

Amendment 0002
BAA 09-035 titled “Basic Research in Rotorcraft Technology”

The purpose of Amendment 0002 to BAA 09-035 is to update the BAA in accordance with the new ONR website and revisions to ONR policy.

I. The Following hyperlinks have been changed due to the new ONR website:

1. Page 11, under the paragraph “Volume 2: Cost Proposal”: Acquisition Department - Contracts & Grants Submitting a Proposal link at: <http://www.onr.navy.mil/Contracts-Grants/submit-proposal/contracts-proposal/cost-proposal.aspx>
2. Page 14, under “Administrative Requirements”: Information on CCR registration is available at <http://www.onr.navy.mil/en/Contracts-Grants/submit-proposal/proposal-credentials.aspx>

II. Effective as of the date of this modification, under part I, Section 8, “Instrument Types,” the word “IDIQ” is deleted from the section. Accordingly, the paragraph is revised as follows:

8. Instrument Types(s)

Awards resulting from this solicitation will be in the form of contracts.

III. Effective as of the date of this modification, under part IV, Section 2, “Content and Format of Full Proposals,” the instructions for “*Volume 1: Technical Proposal*” (beginning on page 9) insert the following paragraph:

- **Proposal Checklist:** To assist Offerors in the development and submission of their proposals in response to this BAA, a Proposal Checklist for Contracts, Grants, Cooperative Agreements and Other Transactions has been uploaded as an attachment. Offerors should print and complete the checklist to ensure that all required actions have been taken and information included prior to proposal submission. Inclusion of the completed checklist as the first page of your Volume I, Technical Proposal, will assist in proposal evaluation and may shorten the time it takes to make an award.

IV. Effective as of the date of this modification, under part IV, Section 2, “Content and Format of Full Proposals,” the instructions for “*Volume 2: Cost Proposal*” (beginning on page 11) are replaced in their entirety with the following text:

VOLUME 2: Cost Proposal

The following information is provided to assist contractors in preparing and submitting an adequate and compliant cost proposal. The purpose of the submission of cost or pricing data is to enable Government personnel to perform cost or price analysis and ultimately negotiate a fair and reasonable cost. Offerors are reminded that the responsibility for providing adequate supporting data and attachments lies solely with the offeror. Further, the offeror must also bear the burden of proof in establishing reasonableness of proposed costs; therefore, it is in the contractor’s best interest to submit a fully supportable and well-prepared cost proposal. The basis and rationale for all proposed costs should be provided as part of the proposal so that Government personnel can place reliance on the information as current, complete and accurate. Further, FAR 15.403-4 sets forth those circumstances in which offerors are required to submit certified cost or pricing data.

Although not required and provided for informational purposes only, using the cost proposal format spreadsheet (spreadsheet.xls) that is an attachment to this document and the accompanying instructions (spreadsheetinstructions.doc) as the basis of the cost proposal may **significantly decrease** the time required to review and award proposals submitted in response to this announcement.

Options: Any proposed options that are identified in either Volume 1 or 2 but are not fully priced out, will not be included in any resulting contract or other transaction. If proposing options, they must be separately priced and separate spreadsheets should be provided for the base period and each option period.

For pricing purposes, assume that performance will start no earlier than six (6) months after submission of the cost proposal.

The Cost Proposal shall consist of a cover page and two parts, Part 1 will provide a detailed cost breakdown of all costs by cost category by calendar or Contractor fiscal year, and Part 2 will provide a cost breakdown by Government fiscal year and task/subtask corresponding to the task numbers in the proposed Statement of Work.

Cover Page: The use of the SF 1411 (Contract Pricing Proposal Cover Sheet) is optional. The words "Cost Proposal" should appear on the cover page in addition to the following information:

- BAA number 09-035
- Title of Proposal
- Identity of prime Offeror and complete list of subcontractors, if applicable
- Technical contact (name, address, phone/fax, electronic mail address)
- Administrative/business contact (name, address, phone/fax, electronic mail address) and
- Duration of effort (separately identify basic effort and any proposed options)

Part 1: Detailed breakdown of all costs by cost category by calendar or Government fiscal year:

- **Direct Labor** – Individual labor categories or persons, with associated labor hours and unburdened direct labor rates. Provide escalation rates for out years;
- **Indirect Costs** – Fringe Benefits, Overhead, G&A, COM, etc. and their applicable allocation bases. If composite rates are used, provide the calculations used in deriving the composite rates.
- **Travel** – The proposed travel cost should include the following for each trip: the purpose of the trip, origin and destination if known, approximate duration, the number of travelers, and the estimated cost per trip must be justified based on the organizations historical average cost per trip or other reasonable basis for estimation. Such estimates and the resultant costs claimed must conform to the applicable Federal cost principals.
- **Subcontracts** – A cost proposal as detailed as the Offeror's cost proposal will be required to be submitted by the subcontractor. The subcontractor's cost proposal can be provided in a sealed envelope with the Offeror's cost proposal or may be sent directly to the Government. Subcontractor proposals must be received and reviewed prior to contract award. The prime contractor should perform and provide a cost/price analysis of each subcontractor's cost proposal.*

***Note:** Federal Acquisition Regulation (FAR) provisions 52.215-22 and 52.215-23 are incorporated into this solicitation by reference. The offeror is to exclude excessive pass-through charges from subcontractors. The offeror must identify in its proposal the total cost of the work to be performed by the offeror and the total cost of the work to be performed by each subcontractor. If more than 70 percent of the total cost of the work will be performed by subcontractors, the offeror must include the additional information required by the above-cited clauses.

- **Consultants** – Provide a breakdown of the consultant's hours, the hourly rate proposed, any other proposed consultant costs, a copy of the signed Consulting Agreement or other documentation supporting the proposed consultant cost, and a copy of the consultant's

proposed statement of work if it is not already separately identified in the prime contractor's proposal.

- Materials & Supplies – Provide an itemized list of all proposed materials and supplies including quantities, unit prices, proposed vendors (if known), and the basis for the estimate (e.g., quotes, prior purchases, catalog price lists).
- Contractor Acquired Equipment or Facilities – Equipment and/or facilities are normally furnished by the Contractor. If acquisition of equipment and/or facilities is proposed, a justification for the purchase of the items must be provided. Provide an itemized list of all equipment and/or facilities costs and the basis for the estimate (e.g., quotes, prior purchases, catalog price lists).
- Other Direct Costs – Provide an itemized list of all other proposed other direct costs and the basis for the estimate (e.g., quotes, prior purchases, catalog price lists).
- Options – The Base Period of Performance and Option Periods must be priced at the submission of the proposal. Unpriced options will not be included in any resulting contract or agreement.
- Fee/Profit (Contract Proposals Only) – Profit or fee is not allowed on direct costs for facilities or in cost-sharing contracts.

Note: Indicate if you have an approved Purchasing/Estimating System and/or describe the process used to determine the basis of reasonableness (e.g., competition, market research, best value analysis) for subcontractors, consultants, materials, supplies, equipment/facilities, and other direct costs.

Part 2 : Cost breakdown by task/sub-task corresponding to the same task breakdown in the proposed Statement of Work. When options are contemplated, options must be separately identified and priced by task/subtask.

V. Effective as of the date of this modification, under part V, Section 1, “Administrative Requirements,” the final paragraph is replaced in its entirety with the following (note additional hyperlink revisions):

For contracts, in accordance with FAR 4.1201, prospective contractors shall complete and submit electronic annual representations and certifications at <https://orca.bpn.gov>. In addition to completing the Online Representations and Certifications Application (ORCA), proposals must be accompanied with a completed ONR contract specific representations and certifications. These "ONR Contract Specific Representations and Certifications" i.e., Section K, may be accessed under the Contracts and Grants Section of the ONR Home Page at <http://www.onr.navy.mil/Contracts-Grants/submit-proposal/contracts-proposal.aspx>. (Note - The ONR website is being updated)

The referenced attachments are now uploaded on the FBO and ONR websites. All other terms and conditions remain unchanged.