Proposition Guide
30 October 2019
## CONTENTS

1. PREFACE .................................................................................................................. 2
2. INTRODUCTION ......................................................................................................... 2
3. BACKGROUND ........................................................................................................... 2
4. GENERAL INFORMATION .......................................................................................... 3
   4.1 Prime Contractor .................................................................................................. 3
   4.2 Points of Contact ............................................................................................... 3
   4.3 Award Types ....................................................................................................... 3
5. PROPOSAL REQUIREMENTS AND SUBMISSION INFORMATION ......................... 3
   5.1 Proposal Submission Date ................................................................................ 3
   5.2 Proposal Cover Sheet ....................................................................................... 3
   5.3 Proposal Validity Period .................................................................................. 3
   5.4 Content of Proposals ....................................................................................... 3
   5.5 Submission Instructions .................................................................................. 4
   5.6 Representations and Certifications / Vendor Forms ......................................... 4
6. TECHNICAL PROPOSAL ............................................................................................ 4
   6.1 Introduction ....................................................................................................... 4
   6.2 Table of Contents .............................................................................................. 4
   6.3 Executive Summary ......................................................................................... 4
   6.4 Technical Plan ................................................................................................... 5
   6.5 Summary Work Statement and Funding Plan ................................................. 5
   6.6 Man-Hour and Material Summary .................................................................. 5
   6.7 Appendices ....................................................................................................... 6
7. COST PROPOSAL ....................................................................................................... 6
   7.1 Introduction ....................................................................................................... 6
   7.2 Offeror Cost Spreadsheets ............................................................................... 6
   7.3 Cost Narrative ................................................................................................... 6
   7.4 Small Business Subcontracting Plan ................................................................. 9
   7.5 Certified Cost or Pricing Data ........................................................................... 9
   7.6 Terms and Conditions ...................................................................................... 9
   7.7 Multiple Performing Team Members ............................................................... 9
8. AWARD ADMINISTRATION INFORMATION ........................................................ 9
9. LIST OF ATTACHMENTS .......................................................................................... 10
1 PREFACE

This guide was prepared in an effort to provide industry with the information necessary to respond to solicitations issued by the Office of Naval Research (ONR)-sponsored, ATI-managed US Navy Manufacturing Technology (ManTech) - Centers of Excellence (COE). With understanding of the process, offerors will be better equipped to respond to and submit proposals that satisfy Advanced Technology International (ATI) and the Government’s solicitation requirements, resulting in improved preparation and approval efficiency, while minimizing the risk of non-compliant submittals.

Please keep in mind this is a guide and while it thoroughly explains the process, regulatory guidance may require procedural changes. Offerors are encouraged to contact the points of contact identified in the solicitation to obtain the latest information.

We share a common goal – to improve the affordability of US Navy platforms critical to the future force. We hope this guide makes it easier to achieve this goal by facilitating the overall solicitation and proposal process. We welcome any comments or suggestions you may have for improving the contents of this guide. Please address them to the Naval Technologies Division, 315 Sigma Drive, Summerville, SC 29486-7790, or submit via email to ManTech-ATIcontracts@ati.org.

2 INTRODUCTION

This guide provides instructions for preparation of proposals. Proposals submitted in response to a request for proposal (RFP) issued by ATI is subject to evaluation of technical merit and cost reasonableness by both ATI and the Government, as well as Government approval of the project and selection for funding. Resultant contract awards will be a subcontract project Task Order (TO) executed under a Base Task Order Agreement (TOA) separately negotiated between ATI and the offeror, and are therefore contingent upon execution of the Base TOA.

ATI provides no funding for direct reimbursement of proposal development costs. Offeror’s bid and proposal costs are not allowable as a direct charge against any resultant TO, nor is ATI in any way liable for reimbursement of bid and proposal costs for any proposal for a project.

3 BACKGROUND

ATI manages the following three ONR Navy ManTech COE:

- Center for Naval Metal Working (CNM)
- Composites Manufacturing Technology Center (CMTC)
- Naval Shipbuilding and Advanced Manufacturing (NSAM) Center

The ATI ManTech Centers provide a focal point for the development and transfer of new manufacturing processes and technologies, with additional emphasis on the advanced manufacturing, metalworking and composites enterprise initiatives that will increase shipbuilding and repair productivity, reduce costs and cycle time and improve quality; benefits that will accrue not only to the US Navy, but to industry as well.

The Center’s efforts in the shipbuilding, aviation platforms, and advanced manufacturing enterprises are focused on affordability improvements and lifecycle cost reduction for designated platforms of interest, such as the FORD Class aircraft carriers, VIRGINIA Class submarines, COLUMBIA Class submarines, the DDG-51 program, Joint Strike Fighter (F-35) and other Department of Defense (DoD) programs. The primary goal is to develop and deploy advanced manufacturing technology in US shipyards and other prime contractor facilities to drive capability improvements and ultimately reduce the cost and time required to build and repair US Navy platforms. The Centers use a national collaborative approach where project selection and planning are driven by industry input from both private and public manufacturing and repair facilities. The primary objective of these efforts is to reduce the risk and time of transition from research and development (R&D) to full-scale production by selecting projects that meet the US Navy’s demand, which industry will commit to, and for which viable implementation plans are provided.
4 GENERAL INFORMATION

4.1 Prime Contractor
Advanced Technology International (ATI)
315 Sigma Drive
Summerville, SC 29486-7790

4.2 Points of Contact

<table>
<thead>
<tr>
<th>Role</th>
<th>Name</th>
<th>Title</th>
<th>Phone</th>
<th>Email</th>
</tr>
</thead>
<tbody>
<tr>
<td>CNM Technical</td>
<td>Mark Snider</td>
<td>Deputy Director</td>
<td>(843) 760-3239</td>
<td><a href="mailto:mark.snider@ati.org">mark.snider@ati.org</a></td>
</tr>
<tr>
<td>CMTC Technical</td>
<td>Jon Osborn</td>
<td>Director</td>
<td>(864) 646-4508</td>
<td><a href="mailto:jon.osborn@ati.org">jon.osborn@ati.org</a></td>
</tr>
<tr>
<td>NSAM Technical</td>
<td>Dale Orren</td>
<td>Deputy Director</td>
<td>(843) 760-3587</td>
<td><a href="mailto:dale.orren@ati.org">dale.orren@ati.org</a></td>
</tr>
<tr>
<td>Contractual (All)</td>
<td>Skip Solis</td>
<td>Sr. Contracts Manager</td>
<td>(843) 760-3258</td>
<td><a href="mailto:skip.solis@ati.org">skip.solis@ati.org</a></td>
</tr>
</tbody>
</table>

4.3 Award Types
As specified in the RFP, awards for projects will be one of the following: cost-plus-fixed-fee (CPFF), cost reimbursable (CR), or firm-fixed-price (FFP) task orders executed under the applicable Base TOA. Projects are categorized as follows:

Navy Manufacturing Technology (ManTech) projects respond to the need for the production and/or repair of weapon platforms, systems and equipment to improve the affordability of naval platforms critical to the future force.

Non-Manufacturing Technology (Non-ManTech) projects are sponsored by the Office of Naval Research, but are not funded by Navy Manufacturing Technology resources. These projects can support a ManTech weapon platform and may be funded with congressional funds and through other Defense agencies.

Mega Rapid Response projects are Manufacturing Technology projects that require transition of the product or technology that can be inserted on a platform at the end of the project. The parameters of the project must comply with the criteria outlined in the current Navy ManTech Program Mega Rapid Response (MRR) Guidance.

Rapid Response projects are Manufacturing Technology projects offering increased potential for rapid technology insertion to meet Navy platform needs. The parameters of the project must comply with the criteria outlined in the current Navy ManTech Program Rapid Response (RR) Guidance.

Special Projects (generally identified by the ONR ManTech Program) can cover any topic approved by the ONR ManTech Program Director. The parameters of the project will be developed by the project team and cognizant ManTech Center, typically following the traditional Statement of Work development process.

5 PROPOSAL REQUIREMENTS AND SUBMISSION INFORMATION

Note: Always compare this Proposal Guide with the individual RFP, as some instructions may be tailored for specific projects. Tailoring may differ somewhat from the instructions herein. Should that occur offerors shall comply with the proposal preparation instructions included in the RFP.

The offeror’s proposal submitted in response to a RFP is the primary vehicle available for receiving consideration for award. The proposal shall stand on its own merit. Only information provided in the proposal can be used in the evaluation process leading to an award. The proposal should be prepared simply and economically, providing straightforward, concise delineation of capabilities necessary to perform the work proposed to complete the technical requirements specified in the Statement of Work (SOW) or Project Planning Document (PPD). The technical proposal shall be accompanied by a detailed cost proposal as cost and technical considerations are reviewed simultaneously.
5.1 Proposal Submission Date
Center solicitations will include a proposal due date. The proposal due date stated in the solicitation is firm. The proposal due date can only be changed by a Center Contracts Representative through written notice (e.g. e-mail). Unless specifically stated otherwise in the RFP or follow-on written correspondence from the Center Contracts Representative, both the technical and cost proposals are due on the same date, as cost and technical proposals are reviewed concurrently. The Center reserves the right to reject any late proposals.

5.2 Proposal Cover Sheet
The cover sheet is included as an attachment to each RFP and proposals will not be accepted without a completed and signed cover sheet. The cover sheet is a requirement added to facilitate completion of the resulting cost/price analysis and technical evaluation by minimizing the fact-finding/Question & Answer (Q&A) period that often follows a proposal submission. If requested information is already included in the Cost Proposal, please indicate as such and provide a page or section number for easy reference.

5.3 Proposal Validity Period
Due to the Government proposal evaluation process, a validity period of 180 calendar days is requested.

5.4 Content of Proposals
Proposals submitted in response to RFPs are expected to be unclassified. However, proposals containing classified, controlled unclassified information (CUI), proprietary, or otherwise restricted information are permitted using the appropriate transmittal procedures. Subcontractors are required to appropriately mark each page of their submission that contains proprietary information, classified information, CUI, or information that is restricted from export.

5.5 Submission Instructions
Offerors shall provide Technical and Cost Proposals in Microsoft (MS) Word and MS Excel via email, fax or other electronic means to the Center Contracts Representative listed in the RFP. Submission of a .zip file containing the separate proposal volumes is also acceptable. Password-protected submissions are also acceptable, but please note the passwords for the Technical and Cost Proposals shall be identical. All material submitted, regardless of medium, must be clearly legible.

5.6 Representations and Certifications / Vendor Forms
First time offerors will receive an email from a Center Contracts representative attaching required vendor forms (W9, EFT, and Small Business Certification) and/or Representations and Certifications form).

6 TECHNICAL PROPOSAL

6.1 Introduction
Offerors shall provide sufficient technical detail to enable a technical evaluation of the effort by an individual with technical knowledge of the subject matter, but not necessarily intimately familiar with the project. The Offeror’s technical proposal must be prepared as a separate part of the total proposal package. Specific cost or pricing details should be omitted from this section of the proposal with the exception of Section 6.5. below.

6.2 Table of Contents
The technical proposal format shown below is mandatory. If there are any items that are not applicable to a specific proposal, include the section topic in the proposal and annotate the section as not applicable with a short explanation as to why it is not applicable.

I. Cover Page
II. Table of Contents
III. Executive Summary
IV. Technical Plan (Project Planning Document (PPD) or Statement of Work (SOW))
V. Summary Work Statement and Funding Plan
VI. Man-hour and Material Summary
VII. Appendices
A. Government Furnished Property (if applicable)
B. Letters of Commitment (if applicable)

6.3 Executive Summary
The Executive Summary allows offerors to present briefly and concisely the important aspects of their proposals to evaluators. The summary should present an organized progression of the work to be accomplished, without in-depth technical details, such that the reader can grasp the core concepts and overall outcome of the proposed project.

6.4 Technical Plan (PPD or SOW)
In this section, the Offeror shall provide a restatement of the PPD or SOW provided in the solicitation signifying confirmation of the technical requirements and associated deliverables (can be included as an attachment). Offeror changes or revisions to the scope of work (i.e. tasks) of the PPD or SOW provided in the solicitation must be coordinated in advance of proposal submission. If there are significant changes (deltas) anticipated in the proposal for material, travel or estimated man-hours from those identified in the PPD or SOW, coordination prior to proposal submittal shall be obtained from the ATI Technical Point of Contact (POC). If approved by the ATI Technical POC, the offeror’s Technical and Cost Volumes of its proposal shall reflect the approved changes.

6.5 Summary Work Statement and Funding Plan*
This section is a summary of the project schedule (by phase) and costs. Include the following table (mandatory) in this section of the Technical Proposal:

<table>
<thead>
<tr>
<th>Phase Number</th>
<th>1</th>
<th>2</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Phase Start Date</td>
<td>TBD</td>
<td>TBD</td>
<td></td>
</tr>
<tr>
<td>Phase Completion Date</td>
<td>(Months after TO Award)</td>
<td>(Months after TO Award)</td>
<td>(Months after TO Award)</td>
</tr>
<tr>
<td>Duration (months)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Estimated Cost</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Allowable Cost Share**</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

* In the event of a discrepancy, the Cost Proposal takes precedent over entries into this table
**Briefly describe the source of your cost sharing (e.g. cash, labor man-hours, materials, etc.), if applicable

6.6 Man-Hour and Material Summary
Include a summary, broken down by project participant and task for each project phase. Phases shall correlate with logical breaks in the technical effort for go/no-go decision points. Some projects are comprised of multiple phases; some are single-phased efforts. As such, phase and task definition shall be tailored to the individual project, and must correlate with the Work Breakdown Structure (WBS), as described in the PPD or SOW. This information must be consistent with the cost proposal and provided in the following format (mandatory).

<table>
<thead>
<tr>
<th>Phase I</th>
<th>Offeror Man-Hours</th>
<th>Lower-Tier Sub 1 Man-Hours</th>
<th>Lower-Tier Sub 2 Man-Hours</th>
<th>Total Man-Hours</th>
<th>Mat’l Qty</th>
<th>Material (Unit/Item Description and Classification [Mat’l, Equip, Special Test Equipment, Special Tooling])</th>
</tr>
</thead>
<tbody>
<tr>
<td>Task 1</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Task 2</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Task 3</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Task X</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Subtotal</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Phase II</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Task 1</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Task 2</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Task 3</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Task Y</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Subtotal</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Total</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
6.7 Appendices

Appendix A – Government Furnished Property (GFP): In accordance with FAR 52.245-1, Government Property, identify and include in the GFP spreadsheet provided with the solicitation any GFP that will be required, provided or authorized for use in the performance of the SOW.

Appendix B – Letters of Commitment: Include Letters of Commitment from key team member companies/organizations. These letters must reflect commitment (e.g., teaming agreement, cost share, other donated services, etc.) to the project and not discuss technical information. This appendix is only applicable to Cost Share proposals

7 COST PROPOSAL

7.1 Introduction
The objective of the cost proposal is to provide sufficient cost information to substantiate that the proposed cost is realistic, reasonable and complete for the proposed work. The cost proposal must provide enough information to ensure a complete and fair evaluation of the reasonableness and realism of cost or price can be conducted and reflect the best estimate of the costs for the project. The cost proposal must support the information provided in the technical proposal (i.e. costs, dates and lengths of phases, cost share, etc.). The cost proposal is not restricted in length and shall provide cost information for all performance periods.

ATI conducts detailed cost analyses on offeror proposals, so proposals with current, complete and accurate information greatly assists in providing timely and adequate analyses to the Government. Although ATI always protects offerors’ proposals and other proprietary information from disclosure, it is recognized some offerors may be reluctant to disclose indirect rates, or may consider such information to be available for disclosure only directly to the Government. If an offeror is unwilling to release information on indirect rates and other burdens to ATI, a fully unsuppressed cost proposal, in MS Word and MS Excel versions of the documents as that submitted to ATI, shall be directly submitted to the Government. Unsuppressed cost proposals shall only be completed and submitted upon request by ATI after the project has been proposed to the Government.

7.2 Offeror Cost Spreadsheets
Offeror cost spreadsheets will be included as an attachment with each RFP and are mandatory for the preparation and submittal of cost proposals. All spreadsheets are linked for ease of proposal preparation. Offerors shall use these cost formats, as they will provide the required information, and facilitate efficient review. These cost spreadsheets in the prescribed formats are considered an ATI proposal requirement to the Government. Offeror cost proposal spreadsheets shall provide a monthly breakout of projected costs. Offerors shall follow the format and instructions in the spreadsheets to eliminate any potential errors or misunderstandings. Offerors may submit cost spreadsheets in legible PDF versions in addition to the MS Excel version.

7.3 Cost Narrative
The Cost Narrative should provide a more detailed breakdown of the figures contained in the Offeror Cost Spreadsheets. This section should also give substantiation and written explanation of proposed costs. Ensure any figures presented in this part are consistent with the figures in the Offeror Cost Spreadsheets. The Cost Narrative must include, at a minimum, details on the following cost categories:

7.3.1 Direct Labor
Labor costs shall be provided by individual labor category with associated labor hours and fully burdened or unburdened labor rates. The use of Government- approved labor rates shall be documented. Include all detail regarding escalation of labor for out-years; whether the labor rates quoted are actual existing employee rates/salaries contemplated for use on this effort or a composite of the existing employee rates; and whether the labor rates include any allocated direct or indirect costs (e.g., fringe benefits, overhead, G&A, etc.).
7.3.2 Material/Equipment

When material/equipment is proposed sufficient documentation and classification is required. Material/equipment shall be proposed only when needed for the project’s success and completion.

The bill of materials for materials/equipment identified and provided in the technical proposal shall be priced and must include material type, unit of measure, quantity, cost per unit, extended cost, and basis for unit costs (vendor quote, catalog price list, vendor letters, etc.). Each item in excess of $10,000 (including a single unit with a cost exceeding $10,000 or multiple units proposed for the project that result in a total cost exceeding $10,000) shall be supported with a copy of catalog price lists, quotes, prior purchase orders, or similar documentation to support the proposed amount. Use of a government-approved property system shall be documented in the proposal and a copy of the approval letter provided with the proposal.

Material/equipment shall be classified into one of the following four (4) categories: equipment, material, special test equipment, and special tooling. The definitions of the classification are in accordance with FAR Parts 2 and 45.

Offerors that require the use of Government funds to purchase equipment to fulfill the SOW requirements shall have that equipment removed from the fee bearing base of the cost proposal.

7.3.3 Lower Tier Subcontractor(s)

Provide a breakout of proposed subcontract costs by subcontractor. Include a breakout of costs at the same level as required from the offeror and state whether a price/cost analysis and/or competition for the lower tier subcontract effort has been performed by the offeror and their proposed costs found to be fair and reasonable. Include quotes for any subcontractor costs exceeding $10,000.

7.3.4 Consultant(s)

Provide a breakout of proposed consultant costs by consultant along with justification for the necessity of the consultant. Include a breakout of costs at the same level as required from the offeror and state whether a price/cost analysis and/or competition for the consultant effort has been performed by the offeror and their proposed costs found to be fair and reasonable.

7.3.5 Other Direct Costs

Provide an itemized list of proposed other direct costs which includes item description, unit of measure, quantity, cost per unit, extended cost and basis for unit cost (vendor quote, catalog price list, prior purchase order, vendor letters, engineering estimate, etc.). Calculations and other backup documentation used to determine an engineering estimate must be provided. A copy of vendor quotes, catalog price lists, or prior purchase orders shall be provided to support the price of any items with a unit price or total purchase price exceeding $10,000.

7.3.6 Travel

The travel matrix shall be completed and priced to include departure location, destination, number of trips, number of persons traveling, airfare, car rental, lodging, miscellaneous expenses such as parking, per diem rates used, and the purpose of each trip. The travel pricing shall be compliant with the Federal Travel Regulations (http://www.gsa.gov/federaltravelregulation) unless the offeror has a government-approved travel policy. Use of a government-approved travel policy shall be documented in the proposal. If the offeror has an internal travel estimating policy, provide confirmation that this policy was followed. In addition, offerors shall confirm if it has any corporate travel discount rates and whether these were utilized when determining the proposed travel costs.
7.3.7 Indirect Costs
Provide indirect costs by category (fringe benefits, overhead, G&A, etc.). Include with proposal submission an indirect rate approval letter, and the approval official’s contact information, from the offeror’s cognizant agency to show the indirect rates used in this proposal are current and accurate. If the offeror has Government-approved rates but does not include this letter, then the following information shall be provided:
- Date on which indirect rates were approved;
- Effective period of the approved rates; and
- Government agency that approved the rates.

If the offeror does not have Government-approved indirect rates, but submits such rates on a consistent basis to the Government for review, the offeror shall provide a copy of its rate submittal letter to demonstrate the offeror’s most recent indirect rate set has been provided to the Government for review.

If the offeror does not have approved indirect rates, provide detailed supporting data to include:
- Indirect rates and all pricing factors used to develop those rates;
- Methodology used for determining the rates (e.g., current experience in your organization or the history base used); and
- All escalation by year applied to derive the proposed rates.

As an alternative to providing information on indirect costs offerors may instead provide fully burdened costs by cost element, and will be required to submit a separate unsuppressed proposal, fully disclosing the indirect application, directly to the Government (upon request by ATI). In either case the use of Government-approved indirect rates shall be documented.

7.3.8 Facilities Capital Cost of Money (FCCM)
Provide the amount of proposed cost of money along with the factors used to calculate the amount. Include a display of all individual bases for the FCCM amounts. Use of DD Form 1861 is required and can be downloaded from the Department of Defense Forms Management Program at http://www.dtic.mil/whs/directives/forms/eforms/dd1861.pdf.

7.3.9 Fee
Provide the cost base to which the fee applies and the percentage applied.

In accordance with ONR ManTech Fee Policy dated 23 October 2019, offerors proposals are subject to the following fixed fee caps:

<table>
<thead>
<tr>
<th>Project Type</th>
<th>Fixed Fee Cap</th>
</tr>
</thead>
<tbody>
<tr>
<td>ManTech Projects</td>
<td>7.0%</td>
</tr>
<tr>
<td>Mega Rapid Response and Special Projects</td>
<td>7.0%</td>
</tr>
<tr>
<td>Rapid Response Projects</td>
<td>1.0%</td>
</tr>
</tbody>
</table>

All fixed fee percentages identified above represent the maximum fee that shall be applied to proposed allowable costs less Facilities Capital Cost of Money (FCCM) and Equipment purchased with Government funds. All ManTech Projects fall within the Standard Range as noted in Defense Federal Acquisition Regulation Supplement (DFARS) 215.404-71-2. However, ONR determined the Technology Incentive in DFARS does not apply to ManTech Projects. In accordance with ONR ManTech Fee Policy, ATI will not forward any proposals to ONR for review and award, if a proposed fee is over the fee caps in the table above.
7.3.10 Cost Share (if applicable)
Cost share represents “that portion of project or program costs not borne by the Federal Government.” The cost share goal is 50/50, which means each dollar charged to the Government for the performance of the project should be matched equally with cost share funds. Cost share sources must be allowable costs in accordance with FAR 31.205 (vice the DoDGARS, which has its own Cost Share Guidance).

Cost share allowability is determined by a number of factors. The costs must be verifiable from the offeror’s records, necessary and reasonable for proper and efficient accomplishment of the project or program objectives, and the cost share must be allowable under the applicable cost principles. Cost share is unallowable if the costs were paid by the Federal Government under another award or included as contributions for any other federally assisted project or program. Proposed cost share that is to be funded by Internal Research and Development (IR&D) is unallowable. In addition, offerors cannot include the full acquisition cost of equipment or materials not consumed or delivered to the Government as part of the project.

When identifying cost share, cost must be specifically set forth in the proposal as to the type and amount. The offeror must maintain adequate records to document the incurred costs and their allowability. There are two (2) categories of cost share: Cash and In-Kind. Cash cost share is defined as outlays of funds to support the total project through acquiring material, buying equipment, paying labor (including fringe, benefits and direct or indirect overhead costs associated with that labor), and other cash outlays required to perform the work effort. In-kind cost share is defined as the reasonable value of equipment, software, hardware, facilities, materials, and/or other property used in the performance of the project SOW.

7.4 Small Business Subcontracting Plan
A Small Business Subcontracting Plan (developed in accordance with FAR 52.219-9) is required for proposals exceeding $700,000 and shall be submitted as a separate section within the Cost Proposal. This requirement does not apply to small businesses.

7.5 Certified Cost or Pricing Data
Certified Cost or Pricing Data will be required for awards over $2,000,000 and shall be submitted in accordance with FAR 15.403-4.

7.6 Terms and Conditions
Offeror must have an executed Base TOA in place prior to award of a project TO.

7.7 Multiple Performing Team Members
In the case where multiple Subcontractors are included on a project, one Subcontractor may be identified in the RFP as the Technical Lead, with the remaining Subcontractors designated as Team Members. All identified Subcontractors identified by ATI as Team Members will subcontract directly to ATI. Agreements for protection of proprietary data may be negotiated between Subcontractors as necessary.

In addition to those responsibilities of Technical Lead and Team Members, the following responsibilities will be incorporated into any resultant task orders:

“"The Subcontractor, as the Technical Lead, shall:
(1) Coordinate all technical deliverables with team members prior to submission to the Contractor; and
(2) Cooperate in good faith will all Team Members."

“"The Subcontractor, as a Team Member, shall:
(1) Provide input for technical deliverables as required by the Technical Lead. Financial reports and invoices required by the above-referenced Base Task Order Agreement and this Task Order shall be submitted directly to the Contractor. The Subcontractor may sanitize cost information submitted to the Technical Lead; and
(2) Cooperate in good faith with the Technical Lead."
8 AWARD ADMINISTRATION INFORMATION

The North American Industry Classification System (NAICS) code for this announcement is 541715, with a small business size standard of 500 employees.

Proposals for amounts greater than or equal to $2,000,000 shall be certified in accordance with FAR 52.215-20, Requirements for Certified Cost or Pricing Data and Data Other Than Cost or Pricing Data.

The offeror’s monthly cost flow as proposed in the cost spreadsheet formats will be used for the following purposes, and as such should reflect when the offeror expects to have expended, rather than committed or obligated, the proposed costs:

- Cost reasonableness assessment, during the proposal evaluation phase;
- Program Management tool following award; and
- Program-level budgeting and funds obligation planning.

9 LIST OF ATTACHMENTS

The following documents are included as attachments in the solicitation:

A. Proposal Cover Sheet
B. ManTech Proposal Guide
C. Statement of Work or Project Planning Document and Deliverables
D. Offeror Cost Spreadsheet Formats
E. Technical Data & Intellectual Property (IP) Disclosure and Assertion Form
F. Additional Certification Form
G. Government Furnished Property Spreadsheet
H. Subcontractor Responsibility Questionnaire (if applicable)