

Proposal Checklist for Contracts, Grants, Cooperative Agreements and Other Transactions

ATTACH THIS PAGE TO THE FIRST PAGE OF YOUR PROPOSAL

In accordance with the BAA, the following has been provided. Place a check by the appropriate items or “n/a” if not applicable.

___ Technical Proposal in accordance with Section IV. Application and Submission Information, paragraph 2 “Content and Format of White Papers/Full Proposals”, subparagraph b “Full Proposals”.

___ Severable, self-standing Statement of Work (SOW), without any proprietary restrictions

___ Assertion of Data Rights or statement that no assertion is being made

___ Deliverables/Reports

___ Cost Proposal in accordance with Section IV. Application and Submission Information, paragraph 2 “Content and Format of White Papers/Full Proposals”, subparagraph b “Full Proposals” Instructions.

___ Part 1

___ Part 2

___ Start date is no earlier than six months (for a new contract, cooperative agreement or other transaction, three months for grants) after the date the cost proposal is submitted

___ Base and Option periods are priced separately

___ Subcontracting Plan (signed, specific to the proposal submitted)

___ Animal and Human Use Documentation in accordance with paragraph 3 of Section VII. Other Information

___ Central Contractor Registry (CCR) – Registered and Active

Certifications:

___ Completed the Online Representations and Certifications Application (ORCA)

___ Completed and submitted the ONR’s DFARS and Contract Specific Representations and Certifications (signed, current) (www.onr.navy.mil/02/rep_cert.asp)

___ Certification Regarding Lobbying Activities (found in BAA or SF 424 R&R).

* NOTE: Not all items will apply to Grants (i.e., Statement of Work, Data Rights Assertion). These items should be marked as N/A if not required.