INSTRUCTIONS

The purpose of this form is to provide a vehicle whereby the offeror submits to the Government a pricing proposal of estimated costs with detailed information for each cost element, consistent with offeror's cost accounting system.

This summary does not eliminate the need to fully document and justify the amounts requested in each category. Such documentation should be contained, as appropriate, on a budget explanation page immediately following the budget in the porposal. (See below for discussion on various categories). ONLY FILL OUT THE CATEGORIES THAT PERTAIN TO YOUR SITUATION.

A. Direct Labor - List individually all personnel included, the estimated hours to be expended and the rates of pay (salary, wages, and fringe benefits). OFFEROR MUST PROVIDE SUPPORT DOCUMENTATION SUCH AS A NEGOTIATED OR PROVISIONAL RATE AGREEMENT, WAGE STATEMENTS, CONSULTANT WORK AGREEMENTS, OR AT LEAST 3 INVOICES BILLED TO YOUR COMMERCIAL CLIENTS, ETC., TO SUPPORT YOUR DIRECT LABOR RATES.

B. Other Direct Costs - List all other direct cost which are not otherwise included in the categories described above, i.e. computer services, publication costs, etc.

C. Travel - Address the type and extent of travel and its relation to the project. Breakdown your travel costs by the number of days traveling, daily per diem rate, rental cars, taxis, airfare, and mileage and costs for private automobile

D. Other - Include in this category any cost which you normally charge as a result of doing business (i.e. overhead, G&A, profit, etc.) for which proper documentation exists such as a Negotiated or Provisional Rate Agreement.

Cost/Pricing Information

Organization/Address

A. Direct Labor (list all staff)	Estimated Hours	Rate/ Hours	Proposed Cost $

B. Other Direct Costs: (including all material) $

Materials:

_____ $

_____ $

_____ $

C. Travel:(Breakdown travel expenses): $

1._____ 2._____

3._____ 4._____

5._____

6._____

D. Other: $

1._____

2._____

3._____

TOTAL PRICE PROPOSED $

Typed Name and Title:

Signature: Date:

***If you are including travel cost in your proposal, please itemize proposed travel costs as follows:

1. Airfare: $_____
2. Taxi to/from airport at residence: $_____
3. Taxi to/from airport at TDY point: $_____
4. Taxi to/from lodging to meeting site: $_____
5. Daily Per Diem (the daily per diem rate for your temporary duty (TDY) area is _____ X _____days = $_____
6. Rental car for compact/midsize ____days= $_____
7. Round trip mileage from residence to _____(mileage reimbursement is $.365 per mile.)
8. Airport Parking: $_____
9. Other parking: $_____
10. Other travel-related costs: $_____
11. Other travel-related costs: $_____

COMMENTS:

_____

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