Advanced Technology International

Navy Manufacturing Technology Centers of Excellence

PROPOSAL INSTRUCTIONS

15 July 2024

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1. PREFACE

These instructions were prepared to provide industry with the required information necessary to respond to solicitations, referred to as a Request for Proposal (RFP) issued by one of the Office of Naval Research (ONR) sponsored, Advanced Technology International (ATI) managed US Navy Manufacturing Technology (ManTech) - Centers of Excellence (COE). Compliance with these instructions is mandatory when responding to RFPs and submitting proposals to meet ATI and Government RFP requirements. To facilitate a common understanding of terms and definitions used by ATI in the solicitation process, and for Offerors' proposal preparation, industry is highly encouraged to reference Section 9 of this document.

ATI welcomes any comments or suggestions you may have for improving the contents of this document. Please address feedback via email to ManTech-ATIcontracts@ati.org.

2. INTRODUCTION

Offeror proposals submitted in response to a RFP issued by ATI are subject to review and evaluation of technical merit and cost realism and reasonableness by both ATI and the Government, as well as Government approval of the project and authorization for funding. Resultant subcontract awards by ATI to selected Offerors will be in the form of a project Task Order executed under a Base Task Order Agreement (TOA). Base TOAs are separately negotiated between ATI and the Offeror. Task Orders awarded to Offerors are strictly contingent upon the prior execution of the Base TOA containing terms and conditions applicable to each Task Order awarded under the agreement.

These instructions contain mandatory flowed down Government proposal requirements ATI and all Offerors must follow for a submitted proposal to be determined as acceptable. Offerors are encouraged to communicate with the Points of Contact (POC) identified in the RFP at any time during the proposal preparation process and prior to submittal to request clarification or answer any questions. After receipt of proposals from Offerors, ATI will conduct a review and evaluation of all proposal contents. Upon completion of the review of the Technical and Cost Volume contents, ATI will provide a Question and Answer (QA) Summary with requests for clarifications, identified proposal omissions, and specific cost or technical questions regarding the Offeror's proposal. All QAs must be adjudicated and mutually resolved prior to ATI submission of its proposal to the Government. Post-proposal submittals may result in additional QAs from the Government which also must be adjudicated and mutually resolved prior to subcontract award.

ATI provides no funding for direct reimbursement of Offerors' proposal development costs. ATI is not liable for reimbursement of bid and proposal costs for any proposal submitted in response to a RFP, unless specifically stated in the RFP letter.

3. BACKGROUND

ATI manages the following ONR Navy ManTech COEs:

- Center for Naval Metalworking (CNM)
- Composites Manufacturing Technology Center (CMTC)
- Naval Shipbuilding and Advanced Manufacturing (NSAM) Center

The ATI ManTech Centers provide a focal point for the development and transfer of new manufacturing processes and technologies, with additional emphasis on the advanced manufacturing, metalworking and composites enterprise initiatives that will increase shipbuilding and aerospace manufacturing and repair productivity, reduce costs and cycle time and improve quality; benefits that will accrue not only to the US Navy, but to industry as well.

The Centers' efforts in the metalworking, composites technology and advanced manufacturing enterprises are focused on affordability improvements and lifecycle cost reduction for designated shipbuilding and aviation platforms of interest, such as the FORD Class aircraft carriers, VIRGINIA Class submarines, COLUMBIA Class submarines, the DDG-51 program, Joint Strike Fighter (F-35) and other Department of Defense (DoD) programs. The primary goal is to develop and implement advanced manufacturing processes and technology in US shipyards and other prime contractor facilities to drive capability improvements and ultimately reduce the cost and time required to build and repair US Navy weapon platforms. In addition to the primary goal outlined above, the Centers also pursue projects supporting Capability Acceleration for platforms or systems which may or may not be listed above. Capability Acceleration includes sustainment efforts as well as projects associated with developing new capabilities or accelerating the delivery of a capability to the warfighter. Capability Acceleration projects may include but are not limited to efforts in support of weapons or systems such as unmanned vehicles, high energy weapons, and energetic systems as indicated by the Navy ManTech Program.

The ATI managed COEs use a national collaborative approach where project selection and planning are driven by industry input from both private and public manufacturing and repair facilities. The primary objective of these efforts is to reduce the risk and time of transition from research and development (R&D) to full-scale production by selecting projects that meet the US Navy's and other DoD program demands, which industry will commit to, and for which viable implementation plans are provided.

4. GENERAL INFORMATION

4.1 Prime Contractor

Advanced Technology International (ATI)

315 Sigma Drive

Summerville, SC 29486-7790

4.2 Proposal Instructions Points of Contact

Role	Name	Title	Phone	Email
CNM Technical	Mark Snider	Executive Director	(843) 760-3239	mark.snider@ati.org
CMTC Technical	Ryan Frankart	Executive Director	(864) 646-4508	ryan.frankart@ati.org
NSAM Technical	Robert Mashburn	Executive Director	(843) 760-3499	robert.mashburn@ati.org
Contractual (All)	Wade Hedges	Contracts Manager II	(843) 760-3360	ManTech-ATIcontracts@ati.org

4.3 Task Order Contract Types

As specified in the RFP, awards for project Task Orders will be one of the following contract types: Cost-Plus-Fixed-Fee (CPFF), Cost-Reimbursement (CR), or Firm-Fixed-Price (FFP). FFP Task Orders shall be awarded to any Offeror that does not possess a Government approved accounting system. However, by exception and upon an Offeror's request, a cost-reimbursement type contract (CPFF or CR) may be considered for award. In such cases the ATI Contracts Representative must confirm possession, demonstration and operations of business systems that can adequately manage a cost-reimbursement type contract, including the ability to segregate cost by contract, segregate direct vs. indirect cost and a consistent method for allocating indirect costs to final cost objectives consistent with Generally Accepted Accounting Principles (GAAP). In addition, providing prior experience of managing other cost-reimbursement type Government contracts is strongly encouraged.

Award of subcontract Task Orders will be for the completion of ManTech R&D projects categorized as follows:

- **Standard Manufacturing Technology (ManTech):** Projects responding to the need for the production and/or repair of weapon platforms, systems, and equipment to improve the affordability of naval platforms critical to the future force.
- **Non-Manufacturing Technology (Non-ManTech):** Projects sponsored by the ONR but not funded by Navy ManTech resources. These projects can support a ManTech weapon platform and may be funded with congressional funds and through other Defense agencies.
- **Mega Rapid Response (MRR):** ManTech projects that require transition of the product or technology that can be inserted on a platform at the end of the project. The parameters of the project must comply with the criteria outlined in the current Navy ManTech Program MRR Guidance.
- **Rapid Response (RR):** ManTech projects offering increased potential for rapid technology insertion to meet Navy platform needs. The parameters of the project must comply with the criteria outlined in the current Navy ManTech Program RR Guidance.
- **Special Projects:** Projects generally identified by the ONR ManTech Program covering any existing or emerging R&D technology approved by the ONR ManTech Program Director. The parameters of the project will be developed by the project team and cognizant ManTech Center, typically following the traditional SOW development process.

5. PROPOSAL REQUIREMENTS AND SUBMISSION INFORMATION

Always compare this document with the RFP letter, as there may be additional instructions in the RFP letter unique to specific projects. Should additional instructions be provided, offerors shall comply with both these proposal preparation instructions and those included in the RFP letter.

Offerors' proposals submitted in response to a RFP are the primary vehicle available for receiving consideration for award. The proposal shall stand on its own merit. Only information provided in the proposal can be used by ATI in the evaluation process leading to an award.

5.1 Proposal Submission Date

RFPs will include a proposal due date. The proposal due date stated in the RFP is firm. Under extenuating circumstances, proposal due date extensions can only be approved by the ATI Contracts Representative identified in the RFP through written notice. Offerors shall submit the Technical and Cost Volumes as a complete proposal on the same due date, as the Technical and Cost Volumes are reviewed and evaluated simultaneously. Late proposals may result in rejection due to unacceptable delays in project award.

5.2 Proposal Summary

The proposal summary is included as an attachment in each RFP. Offerors shall provide a fully completed and signed summary with all proposals. The proposal summary is a requirement added to facilitate ATI's completion of the resulting cost/price evaluation and technical evaluation by minimizing the fact-finding/question & answer (Q&A) period that often follows a proposal submission. Failure to provide the requested information in the proposal summary may result in the proposal submission being determined as nonresponsive and thus may be disqualified for contract award.

5.3 Proposal Validity Period

A proposal validity period of 180 calendar days is requested due to the total acquisition lead-time to complete the project Task Order award process.

5.4 Classification of Proposals

RFPs issued to Offerors and proposals submitted in response to RFPs are expected to be unclassified. However, RFPs may contain classified, controlled unclassified information (CUI), proprietary technical information, or otherwise restricted information, and will be issued using the appropriate transmittal procedures. Offerors are required to appropriately mark each page of their Technical and Cost Volume proposal submission that contains proprietary information. Technical Volumes shall be submitted and marked CUI in accordance with Department of Defense Instruction 5200.48, if applicable.

5.5 Proposal Submission Documentation Format

Offerors shall provide proposals containing a Technical and Cost Volume and other attachments as requested in the RFP. Proposals shall be submitted in a combination of Adobe Acrobat or Microsoft (MS) Word and MS Excel formats via email or other electronic means to the ATI Contracts Representative identified in the RFP. Submission of a .zip file containing the separate proposal volumes is also acceptable. Password-protected submissions are also acceptable. Passwords for password-protected Technical and Cost Volumes shall be identical. All proposal material submitted, regardless of medium, must be clearly legible.

5.6 Vendor Forms

First time Offerors will receive an email from the ATI Contracts Representative requesting completion of required vendor forms (Vendor Questionnaire, Electronic Funds Transfer (EFT) Request Form, Form W-9). Completion of the vendor forms is necessary for ATI to establish accounts for processing of payments upon receipt of invoices after Task Order award. This request will occur during the initial issuance of the Base TOA.

5.7 Representations and Certifications

Offerors without a current System for Award Management (SAM) website (SAM.gov) record of representations and certifications are not eligible for receipt of RFPs, nor for award of Base TOAs or project Task Orders. Offerors whose active SAM.gov account is not open to the public will be required to provide evidence (i.e., webpage screenshot) that no exclusions exist such as suspension or debarment.

6. TECHNICAL VOLUME

6.1 Introduction

Offerors shall provide sufficient technical detail to enable a technical evaluation of the Technical Volume contents by an individual with technical knowledge of the subject matter, but not necessarily intimately familiar with the project. The technical evaluation will be conducted to assess the Offeror's ability to accomplish the technical requirements of the project. Specifically, a technical analysis will be performed to examine the need for the proposed types and quantities of labor hours and the labor mix, the types and quantities of material, equipment and Other Direct Costs proposed. Offeror's Technical Volume must be prepared as a separate part of the total proposal package. Specific cost or pricing details shall be omitted from the Technical Volume.

6.2 Table of Contents

I. Cover Page

II. Table of Contents

III. Executive Summary

IV. Project Schedule and Estimated Cost Funding Spend Plan

V. Man-Hour Summary Table

VI. Material/Equipment Summary Table

VI. Attachments

a. Government-Furnished Property (GFP) List (if applicable)
b. Letter of Commitment (if applicable)

6.3 Executive Summary

Offerors shall provide an Executive Summary to present briefly and concisely the important aspects of their proposal to evaluators. The Executive Summary shall include a narrative of the Offeror's understanding of the task requirements of the SOW provided in the RFP. Offerors shall describe their approach to successfully completing the project to achieve the desired technical success and transition of technology within project schedule and budget. The Executive Summary shall present an organized progression of the work to be accomplished, without in-depth technical details, such that the reader can grasp the core concepts and overall outcome of the proposed project.

In addition, Offerors shall provide a definitive statement confirming complete understanding of the requirements of the SOW and a commitment to perform the stated SOW tasks.

The SOW is included as an attachment to the RFP and is **not** to be resubmitted or included in proposal submissions. The SOW for ManTech projects will be contractually incorporated into all Task Orders awarded under the Base TOA. **Offerors are not permitted to make any revisions to the SOW provided in the RFP**. For all Offeror suggested SOW task revisions (i.e., scope of work) notification shall be provided to the ATI Technical and Contractual POCs identified in the RFP **in advance** of proposal submission for ATI approval. If approved, a RFP amendment will be issued to the Offeror providing the updated SOW to all affected Offerors. Cost or technical impacts of SOW revisions resulting from a RFP amendment shall be reflected in the Offeror's proposal. If there are significant deltas (nominally approximately 20%) anticipated in the Offeror's proposal for material, travel, or Other Direct Cost from those identified in the SOW, notification and coordination prior to proposal submittal shall be obtained from the ATI Technical and Contractual POCs. If approved, the RFP amendment process applies and the Offeror's Technical and Cost Volumes of its proposal shall reflect the approved changes.

6.4 Project Schedule and Estimated Cost Funding Spend Plan*

This section is a summary of the project schedule (by phase) and costs. Offerors shall include the following mandatory table in Technical Volume of the proposal:

	Phase 1 (Base Period)* **	**Phase 2 (Option 1)**	**Phase 3 (Option 2)**	**Total**
Start Date	TBD	TBD	TBD	
Completion Date	(Months after TO Award)	(Months after TO Award)	(Months after TO Award)	(Months after TO Award)
Duration (months)				
Estimated Cost				
Allowable Cost Share**				

* In the event of a discrepancy, the Cost Volume takes precedent over entries into this table.

**Briefly describe the source of your cost sharing (e.g., cash, labor man-hours, materials, etc.), if applicable.

***If project is not structured with phases modify table as appropriate.

6.5 Man-Hour and Material/Equipment Summary Tables

In this section, the Offeror's Technical Volume shall include summary tables, broken down by task for each project phase in the format as shown below. At a minimum, provide breakout at the major SOW task level; subtask level breakout is desired, but not required. Most projects are constructed incorporating multiple phases consisting of a base period and option period(s). As such, phases and task definitions shall be tailored to the individual project, and must correlate with the Work Breakdown Structure (WBS), as described in the SOW. The information provided in the tables must be consistent with the Cost Volume. Templates for the tables are provided in the next two (2) pages below; contractor format is also acceptable.

MAN-HOUR SUMMARY TABLE – EXAMPLE WITH SAMPLE ENTRIES SHOWN

	Statement of Work Task	Offeror Man-Hours	Lower-Tier Sub 1 Man-Hours	Lower-Tier Sub 2 Man-Hours
Phase I (Base Period)				
TASK 1				
Labor Category	1.1	454	144	132
Labor Category	1.2	775	14	22
Labor Category	1.3	84	176	176
Labor Category	1.4	74	27	34
TASK 2				
Labor Category	2.1	97	44	284
Labor Category	2.2	23	44	164
Labor Category	2.3	13	44	84
Labor Category	2.4	11	20	4
TASK 3				
Labor Category	3.1	7	8	4
Labor Category	3.2	34	6	9
Labor Category	3.3	4	20	20
Labor Category	3.4	66	6	9
SUBTOTAL		1642	553	942
Phase II (Option 1)				
TASK 4				
Labor Category	4.1	454	144	132
Labor Category	4.2	775	14	22
Labor Category	4.3	84	176	176
Labor Category	4.4	74	27	34
TASK 5				
Labor Category	5.1	97	44	284
Labor Category	5.2	23	44	164
Labor Category	5.3	13	44	84
Labor Category	5.4	11	20	4
TASK 6				
Labor Category	6.1	7	8	4
Labor Category	6.2	34	6	9
Labor Category	6.3	4	20	20
Labor Category	6.4	66	6	9
SUBTOTAL		1642	553	942
TOTAL		**3284**	**1106**	**1884**

MATERIAL/EQUIPMENT SUMMARY TABLE

	Task (X)	Qty	Matl/Equip Item Description	Classification*
Phase I (Base Period)				
	1			
	2			
	3			
	4			
Phase II (Option 1)				
	5			
	6			
	7			
	8			

*Reference Section 7.3.2 for the four (4) classification definitions of material and/or equipment proposed to be entered in this column.

6.6 Government-Furnished Property

In accordance with Federal Acquisition Regulation (FAR) 52.245-1 Government Property, the RFP will include an attachment entitled, "GFP List". If applicable, this attachment will include Government-Furnished Property (GFP) identified and provided by the Government (ONR) to be utilized during project performance.

The GFP List included in the RFP shall be updated upon project completion and provided to ATI by subcontractors to include all Contractor-Acquired Property (CAP). Title to all CAP to include equipment, non-consumed material, special tooling, special test equipment and any mockups, prototypes, samples, and components developed under any effort vests with the Government and is considered as Task Order deliverables. Disposition of Government-owned property identified in the GFP List will be at the Government's discretion after project completion.

The GFP List is not required for GFP provided by another Government agency. GFP accountable to and provided by another Government agency will be identified and captured on resultant subcontract Task Orders for tracking purposes. In this case, Offeror(s) in coordination with the applicable ATI COE will obtain prior to subcontract award, Rent-Free Non-Interference (RFNI) use authorization in writing from the Government agency under which the GFP is accountable. RFNI authorization shall include the following information: GFP Item Description, Owning Government Agency, Accountable Prime Contract Number, and Government Agency Contracting Point of Contact.

6.7 Letters of Commitment

Offerors shall include Letters of Commitment from key team member companies/organizations. These letters must reflect commitment (e.g., teaming agreement, cost share, other donated services, etc.) to the project and not discuss technical information. Letters of commitment are only applicable to Cost Share proposals.

7. COST VOLUME

7.1 Introduction

Offerors shall provide sufficient cost and price information to substantiate the proposed cost and price are realistic, reasonable, and complete for the work to be performed. All costs and/or prices proposed are required by the Government to be reviewed and evaluated by ATI to determine Offeror's cost/price

proposed as fair and reasonable. The Cost Volume must be consistent with the Offeror's information provided in the Project Schedule and Estimated Cost Funding Spend Plan and Man-Hour and Material/Equipment Summary Tables of the Technical Volume (i.e., estimated costs by phase and total, man-hours by phase and task, equipment/material by phase and task, period of performance dates and lengths of phases, cost share, etc.). The Cost Volume is not restricted in length and shall provide the required cost information for all performance periods (i.e., Base and Option Periods).

ATI conducts detailed cost and price analyses on all Offeror proposals. Offerors shall submit proposals with accurate, complete, and current information to facilitate timely and adequate analyses to be provided to the Government. Although ATI rigorously protects Offerors' proprietary cost information (i.e., indirect rates) from disclosure, it is recognized, based on Offerors' company policy that such information may only be available for disclosure directly to the Government. If an Offeror does not provide information on indirect rates and other applicable burdens to ATI, a fully unsuppressed Cost Volume, in Adobe Acrobat, MS Word, and MS Excel versions of the documents submitted to ATI, shall be submitted directly to the Government. Unsuppressed Cost Volumes shall only be submitted upon request by ATI. Unsuppressed Cost Volume requests will occur after ATI submits the project proposal to the Government.

ATI requests for Offerors' unsuppressed cost proposals containing proprietary information submitted to the Government shall, at a minimum include the following:

A. Completed unsuppressed cost proposal version of the Excel ONR cost spreadsheet (Note: ATI will attach this cost spreadsheet version in the request for submission.)

B. Supplemental breakout of the same burdened costs (fully burdened with fee/without fee, or burdened w/fringe only) in the proposal submitted to ATI providing the direct and indirect rates for Government verification using the sample formats below. <u>If the burdened labor costs were not provided to ATI, subcontractors shall provide the information as described in the breakdown samples below in the unsuppressed proposal submitted to the Government</u>.

(1) A breakdown of the labor rates/costs to match the burdened rates provided to ATI in the SAMPLE format similar to this:

Offeror's Labor Category	Comparable Industry Standard Labor Category	Estimated Hours Per Category	Actual Direct Hourly Rate $_____	Applicable Fringe Benefit _____(%)	Applicable Overhead Rate _____(%)	Applicable G&A Rate _____(%)	Loaded Rate Exclusive of Fee _____%	Loaded Rate Inclusive of Fee * _____%	Cost of Money Rate _____(%)
(Example) Process Engineering	Engineer II		$_____	$_____	$_____	$_____	$_____	$_____	$_____

* NOTE: Include any other applicable indirect burdens in accordance with your approved accounting system.

(2) A breakdown of each additional burdened costs, providing the direct and indirect rates of each element of cost, to match the burdened rates provided to ATI in the format similar to this:

Direct ODC	Applicable Overhead Rate _____(%)	Applicable G&A Rate _____(%)	Loaded Rate Exclusive of Fee ___(%)	Loaded Rate Inclusive of Fee * _____(%)	Cost of Money Rate _____(%)
(Example) Total Material	$_____	$_____	$_____	$_____	$_____

(Example) IT/Computer Services	$_____	$_____	$_____	$_____	$_____
(Example) Total Travel	$_____	$_____	$_____	$_____	$_____

* NOTE: Include any other applicable indirect burdens in accordance with your approved accounting system.

Purchases of equipment, special tooling and special test equipment are not subject to fee.

C. Statement of the basis of estimate for the proposed direct and indirect rates.

D. Current copies of any internal or Government-approved rate agreements.

E. CAGE Code and Unique Entity Identifier (UEI) numbers.

7.2 Offeror Cost Spreadsheets

Offeror cost spreadsheets will be included as an attachment with each RFP and are mandatory for the preparation and submittal of the Cost Volume. All spreadsheets are linked for ease of proposal preparation. Offerors shall complete and submit these cost spreadsheets, as they will provide the required information and facilitate efficient review. These cost spreadsheets in the prescribed formats are a Government imposed requirement for ATI proposals submitted to ONR. ONR will not accept any proposals from ATI that do not include the required cost spreadsheets. Offeror cost spreadsheets shall provide a monthly, by task breakout of projected costs. Offerors shall follow the format and instructions in the spreadsheets to eliminate any potential errors or delays in project award. Manipulation or revision of the ONR provided formulas in the cost spreadsheets are not permitted; this is to ensure all subtotals and totals are not corrupted by any changes. Offerors shall submit cost spreadsheets in the MS Excel version as provided in the RFP. Legible PDF versions in addition to the MS Excel version may be submitted as well.

NOTE: Enter all cost and price information in the MS Excel ONR Cost Spreadsheets using whole numbers without decimals.

7.3 Cost Narrative

This section should provide substantiation and written explanation of proposed costs and additional rationale as appropriate. Ensure all values presented in this part are consistent with the values in the Offeror Cost Spreadsheets. The Cost Narrative shall include, at a minimum, details on the following cost categories:

7.3.1 Direct Labor

Offerors proposing Government approved labor rates shall confirm possession of a Forward Pricing Rate Agreement (FPRA) or Forward Pricing Rate Recommendation (FPRR) from the Defense Contract Management Agency (DCMA) and/or Defense Contract Audit Agency (DCAA). If neither is confirmed, provide evidence of submittal of a Forward Pricing Rate Proposal (FPRP). Offerors shall include all detail regarding escalation of labor for out-years; whether the labor rates proposed are actual existing employee rates/salaries contemplated for use on the effort or a composite/department average of the existing employee rates; and whether the proposed labor rates include any allocated direct or indirect costs (e.g., fringe benefits, Overhead, General and Administrative (G&A), etc.).

In accordance with FAR 52.222-2 Payment for Overtime Premiums (July 1990), proposed overtime for direct labor is not authorized by the Government, except that which is for work:

(1) Necessary to cope with emergencies such as those resulting from accidents, natural disasters, breakdowns of production equipment, or occasional production bottlenecks of a sporadic nature;

(2) By indirect-labor employees such as those performing duties in connection with administration, protection, transportation, maintenance, standby plant protection, operation of utilities, or accounting;
(3) To perform tests, industrial processes, laboratory procedures, loading or unloading of transportation conveyances, and operations in flight or afloat that are continuous in nature and cannot reasonably be interrupted or completed otherwise; or
(4) That will result in lower overall costs to the Government.

In accordance with FAR 52.222-2, any direct labor overtime proposed must be substantiated with sufficient justification and rationale to include, but not limited to:

(1) identification of the work unit, e.g., department or section in which the requested overtime will be used, together with present workload, staffing, and other data of the affected unit sufficient to permit the Contracting Officer to evaluate the necessity for the overtime;
(2) Demonstration and description of the effect that denial of the request will have on the contract delivery or performance schedule;
(3) Identification of the extent to which approval of overtime would affect the performance or payments in connection with other Government contracts, together with identification of each affected contract; and
(4) Identification of the reasons why the required work cannot be performed by using multishift operations or by employing additional personnel.

Proposed escalation rates on direct labor should fall within industry standards for escalation for the most recently completed 12-month period according to Table 5 (Employment Cost Index for total compensation, for private industry workers, by occupational group and industry) from the Bureau of Labor Statistics (https://www.bls.gov/news.release/eci.t05.htm).

Labor costs proposed in the Offeror Cost Spreadsheets shall be provided by individual labor category with associated labor hours either as fully burdened or unburdened labor rates. Offerors shall provide their organization's official documented position title for individual labor categories proposed. If the labor category proposed is of a generic nature such as "Engineer", "Manufacturing" or "Technician", etc., Offerors shall provide a detailed job description of the proposed labor category in the Labor Category Description Table referenced in Paragraph 7.4.

7.3.2 Material/Equipment

When material/equipment is proposed sufficient documentation and categorization is required. Material/equipment shall be proposed only when required for the project's success and completion.

The types and quantities for proposed materials/equipment provided in the Technical Volume (Material/Equipment Summary Table) of proposals shall be consistent with those proposed in the Cost Volume. All material/equipment shall be priced and must include material type/description, unit of measure, quantity, cost per unit, extended cost, and basis of estimate. The basis of estimate for each item proposed shall be supported with back up documentation which may include a copy of catalog price lists, supplier/vendor quotes, prior purchase orders, engineering estimates, Original Equipment Manufacturer (OEM) vendor rate structure agreements, or similar documentation to support the proposed amount. Offerors shall provide method used for deriving engineering estimates to include calculations and other backup documentation. The Government may require back up information on an ad hoc basis if the proposed material appears to include unreasonable elements. If available, Offerors shall provide confirmation of the use of a government-approved property system in the proposal and a copy of the approval letter.

- Material/equipment shall be classified into one of the following four (4) categories: equipment, material, special test equipment, and special tooling. The definitions of the classification for each

category are in accordance with FAR Parts 2 (Definitions of Words and Terms) and 45 (Government Property).

- *Material* is defined as property that may be incorporated into or attached to a deliverable end item or that may be consumed or expended in performing a contract. It includes assemblies, components, parts, raw and processed materials, and small tools and supplies that may be consumed in normal use in performing a contract. Material should be proposed separately from equipment.
- *Special Test Equipment* is defined as either single or multipurpose integrated test units engineered, designed, fabricated, or modified to accomplish special purpose testing in performing a contract. It consists of items or assemblies of equipment including standard or general purpose items or components that are interconnected and interdependent so as to become a new functional entity for special testing purposes.
- *Special tooling* is defined as jigs, dies, fixtures, molds, patterns, taps, gauges, and all components of these items, including foundations and similar improvements necessary for installing special test equipment, and which are of such a specialized nature that without substantial modification or alteration their use is limited to the development or production of particular supplies or parts thereof or to the performance of particular services.
- *Plant equipment* means personal property of a capital nature (including equipment, machine tools, test equipment, furniture, vehicles, and accessory and auxiliary items) for use in manufacturing supplies, in performing services, or for any administrative or general plant purpose. It does not include special tooling or special test equipment.

Offerors that require the use of Government funds to purchase equipment and special tooling to fulfill the SOW requirements shall have that equipment removed from the fee bearing base of the cost proposal.

For material and equipment with unit prices under $10,000, Offerors shall provide the required information in the "Material-Supplies" and "Equipment" tabs of the Offeror Cost Spreadsheet found as an attachment to the RFP. No supporting back up documentation is required for these items.

For material and equipment with unit prices over $10,000, but less than $50,000, Offerors shall provide the required information in the "Material-Supplies" and "Equipment" tabs of the Offeror Cost Spreadsheet found as an attachment to the RFP. Supporting back up documentation is required only for the highest priced item.

For material and equipment with unit prices over $50,000, Offerors shall provide the required information in the "Material-Supplies" and "Equipment" tabs of the Offeror Cost Spreadsheet found as an attachment to the RFP. Supporting back up documentation is required for any item with a unit price over $50,000.

Be advised that title vests in the Government for all Contractor-acquired property or equipment fabricated by the subcontractor. Residual material not consumed during project performance is Government-owned property.

7.3.3 Lower Tier Subcontractor(s)

Offerors shall provide a breakout of proposed subcontract costs by subcontractor. Proposals shall include a breakout of costs at the **same level as required from the Offeror. State whether a price/cost analysis or competition for the lower-tier subcontract effort was performed by the Offeror and their proposed costs found to be fair and reasonable**. Include quotes for any subcontractor costs exceeding $10,000.

In circumstances where a lower-tier subcontract (as defined in Section 9) will be awarded after Task Order award, Rough Order of Magnitude (ROM) cost estimates for lower-tier subcontractors are acceptable forms of supporting documentation in submitted proposals when there is a competitive down-select during project performance. For a competitive lower-tier subcontractor down-selection during

project performance situation, Offerors shall provide at least two (2) ROM cost estimates from potential capable sources. Offerors shall propose the price of the highest ROM cost estimate in the Offeror Cost Spreadsheets along with rationale explained in the cost narrative of the Cost Volume supporting the proposed ROM amount. It is understood ROM cost estimates contain an upward adjustment variance and will not include the detailed cost and pricing information required in formal proposals; however, ROM cost estimates submitted in Offerors' proposals shall include the following top-level estimated costs by cost element: labor, materials, equipment, Other Direct Costs and travel. In addition, provide copies of all ROM cost estimates received from lower-tier subcontractors in the Cost Volume of the proposal. These ROM cost estimates are required by the Government to determine prices proposed by Offerors for lower-tier subcontract costs as fair and reasonable based on adequate price competition. The expectation is the negotiated value of lower-tier subcontracts will be lower than proposed ROM cost estimates based on competition driving down costs.

7.3.4 Consultant(s)

For the purposes of this instruction a consultant is defined as a Subject Matter Expert proposed but not employed by a subcontractor or lower-tier subcontractor in support of a ManTech project. Offeror shall provide a breakout of proposed consultant costs by consultant along with justification for the necessity of the consultant. Proposals shall include a breakout of costs at the **same level as required from the Offeror. State whether a price/cost analysis or competition for the consultant effort has been performed by the Offeror and their proposed costs found to be fair and reasonable**. Include quotes for any consultant costs exceeding $10,000.

7.3.5 Other Direct Costs

Other Direct Costs (ODC) include but are not limited to the following: rental fees, testing fees, material handling fees, shipping fees, and license fees. If commercial catalog prices or established flat rate testing fees are required to complete SOW requirements, Offeror shall propose such fees as an ODC. Proposed testing fees shall be supported by published commercial catalog prices or evidenced by the testing provider's established and documented hourly flat rate. Offerors shall provide an itemized list of proposed ODCs which includes item description, unit of measure, quantity, cost per unit, extended cost and basis of estimate (vendor quote, catalog price list, prior purchase order or engineering estimate, etc.). Offerors shall provide method used for deriving engineering estimates to include calculations and other backup documentation. A copy of supplier/vendor quotes, catalog price lists, or prior purchase orders shall be provided to support the price of any items with a unit price exceeding $10,000.

7.3.6 Travel Costs

The travel tab of the Offeror Cost Spreadsheets shall be completed and priced to include departure location, destination, number of trips, number of persons traveling, airfare, car rental, lodging, miscellaneous expenses such as parking, per diem rates used, and the purpose of each trip. The travel pricing shall be compliant with the Federal Travel Regulations (FTR) (http://www.gsa.gov/federaltravelregulation) unless the Offeror has a Government-approved travel policy. Use of a Government-approved travel policy shall be documented in the proposal. If the Offeror has an internal travel estimating policy, provide confirmation that company policy was followed. In addition, Offerors shall confirm if it has any corporate travel rate agreements and whether these were utilized when determining the proposed travel costs.

Offerors are not required to provide any travel back up documentation unless the proposed travel deviates from the most current per diem rates on file with the General Services Administration (GSA) found at https://www.gsa.gov/travel/plan-book/per-diem-rates. Offerors are not required to provide their travel back up print outs (i.e., print out of the web search for airfare or car rental).

7.3.7 Indirect Costs

Offerors shall provide indirect costs by category (fringe benefits, overhead, G&A, etc.). Include with proposal submission an indirect rate approval letter, and the approval official's contact information, from the Offeror's cognizant agency to indicate the indirect rates used in this proposal are current and accurate.

If the Offeror has Government-approved indirect rates but does not include this letter, the Offeror shall provide the following information:

- Date on which indirect rates were approved;
- Effective period of the approved rates; and
- Government agency that approved the rates.

If the Offeror does not have Government-approved indirect rates but submits such rates on a consistent basis to the Government for review, the Offeror shall provide a copy of its rate submittal letter to demonstrate the Offeror's most recent indirect rate set has been provided to the Government for review.

If the Offeror does not have approved indirect rates, provide detailed supporting data to include:

- Indirect rates and all pricing factors used to develop those rates;
- Methodology used for determining the rates (e.g., current experience in your organization or the history base used); and
- All escalation by year applied to derive the proposed rates.

As an alternative to providing information on indirect costs Offerors may instead provide fully burdened costs by cost element and will be required to submit a separate unsuppressed proposal, fully disclosing the indirect rate application, directly to the Government (upon request by ATI).

7.3.8 Cost of Money

Offerors shall provide the amount of proposed cost of money (COM) along with the factors used to calculate the amount. Include a display of all individual bases for the COM amounts. Use of DD Form 1861 is required and can be downloaded from the Department of Defense (DOD) Forms Management Program at https://www.acq.osd.mil/dpap/dars/dfars/html/previous/dd1861.pdf.

7.3.9 Fee

Offerors and lower-tier subcontractors shall provide the cost base to which the proposed fee rate applies, and the percentage applied.

Per ONR direction, and in accordance with ONR ManTech Fee Policy, Offerors and lower-tier subcontractor proposals are subject to the following fixed fee caps:

Project Type	Fixed Fee Cap
ManTech Projects	7.0%
Mega Rapid Response and Special Projects	7.0%
Rapid Response Projects	1.0%

All fixed fee percentages identified above are applicable to Offeror and proposed lower-tier subcontractors' proposals and represent the maximum fee that shall be applied to proposed allowable costs less Cost of Money (COM) and Equipment purchased with Government funds. All ManTech Projects fall within the Standard Range as noted in Defense Federal Acquisition Regulation Supplement

(DFARS) 215.404-71-2 Performance Risk. However, ONR determined the Technology Incentive in DFARS does not apply to ManTech Projects. In accordance with ONR ManTech Fee Policy, ATI will not forward any proposals to ONR for review and award if proposed fee exceeds the fee caps in the table above.

7.3.10 Cost Share (if applicable)

Cost share represents "that portion of project or program costs not borne by the Federal Government." The cost share goal is 50/50, which means each dollar charged to the Government for the performance of the project should be matched equally with cost share funds. Cost share sources must be allowable costs in accordance with FAR 31.205 (vice the DoDGARS, which has its own Cost Share Guidance).

Cost share allowability is determined by several factors. The costs must be verifiable from the Offeror's records, necessary and reasonable for proper and efficient accomplishment of the project or program objectives, and the cost share must be allowable under the applicable cost principles. Cost share is unallowable if the costs were paid by the Federal Government under another award or included as contributions for any other federally assisted project or program. Proposed cost share that is to be funded by Internal Research and Development (IR&D) is unallowable. In addition, Offerors cannot include the full acquisition cost of equipment or materials not consumed or delivered to the Government as part of the project.

When identifying cost share, cost must be specifically set forth in the proposal as to the type and amount. Offerors must maintain adequate records to document the incurred costs and their allowability. There are two (2) categories of cost share: Cash and In-Kind. Cash cost share is defined as outlays of funds to support the total project through acquiring material, buying equipment, paying labor (including fringe, benefits, and direct or indirect overhead costs associated with that labor), and other cash outlays required to perform the work effort. In-kind cost share is defined as the reasonable value of equipment, software, hardware, facilities, materials, and/or other property used in the performance of the project SOW.

7.4. Service Contract Labor Standards Summary

ONR determined FAR 52.222-41 Service Contract Labor Standards (AUG 2018) is applicable to R&D efforts awarded in support of the Navy ManTech program. R&D contracts have always been considered subject to the clause when they are principally for the furnishing of a service, provided there is more than a minor use of "service employees" for the performance of a contract.

Service employees include "manual laborers or other "blue collar" workers who perform work involving repetitive operations with their hands, physical skill and energy" and are considered non-exempt from the labor standards. The exempt labor categories/employees include, but are not limited to, Executive, Management, Administrative, Professional (employees that are advanced type in a field of science or learning customarily acquired by a prolonged course of specialized intellectual instruction or work requiring advanced knowledge, invention, imagination, originality or talent in a recognized field), and Computer (computer systems analysts, computer programmers, software engineers or other similarly skilled workers).

In accordance with ONR requirements, FAR 52.222-41 and 29 Code of Federal Regulation (CFR) Part 541, Offerors shall provide a breakout of proposed exempt and non-exempt labor categories, by job description, by location. Labor category job descriptions must be provided with enough level of detail for the Government to be able to determine if the Offerors' categorization is accurate. If the Government determines use of non-exempt service employees is less than 10%, then labor standards do not apply. If between 10%-20%, then the Government has the discretion to determine if the labor standards apply. If greater than 20% the labor standards apply and a Wage Determination or Collective Bargaining Agreement will be incorporated into Task Orders awarded under the applicable Base TOA.

Offerors may use the sample table templates in the following two (2) pages below to provide the required information. Contractor format is acceptable. In addition, MS Excel versions of the tables are attached to the RFP for Offerors to use at their discretion. These tables shall be included as attachments to the Cost Volume.

LABOR CATEGORY DESCRIPTION TABLE (SAMPLE)

Proposed Labor Category	Labor Category/Position Description	SOW Tasks	Job Performance Location	Exempt (Yes/No)	If employee is Non-Exempt is employee covered under a Collective Bargaining Agreement (Yes/No)	If employee is Exempt enter Professional, Management, Administrative, Computer, etc.	If "Yes" for Exempt enter Man-Hours proposed
Project Manager	Using technical and programmatic professional skills and expertise responsible for leading the project team in completing tasks with in the period of performance to meet customer Statement of Work requirements. Responsible for: creating a realistic plan that outlines the scope, objectives, timelines, and resources required for the project; coordination with all stakeholders, monitoring the progress of the project and take corrective action if necessary and reporting on the status of the project to all stakeholders involved.	1.1, 4.1 and 6.1	State, City	Yes		Professional	XXX
Administrative Assistant	Responsible for the performance of office work directly related to the management and day-to-day general business operations of the program/project manager in support of contracted work efforts.	1.1, 4.1 and 6.1	State, City	Yes		Administrative	XXX
Computer System Analyst	Responsible for determining computing requirement and translating them into system specifications. Analyze and study computer systems and update IT processes and procedures for efficiency and efficacy. Completing evaluations of hardware and software and provide expertise on IT infrastructures. Produce cost analysis of potential IT initiatives. Work and coordinate with clients to determine how to support the organization with IT system. Audit existing systems to identify areas for improvement and designing systems that will help meet the needs of the customer. Build and implement IT systems. Identify bugs and inefficiencies within existing systems and developing patches and fixes.	2.1 and 2.2.	State, City	Yes		Computer	XXX
Engineering Technician	Responsible for assisting in designing and developing electronic equipment, including computers, communication equipment, monitoring devices, and navigational equipment. Evaluate design drawings for new or changed requirements, prepare layouts for components that need to be made, review instructions, assist with test equipment calibration, and conduct tests for new components.	3.1 - 3.4	State, City	Yes		Professional	XXX
Welder	Responsible for assembling pieces of metal together or repairing damage in metal components using heavy machinery that emits high heat, melting the metal into shape1234. Duties also include: reviewing blueprints, cutting metal into the appropriate shape, smoothing molten metal to remove creases, setting up the components for the welding process as per specifications, determining the correct equipment to use and method based on the requirements and reading drawings and blueprints and taking detailed measurements to plan the project layout.	5.1 and 5.2	State, City	No	No	N/A	
Metallurgical Engineer	Responsible for identifying methods to extract and isolate metals for testing. Perform specialized tests in the laboratory, or in the field which may require exposing the metal to natural conditions under extreme elements. documents processes and results to communicate information and keep an accurate store of metal data. Create data analysis reports and regular interval reports of findings discovered through field research.	6.1 - 6.4	State, City	Yes		Professional	XXX
Machine Maintenance Technician	Responsible for basic maintenance and repairs on machines. Duties include: cleaning and lubricating machinery, performing basic diagnostic tests, checking the performance of machinery, repair of damaged machine parts, installing and assembling new machines and equipment	6.2 and 6.3	State, City	No	No	N/A	
Manufacturing Engineering	Responsible for evaluation of manufacturing processes based on quality criteria, such as efficiency and speed; assess production and machine requirements, developing and testing effective automated and manual systems, designing and installing equipment, organizing and managing manufacturing workflows and resources, optimizing facility layouts, production lines, machine operations and network performance, resolving issues and delays in production.	5.1 - 5.4	State, City	Yes		Professional	XXX
TOTAL							XXXX***

***NOTE: This total should match the total EXEMPT labor hours proposed on the Labor Standard Summary table

LABOR STANDARDS SUMMARY TABLE				
	Non-Exempt Labor Hrs	Exempt Labor Hrs	Total Man-Hrs	%
Phase I (Base Period)				
Task 1				
SOW Subtask 1.1	8	132	140	5.71%
SOW Subtask 1.2	10	200	210	4.76%
SOW Subtask 1.3	2	22	24	8.33%
SOW Subtask 1.4	6	176	182	3.30%
SOW Subtask 1.5	2	34	36	5.56%
Task 2				
SOW Subtask 2.1	18	284	302	5.96%
SOW Subtask 2.2	9	164	173	5.20%
Task 3				
SOW Subtask 3.1	0	4	4	0.00%
SOW Subtask 3.2	0	9	9	0.00%
SOW Subtask 3.3	2	20	22	9.09%
SOW Subtask 3.4	24	336	360	6.67%
SUBTOTAL	**81**	**1,381**	**1,462**	**5.54%**
Phase II (Option Period 1)				
Task 4				
SOW Subtask 4.1	10	132	142	7.04%
SOW Subtask 4.2	0	22	22	0.00%
SOW Subtask 4.3	17	347	364	4.67%
SOW Subtask 4.4	14	176	190	7.37%
SOW Subtask 4.5	2	34	36	5.56%
Task 5				
SOW Subtask 5.1	44	489	533	8.26%
SOW Subtask 5.2	66	321	387	17.05%
SOW Subtask 5.3	18	387	405	4.44%
SOW Subtask 5.4	20	259	279	7.17%
Task 6				
SOW Subtask 6.1	8	74	82	9.76%
SOW Subtask 6.2	6	97	103	5.83%
SOW Subtask 6.3	20	261	281	7.12%
SOW Subtask 6.4	6	384	390	1.54%
SUBTOTAL	**231**	**2983**	**3,214**	**7.19%**
TOTAL	**312**	**4364**	**4,676**	**6.67%**

7.5 Small Business Subcontracting Plan

Offerors shall provide a Small Business Subcontracting Plan (developed in accordance with FAR 52.219-9) for proposals exceeding $750,000 and shall be submitted as a separate section within the Cost Volume. This requirement does not apply to small businesses. A Small Business Subcontracting Plan is also not required for proposals over $750,000 if the offeror provides confirmation of the absence of subcontracting possibilities. If a Small Business Subcontracting Master/Comprehensive Plan is submitted, Offerors shall also submit an Individual Small Business Subcontracting Plan. If a Commercial Small Business Subcontracting Plan is submitted, no other plan (Master/Comprehensive or Individual) is required. (Reference FAR 19.701 and DFARS 219.702-70).

7.6 Business Systems

Offerors shall provide the date of last audit of their accounting, property management, purchasing, and cost estimating systems along with the approval letters from the Offeror's cognizant agency. If the Offeror as a matter of corporate policy does not authorize the release of the letters to ATI, Offeror shall provide a suitable redacted version.

7.7 Certified Cost or Pricing Data

Offerors shall provide a Certification of Current Cost or Pricing Data (CCCPD) for awards over the Cost Accounting Standard (CAS) threshold of $2,000,000 and shall be submitted in the Cost Volume in accordance with FAR 15.403-4 (10 U.S.C. 2306a and 41 U.S.C. chapter 35) or shall be submitted upon request from ATI after Government acceptance of the negotiated price. CCCPDs are not required for competitive source selections in accordance with FAR 15.403-1(b)(1).

7.8 Terms and Conditions

Offerors shall have an executed Base TOA with ATI as the prime contractor prior to award of a project Task Order. The ordering period for a Base TOA is from the effective date, which is the date of the last signature on the Base TOA, through a specified ordering period end date. Individual Task Orders executed under the Base TOA will contain a project period of performance start and end date and may extend beyond the Base TOA's ordering period. The Base TOA contains the terms and conditions, provisions, and clauses applicable to each project Task Order awarded under the Base TOA.

7.9 Multiple Performing Subcontractors

In the case where multiple Subcontractors are performers on a project, one Subcontractor may be identified in the RFP as the Technical Lead. Subcontractors not identified as the Technical Lead are identified as project performers in the RFP. ATI will award separate subcontracts (Task Orders) to all project performers, including the Technical Lead, identified in the RFP.

8. AWARD ADMINISTRATION INFORMATION

The North American Industry Classification System (NAICS) code for subcontracts awarded by ATI is 541715, with a small business size standard of 1,000 employees.

Offeror's monthly cost flow as proposed in the Offeror Cost Spreadsheets will be used by ATI for the following purposes, and as such Offerors' proposals should reflect when costs are expected to be incurred, rather than when Task Order funding is projected to be required, committed, or obligated:

- Cost reasonableness determination during the proposal evaluation phase;
- Project management tool following Task Order award to assess status of project cost, schedule and performance; and
- Project-level budgeting and funds obligation planning.

9. ATI MANTECH COE RFP TAXONOMY

TERM	DEFINITION
Amendment	Written change in the terms and conditions stated within a RFP to include SOW revisions.
Base Task Order Agreement (Base TOA)	Executed agreement between ATI and its subcontractors of which the provisions, terms, conditions and clauses apply to each Task Order awarded under the Base TOA. Base TOAs have a specified ordering

	period in which Task Orders may be awarded. Base TOAs are not contracts, are not funded, do not have contract value, and do not commit or obligate ATI or subcontractor to enter into a contract (Task Order).
Computer Database	Collection of data recorded in a form capable of being processed by a computer but does not include computer software.
Computer Program	Set of instructions, rules, or routines recorded in a form that is capable of causing a computer to perform a specific operation or series of operations.
Computer Software	Computer programs, source code, source code listings, object code listings, design details, algorithms, processes, flow charts, formulae and related material that would enable the software to be reproduced, recreated, or recompiled. Computer software does not include computer databases or computer software documentation.
Computer Software Documentation	Owner's manuals, user's manuals, installation instructions, operating instructions, and other similar items, regardless of storage medium, that explain the capabilities of the computer software or provide instructions for using the software.
Consultant	Subject Matter Expert proposed but not employed by a subcontractor or lower-tier subcontractor in support of a ManTech project.
Contractor-Acquired Property	Equipment, material and tooling, software, components, etc. that are Government funded and acquired, fabricated by a subcontractor during performance as a requirement directly supporting completion of a project. Title to contractor-acquired property vests with the Government. Contractor-acquired property is reimbursed by the Government through ATI to a subcontractor as an incurred cost.
Deliverables	Contractually required project specific deliverables as identified in the subcontract Task Order SOW. Deliverables include Contractor-acquired, Government-funded equipment and material. Although not always specifically identified in the SOW, deliverables also include prototypes, mock-ups, tooling, software, samples, components purchased and/or fabricated, process specifications, designs (both components and tooling), manufacturing cost data for tooling and component fabrication, and all test results.
Equipment	Capital in nature (including equipment, machine tools, test equipment, furniture, vehicles, and accessory and auxiliary items) for use in manufacturing supplies, in performing services, or for any administrative or general plant purpose. It does not include special tooling or special test equipment. **Proposed as non-fee bearing**.
Go/No-Go Decision	Decision by the Government (ONR) to continue or discontinue performance at the end of a phase. Upon receipt of Government approval of a "Go" decision, a unilateral Task Order modification will be executed to exercise a Task Order option authorizing the subcontractor to proceed into the next phase. Upon receipt of Government approval of a "No-Go" decision, the Task Order option will not be exercised, and the project shall be determined as technically

	complete and the option to proceed into the next phase will not be exercised.
Government Purpose Rights	Asserted when developed with mixed funding which means development was accomplished with Government (regardless of the amount) and at private expense. The right to use, duplicate, or disclose technical data for Government purposes only, and to have or permit others to do so for Government purposes only.
Government-Furnished Property	Property in the possession of, or directly acquired by, the Government and subsequently furnished to the contractor for performance of a contract. Government-furnished property includes, but is not limited to, spares and property furnished for repair, maintenance, overhaul, or modification. Government-furnished property also includes contractor-acquired property if the contractor-acquired property is a deliverable under a cost contract when accepted by the Government for continued use under the contract or upon contract completion.
Integrated Project Team	All project participants to include applicable ATI COE (NSAM, CNM or CMTC), ONR, Cognizant Government Program Office(s), ATI assigned Project Technical Representative, Technical Assistant, Subcontractor, and Lower-Tier Subcontractor(s).
Limited Rights	Asserted when developed exclusively at private expense which means development was accomplished entirely with costs charged to indirect cost pools or costs not allocated to a Government contract. Permits the Government to use proprietary technical data in whole or in part. Government must obtain the expressed permission of the party providing the technical data to release it, or disclose it, outside the Government.
Lower-Tier Subcontractor	The party that has entered into a contract/purchase order awarded by a subcontractor. Project performer(s) under award directly with a subcontractor responsible for completion of specified tasks. Only subcontractor(s) and lower-tier subcontractor(s) perform SOW tasks and/or subtasks. In some cases, the Prime Contractor's (ATI) SOW identifies the lower-tier subcontractor(s).
Material	Property that may be incorporated into or attached to a deliverable end item or that may be consumed or expended during contract performance. It includes assemblies, components, parts, raw and processed materials, and small tools and supplies that may be consumed in normal use in performing a contract. Material, also referred to as supplies, is proposed separately from equipment.
Modification	Written change in the terms and conditions stated within an awarded contract (i.e., subcontract Task Order) or Base TOA.
Offeror	Potential capable sources in receipt of a solicitation from ATI.
Option	Unilateral right in a subcontract by which, for a specified time, ATI may elect to exercise for the continuation of project performance called for by the subcontract (Task Order).

Other Direct Cost	Other direct costs are costs not identified as a direct labor cost, direct material/equipment cost, direct travel cost or indirect cost. Examples include, but are not limited to material handling fees, rental fees, testing fees, shipping costs, and license fees. Proposed testing fees must be published in a commercial catalog or evidenced by the testing provider's established and documented hourly flat rate.
Prime Contractor	ATI, through its Prime Contract with the Government.
Project Gate Review	A project management Task or Subtask typically at the end of a phase in the project SOW. Project Technical Lead (Subcontractor) is required to develop and provide a presentation and conduct a review of the technical merits and business case for determining a "go/no-decision" to continue performance into the next phase of the project or discontinue performance at the end of the applicable phase.
Proposal	Offeror's response to a RFP, which is an offer subject to negotiation and evaluation of the overall value of the supply/service offered that, if accepted, would bind the offeror to perform the resultant contract.
Purchase Order	An offer (usually based upon a quote received) by a party to buy supplies or services from another party, upon specified terms and conditions. Purchase Order becomes binding after acceptance of the party receiving the offer.
Quote (or quotation)	A quote is not an offer and cannot be accepted by the recipient to form a binding contract. Issuance of a purchase order in response to a quotation does not establish a contract. The issuance of a purchase order resulting from a quote is an offer to the lower-tier subcontractor/supplier/vendor to buy certain services/supplies in the quote upon specified terms and conditions. A binding (awarded) contract is established only when the lower-tier subcontractor/supplier/vendor accepts the offer (purchase order).
Restricted Rights	Asserted when developed exclusively at private expense. This assertion applies **only to noncommercial computer software**.
Request for Information (RFI)	Used in the conduct of market research and issued to a broad base of potential sources for the purpose of determining if there are sources for supplies or services that are capable of meeting requirements. Contract cannot be awarded based on the respondent's RFI submittal.
Request for Quotes (RFQ)	A request issued to suppliers/vendors for details of the cost of meeting a specific need up to the simplified acquisition threshold ($250K); used when requirements are known and what product/service are needed. Responses to RFQs are quotations, not offers. Typically used for the purposes of awarding a purchase order.
Request for Proposal (RFP)	Solicitation provided to Offerors resulting in the submission of offers (proposals). Offer means a response to a solicitation that, if accepted, would bind the offeror to perform the resultant contract.
Rough Order of Magnitude (ROM)	A rough order of magnitude estimate is a general estimate of a project's level of effort and cost. A ROM is not a formal proposal and is non-binding. A ROM is an acceptable form of supporting documentation in

	proposals submitted to ATI **only when a competitive down select is conducted after Task Order award** for a lower-tier subcontractor or material/equipment costs. In this case, a minimum of two (2) ROMs shall be submitted with proposals as evidence of competition.
Service Employee	Includes manual laborers or other "blue collar" workers who perform work involving repetitive operations with their hands, physical skill and energy. These employees are non-exempt from the Service Contract Labor Standards (Ref: FAR 52.222-41 and CFR Part 541 of Title 29)
Shall	In accordance with the Federal Acquisition Regulation (FAR), used to indicate as mandatory or imperative; an obligation consistent with DOD Instruction 5025.1-M; performer has a binding obligation to complete a requirement which can be verified. Used in the SOW when referencing tasks to be performed by a subcontractor or lower-tier subcontractor.
Special Test Equipment	Either single or multipurpose integrated test units engineered, designed, fabricated, or modified to accomplish special purpose testing in performing a contract. It consists of items or assemblies of equipment including standard or general purpose items or components that are interconnected and interdependent so as to become a new functional entity for special testing purposes. **Proposed as non-fee bearing**.
Special Tooling Equipment	Jigs, dies, fixtures, molds, patterns, taps, gauges, and all components of these items, including foundations and similar improvements necessary for installing special test equipment, and which are of such a specialized nature that without substantial modification or alteration their use is limited to the development or production of particular supplies or parts thereof or to the performance of particular services. **Proposed as non-fee bearing**.
Statement of Work (SOW)	Government-approved document incorporated into the solicitation and resultant contract (subcontract Task Order) that states the overall project management and technical requirements and required deliverables. Subcontractors are not authorized to revise the SOW without prior Government and ATI approval.
Subcontractor	The party that has entered into Task Orders awarded by ATI. Project performer(s) identified in the SOW under award directly with ATI (prime contractor) and responsible for completion of specified tasks.
Task Order	Subcontract awarded under a Base TOA with its own SOW for a ManTech project. Task Orders have a specified period of performance and contain their own start and end dates and **may extend beyond a Base TOA's ordering period**. Task Orders can only be awarded under a fully executed Base TOA.
Technical Data	Recorded information, regardless of the form or method of the recording, of a scientific or technical nature (including computer software documentation). The term does not include computer software

	or data incidental to contract administration, such as financial and/or management information.
Unlimited Rights	Developed exclusively at Government expense, and certain types of data (e.g., form, fit, and function data; operation, maintenance, installation, and training). These rights involve the right to use, modify, reproduce, display, release, or disclose technical data in whole or in part, in any manner, and for any purpose whatsoever, and to have or authorize others to do so.
Vendor/Supplier	Business entity from which a subcontractor or lower-tier subcontractor purchases material, supplies, equipment and other end items. Vendor/Supplier does not perform SOW tasks.