



Date

Subcontractor's Name
Street Address
City, State Zip

Attention: Contracts POC, Title
Subject: Request for Proposal (RFP) – *Project Title* (ManTech #)
Reference: Center for Naval Metalworking (CNM) Program

Dear Mr./Mrs. POC Last Name:

Advanced Technology International (ATI) requests a Cost-Plus-Fixed-Fee (CPFF) proposal in support of the Center for Naval Metalworking (CNM) pursuant to the requirements contained and referenced herein. Any resultant award will be subject to a satisfactory review of technical merit and cost reasonableness by ATI and the Government, and the Government's approval of the project and selection for funding. If awarded, it is contemplated this effort will be performed as a Task Order issued under Base Task Order Agreement #XXXX-XXX between Subcontractor Name and ATI. ATI administers the CNM under Prime Contract #N00014-16-D-4001. For business size certification purposes, the NAICS code for this proposal is 541715. This is a solicitation and does not commit ATI to reimburse any costs incurred in the preparation of the offeror's proposal.

Proposal Summary

Proposal Summary is included as Attachment A to this RFP. The purpose of the proposal summary is to ensure a complete response and facilitate an efficient and timely review by both ATI and the Government. Your proposal will not be accepted without a completed and signed proposal summary.

Proposal Instructions

Proposal preparation instructions are contained in the ManTech Proposal Instructions, which is included as Attachment B to this RFP. Please prepare your proposal package in accordance with this document and the instructions that follow.

Technical and Cost Volumes

Please refer to Attachment B for Technical and Cost Volume guidance, format and instructions. A copy of the ManTech Cost Spreadsheets are provided as Attachment C and shall be completed as part of your organization's complete proposal response. Also, provided is a spreadsheet containing Appendices A and B of the ManTech Proposal Instruction. These appendices shall be included in the Technical Volume of your proposal. Both the Technical and Cost Volumes shall be submitted via email to the Contracts Representative identified in the table below and to ManTech-ATIcontracts@ati.org.

Project Planning Document

The Office of Naval Research (ONR) approved Project Planning Document (PPD) is included as Attachment D. Changes to the PPD are not authorized. In accordance with Section 6.4 of the ManTech Proposal Guide, any updates, changes or revisions to the scope of work (i.e. PPD tasks) or material, travel, etc. of the attached PPD must be coordinated with the ATI Technical Point of Contact (POC) in advance of proposal submission. If approved by the ATI Technical POC, the solicitation will be amended and the Technical and Cost Volumes of your proposal shall reflect the approved changes.

Period of Performance

The estimated period of performance is XX months from Government award date. It is anticipated the period of performance will start on or around 01 January 2016.

Subcontractor Team

It is expected that ABC, DEF, and GHI will participate together on this project.

Other Forms

The following forms must be completed and returned as part of your organization's proposal submission:

- 1) Attachment E - Technical Data/Intellectual Property Disclosure and Assertion Form
- 2) Attachment F - Additional Certification
- 3) Attachment G - Government Furnished Property (if applicable)
- 4) Attachment H – Subcontractor Responsibility Questionnaire

The complete proposal package must be submitted to the undersigned no later than close of business on 16 October 2015.

Should you have questions or need clarification concerning any of the above requirements, please do not hesitate to contact the appropriate point of contact identified below. Thank you.

Role	Name	Title	Phone	Email
Contractual	Cheryl Hicks	Sr. Contracts Administrator	(843) 760-3353	cheryl.hicks@ati.org
Technical	Mark Snider	CNM Deputy Director	(843) 760-3239	mark.snider@ati.org

Sincerely,

Cheryl Hicks
Sr. Contracts Administrator

Attachments: A – Proposal Summary
B – ManTech Proposal Instructions
C – ManTech Cost Spreadsheets
D – Project Planning Document, Project Title, Rev. #, date
E – Technical Data/Intellectual Property Disclosure and Assertion Form
F – Additional Certification
G – Government Furnished Property
H – Subcontractor Responsibility Questionnaire

Cc: Subcontractor's technical POC, Title
Mark Snider, CNM Deputy Director (ATI)