

The offeror shall complete the following checklist, providing location of requested information, or an explanation of why the requested information is not provided. In preparation of the offeror's checklist, offerors may elect to have their prospective subcontractors use the same or similar checklist as appropriate.

## Proposal Adequacy Checklist

#	Submission item	Page No.	If not provided EXPLAIN (may use continuation pages)
<b>GENERAL INSTRUCTIONS</b>			
1.	Is there a properly completed first page of the proposal per FAR 15.408 Table 15-2 I.A or as specified in the solicitation?		
2.	Does the proposal identify the need for Government-furnished material/tooling/test equipment? Include the accountable contract number and Contracting Officer contact information if known		
3.	Does the proposal identify and explain notifications of noncompliance with CASB or CAS; any proposal inconsistencies with your disclosed practices or applicable CAS; and inconsistencies with your established estimating and accounting principles and procedures?		
4.	Does the proposal disclose any other known activity that could materially impact the costs? This may include, but is not limited to, such factors as: (1) Vendor quotations; (2) Nonrecurring costs; (3) Information on changes in production methods and in production or purchasing volume; (4) Data supporting projections of business prospects and objectives and related operations costs; (5) Unit-cost trends such as those associated with labor efficiency; (6) Make-or-buy decisions; (7) Estimated resources to attain business goals; and (8) Information on management decisions that could have a significant bearing on costs.		
5.	Is an Index of all certified cost or pricing data and information accompanying or identified in the proposal provided and appropriately referenced?		
6.	Are there any exceptions to submission of certified cost or pricing data pursuant to FAR 15.403-1(b)? If so, is supporting documentation included in the proposal?		
7.	Does the proposal disclose the judgmental factors applied and the mathematical or other methods used in the estimate, including those used in projecting from known data?		
8.	Does the proposal disclose the nature and amount of any contingencies included in the proposed price?		
9.	Does the proposal explain the basis of all cost estimating relationships (CERs) (labor hours or material) proposed on other than a discrete basis?		
10.	Is there a summary of total cost by element of cost and are the elements of cost cross-referenced to the supporting cost or pricing data? (Breakdowns for each cost element must be consistent with your cost accounting system including breakdown by year.)		

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11.	If more than one Contract Line Item Number (CLIN) or sub Contract Line Item Number (sub-CLIN) is proposed as required by the RFP, are there summary total amounts covering all line items for each element of cost and is it cross-referenced to the supporting cost or pricing data?		
12.	Does the proposal identify any incurred costs for work performed before the submission of the proposal?		
13.	Is there a Government forward pricing rate agreement (FPRA)? If so, the offeror shall identify the official submittal of such rate and factor data.		
<b>COST ELEMENTS</b>			
<b>MATERIALS AND SERVICES</b>			
14.	Does the proposal include a consolidated summary of individual material and services (frequently referred to as a Consolidated Bill of Materials (CBOM)) to include the basis for pricing? The offeror's consolidated summary shall include raw materials, parts, components, assemblies, subcontracts and services to be produced or performed by others, identifying as a minimum the item, source, quantity, and price		
<b>SUBCONTRACTS (Purchased materials or services)</b>			
15.	Has the offeror identified in the proposal those subcontractor proposals, for which the contracting officer has initiated or may need to request field pricing analysis?		
16.	Per the thresholds of FAR 15.404-3(c), Subcontract Pricing Considerations, does the proposal include a copy of the applicable subcontractor's certified cost or pricing data?		
17.	Is there a Price/Cost Analysis establishing the reasonableness of each of the proposed subcontracts included with the proposal? If the offeror's price/cost analyses are not provided with the proposal, does the proposal include a matrix identifying dates for receipt of subcontractor proposal, completion of fact finding for purposes of price/cost analysis, and submission of the price/cost analysis?		

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<b>EXCEPTIONS TO CERTIFIED COST OR PRICING DATA</b>			
18.	<p>Has the offeror submitted any exceptions to the submission of certified cost or pricing data for commercial items proposed either at the prime or subcontractor level, in accordance with provision 52.215-20?</p> <p>a. Has the offeror specifically identified the type of commercial item claim (FAR 2.101 commercial item definition, paragraphs (1) through (8)), and the basis on which the item meets the definition?</p> <p>b. For modified commercial items (FAR 2.101 commercial item definition paragraph (3)); did the offeror classify the modification(s) as either—</p> <p style="padding-left: 20px;">i. A modification of a type customarily available in the commercial marketplace (paragraph (3)(i)); or</p> <p style="padding-left: 20px;">ii. A minor modification (paragraph (3)(ii)) of a type not customarily available in the commercial marketplace made to meet Federal Government requirements not exceeding the thresholds in FAR 15.403-1(c)(3)(iii)(B)?</p> <p>c. For proposed commercial items “of a type”, or “evolved” or modified (FAR 2.101 commercial item definition paragraphs (1) through (3)), did the contractor provide a technical description of the differences between the proposed item and the comparison item(s)?</p>		
19.	Does the proposal include a price analysis for all commercial items offered that are not available to the general public?		
20.	Does the proposal support the degree of competition and the basis for establishing the source and reasonableness of price for each subcontract or purchase order priced on a competitive basis exceeding the threshold for certified cost or pricing data?		
<b>INTERORGANIZATIONAL TRANSFERS</b>			
21.	For inter-organizational transfers proposed at cost, does the proposal include a complete cost proposal in compliance with Table 15-2?		
22.	For inter-organizational transfers proposed at price in accordance with FAR 31.205-26(e), does the proposal provide an analysis by the prime that supports the exception from certified cost or pricing data in accordance with FAR 15.403-1?		
<b>DIRECT LABOR</b>			
23.	Does the proposal include a time phased ( <i>i.e.</i> ; monthly, quarterly) breakdown of labor hours, rates and costs by category or skill level? If labor is the allocation base for indirect costs, the labor cost must be summarized in order that the applicable overhead rate can be applied.		

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24.	For labor Basis of Estimates (BOEs), does the proposal include labor categories, labor hours, and task descriptions, (e.g.; Statement of Work reference, applicable CLIN, Work Breakdown Structure, rationale for estimate, applicable history, and time-phasing)?		
25.	If covered by the Service Contract Labor Standards statute (41 U.S.C. chapter 67), are the rates in the proposal in compliance with the minimum rates specified in the statute?		
<b>INDIRECT COSTS</b>			
26.	Does the proposal indicate the basis of estimate for proposed indirect costs and how they are applied? (Support for the indirect rates could consist of cost breakdowns, trends, and budgetary data.)		
<b>OTHER COSTS</b>			
27.	Does the proposal include other direct costs and the basis for pricing? If travel is included does the proposal include number of trips, number of people, number of days per trip, locations, and rates (e.g. airfare, per diem, hotel, car rental, etc)?		
28.	If royalties exceed \$1,500 does the proposal provide the information/data identified by Table 15-2?		
29.	When facilities capital cost of money is proposed, does the proposal include submission of Form CASB-CMF or reference to an FPRP/FPRA and show the calculation of the proposed amount?		
<b>FORMATS FOR SUBMISSION OF LINE ITEM SUMMARIES</b>			
30.	Are all cost element breakdowns provided using the applicable format prescribed in FAR 15.408, Table 15-2 III? (or alternative format if specified in the RFP)		
31.	If the proposal is for a modification or change order, have cost of work deleted (credits) and cost of work added (debits) been provided in the format described in FAR 15.408, Table 15-2.III.B?		
32.	For price revisions/redeterminations, does the proposal follow the format in FAR 15.408, Table 15-2.III.C?		
<b>OTHER</b>			
33.	If an incentive contract type, does the proposal include offeror proposed target cost, target profit or fee, share ratio, and, when applicable, minimum/maximum fee, ceiling price?		
34.	If Economic Price Adjustments are being proposed, does the proposal show the rationale and application for the economic price adjustment?		
35.	If the offeror is proposing Performance-Based Payments did the offeror comply with FAR clause 52.232-28?		

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36.	Excessive Pass-through Charges—Identification of Subcontract Effort: If the offeror intends to subcontract more than 70% of the total cost of work to be performed, does the proposal identify: (i) The amount of the offeror's indirect costs and profit applicable to the work to be performed by the proposed subcontractor(s); and (ii) a description of the added value provided by the offeror as related to the work to be performed by the proposed subcontractor(s)?		

<b>References</b>	
<b>GENERAL INSTRUCTIONS</b>	<b>INTERORGANIZATIONAL TRANSFERS</b>
1. Paragraph A(1) FAR 15.408, Table 15-2, Section I	21. Paragraph A.(2) FAR 15.408, Table 15-2, Section II
2. Paragraph A(7) FAR 15.408, Table 15-2, Section I	22. Paragraph A(1) FAR 15.408, Table 15-2, Section II
3. Paragraph A(8) FAR 15.408, Table 15-2, Section I	<b>DIRECT LABOR</b>
4. Paragraph C(1) FAR 15.408, Table 15-2, Section I, FAR 2.101, "Cost or Pricing Data"	23. Paragraph B FAR 15.408, Table 15-2, Section II
5. Paragraph B FAR 15.408, Table 15-2, Section I	24. Paragraph B FAR 15.408, Table 15-2, Section II
6. FAR 15.403-1(b)	25. FAR subpart 22.10
7. Paragraph C(2)(i) FAR 15.408, Table 15-2, Section I	<b>INDIRECT COSTS</b>
8. Paragraph C(2)(ii) FAR 15.408, Table 15-2, Section I	26. Paragraph C FAR 15.408, Table 15-2, Section II
9. Paragraph A or B FAR 15.408, Table 15-2, Section I	<b>OTHER COSTS</b>
10. Paragraphs D and E FAR 15.408, Table 15-2, Section I	27. Paragraph D FAR 15.408, Table 15-2, Section II
11. Paragraph D and E FAR 15.408, Table 15-2, Section I	28. Paragraph E FAR 15.408, Table 15-2, Section II
12. Paragraphs F FAR 15.408, Table 15-2, Section I	29. Paragraph F FAR 15.408, Table 15-2, Section II
13. Paragraph G FAR 15.408, Table 15-2, Section I	<b>FORMATS FOR SUBMISSION OF LINE ITEM SUMMARIES</b>
<b>COST ELEMENTS</b>	30. FAR 15.408, Table 15-2, Section III
<b>MATERIALS AND SERVICES</b>	31. Paragraph B FAR 15.408, Table 15-2, Section III
14. Paragraph A FAR 15.408, Table 15-2, Section II	32. Paragraph C FAR 15.408, Table 15-2, Section III
<b>SUBCONTRACTS (Purchased materials or services)</b>	<b>OTHER</b>
15. DFARS 215.404-3	33. FAR 16.4
16. FAR 15.404-3(c), FAR 52.244-2	34. FAR 16.203-4; Paragraphs A, B, C, and D FAR 15.408 Table 15-2, Section II
17. Paragraph A FAR 15.408, Table 15-2, Section II	35. FAR 52.232-28
<b>EXCEPTIONS TO CERTIFIED COST OR PRICING DATA</b>	36. FAR 15.408(n); FAR 52.215-22; FAR 52.215-23
18. FAR 2.101, FAR 52.215-20	
19. Paragraph A FAR 15.408, Table 15-2, Section II	
20. Paragraph A(1) FAR 15.408, Table 15-2, Section II	