

Proposal Checklist for Contracts, Grants, Cooperative Agreements and Other Transactions

ATTACH THIS PAGE TO THE FIRST PAGE OF YOUR PROPOSAL

In accordance with the BAA, the following has been provided. Place a check by the appropriate items or “n/a” if not applicable.

____ Technical Proposal in accordance with Section IV. Application and Submission Information, paragraph 2 “Content and Format of White Papers/Full Proposals”, subparagraph b “Full Proposals”.

____ Severable, self-standing Statement of Work (SOW), without any proprietary restrictions

____ Assertion of Data Rights or statement that no assertion is being made

____ Deliverables/Reports

____ Cost Proposal in accordance with Section IV. Application and Submission Information, paragraph 2 “Content and Format of White Papers/Full Proposals”, subparagraph b “Full Proposals” Instructions.

____ Part 1

____ Part 2

____ Start date is no earlier than six months (for a new contract, cooperative agreement or other transaction, three months for grants) after the date the cost proposal is submitted

____ Base and Option periods are priced separately

____ Subcontracting Plan (signed, specific to the proposal submitted)

____ Animal and Human Use Documentation in accordance with paragraph 3 of Section VII. Other Information

____ Central Contractor Registry (CCR) – Registered and Active

Certifications:

____ Completed the Online Representations and Certifications Application (ORCA)

____ Completed and submitted the ONR’s DFARS and Contract Specific Representations and Certifications (signed, current)

____ Certification Regarding Lobbying Activities (found in BAA or SF 424 R&R).

* NOTE: Not all items will apply to Grants (i.e., Statement of Work, Data Rights Assertion). These items should be marked as N/A if not required.