



Advanced Technology International

Manufacturing Technology Centers of Excellence

PROPOSAL INSTRUCTIONS

14 April 2020

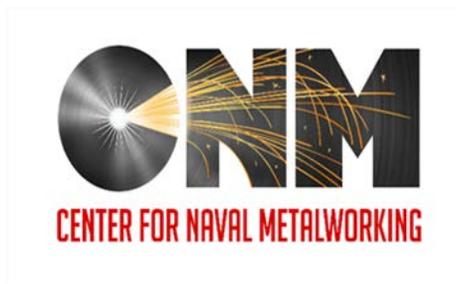


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1. PREFACE

This instruction was prepared in an effort to provide industry with the required 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). The instructions in this document prepares offerors to 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.

While this document thoroughly explains the process, flowed down Government contractual terms and conditions, in addition to Government regulations and policy must be followed. 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 document 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 document. 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 document provides instructions for preparation of proposals. Proposals submitted in response to a request for proposal (RFP) issued by ATI are 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 strictly contingent upon execution of the Base TOA.

ATI provides no funding for direct reimbursement of proposal development costs. Offerors' 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

Role	Name	Title	Phone	Email
CNM Technical	Mark Snider	Deputy Director	(843) 760-3239	mark.snider@ati.org
CMTC Technical	Jon Osborn	Executive Director	(864) 646-4508	jon.osborn@ati.org
NSAM Technical	Robert Mashburn	Deputy Director	(843) 760-3499	robert.mashburn@ati.org
Contractual (All)	Skip Solis	Sr. Contracts Manager	(843) 760-3258	skip.solis@ati.org

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

Always compare this document 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.

Offerors' 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).

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. Offerors shall submit the technical and cost volumes as a complete proposal on the same due date as cost and technical considerations are reviewed simultaneously. The Center reserves the right to reject any late proposals.

5.2 Proposal Summary

The proposal summary is included as an attachment to each RFP and proposals will not be accepted without a fully completed and signed summary. The proposal summary 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.

5.3 Proposal Validity Period

Due to the total time to complete the ATI and 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 proposals with a Technical and Cost Volume. Proposals shall be submitted 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 Volumes 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, Electronic Funds Transfer, and Small Business Certification).

6. TECHNICAL VOLUME

6.1 Introduction

Offerors shall provide sufficient technical detail to enable a technical analysis 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 Volume must be prepared as a separate part of the total proposal package. Specific cost or pricing details shall be omitted from this section of the proposal with the exception of Section 6.5. below.

6.2 Table of Contents

- 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 Summary
- VII. Material/Equipment Summary
- VII. Attachments
 - a. Government Furnished Property (GFP) List (if applicable)
 - b. Letter 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 shall 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

In this section, the Offeror shall provide a restatement of the PPD or SOW provided in the solicitation signifying confirmation of the technical requirements to be performed 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 are not permitted. Any proposed changes shall be coordinated in advance of proposal submission for approval and, if approved a solicitation amendment will be executed to provide the updated PPD or SOW to all offerors. Any PPD or SOW revisions resulting from a solicitation amendment shall be reflected in the offerors' proposals. 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 same solicitation amendment process applies and 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. Offerors shall include the following mandatory table in Technical Volume of the proposal:

Phase (or Base and Option) Number	Phase 1 or Base	Phase 2 or Option 1	Total
Start Date	TBD	TBD	
Completion Date	(Months after TO Award)	(Months after TO Award)	(Months after TO Award)
Duration (months)			
Estimated Cost			
Allowable Cost Share**			

* In the event of a discrepancy, the Cost Volume 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/Equipment Summary

Offeror's Technical Volume shall 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 or periods (base and option(s)). As such, phase or period 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 Volume and provided in the following format (mandatory) shown in the example below on the next page.

Offerors shall complete the excel version of the spreadsheets attached to this document as Appendices A and B and include both in the Technical Volume of its proposal.

MAN-HOUR SUMMARY SPREADSHEET (SEE APPENDIX A) – EXAMPLE SHOWN

	Offeror Man-Hours	Lower-Tier Sub 1 Man-Hours	Lower-Tier Sub 2 Man-Hours	Total Man-Hours
Phase I (or Base)				
Task 1 Labor Category	454	144	132	730
Task 1 Labor Category	775	14	22	811
Task 1 Labor Category	84	176	176	436
Task 1 Labor Category	74	27	34	135
Task 2 Labor Category	97	44	284	425
Task 2 Labor Category	23	44	164	231
Task 2 Labor Category	13	44	84	141
Task 2 Labor Category	11	20	4	35
Task 3 Labor Category	7	8	4	19
Task 3 Labor Category	34	6	9	49
Task 3 Labor Category	4	20	20	44
Task 3 Labor Category	66	6	9	81
Task X Labor Category	9	6	78	93
SUBTOTAL	1651	559	1,020	3,230
Phase II (or Option 1)				
Task 1 Labor Category	454	144	132	730
Task 1 Labor Category	775	14	22	811
Task 1 Labor Category	84	176	176	436
Task 1 Labor Category	74	27	34	135
Task 2 Labor Category	97	44	284	425
Task 2 Labor Category	23	44	164	231
Task 2 Labor Category	13	44	84	141
Task 2 Labor Category	11	20	4	35
Task 3 Labor Category	7	8	4	19
Task 3 Labor Category	34	6	9	49
Task 3 Labor Category	4	20	20	44
Task 3 Labor Category	66	6	9	81
Task X Labor Category	9	6	78	93
SUBTOTAL	1651	559	1020	3,230
TOTAL	3302	1118	2040	6,460

MATERIAL/EQUIPMENT SUMMARY SPREADSHEET (SEE APPENDIX B)

	Task (X)	Qty	Mat/Equip Item Description	Classification*
Phase I (or Base)				
	1			
	2			
	3			
	4			
Phase II (or Option 1)				
	5			
	6			
	7			
	8			

*Reference Section 7.3.2 for the four (4) classification definitions of material and/or equipment proposed to be entered in this column.

6.7 Government Furnished Property and Letters of Commitment

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

Letters of Commitment: Offerors shall 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 VOLUME**7.1 Introduction**

The offeror shall provide sufficient cost or price information to substantiate that the proposed cost is realistic, reasonable and complete for the proposed work. The Cost Volume of the 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 Volume must support the information provided in the Technical Volume (i.e. costs, dates and lengths of phases, cost share, etc.). The Cost Volume is not restricted in length and shall provide cost information for all performance periods.

ATI conducts detailed cost or price 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 Volume, in MS Word and MS Excel versions of the documents as that submitted to ATI, shall be directly submitted to the Government. Unsuppressed Cost Volumes 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 Volume. All spreadsheets are linked for ease of proposal preparation. Offerors shall use these cost spreadsheets, 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 Volume 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 shall 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 shall 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, General and Administrative (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 proposed shall be supported with back up documentation which can include but is not limited to, a copy of catalog price lists, quotes, prior purchase orders, engineering estimates, Original Equipment Manufacturer (OEM) vendor rate structure agreements, or similar documentation to support the proposed amount. The Government may require back up information on an ad hoc basis if the proposed material appears to include unreasonable elements. 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.

Material is defined as property that may be incorporated into or attached to a deliverable end item or that may be consumed or expended in performing a contract. It includes assemblies, components, parts, raw and processed materials, and small tools and supplies that may be consumed in normal use in performing a contract. Material should be proposed separately from equipment.

Special Test Equipment is defined as either single or multipurpose integrated test units engineered, designed, fabricated, or modified to accomplish special purpose testing in performing a contract. It

consists of items or assemblies of equipment including standard or general purpose items or components that are interconnected and interdependent so as to become a new functional entity for special testing purposes.

Special tooling is defined as jigs, dies, fixtures, molds, patterns, taps, gauges, and all components of these items, including foundations and similar improvements necessary for installing special test equipment, and which are of such a specialized nature that without substantial modification or alteration their use is limited to the development or production of particular supplies or parts thereof or to the performance of particular services.

Plant equipment means personal property of a capital nature (including equipment, machine tools, test equipment, furniture, vehicles, and accessory and auxiliary items) for use in manufacturing supplies, in performing services, or for any administrative or general plant purpose. It does not include special tooling or special test equipment.

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

For material and equipment with unit prices under \$10,000, offerors shall provide the required information in the "Material-Supplies" and "Equipment" tabs of the Cost Format Excel Spreadsheet found as an attachment to the RFP. No supporting back up documentation is required for these items.

For material and equipment with unit prices over \$10,000, but less than \$50,000, offerors shall provide the required information in the "Material-Supplies" and "Equipment" tabs of the Cost Format Excel Spreadsheet found as an attachment to the RFP. Supporting back up documentation is required only for the highest priced item.

For material and equipment with unit prices over \$50,000, offerors shall provide the required information in the "Material-Supplies" and "Equipment" tabs of the Cost Format Excel Spreadsheet found as an attachment to the RFP. Supporting back up documentation is required for any item with a unit price over \$50,000.

7.3.3 Lower Tier Subcontractor(s)

Offerors shall provide a breakout of proposed subcontract costs by subcontractor. Proposals shall include a breakout of costs at the **same level as required from the offeror. State whether a price/cost analysis 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)

Offeror shall provide a breakout of proposed consultant costs by consultant along with justification for the necessity of the consultant. Proposals shall include a breakout of costs at the **same level as required from the offeror. State whether a price/cost analysis 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

Offerors shall 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 Costs

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. If the proposed travel varies from the travel requirements stated in the Request for Proposal (RFP) provide supporting rationale in the proposal to explain the variance.

Offerors are not required to provide any travel back up documentation unless the proposed travel deviates from the most current per diem rates on file with the General Services Administration (GSA) found at <https://www.gsa.gov/travel/plan-book/per-diem-rates>. Offerors not required to provide their travel back up print outs (i.e. print out of the web search for airfare or car rental).

7.3.7 Indirect Costs

Offeror shall 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 (DOD) 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:

Project Type	Fixed Fee Cap
ManTech Projects	7.0%
Mega Rapid Response and Special Projects	7.0%
Rapid Response Projects	1.0%

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 or PPD.

7.4. Small Business Subcontracting Plan

A Small Business Subcontracting Plan (developed in accordance with FAR 52.219-9) shall be provided 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. A Small Business Subcontracting Plan is also not

required for proposals over \$700K if the offeror provides confirmation of the absence of subcontracting possibilities.

7.5 Business Systems

Offerors shall provide the date of last audit of the accounting, property management, purchasing and cost estimating systems along with the approval letters from the offeror's cognizant agency. If the offeror as a matter of corporate policy does not authorize the release of the letters to ATI, offeror shall provide a suitable redacted version.

7.6 Certified Cost or Pricing Data

Offerors shall provide Certified Cost or Pricing Data for awards over \$2,000,000 and shall be submitted in the cost volume in accordance with FAR 15.403-4 (10 U.S.C. 2306a and 41 U.S.C. chapter 35).

7.7 Terms and Conditions

Offerors shall have an executed Base TOA with ATI as the prime contractor prior to award of a project TO. The ordering period for a Base TOA is from the effective date, which is the date of the last signature on the Base TOA through a specified ordering period end date. Individual TOs executed under the Base TOA will contain a project period of performance start and end date, and may extend beyond the Base TOA's ordering period. The Base TOA contains the terms and conditions, provision, and clauses that will be applicable to each project Task Order executed under the Base TOA.

7.8 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 shall 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 with 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 spreadsheets 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 will be included as attachments in each RFP issued to all offerors:

- A. Proposal Cover Sheet
- B. ManTech Proposal Instructions
- C. Statement of Work or Project Planning Document and Deliverables
- D. Cost Spreadsheet
- 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)

10. APPENCIDES

The following documents are the spreadsheets referenced in Section 6.6 that shall be submitted in the technical volume of the offeror's proposal:

1. Appendix A - MAN-HOUR SUMMARY SPREADSHEET
2. Appendix B – MATERIAL/EQUIPMENT SUMMARY SPREADSHEET