Breakdown of Proposed Estimated Cost (Plus Fee) And Labor Hours

INSTRUCTIONS FOR USE OF THE FORMAT

1. Refer to Business Proposal Instructions, Section L of this solicitation. The Instructions contain the requirements for proper submission of cost/price data which must be adhered to.

2. This format has been prepared as a universal guideline for all solicitations issued by the National Cancer Institute. It may require amending to meet the specific requirements of this solicitation. For example, this solicitation may require the submission of cost/price data for three years listed on this form. (See Section L.1., General Information for the estimated duration of this project.) If this solicitation is phased, identify each phase in addition to each year. Total each year, phase, and sub-element.

3. This format must be used to submit the breakdown of all proposed estimated cost elements. List each cost element and sub-element for direct costs, indirect costs and fee, if applicable. In addition, provide detailed calculations for all items. For example:

a. For all personnel, list the name, title, rate per hour and number of hours proposed. If a pool of personnel is proposed, list the composition of the pool and how the cost proposed was calculated. List the factor used for prorating Year One and the escalation rate applied between years.

Offeror's proposal should be stated in the same terms as will be used to account for and record direct labor under a contract (i.e. percentage of effort is used for most faculty and professional employees at educational institutions). If percentages of effort are used, the basis to which such percentages are applied must also be submitted by the offeror. The attached format should be revised to accommodate direct labor proposed as a percentage of effort.

b. For all materials, supplies, and other direct costs, list all unit prices, etc., to detail how the calculations were made.

c. For all indirect costs, list the rates applied and the base the rate is applied to.

d. For all travel, list the specifics for each trip.

e. For any subcontract proposed, submit a separate breakdown format.

f. Justification for the need of some cost elements may be listed as an attachment, i.e., special equipment, above average consultant fees, etc.

4. If the Government has provided "uniform pricing assumptions" for this solicitation, the offeror must comply with and identify each item.

An electronic spreadsheet is available to assist you in the preparation of your business proposal. It is in EXCEL format and has instructions for use and submission. Prior to using this spreadsheet discuss it with the cognizant Contract Specialist responsible for the RFP of interest to you.

ELECTRONIC CONTRACT BUSINESS PROPOSAL **IMPORTANT NOTE: Save this file on your computer before opening, otherwise, you will be prompted for a user name and a password and you will lose all the data you may have inserted.**

FORMAT:

RFP Number:

Organization:

Date:

BREAKDOWN OF PROPOSED ESTIMATED COST (PLUS FEE) AND LABOR HOURS

COST ELEMENT		Year 1	Year 2	Total
DIRECT LABOR:	Rate	Hours Amt.	Hours Amt.	Hours Amt.
Labor Category				
(Title and Name-- use additional pages as necessary)				
DIRECT LABOR COST		$_____	$_____	$_____
MATERIAL COST		$_____	$_____	$_____
TRAVEL COST		$_____	$_____	$_____
OTHER (Specify)		$_____	$_____	$_____
OTHER (Specify)		$_____	$_____	$_____
TOTAL DIRECT COST		$_____	$_____	$_____
FRINGE BENEFIT COST (if applicable) % of Direct Labor Cost		$_____	$_____	$_____
INDIRECT COST % of Total Direct Cost		$_____	$_____	$_____
TOTAL COST		$_____	$_____	$_____
FEE: (if applicable)		$_____	$_____	$_____
GRAND TOTAL ESTIMATED COST (PLUS FIXED FEE)		$_____	$_____	$_____