

The purpose of this Request For Estimate (RFE) is to solicit inputs to support a Proposal from Authority To Proceed (expected to be xx xxx 2004) and to complete performance on xx xxxxx 2004.

In performing this proposal effort, contractor employees are to charge their labor time to charge number xxxxxxxx. The corporate finance office has provided \$xxxxxxx for this proposal development effort

All IPTs are required to respond to this RFE in accordance with the instructions and schedule specified herein. Negative responses are required so we can insure all IPTs have analyzed the impact and costs (if any) that need to be included in the proposal from you functional areas. However, note that only required effort that is needed to support this xxxxxxxx effort will be accepted in the proposal.

The following is the planned schedule.

ACTION/(OFFICE RESPONSIBLE FOR ACTION)	Date Required
Proposal Kick Off/(PM & Contracts)	xx xxx 2005
Write Subcontractor SOWs & Provide to Subcontract Managers/(IPT engineers)	xx xxx 2005
Issue Subcontractor RFPs/(Subcontract Mgrs)	xx xxx 2005
Provide Bill of Materials to Procurement/(IPT Engineers)	xx xxx 2005
Request quotes from vendors for Bill of Materials/(Procurement)	xx xxx 2005
Begin work on the Technical Proposal/(Technical Personnel & PM)	xx xxx 2005
BOEs for Prime Contractor labor & provide to pricing/(IPT Engineers)	xx xxx 2005
Receive Subcontractor Proposals/(Subcontract Managers)	xx xxx 2005
Provide Technical Evaluation on Subcontract Proposals (IPT Engineers)	xx xxx 2005
Accomplish Subcontractor Proposal Desk Audits (Subcontract Mgr)	xx xxx 2005
Provide Desk Audits to Pricing/(Subcontract Managers)	xx xxx 2005
Bill of Material estimates to Pricing/(Procurement)	xx xxx 2005
Draft Contract Language/(Contracts)	
SOW Revisions/(IPT engineers & Contracts)	TBD
GFP Changes	TBD
CWBS	TBD
CDRLs	TBD
Proposal Ground rules & Assumptions	TBD
Technical Description Complete/MCR Complete	xx xxx 2005
Management Proposal Complete	xx xxx 2005
Staffing Section Complete	TBD
Key Personnel Section Complete	TBD
Past Performance Proposal Complete	

Pricing Complete	xx xxx 2005
Red/Blue Team Reviews/(PM & Contracts assign personnel)	xx xxx 2005
Red/Blue Team Recommended Revisions Incorporated in Proposal	xx xxx 2005
Write Proposal Transmittal Letter/(Contracts)	xx xxx 2005
Management Reviews & Proposal Revisions (Division/Corporate, etc)	xx xxx 2005
Submit Proposal	xx xxx 2005

Prime Contractor estimates (BOEs, material estimates, etc) and subcontractor proposals should be provided to John Doe (xxxxx.xxxxx@xxxx.com, (703) xxx-xxxx.

II. Ground Rules and Assumptions

The Period of Performance for the basic effort is from ATP (projected to be xx xxx 2004) to completion which is expected to be xx xxx 2004.

The proposal will consist of two hardcopy volumes, Technical (Volume I) and Cost (Volume II) and a softcopy using Microsoft Office (MO) 2000 for the technical proposal and MO 2000 Excel for the cost volume.

The Prime Contractor Proposal Manager (Mr. Xxx xxxxxxx) will be responsible for managing this proposal effort and performing on this contract once we have won this award. However, the following Prime Contractor employees will provide proposal support as annotated below:

Mr. Xxxx xxxxxxxxxxxxxx	Phone:	e-mail:
Mr. Xxxx xxxxxxxxxxxxxx	Phone:	e-mail:
Mr. Xxxx xxxxxxxxxxxxxx	Phone:	e-mail:

The firm proposal will be in two parts, Volume I will contain the Technical Proposal and Volume II will contain the cost proposal. Clearly identify particular resources to the Contract Work Breakdown Structure. The technical volume, as a minimum, shall also include the following:

- (1) A staffing plan. The plan must identify personnel to be employed for this effort including the number of personnel, functional organization, labor category, and the number of labor hours. Identify subcontractors, including each subcontractor role and/or responsibility and each subcontractor staffing plan to the same level of detail as the Prime Contractor staffing plan.
- (2) Include a Contract Work Breakdown Structure (CWBS) based on the contract CWBS.
- (3) Include a listing of any ground rules and assumptions that we will need to include in our proposal so as to properly limit our exposure to issues that were not already addressed in the RFP.

If this RFP will result in a change to the existing contract, technical personnel shall identify the sections of the contract that will be changed as a result of this proposal. Please submit changes to xxx xxxxxxx by xx xxx 2004.

III. Statement of Work

The statement of work provided via the RFP is attached to this document. Major Subcontract Managers (MSMs) shall prepare subcontractor SOWs if necessary. MSMs shall also prepare the Interdepartmental Work Authorizations (if any) and authorize the appropriate level of funding for subcontractor support for this change proposal effort. If this is a new acquisition (as opposed to a change to an existing contract), the subcontract B&P costs should come out of subcontractor overhead.

IV. List of involved IPTs and Subcontractors (By the Prime Contract Organization)

XXXXXXXXX IPT
XXXXXXXXX IPT
XXXXXXXXX IPT

V. Pricing Instructions

1. The Task 1 and Task 2 proposals will consist of a Firm proposal.
2. All estimated tasks will be segregated by WBS and time-phased by month.
3. The RFP WBS structure will be used to price the proposal alternatives.
4. The CLIN structure shall be as follows and will be used to price the Firm Proposal (*or type of contract as directed by the RFP*).
5. The period of performance for the Task 1 proposal is from ATP (which is assumed to be xxx 2004) to xx xxx 2004
6. All IPTs/organizations impacted by this future effort will provide their labor hour estimates on the company standard BOE template..
7. Proposal Preparation tasks will be estimated by the impacted organization and priced discretely.

VI. Contracts Instructions

IPT Leads - IPT leads shall consolidate inputs/issues, and forward a consolidated IPT response to (xx xxxxx, xxx xxxxx and xxx xxxxx).

Planning and Scheduling (P&S) – shall provide the Integrated Management Proposal which shall include the Integrated Management Plan (IMP) and the Integrated Management Schedule (IMS).

We appreciate your support to meet the required due dates as all dates must be met so we can provide a proposal that is responsive to the RFP. All activities are required to notify Mr. xxx xxxxxxxx at 703-xxx-xxxx (xxx.xxx@xxx.com) when actions are complete.

Questions or comments may be directed as follows:

Technical points of contact:

Xxx xxxxxx, xxx.xxxxx@xxxxx.com, 703-xxx-xxxx and/or
703-xxx-xxxx

Contracts point of contact:

Xxx xxxxxxxx, xxxx.xxxxx@xxxxxx.com, (703) xxx-xxxx

Pricing point of contact:

Xxxx xxxxxx, xxxx.xxxxx@xxxx.com, (703) xxx-xxxx

Signatures:

Xxxxx xxxxxxxx
Contracts

xxxx xxxxxxxxx
Pricing

Attachments:

1. Government RFP Transmittal Letter
2. Government RFP
3. (Other Documents as necessary)