

Guidance: Pricing (RFP 5.7)

- Pricing: Submit core information using the spreadsheet and associated guidance provided on the R&D RFP website. The spreadsheet shall be submitted with the file name 09-xxx (your RPA number) budget form.xls. A copy of the spreadsheet is provided as RFP Budget Form example.xls (see RFP web site.)
- Offeror shall submit a cost proposal on the basis of fully burdened hourly labor rates for each of the labor categories proposed. Offeror's rates shall include only those labor costs required by law and may not unfairly burden CAES or the Government with overhead, profit and other factors already accounted for in standard labor rates. Offeror's fully burdened rates shall include, but not be limited to, the following:
 - Offeror's overhead, e.g., the cost of maintaining places of business, fringe benefits, statutory benefits, other direct and indirect costs
 - Costs of owning, renting, leasing, operating, and maintaining equipment and services typically required in the staffing support business, e.g., telephones (fixed and mobile), pagers, faxes, office machines (computers, copiers, fax machines, filming equipment, plotters, printers, servers, networks, data ports for customer electronic access, data storage and retrieval systems, filing systems, furniture, developing and maintaining Offeror's standards/guides and procedures.
 - Costs of normal and customary human resource and department manager functions, e.g., staff oversight, employee performance assessments, awards, promotions, transfers, disciplinary actions, and terminations.
 - Costs for routine business mail and express delivery (for delivery within three business days).
 - Costs for routine printing jobs.
- Use form available on RFP website
- Use a separate Excel worksheet for each partner; upload a single Excel workbook that includes all required worksheets.
- Title: 09-ID# Budget Form.xls