

Naval Health Research Center (NHRC) Offeror BAA Proposal Checklist

**IMPORTANT: This form must immediately follow the cover page in the submitted proposal.
All Applicable Items shall be checked off prior to submission.
Failure to submit a complete proposal may result in rejection of the proposal.**

Part I - Technical Section:

- b) Project Objective/Purpose
- c) Anticipated Resulting Product(s) or Process(es)
- d) Future Military/Civilian Applications
- e) Assessment of Project Success
- f) Project Approach/Methodology/Techniques/Processes
- g) Rationale for Methodology (*including risk*)
- h) Planned NHRC Interaction
- i) Planned Collaborative Agreements
- j) List of Deliverables
- k) Project Schedule (*including milestones*)

Part II - Management Section:

- a) Technical Personnel Biographies: (*To include Resume/experience/education/expertise/% of time*)
 - PI
 - Collaborator(s) N/A
 - Other Personnel N/A
- b) Description of Offeror's Organizational Structure
- c) Description of Facilities and Equipment
- d) Project Management Systems Description

Part III - Cost/Price Section:

- b) Detailed Cost breakdown (*excel compatible format*)
 - Total Program Cost by Major Cost Items
 - Total Program Cost by Program Task (*For each year*)
 - Itemization of Major Subcontracts
 - Itemization of Equipment Purchases
 - itemization of Information Technology Purchases
 - Summary of Funding Requirements by Month
 - Budget Explanation Page (see BAA Part III, section b)
- c) Proposed Costs Conform to the Identified Principles/Procedures (see BAA Part III, section c)
- d) Detailed Supporting Cost and Pricing Information
 - Description of Methods Used to Estimate Costs
 - Supporting Documentation
 - COST OR PRICING DATA (**see BAA part III, section d**)

NOTE: As Defined in FAR Subpart 15.4 "COST OR PRICING DATA Shall be required if the offeror is seeking a procurement contract award of \$650,000 or greater"

Part IV - Past Performance Section:

- Offeror
- Proposed First-tier Subcontractors

Part V - Subcontracting Plan (*Shall be included if other than Small Business and seeking an award of greater than \$550,000*) See BAA Part V

- Included Not Applicable

Part VI - Contractor Representations and Certifications: (*Check the appropriate entry*)

- DFAR Representations and Certifications Included
- Certifications for Grants and Agreements Included
- Online Certifications and Representations Application (ORCA)

Other:

- Proposal Cover Sheet
- CCR Registration Complete