Center for Naval Metalworking (CNM)
Checklist for Proposal Submission

The following items shall be included in all proposals submitted to CNM. Failure to submit the required documents and adhere to the requirement **MAY** result in the proposal being disqualified.

**Offeror**
**Control No.**
**Project Title**

- Technical and Cost Proposal provided electronically in separate volumes.
- One (1) signed copy of each of the following documents provided electronically:
  - Representations and Certifications (required for first-time proposer or annual update, if applicable)
  - W-9 Form (required for first-time proposer only)
  - Small Business Form (required for first-time proposer only)
  - Electronic Funds Transfer (EFT) Form (required for first-time proposer only)
  - Proposal Cover Sheet (provided as attachment to RFP)
  - Technical Data/Intellectual Property Disclosure and Assertion Form (provided as attachment to RFP)
  - Additional Certification (provided as attachment to RFP)

- The following sections are included in the Technical Proposal:
  - Table of Contents
  - Cross Reference to Evaluation Criteria (Compliance Matrix)
  - Executive Summary (no more than 2 pages)
  - Summary Work Statement and Funding Plan
  - Man-hour and Material Cost Summary
  - Appendix A – Project Plan (no more than 30 pages)
  - Appendix B – Resumes of Key Personnel (no more than 2 pages each)
  - Appendix C – Letters of Commitment (if applicable)

- Project duration is within RFP guidance.

- The following sections are included in the Cost Proposal:
  - Offeror cost spreadsheets (in accordance with Section 7.2)
  - Budget Narrative (in accordance with Section 7.3)
    - Direct Labor
    - Material/Equipment
    - Subcontractors
    - Consultants
    - Other Direct Costs
    - Travel
    - Indirect Costs
    - Facilities Capital Cost of Money
    - Fee
    - Cost Share (if applicable)