, departure and arrival destinations, number of people, etc.]

PURPOSE	# OF TRIPS	# OF DAYS	# OF PEOPLE	DEPARTURE/DESTINATION	TOTAL COST
Ex. PI Meeting	6	3	2	LA/DC	\$10,000

5. OTHER DIRECT COSTS (ODCs)

[Provide a breakdown of all anticipated ODCs (e.g., graduate student tuition, computer maintenance and/or user fees, etc.) with anticipated costs. *The proposer may provide backup documentation to support anticipated costs (i.e., tuition rates for graduate students) to include an explanation of any estimating factors as well as their derivation and application.*]

6. COST SHARING

[Provide the source, nature, and amount of any proposed cost sharing.]

7. CONSULTANT COSTS

[Provide fully loaded daily / hourly rate, labor hours, and any other anticipated consultant prices (e.g., travel).]

8. SUBAWARDEE COSTS

[For each proposed subawardee, provide the information requested above in Sections 1-7. *All documentation should provide the same level of detail and/or assumptions.*]

9. VALUE ANALYSIS:

[Provide a written explanation of any potential cost reductions used throughout the development of the proposal that will NOT substantially impact the intended results of the effort. **NOTE:** while the Government seeks to eliminate unnecessary costs through value analysis, the Government seeks revolutionary advances to the state-of-the-art and therefore, cost reductions should not impact the proposer's ability to deliver the desired research results.]

ⁱ The SAM-generated UEI becomes the official identifier for doing business with the U.S. Government. This replaces DUNS.

ⁱⁱ See <http://www.irs.gov/businesses/small/international/article/0,,id=96696,00.html> for information on requesting a TIN. ⁱⁱ Note, requests may take from 1 business day to 1 month depending on the method (online, fax, mail).

ⁱⁱⁱ A CAGE Code identifies companies doing or wishing to do business with the Federal Government.