

Natick Soldier Research, Development and Engineering Center 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:

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

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:

- a) Cost Proposal Spreadsheet With Required Supporting Documentation
- c) Proposed Costs Conform to the Identified Principles/Procedures
- c) Detailed Supporting Cost and Pricing Information
 - Description of Methods Used to Estimate Costs
 - Supporting Documentation (quotes, subcontractor, proposals, etc.)
 - COST OR PRICING DATA

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 \$700,000 or greater"

Part IV - Past Performance Section:

- Offeror
- Proposed First-tier Subcontractors

Part V - Subcontracting:

- a) Subcontracting Plan (shall be included if other than small business and seeking an award greater than \$650,000)
- b) Small Business Participation Plan (Shall be included by all offeror's regardless of size)

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