

RFP Attachment 14: Additional Business Proposal Instructions

In addition to the instructions and format requirements for the Business Proposal that are contained in **Section L** of the solicitation, the information presented in this attachment is intended to provide uniform cost assumptions and budgetary guidelines that apply to the solicitation.

Offerors are advised to give careful consideration of the Statement of Work (SOW), all reference material provided as attachments, the technical evaluation criteria and the RFP as a whole in the development of your proposal. The information requested here should be used as further guidance for the development of your Business Proposal.

Uniform Cost Assumptions

1. Offerors shall propose costs associated with the instantiation of the QMS IMS. As stated in the Statement of Work (SOW) and the Additional Technical Proposal Instructions, the IMS may be a COTS or Open Source solution. If a COTS solution is anticipated, all third party vendor fees should be estimated, including license fees, consulting fees, and any additional vendor support fees.
2. Offerors shall propose costs associated with two (2) on-site training sessions per institution (BCRs and DCC).
3. Offerors shall propose a Uniform Cost Assumption of \$108,000 for travel for the base period, and \$60,000 for each option year thereafter. It is anticipated that the Contractor will need to travel to the BCR and DCC institutions at least two (2) times each within the base period, as well as to each of the PCCs, GCC, OTS Contractor, PGDACs, and PTRCs within the base period. Offerors should also plan to attend two (2) CPTAC program meetings in the Washington, DC region each year. The travel budget for each additional year is to cover training, assessments, program meetings, and additional travel as necessary.

Budget Guidelines

Offerors shall provide a budget consisting of a one (1) year base period and four (4) successive one (1) year option periods. In addition, a budget for a six (6) month option period shall be provided in accordance with **FAR 52.217-8, Option to Extend Services**.