

DHS SBIR COST PROPOSAL BREAKDOWN GUIDANCE

There are seven different sections/tabs that must be completed:

- Section A: Direct Labor Cost
- Section B: Overhead Cost
- Section C: Other Direct Costs (ODCs)
- Section D: General & Administrative (G&A) Cost
- Section E: Profit/Cost Sharing
- Section F: Deliverables and Audit Info
- Summary: Cost Proposal Summary Review

For details about the cost proposal, refer to the solicitation details located on the Federal Business Opportunities website (www.fbo.gov).

Section A: Direct Labor Cost

On the Section A tab (shown below), enter the Direct Labor Cost information.

SBIR Cost Proposal

For details, please refer to the solicitation details located at FedBizOpps website.

Section A Section B Section C Section D Section E Section F Summary

Section A: Direct Labor Cost FY11.BKL.01-H-SB011.1-002-0003-1

Be sure to click "Save" before changing tabs.

Enter labor categories proposed (e.g., Principal Investigator/Project Manager, Research Assistant/Laboratory Assistant, Analyst, Administrative Staff), labor rates and the hours for each labor category.

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- Please do not use commas (,) in hours, rate, and cost.
- Hours must be whole numbers.
- Rate and cost will only accept up to two (2) decimal places.

Labor Category	Hours	Rate (\$)	Cost (\$) (hours x rate)	Remove?
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	Delete
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	Delete
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	Delete

[Add More Lines](#)

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- In the *Labor Category* field, enter the proposed labor categories, (e.g., Principal Investigator/Project Manager, Research Assistant/Laboratory Assistant, Analyst, Administrative Staff).
- In the *Hours* field, enter the proposed hours required for the specific labor category.
- In the *Rate (\$)* field, enter the proposed hourly rate for the specific labor category.
- When you enter numbers into the *Hours* and the *Rate (\$)* fields, the *Cost (\$)* (*hours x rate*) field automatically populates with the calculation.

[You may remove a labor category by clicking the *Delete* button.]

- e) Add subsequent labor costs in the remaining rows. If you need to add more than three labor categories, click the *Add More Lines* button to add an additional row.
- f) When you are finished with Section A, click *Save and Continue* to proceed to the Section B tab.

Section B: Overhead Cost

On the Section B tab (shown below), enter Overhead cost information.

- a) You may choose to enter the rate of the overhead cost as the percentage of the Total Direct Labor. Use the current rate(s) negotiated with the cognizant federal negotiating agency, if available.
- b) You may choose to enter the total cost for the total estimated overhead costs to execute the project. If you enter the total cost, also enter the explanation for the total cost in the *Explanation* field.
- c) When you are finished with Section B, click *Save and Continue* to proceed to the Section C tab.

Section C: Other Direct Costs (ODCs)

On the Section C tab (shown below), enter Other Direct Costs (ODCs) information. Each section on the page pertains to a specific ODC type:

- A: Direct Material Cost
- B: Special Testing
- C: Special Equipment
- D: Travel
- E: Subcontracts
- F: Other

Section A Section B **Section C** Section D Section E Section F Summary

Section C: Other Direct Costs (ODCs) FY11.BKL.01-H-SB011.1-002-0003-I

Be sure to click "Save" before changing tabs.

You must provide an [explanation](#) for each ODC specified in the text box displayed at the end of the form.

- **Please do not use commas (,) in cost.**
- **Cost will only accept up to two (2) decimal places.**

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a) Direct Material Cost

Category	Cost (\$)	Remove?
<input type="text"/>	<input type="text"/>	Delete
<input type="text"/>	<input type="text"/>	Delete
<input type="text"/>	<input type="text"/>	Delete

[Add More Lines](#)

b) Special Testing (include field work at government installations)

Category	Cost (\$)	Remove?
<input type="text"/>	<input type="text"/>	Delete
<input type="text"/>	<input type="text"/>	Delete
<input type="text"/>	<input type="text"/>	Delete

[Add More Lines](#)

c) Special Equipment

Category	Cost (\$)	Remove?
<input type="text"/>	<input type="text"/>	Delete
<input type="text"/>	<input type="text"/>	Delete
<input type="text"/>	<input type="text"/>	Delete

Add More Lines

d) Travel (if direct charge)

Category	Cost (\$)	Remove?
<input type="text"/>	<input type="text"/>	Delete
<input type="text"/>	<input type="text"/>	Delete
<input type="text"/>	<input type="text"/>	Delete

Add More Lines

e) Subcontracts (e.g., consultants)

Category	Cost (\$)	Remove?
<input type="text"/>	<input type="text"/>	Delete
<input type="text"/>	<input type="text"/>	Delete
<input type="text"/>	<input type="text"/>	Delete

Add More Lines

Please check here if proposing a Technical Assistance vendor and provide the subcontractor and amount (up to \$5,000/year) below.

Category	Cost (\$)	Remove?
<input type="text"/>	<input type="text"/>	Delete

Note: Fee and/or profit must not be included for this assistance.

Add More Lines

f) Other

Category	Cost (\$)	Remove?
<input type="text"/>	<input type="text"/>	Delete
<input type="text"/>	<input type="text"/>	Delete
<input type="text"/>	<input type="text"/>	Delete

Add More Lines

You must provide an explanation (in the textbox below or as the last page of your technical proposal) of all items identified as an ODC, including the basis used for estimating costs (vendor quote, catalog price, etc.). *For example: if any travel is proposed, include an explanation of the purpose of each trip, number of travelers, and cost of each trip. For materials, include a description of the materials, quantity required and basis for the proposed cost.*

Explanation of ODCs <i>(Limit 4000 characters, approximately 400 words)</i>
<input type="text"/>

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For each ODC you enter, provide an explanation in the *Explanation* field located at the bottom of the form.

- In the Category field, enter the category of the ODC as it pertains to the section (e.g., in the Subcontracts section, you might enter a Consultant category).
- In the Cost (\$) field, enter the projected cost for that category. Do not use commas (,) in the Cost (\$) field. The field will only accept up to two (2) decimal places.
- You may remove a labor category by clicking the Delete button.
- At the bottom of the page, enter your explanation of the ODC(s) in the *Explanation* field. Include the basis used for estimating costs (e.g., vendor quote, catalog price, if any travel is proposed, include an explanation of the purpose of each trip, number of travelers, and cost of each trip. For materials, include a description of the materials, quantity required, and basis for the proposed cost.)
- When you are finished with Section C, click *Save and Continue* to proceed to the Section D tab.

Section D: General & Administrative (G&A) Cost

On the Section D tab (shown below), enter General & Administrative (G&A) Cost information.

Section A Section B Section C **Section D** Section E Section F Summary

Section D: General & Administrative (G&A) Cost FY11.BKL.01-H-SB011.1-002-0003-I

Be sure to click "Save" before changing tabs.

Specify current rate and base. Use current rate(s) negotiated with the cognizant federal negotiating agency, if available, OR provide a number for total estimated general & administrative costs to execute the project.

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G&A Rate/Cost

Rate
[] % of Subtotal (which is currently at 0.00)

- OR -

Cost
\$ []

Explanation (Limit 1000 characters, approximately 100 words)
[]

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- a) You may choose to enter the rate of the G&A cost as the percentage of the Subtotal. Use the current rate(s) negotiated with the cognizant federal negotiating agency, if available.
- b) You may choose to enter the total cost for the total estimated G&A costs to execute the project. If you enter the total cost, also enter the explanation for the cost in the *Explanation* field.
- c) When you are finished with Section D, click *Save and Continue* to proceed to the Section E tab.

Section E: Profit/Cost Sharing

On the Section E tab (shown below), enter Profit/Cost Sharing information. This includes the profit to be added to total budget, shared costs to be subtracted from total budget, as applicable. For Cost Sharing, enter rate or cost as a negative number.

For details, please refer to the solicitation details located at FedBizOpps website.

Section A Section B Section C Section D **Section E** Section F Summary

Section E: Profit/Cost Sharing FY11.BKL.01-H-SB011.1-002-0003-I

Be sure to click "Save" before changing tabs.

Profit to be added to total budget, shared costs to be subtracted from total budget, as applicable. For Cost Sharing, please enter rate or cost as a negative number.

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Profit/Cost Sharing Rate/Cost

Rate

% of Total Cost (which is currently at 0.00)

- OR -

Cost

\$

Explanation (*Limit 1000 characters, approximately 100 words*)

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- a) You may choose to enter the rate as the percentage of the Total Cost.
- b) You may choose to enter the total cost. If you enter the total cost, also enter the explanation for the cost in the *Explanation* field.
- c) When you are finished with Section E, click *Save and Continue* to proceed to the Section F tab.

Section F: Deliverables and Audit Info

On the Section F tab (shown below), enter Deliverables and Audit information.

Section A Section B Section C Section D Section E **Section F** Summary

Section F: Deliverables and Audit Info FY11.BKL.01-H-SB011.1-002-0003-I

Be sure to click "Save" before changing tabs.

DELIVERABLES: Upon selection, companies will be required to submit mandatory deliverables such as progress reports, final report and New Technology report as per their contract. If your company is proposing any additional deliverables, list them below:

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Additional Deliverables	Quantity ¹	Project Delivery Milestone ²	Remove? ³
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="button" value="Delete"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="button" value="Delete"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="button" value="Delete"/>

¹Include unit of measurement, e.g. 2 models or 1.5 lbs. of material
²Example: End of Contract
³To remove an existing entry, click on the "Delete" button

[Add More Lines](#)

GOVERNMENT FACILITIES AND EQUIPMENT: If you require the use of Government Facilities or Equipment, identify the Government Facilities or Equipment below:

Government Facilities and Equipment
Do not exceed 1000 characters (about 100 words).

- a) Upon selection, you will be required to submit mandatory deliverables such as progress reports, final report, and New Technology report per the contract. If your company is proposing any additional deliverables, list them in the Additional Deliverables field.
- b) In the Quantity field, include the unit of measurement, (e.g., 2 models or 1.5 lbs. of material.)
- c) In the Project Delivery Milestone field, identify the milestone at which you will submit the specified deliverable.
- d) To remove a deliverable, click the Delete button.
- e) If you require the use of government facilities or equipment, identify them in the available text box.
- f) In the Audit Agency Contact information section, if a federal agency has ever audited your accounting system, specify the agency, office location, and contact information.
- g) When you are finished with Section F, click Save and Continue to proceed to the Summary tab.

AUDIT AGENCY CONTACT INFORMATION: If a federal agency has ever audited your accounting system, specify the agency, office location, and contact information below.

Contact Information	
Agency	<input type="text"/>
Office/Location	<input type="text"/>
Phone	<input type="text"/> (Enter only numbers)
E-mail Address	<input type="text"/>

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If a federal agency has ever audited your accounting system, specify the agency, office location, and contact information in this section.

For Phase II Cost Proposal's only

CONTRACT TYPE: Type of contract proposed, either cost-plus-fixed-fee or firm-fixed price:

Contract Type
<input checked="" type="radio"/> cost-plus-fixed-fee <input type="radio"/> firm-fixed price

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Select type of contract proposed, either cost-plus-fixed-fee or firm-fixed price.

Summary

On the Summary tab, review the Cost Proposal information.

- a) If you need to edit information:
 - a. Click the tab to return to that specific tab.
 - b. Update the information.
 - c. Click *Save*.
 - d. Click the Summary tab to return to the summary.

- b) If everything is correct, click the *Complete Cost Proposal* button. Note: If you do not click this button, the Cost Proposal will be considered "Incomplete" and will not be printable by the system. Clicking the *Complete Cost Proposal* button does NOT prevent you from making changes to the Cost Proposal form. However, if you make any changes, your budget form will once again be marked as "Incomplete."