

**COST PROPOSAL DOCUMENTS**  
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[http://www.netl.doe.gov/business/forms/new/534\\_1.1.doc](http://www.netl.doe.gov/business/forms/new/534_1.1.doc))

**File 2**                    **Cost Exhibits**

EXHIBIT

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OFFEROR:

**SUMMARY OF PROPOSED COSTS AND FEE BY YEAR**

<u>Cost Elements</u>	<u>Year 1</u>	<u>Year 2</u>	<u>Year 3</u>	<u>Base Period Subtotal</u>	<u>Option Year 1</u>	<u>Option Year 2</u>	<u>5 Year Total</u>
Direct Labor (On Site)							
Fringe Benefits							
O/H (On Site)							
Other Direct Costs*							
G & A Expense							
Total Estimated Cost							
Fee							
Total Price							

\* Other Direct Costs include travel, training, materials and supplies, and subcontracts that are not paid for directly by NETL.

OFFEROR:

### RECONCILIATION OF LABOR CATEGORIES

This Exhibit is to be used for a reconciliation of specified labor categories in the RFP to the Offeror's normal labor categories.

RFP LABOR CATEGORY

OFFEROR'S CORRESPONDING LABOR CATEGORY

Accounting Clerk 1  
Accounting Clerk 2  
Accounting Clerk 3  
Accounting Clerk 4  
Computer Analyst  
Document Preparation Clerk 3  
Document Preparation Clerk 4  
Document Preparation Clerk 5  
General Clerk 3  
General Clerk 4  
Graphics Illustrator 1  
Graphics Illustrator 2  
Graphics Illustrator 3  
Key Entry 1  
Key Entry 2  
Librarian 3  
Library Technician  
Material Coordinator 3  
Secretary 1  
Secretary 3  
Secretary 4  
Technical Writer  
Word Processor 2  
Word Processor 3

OFFEROR:

**POSITION DESCRIPTIONS OF DIRECT LABOR CATEGORIES**

Offeror shall provide brief job position descriptions for all labor categories of Offeror and all Prime Participants as identified on Exhibit B1. The position descriptions shall meet or exceed minimum requirements of the solicitation labor category position descriptions of Section L.

OFFEROR:

**SUMMARY DISTRIBUTION OF RFP DIRECT PRODUCTIVE LABOR HOURS (DPLH)**

<u>SOLICITATION DIRECT LABOR CATEGORY</u>	<u>Offeror's Proposed Hours</u>	<u>Prime Participant #1 Proposed Hours</u>	<u>Prime Participant #2 Proposed Hours</u>	<u>Total DPLH</u>
Accounting Clerk 1				1,800
Accounting Clerk 2				9,000
Accounting Clerk 3				9,000
Accounting Clerk 4				3,600
Computer Analyst				7,200
Document Preparation Clerk 3				1,800
Document Preparation Clerk 4				1,800
Document Preparation Clerk 5				1,800
General Clerk 3				1,800
General Clerk 4				19,800
Graphics Illustrator 1				1,800
Graphics Illustrator 2				3,600
Graphics Illustrator 3				9,000
Key Entry Operator 1				1,800
Key Entry Operator 2				3,600
Librarian 3				1,800
Library Technician				1,800
Material Coordinator 3				1,800
Secretary 1				5,400
Secretary 3				1,800
Secretary 4				5,400
Technical Writer				1,800
Word Processor 2			1,800	
Word Processor 3			<u>3,600</u>	
TOTALS				<u><u>102,600</u></u>

OFFEROR:

**LABOR HOURS, RATES AND COSTS  
 YEAR ONE OF BASE PERIOD**

<u>LABOR CATEGORY</u>	<u>Labor Hours</u> <u>On-Site</u>	<u>Hourly</u> <u>Rate</u>	<u>Labor Costs</u> <u>Total</u>
Accounting Clerk 1	1,800		
Accounting Clerk 2	9,000		
Accounting Clerk 3	9,000		
Accounting Clerk 4	3,600		
Computer Analyst	7,200		
Document Preparation Clerk 3	1,800		
Document Preparation Clerk 4	1,800		
Document Preparation Clerk 5	1,800		
General Clerk 3	1,800		
General Clerk 4	19,800		
Graphics Illustrator 1	1,800		
Graphics Illustrator 2	3,600		
Graphics Illustrator 3	9,000		
Key Entry 1	1,800		
Key Entry 2	3,600		
Librarian 3	1,800		
Library Technician	1,800		
Material Coordinator 3	1,800		
Secretary 1	5,400		
Secretary 3	1,800		
Secretary 4	5,400		
Technical Writer	1,800		
Word Processor 2	1,800		
Word Processor 3	<u>3,600</u>		
TOTALS FOR BASE YEAR 1	<u>102,600</u> =====		

OFFEROR:

**LABOR HOURS, RATES AND COSTS  
 YEAR TWO OF BASE PERIOD**

<u>LABOR CATEGORY</u>	<u>Labor Hours On-Site</u>	<u>Hourly Rate</u>	<u>Labor Costs Total</u>
Accounting Clerk 1	1,800		
Accounting Clerk 2	9,000		
Accounting Clerk 3	9,000		
Accounting Clerk 4	3,600		
Computer Analyst	7,200		
Document Preparation Clerk 3	1,800		
Document Preparation Clerk 4	1,800		
Document Preparation Clerk 5	1,800		
General Clerk 3	1,800		
General Clerk 4	19,800		
Graphics Illustrator 1	1,800		
Graphics Illustrator 2	3,600		
Graphics Illustrator 3	9,000		
Key Entry 1	1,800		
Key Entry 2	3,600		
Librarian 3	1,800		
Library Technician	1,800		
Material Coordinator 3	1,800		
Secretary 1	5,400		
Secretary 3	1,800		
Secretary 4	5,400		
Technical Writer	1,800		
Word Processor 2	1,800		
Word Processor 3	<u>3,600</u>		
TOTALS FOR BASE YEAR 2	102,600		

OFFEROR:

**LABOR HOURS, RATES AND COSTS  
YEAR THREE OF BASE PERIOD**

LABOR CATEGORY	<u>Labor Hours</u> <u>On-Site</u>	<u>Hourly</u> <u>Rate</u>	<u>Labor Costs</u> <u>Total</u>
Accounting Clerk 1	1,800		
Accounting Clerk 2	9,000		
Accounting Clerk 3	9,000		
Accounting Clerk 4	3,600		
Computer Analyst	7,200		
Document Preparation Clerk 3	1,800		
Document Preparation Clerk 4	1,800		
Document Preparation Clerk 5	1,800		
General Clerk 3	1,800		
General Clerk 4	19,800		
Graphics Illustrator 1	1,800		
Graphics Illustrator 2	3,600		
Graphics Illustrator 3	9,000		
Key Entry 1	1,800		
Key Entry 2	3,600		
Librarian 3	1,800		
Library Technician	1,800		
Material Coordinator 3	1,800		
Secretary 1	5,400		
Secretary 3	1,800		
Secretary 4	5,400		
Technical Writer	1,800		
Word Processor 2	1,800		
Word Processor 3	<u>3,600</u>		
TOTALS FOR BASE YEAR 3	102,600		

OFFEROR:

**LABOR HOURS, RATES AND COSTS  
FIRST OPTION PERIOD**

<u>LABOR CATEGORY</u>	<u>Labor Hours</u> <u>On-Site</u>	<u>Hourly</u> <u>Rate</u>	<u>Labor Costs</u> <u>Total</u>
Accounting Clerk 1	1,800		
Accounting Clerk 2	9,000		
Accounting Clerk 3	9,000		
Accounting Clerk 4	3,600		
Computer Analyst	7,200		
Document Preparation Clerk 3	1,800		
Document Preparation Clerk 4	1,800		
Document Preparation Clerk 5	1,800		
General Clerk 3	1,800		
General Clerk 4	19,800		
Graphics Illustrator 1	1,800		
Graphics Illustrator 2	3,600		
Graphics Illustrator 3	9,000		
Key Entry 1	1,800		
Key Entry 2	3,600		
Librarian 3	1,800		
Library Technician	1,800		
Material Coordinator 3	1,800		
Secretary 1	5,400		
Secretary 3	1,800		
Secretary 4	5,400		
Technical Writer	1,800		
Word Processor 2	1,800		
Word Processor 3	<u>3,600</u>		
<b>TOTALS FOR OPTION YEAR 1</b>	<b>102,600</b>		

OFFEROR:

**LABOR HOURS, RATES AND COSTS  
SECOND OPTION PERIOD**

<u>LABOR CATEGORY</u>	<u>Labor Hours</u> <u>On-Site</u>	<u>Hourly</u> <u>Rate</u>	<u>Labor Costs</u> <u>Total</u>
Accounting Clerk 1	1,800		
Accounting Clerk 2	9,000		
Accounting Clerk 3	9,000		
Accounting Clerk 4	3,600		
Computer Analyst	7,200		
Document Preparation Clerk 3	1,800		
Document Preparation Clerk 4	1,800		
Document Preparation Clerk 5	1,800		
General Clerk 3	1,800		
General Clerk 4	19,800		
Graphics Illustrator 1	1,800		
Graphics Illustrator 2	3,600		
Graphics Illustrator 3	9,000		
Key Entry 1	1,800		
Key Entry 2	3,600		
Librarian 3	1,800		
Library Technician	1,800		
Material Coordinator 3	1,800		
Secretary 1	5,400		
Secretary 3	1,800		
Secretary 4	5,400		
Technical Writer	1,800		
Word Processor 2	1,800		
Word Processor 3	<u>3,600</u>		
TOTALS FOR OPTION YEAR 2	<u>102,600</u>		

OFFEROR:

**FRINGE BENEFIT EXPENSE SCHEDULE**

<u>(TYPICAL CATEGORIES)</u>	LAST FISCAL	CURRENT	<u>FUTURE FISCAL YEARS (PROJECTED) (2)</u>				
	YEAR <u>(ACTUAL) (1)</u>	FISCAL YEAR <u>(PROJECTED) (2)</u>	<u>YEAR 1</u>	<u>YEAR 2</u>	<u>YEAR 3</u>	<u>YEAR 4</u>	<u>YEAR 5</u>
SICK LEAVE	\$	\$	\$	\$	\$	\$	\$
HOLIDAY							
VACATION							
ADMINISTRATIVE LEAVE							
WORKMAN'S COMPENSATION							
UNEMPLOYMENT INSURANCE							
FICA TAX							
GROUP INSURANCE							
TRAINING							
EDUCATIONAL AID							
PENSION							
EMPLOYEE MORALE							
OTHER (SPECIFY)	_____	_____	_____	_____	_____	_____	_____
TOTAL EXPENSES	\$	\$	\$	\$	\$	\$	\$
ALLOCATION BASE (3)							
AMOUNT:	\$	\$	\$	\$	\$	\$	\$
NAME:							
FRINGE BENEFIT RATE	%	%	%	%	%	%	%

(1) FISCAL YEAR ENDING \_\_\_\_\_.

(2) PROVIDE THE BASIS FOR THE PROJECTED EXPENSES, INCLUDING REASONS FOR ANY SIGNIFICANT VARIANCES BETWEEN ACTUAL AND PROJECTED RATES.

(3) IDENTIFY ALLOCATION BASE

OFFEROR:

**ON-SITE OVERHEAD EXPENSE SCHEDULE**

(TYPICAL CATEGORIES)	LAST FISCAL	CURRENT	<u>FUTURE FISCAL YEARS (PROJECTED) (2)</u>				
	YEAR	FISCAL YEAR	YEAR 1	YEAR 2	YEAR 3	YEAR 4	YEAR 5
	(ACTUAL) (1)	(PROJECTED) (2)					
SALARIES AND WAGES:							
INDIRECT LABOR	\$	\$	\$	\$	\$	\$	\$
OTHER COMPENSATION							
OVERTIME PREMIUM							
SICK LEAVE							
HOLIDAY							
VACATION							
SEVERANCE							
OTHER (SPECIFY)							
PERSONNEL EXPENSES:							
COMPENSATION INS							
UNEMPLOYMENT INS							
FICA TAX							
GROUP INSURANCE							
TRAVEL EXPENSE							
RECRUITING							
TRAINING							
PENSION							
OTHER (SPECIFY)							
SUPPLIES AND SERVICES:							
GENERAL OPERATING							
OFFICE AND PRINTING							
UTILITIES							
OTHER (SPECIFY)							
FIXED COSTS:							
OFFICE RENTAL							
EQUIPMENT RENTAL							
DEPRECIATION							
OTHER (SPECIFY)							
TOTAL EXPENSES	\$	\$	\$	\$	\$	\$	\$
ALLOCATION BASE (3)							
AMOUNT:	\$	\$	\$	\$	\$	\$	\$
NAME:							
ON-SITE OVERHEAD RATE	%	%	%	%	%	%	%

(1) FISCAL YEAR ENDING \_\_\_\_\_.

(2) PROVIDE THE BASIS FOR THE PROJECTED EXPENSES, INCLUDING REASONS FOR ANY SIGNIFICANT VARIANCES BETWEEN ACTUAL AND PROJECTED RATES.

(3) IDENTIFY ALLOCATION BASE

OFFEROR:

**GENERAL AND ADMINISTRATIVE (G&A) EXPENSE SCHEDULE**

(TYPICAL CATEGORIES)	LAST FISCAL	CURRENT	FUTURE FISCAL YEARS (PROJECTED) (2)				
	YEAR (ACTUAL) (1)	FISCAL YEAR (PROJECTED) (2)	YEAR 1	YEAR 2	YEAR 3	YEAR 4	YEAR 5
SALARIES AND WAGES:							
INDIRECT LABOR	\$	\$	\$	\$	\$	\$	\$
OTHER COMPENSATION							
OVERTIME PREMIUM							
SICK LEAVE							
HOLIDAY							
VACATION							
SEVERANCE							
OTHER (SPECIFY)							
PERSONNEL EXPENSES:							
COMPENSATION INS							
UNEMPLOYMENT INS							
FICA TAX							
GROUP INSURANCE							
TRAVEL EXPENSE							
RECRUITING							
TRAINING							
PENSION							
OTHER (SPECIFY)							
BID AND PROPOSAL							
INDEPENDENT R&D							
SUPPLIES AND SERVICES:							
GENERAL OPERATING							
OFFICE AND PRINTING							
UTILITIES							
OTHER (SPECIFY)							
FIXED COSTS:							
OFFICE RENTAL							
EQUIPMENT RENTAL							
DEPRECIATION							
OTHER (SPECIFY)							
TOTAL EXPENSES	\$	\$	\$	\$	\$	\$	\$
ALLOCATION BASE (3)							
AMOUNT:	\$	\$	\$	\$	\$	\$	\$
NAME:							
G&A EXPENSE RATE	%	%	%	%	%	%	%

(1) FISCAL YEAR ENDING \_\_\_\_\_.

(2) PROVIDE THE BASIS FOR THE PROJECTED EXPENSES, INCLUDING REASONS FOR ANY SIGNIFICANT VARIANCES BETWEEN ACTUAL AND PROJECTED RATES.

(3) IDENTIFY ALLOCATION BASE

OFFEROR:

**INVENTORY OF PERSONNEL AS OF DATE OF PROPOSAL PREPARATION**

<u>LABOR CATEGORY</u>	<u>NO. REQ</u>	<u>NUMBER OF EMPLOYEES AVAILABLE WITHIN COMPANY</u>	<u>NUMBER OF NEW HIRES PLANNED</u>	<u>NUMBER AVAILABLE FROM SUBCONTRACTORS AND CONSULTANTS</u>
Accounting Clerk 1				
Accounting Clerk 2				
Accounting Clerk 3				
Accounting Clerk 4				
Computer Analyst				
Document Preparation Clerk 3				
Document Preparation Clerk 4				
Document Preparation Clerk 5				
General Clerk 3				
General Clerk 4				
Graphics Illustrator 1				
Graphics Illustrator 2				
Graphics Illustrator 3				
Key Entry 1				
Key Entry 2				
Librarian 3				
Library Technician				
Material Coordinator 3				
Secretary 1				
Secretary 3				
Secretary 4				
Technical Writer				
Word Processor 2				
Word Processor 3				

OFFEROR:

**OTHER DIRECT COSTS**  
**(AMOUNTS SHOWN BELOW PROVIDED BY NETL)**

	<u>Year 1</u>	<u>Year 2</u>	<u>Year 3</u>	<u>Subtotal</u>	<u>Option Year 1</u>	<u>Option Year 2</u>	<u>Grand Total</u>
Other Direct Costs *							
Totals	<u>\$10,000</u>	<u>\$ 10,000</u>	<u>\$ 10,000</u>	<u>\$ 30,000</u>	<u>\$ 10,000</u>	<u>\$ 10,000</u>	<u>\$ 50,000</u>

\* Note: Other Direct Costs include travel, training, materials and supplies, and subcontracts that are not paid for directly by NETL.