  
  
**VOLUME 2: BUSINESS AND COST PROPOSAL**   
  
**[COMPANY NAME]**

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1. **Business Proposal**

## **A1. Cover Page**



## **A2. Vendor Profile**

The Applicant shall complete the Vendor Certification Form (Appendix 2) and provide as a part of its proposal submission *[insert Vendor Profile Document*]



## **A3. Negotiators and Authorized Signature**

The Applicant shall provide the name, title, telephone number of the person(s) authorized to negotiate on its behalf. The Applicant shall also provide the name and title of the person authorized to sign the awarded contract.

## **A.4 Organizational Conflict of interest (OCI) Certification**

The Applicant shall provide a statement identifying any known or potential Conflicts of Interest related to this work and provide an OCI Mitigation Plan outlining actions to be taken to avoid, neutralize, or mitigate known or potential conflicts of interest prior to award of subcontract pursuant to this opportunity. If no known or potential conflicts of interest exist, state so on official organization letterhead. Note: successful Applicant(s) shall have an ongoing duty to report any OCI that arises or is discovered to the Parallax Contracts Administrator

## **A.5 Exceptions**

Exceptions to the terms and conditions of the Opportunity Announcement, including Appendix 5 A and B, Contract Terms and Conditions, are **NOT** sought and OFRN/PARALLAX is under no obligation to enter into discussions related to such exceptions. Please state whether exceptions are being taken, and if so reference Appendix 1 for detailed list of exceptions.

## **A6. Data Rights Assertion**

Applicants are advised to submit a listing of asserted restrictions on data rights in the following table:

|  |  |  |  |
| --- | --- | --- | --- |
| Technical Data to be Furnished with Restrictions\* | Basis for Assertion\*\* | Asserted Rights Category\*\*\* | Naming of Person Asserting Restrictions\*\*\*\* |
| (LIST) | (LIST) | (LIST) | (LIST) |

\*If the assertion is applicable to items, components, or processes developed at private expense, identify both the data and each such item, component, or process.

\*\*Generally, the development of an item, component, or process at private expense, either exclusively or partially, is the only basis for asserting restrictions on the Government's rights to use, release, or disclose technical data pertaining to such items, components, or processes. Indicate whether development was exclusively or partially at private expense. If development was not at private expense, enter the specific reason for asserting that the Government's rights should be restricted.

\*\*\*Enter asserted rights category (e.g., government purpose license rights from a prior contract, rights in SBIR data generated under another contract, limited or government purpose rights under this or a prior contract, or specifically negotiated licenses).

\*\*\*\*Corporation, individual, or other person, as appropriate.

## **A7. Proposal Validity Period**

The proposal shall designate a validity period. This period shall not be less than 120 days from the date of submission.

## **A8. Proposer Prepared Statement of Work**

The SOW shall be a separate and distinct part of the proposal package, using a page break to divide it from the business proposal. The proposed SOW must contain a summary description of the technical methodology and task description in broad enough detail to provide contractual flexibility. The SOW should show subcontractor detail. Subcontract copies and supporting documents do not count against the page limit and should be submitted as an appendix. The following is the recommended format for the SOW; begin this section on a new page. **DO NOT include proprietary information in the SOW.**

1.0 – Objective: This section is intended to provide a brief overview of the specialty area. It should explain why it is being pursued and the expected outcome

2.0 – Scope: This section should provide a concise description of the work to be accomplished, including the technology area to be investigated, goals, and major milestones. However, the key elements of this section are task development and deliverables, i.e., the anticipated end result and/or product of the effort. This section must also be consistent with the information in 4.0 (below).

3.0 – Background: The proposer shall identify appropriate specifications, standards, and other documents applicable to the effort. This section includes any information, explanation, or constraints to understanding the requirements. It may include relationships to previous, current, and/or future operations. It may also include techniques previously found to be ineffective.

4.0 – Task/Technical Requirements: The detailed description of the individual tasks to accomplish the work to be performed is considered to be legally binding on the proposer. Therefore, it must be developed in an orderly progression with sufficient detail to establish overall program requirements and goals. The work effort must be segregated into major tasks and identified in separately numbered paragraphs.

1. **Cost Proposal**

## **B1. Cost Worksheet**

The Applicant shall complete the attached Excel Cost Worksheet for the basis of its cost proposal. The Applicant shall complete each worksheet tab by cost element, and provide a detailed narrative as discussed below. When completing these worksheets, please ensure all formulas remain intact.

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## **B2. Cost Narrative**

The Applicant shall describe the basis of estimate in narrative form for each of the proposed cost elements.

### **B2.1 Direct Labor** – For Direct Labor, the Applicant shall provide a narrative rationale for the labor categories selected and hours proposed for the project period (18 months). The Applicant shall also provide labor category descriptions (e.g. job duties, years of required experience, education level etc.) for all positions. Finally, the Applicant shall provide resumes for all named Key Personnel.

### **B2.3** **Supplies, Materials, Equipment, Tuition Costs (Designated as “Other Direct Costs” in the Cost Worksheet)** – The Applicant shall provide narrative rational for the proposed items, and each items role in relation to project completion. The Applicant shall support the proposed cost with quotations, detailed engineering estimates, or other past historical pricing information to support such proposed amounts. If proposing IT equipment, the Applicant shall state why such equipment cannot be provided through currently present resources. For tuition costs, **ONLY APPLICABLE TO UNIVERSITIES**, the Applicant shall provide a copy of the University policy supporting reimbursement of such cost.

### **B2.4 Travel** – The Applicant shall provide a narrative description/justification for each proposed travel trip, which states the purpose, location, number of travelers, duration. Travel costs shall be priced by individual cost element (e.g. airline, car rental, lodging, and per diem] in accordance with the State of Ohio Office of Budget and Management Travel Rule. This Travel Rule can be located at: <https://obm.ohio.gov/wps/portal/gov/obm/areas-of-interest/agency-overview/obm-travel-rule>. Travel to conferences, including applicable registration, is not authorized outside the continental U.S. and shall not be proposed.

### **B2.5 Indirect Costs** – The Applicant shall provide detailed information regarding its proposed indirect cost buildup and application to direct cost pools. Indirect costs are those that support general business operations but are not attributable to one cost objectives. Indirect Costs are specific to accounting systems, but commonly Indirect Costs include, General and Administrative (G&A) or Facility and Administrative (F&A), Overhead, Fringe Benefits, etc. The Applicant shall support its proposed indirect costs by providing its approved provisional indirect rate letter, a forward pricing rate agreement by a cognizant audit agency, or any other evidence that its indirect rates have been reviewed by a third party accounting or financial firm. If the Subcontractor does not have approved provisional indirect rates, a forward pricing rate agreement, or its rates have not been reviewed by a third party accounting or financial firm, the Applicant shall use a de minimis indirect rate of 10% against its direct costs.

Furthermore, the Applicant shall provide support that its accounting system has been approved by a cognizant audit agency or a third-party accounting or financial firm. If the Applicant has not had its accounting system reviewed and approved, the Applicant shall complete the Accounting System Survey indicating that its accounting system can support proper segregation of costs required for cost reimbursement type contracts/subcontracts.

Lastly, the Applicant shall confirm that no portion of the OFRN funding is used to provide bonuses, incentive compensation, or rewards.

### **B2.6 Subcontracts** – If proposing lower tier Collaborators/Subcontractors, the Applicant shall require they also provide the same cost detail and narrative information as described above applicable to the Applicant. These costs are to be provided at least to a summary level in the Applicant’s prime Excel Worksheet. The Applicant shall provide a narrative supporting the basis of the lower tier Collaborator/Subcontractor costs. If proprietary Subcontractor cost proposals are not included as a part of the prime Applicant’s Cost Proposal, the Subcontractor shall provide an unsanitized copy of its Cost Proposal directly to [OFRN-Submission@parallaxresearch.org](mailto:OFRN-Submission@parallaxresearch.org). Email messages must include “Subcontractor Cost Proposal” in the subject line and identify the prime Applicant organization in the body of the message.

### **B2.7 Cost Sharing -** Cost share is optional but favored. Indirect charges may be applied. Provide detailed description of proposed cost share in narrative form. For additional guidance related to Cost Share, see Appendix 3 of Opportunity Announcement.