

# PRICE/COST PROPOSAL FORM

Page No. of

Offeror's Name and Address:

NREL Solicitation Document Number:  
 Title of Proposed Effort and Task No., Phase No., or Project Total, As Applicable:

Division or Location Where Work is to be Performed  
 Point of Contact:

Type of Subcontract:  
 Select One:    New Subcontract    Modification    Letter Subcontract    Other (Specify)  
 Period of Performance:

Telephone Number:

Total Amount of Task/Phase No. \_\_\_\_\_ \$ \_\_\_\_\_  
 Proposal Summary Total \$ \_\_\_\_\_

**DETAIL DESCRIPTION OF COST ELEMENTS**

1. DIRECT MATERIALS (Attach Itemized Listing for all Purchased Parts, Purchased Items or Services, Raw Materials, Standard Commercial Items, or Interdivisional Transfers at Other than Cost)				Estimated Cost	Total Estimated Price/Cost	Attachment Reference
TOTAL DIRECT MATERIALS						
2. MATERIAL OVERHEAD (Rate x \$ Base)						
3. DIRECT LABOR (Specify) -- Additional Sheet May be Used				Estimated Hours	Hourly Rate	Estimated Costs
TOTAL DIRECT LABOR						
4. LABOR OVERHEAD & FRINGE BENEFITS (Specify Cost Center)				OH Rate	x Base	= Est. Cost
TOTAL LABOR OVERHEAD						
5. EQUIPMENT TO BE PURCHASED OR FABRICATED FOR PROJECT (If a direct cost, include itemized list on separate sheet)						
6. TRAVEL (If a direct cost, include itemized list on separate sheet)						
7. LOWER-TIER SUBCONTRACTORS (Include a similar breakdown on attached sheet or form)						
8. CONSULTANTS (Identify on a separate sheet -- purpose -- rate -- days -- expenses)						
9. OTHER DIRECT COSTS (Identify on a separate sheet)						
10. TOTAL PRICE/COST AND OVERHEAD						
11. GENERAL AND ADMINISTRATIVE EXPENSE/INDIRECT EXPENSE (Specify Rate _____ and Cost Element Nos. _____)						(Enter Amount)
12. Royalties (Provide Required Supporting Documentation)						
13. TOTAL PRICE/COST						
14. PROFIT/FEE OR SUBCONTRACTOR'S PRICE/ COST PARTICIPATION (must be a negative number)				Rate _____		(Enter Amount)
15. FACILITIES CAPITAL COST OF MONEY (Provide Required Supporting Documentation)						
16. TOTAL PRICE/COST PROPOSED TO NREL						

## PRICE/COST PROPOSAL FORM (CONTINUED)

This price/cost proposal is submitted for use in connection with and in response to *(Describe Solicitation Document)*

and reflects our best price as of this date, in accordance with the Proposal Preparation Instructions to Offerors and the Footnotes and Additional Instructions which follow.

Authorized Official's Typed Name and Title

Signature

Date

Have you been awarded any contracts or subcontracts for the same or similar items within the past three (3) years?  
YES      NO      If yes, identify items(s), customer(s) and subcontract number(s).

What is your organization's fiscal year? From \_\_\_\_\_ (month/day) To \_\_\_\_\_ (month/day)

Has any Executive Agency of the United States Government performed any review (audit) of your accounts or records in connection with any other Government Prime Contract or Subcontract within the past twelve (12) months?      Yes (If yes, identify below)      No

Name, Address, Phone and E-mail Address of Reviewing Office and Contact

## **PRICE/COST PROPOSAL PREPARATION INSTRUCTIONS**

**Price/Cost Proposal:** Provide complete, current, and accurate cost or pricing data in accordance with Federal and Department of Energy Acquisition Regulations. *A separate Price/Cost Proposal form is required for each task, each phase, phase summary, and total project summary. For example, if the project has four tasks for each phase and two phases, then the Offeror should provide a separate Price/Cost Proposal for each task of the first phase, a first phase summary Price/Cost Proposal, a separate Price/Cost Proposal for each task of the second phase, a second phase summary Price/Cost Proposal, and a total project summary Price/Cost Proposal.* The Price/Cost Proposal shall be completed and signed by an authorized official for your organization.

In order to ensure that all information provided in the Price/Cost Proposal is complete and accurate and includes the necessary detailed documentation to allow NREL to perform the required review and evaluations in a timely and efficient manner, the following information should be provided for the individual cost categories or cost elements. **Failure to submit the required information may delay the review, negotiation, and award of a subcontract. *If available, providing a copy of a recent (within the past 12 months) of a Defense Contract Audit Agency (DCAA) or other cognizant government agency audit report of your organization's accounting system and/or or direct and indirect rates will expedite review and evaluation of the price/cost proposal.***

- **Direct Materials :** Direct materials are normally purchased parts, purchased items or services (e.g., welding, minor fabrication, etc.), raw materials, standard commercial items, interdivisional transfers at other than cost, etc. All direct materials should be identified separately on an attached sheet with the quantity, unit price, and total amount provided. Further, price/cost proposal should indicate whether the unit price for each direct material item was determined and documented using written vendor quotes, catalog prices, prior invoices, engineering or shop estimates, or some other method with an explanation provided. Provide supporting documentation (cost or pricing data) such as the written vendor quotes, copies of the catalog page indicating the price, or prior invoices for all direct material items.
- **Material Overhead :** If accounting system includes material overhead, propose such indirect costs in this area. Indicate the rate(s) used and provide an appropriate explanation. If the proposed indirect rate is a government approved rate (e.g., provisional, forward pricing, etc.) describe the nature of the agreement and provide a copy of the agreement. If the proposed indirect rate is not a government approved rate, provide the method of computation and application of the indirect expense, including cost breakdown and showing trends and budgetary data to provide a basis for evaluation of the reasonableness of the proposed rate(s). *For proposed rates beyond the Offeror's current fiscal year, the rates should be based on a combination of actuals to date, plus projections from the Offeror's three to five year business plan.*
- **Direct Labor :** Direct labor should indicate the hours, hourly rate, and total for each individual or category of labor proposed. Indicate whether the basis for the proposed direct labor hourly rates is the current actual salary rate of the individual, the current actual average of the proposed categories, the current actual average of the proposed individuals within a category, and whether an escalation factor was applied. If an escalation factor was applied, indicate the factor and methodology for applying same. Indicate whether fringe benefits are included in the direct labor costs, and if so, the fringe benefit rate and dollar amount. *Provide verification of labor rates, either with a copy of a recent (within the past 12 months) of cognizant government audit agency report, or copies of current payroll documentation.*

- **Labor Overhead and Fringe Benefits :** If accounting system includes labor overhead, propose such indirect costs in this area. Indicate the rate(s) used and provide an appropriate explanation. If the proposed labor overhead is a government approved rate (e.g., provisional, forward pricing, etc.) describe the nature of the agreement and provide a copy of the agreement. If the proposed labor overhead is not a government approved rate, provide the method of computation and application of the labor overhead expense, including cost breakdown and showing trends and budgetary data to provide a basis for evaluation of the reasonableness of the proposed rate(s). . *For proposed rates beyond the Offeror's current fiscal year, the rates should be based on a combination of actuals to date, plus projections from the Offeror's three to five year business plan.* If fringe benefits are not included in direct labor and are not a portion of the labor overhead, identify fringe benefits in this area and provide the same type of information concerning fringe benefits as required for labor overhead.
  
- **Equipment to be Purchased or Fabricated for Project :** Indicate the proposed special equipment to be purchased or fabricated, the quantity, the unit price and the total amount, and the purpose of the special equipment. Note that if a piece of special equipment is to be fabricated and the purchase price of the components is being proposed, these components should be listed individually as a portion of the total cost for the piece of equipment. The cost of a fabricated piece of equipment should include the design, fabrication, and installation labor for the piece of equipment and all associated indirect costs. Indicate whether the proposed cost for special equipment was developed based on written vendor quotes, catalog prices, prior invoices, engineering or shop estimates, or other; and provide copies of the supporting documentation (cost or pricing data) to substantiate the proposed amount.
  
- **Travel:** Economical and reasonable travel shall be proposed. For example, coach airfare, meals/incidental (M&IE) expenses at applicable Federal Travel Regulation rates (<http://policyworks.gov>), and when possible, lodging accommodations within applicable Federal Travel Regulation Rates. Provide the following information for each trip proposed under the project:

  - Purpose of the trip
  - Destination
  - Number of travelers
  - Duration of trip and approximate date of trip
  - Air fare
  - Ground transportation
  - Per diem (meals and incidentals)
  - Lodging
  - Miscellaneous expenses (describe)
  
- **Lower-tier Subcontractors :** Identify each proposed lower-tier subcontractor and obtain a cost proposal containing the same information and in the same format from each proposed lower-tier subcontractor. Each lower-tier subcontractor's cost proposal should contain the appropriate cost or pricing data (supporting documentation).
  
- **Consultants :** Identify each proposed consultant, the consultant's qualifications, the daily fee, the number of days, expenses, and purpose of the consulting services. Provide supporting documentation concerning the reasonableness of the proposed daily fee and expenses.

- **Other Direct Costs :** Include any direct costs not covered by one of the other cost elements in this area. A detailed list of each cost item including description, quantity, unit price, total amount and basis for the estimated cost is required. An example of this type of costs could be publications in scientific journals with the journal identified, the number of pages for the article and the amount per page indicated.
- **Total Price/Cost and Overhead :** This section is self-explanatory.
- **General and Administrative Expenses/Indirect Expense :** If accounting system includes general and administrative expense, propose such indirect costs in this area. Indicate the rate(s) used and provide an appropriate explanation. If the proposed general and administrative expense rate is a government approved rate (e.g., provisional, forward pricing, etc.) describe the nature of the agreement and provide a copy of the agreement. If the proposed general and administrative expense rate is not a government approved rate, provide the method of computation and application of the general and administrative expense, including cost breakdown and showing trends and budgetary data to provide a basis for evaluation of the reasonableness of the proposed rate(s). *For proposed rates beyond the Offeror's current fiscal year, the rates should be based on a combination of actuals to date, plus projections from the Offeror's three to five year business plan.*
- **Royalties :** If proposing royalty payments, provide on a separate page the following information on each separate item of royalty or license fee: name and address of the licensor; date of license agreement; patent numbers; patent application serial numbers or other basis on which the royalty is payable; brief description including any part or model numbers of each contract item or component on which the royalty is payable; percentage or dollar rate of royalty per unit; unit price of contract item; number of units; and total dollar amount of royalties. In addition, if specifically required by the Subcontract Administrator, a copy of the current license agreement and identification of applicable claims of specific patents shall be provided.
- **Total Price/Cost :** This section is self-explanatory.
- **Profit/Fixed Fee or Subcontractor's Proposed Cost Sharing/Price Participation :** Depending upon the type of subcontract being proposed or required by the solicitation document, provide any proposed fixed fee for a cost plus fixed fee type subcontract, any proposed profit for a fixed price type subcontract, any proposed cost sharing for a cost sharing type subcontract, or any price participation for a fixed price type subcontract. Note that waived profit/fee shall not be considered as part of required cost sharing or price participation of allowable costs.
- **Facilities Capital Cost of Money :** If accounting system includes Facilities Capital Cost of Money, propose such indirect cost in this area. Please review the requirements contained in the Federal Acquisition Regulation, Part 30 Cost Accounting Standard (48 CFR 9904.414) B cost of money as an element of the cost of facilities capital. This cost element is allowable only if the requirements are met. If Facilities Capital Cost of Money is proposed, provide full documentation to substantiate your calculation as required by the FAR reference.
- **NREL Price/Cost :** This section should indicate the total price/cost proposed to NREL for the work effort.