## Business and Cost Proposal

### A.1. Cover Page

|  |  |
| --- | --- |
| Applicant Organization Name: |  |
| UEI Number: |  |
| Taxpayer Identification Number: |  |
| Lead PI Name: | Lead PI Name, Email Address, Phone (Citizenship) |
| Contractual Point of Contact: | Name, Email Address, Phone |
| Project Name: |  |
| 1. Summary description of project being proposed |  |
| 2. Description of Federal research requirement (s) |  |
| 3. Government POC | Name, Title, Department, Agency -- Phone, Email Address |
| 4. University Team Members | Institution, Lead Contact Name, Email Address, Citizenship, UEI Number; Institution, Lead Contact Name, Email Address, Citizenship, UEI Number |
| 5. Industry Team Members | Company, Lead Contact Name, Email Address, City, State, Citizenship; Company, Lead Contact Name, Email Address, City, State, Citizenship |
| 6. Cost share listed by source (Industry, University, Other) | Source, $N,NNN,NNN |
| 7. Potential Follow-On Funding | List by organization and timing -- Funder, $N,NNN,NNN, Year: NNNN -- Funder, $N,NNN,NNN, Year: NNNN |
| 8. Funding requested by calendar year | 2025: $NNN,NNN; 2026: $NNN,NNN; 2027: $NNN,NNN Total Requested: $NNN,NNN |
| 9. New jobs created by the end of State Fiscal Year 2027 (June 30, 2027) | NNN |
| 10. Background IP contributed | (State what it is and who owns it) |
| 11. Anticipated Project IP Created | (Describe what may be generated, and how it will be protected/shared) |
| 12. Statement indicating that your firm is not debarred, suspended or proposed for debarment as the result of performance under any Federal contract, grant, or cooperative agreement | |
| 13. Prior, current, or Pending Support of Similar Proposals or Awards: (see Technical Proposal instructions) | |
| 14. Appendix 1A or 1B: include a statement of which contract applies to your firm. Primary Applicant will be bound by the terms unless an exception(s) is clearly identified in the Business and/or Cost Proposal. | |
| 15. Statement attesting that Primary Applicant has read all Appendices. | |

## Business Proposal

### B.1. Vendor Profile

The Applicant shall complete the Vendor Certification Form (Attachment 1) and provide as a part of its proposal submission.

### B.2 Negotiators and Authorized Signature

The Applicant shall provide the name, title, telephone number of the person(s) authorized to negotiate on its behalf. The Applicant shall also provide the name, title, and email of the person authorized to sign the awarded contract.

### B.3. Data Rights Assertion

Proposers shall complete and sign Attachment 3, Data Rights Assertions.

### B.4. Organizational Conflict of interest (OCI) Certification

Proposer shall complete Attachment 4, OCI Certification.

### B.5. Exceptions

Exceptions to the terms and conditions of the Opportunity Announcement, including Appendix 1A and 1B, Contract Terms and Conditions, are **NOT** sought and OFRN/Parallax is under no obligation to enter into negotiations related to such exceptions. However, if the Applicant choses to take exceptions, such exceptions shall be clearly listed as an Appendix to the Business and Cost Proposal Volume using Attachment 1 Vendor Profile and Attestations.

### B.6. Proposal Validity Period

The proposal shall designate a validity period. This period shall not be less than 180 days from the date of submission.

## Cost Proposal

The Primary Applicant is responsible for developing a cost proposal that provides appropriate understanding of the proposed use of funding, cost share contributions (optional but favored), and indirect charges being applied. The cost proposal should contain the following information and proposed total costs target should be **between $800,000 to $1,250,000, excluding cost share.**

### C.1. Cost Worksheet

Primary Applicant shall complete the Excel Cost Worksheet (Attachment 2) for the basis of its cost proposal. Primary Applicant shall complete each worksheet tab by cost element, to include optional Cost Share, further defined below where applicable. Costs must be separated out for each performance period, and Primary Applicant shall add lines where needed. When completing these worksheets, please ensure all formulas remain intact.

### C.2. Cost Narrative

Primary Applicant shall describe the basis of estimate in narrative form for each of the proposed cost elements.

### C.3 Direct Labor

For Direct Labor, Primary Applicant shall provide a narrative rationale for the labor categories selected and hours proposed for the project period (18 months). Primary Applicant shall also provide labor category descriptions (e.g., job duties, years of required experience, education level etc.) for all positions. Finally, Primary Applicant shall provide resumes for all named Key Personnel. **Resumes should be abbreviated (5 page maximum**) to spare reviewers’ time in reviewing numerous pages of published references and lifelong accomplishments and be submitted as an appendix.

### C.4 Supplies, Materials, Equipment, Tuition Costs (Other Direct Costs)

Primary Applicant shall provide narrative rational for the proposed items, and each item’s role in relation to project completion. Primary Applicant shall support the proposed cost with quotations, detailed engineering estimates, or other past historical pricing information to support such proposed amounts. If proposing IT equipment, Primary Applicant shall state why such equipment cannot be provided through currently present resources.

**ONLY APPLICABLE TO UNIVERSITIES**: For tuition costs, Primary Applicant shall provide a copy of the University policy supporting reimbursement of such cost.

### C.5. Travel

Primary Applicant shall provide a narrative description/justification for each proposed travel trip, which states the purpose, location, number of travelers, duration. Travel costs shall be priced by individual cost element (e.g. airline, car rental, lodging, and per diem] in accordance with the State of Ohio Office of Budget and Management (OBM) Travel Rule. This Travel Rule can be located at: <https://obm.ohio.gov/wps/portal/gov/obm/areas-of-interest/agency-overview/obm-travel-rule>.

Travel to international conferences, including applicable registration, is not authorized and shall not be proposed. Travel to conferences specifically related to work performed under this requirement is not prohibited if such costs are allocable, allowable under the State of Ohio OBM Travel Rule, and reasonable.

### C.6. Indirect Costs

Primary Applicant shall provide detailed information regarding its proposed indirect cost buildup and application to direct cost pools. Indirect costs are those that support general business operations but are not attributable to one cost objectives. Indirect Costs are specific to accounting systems, but commonly Indirect Costs include, General and Administrative (G&A) or Facility and Administrative (F&A), Overhead, Fringe Benefits, etc.

Primary Applicant shall support its proposed indirect costs by providing its approved provisional indirect rate letter, a forward pricing rate agreement by a cognizant audit agency, or any other evidence that its indirect rates have been reviewed by a third-party accounting or financial firm.

If the Primary Applicant does not have approved provisional indirect rates, a forward pricing rate agreement, or its rates have not been reviewed by a third-party accounting or financial firm, Primary Applicant shall use a de minimis indirect rate of 10% against its direct costs.

Furthermore, Primary Applicant shall provide support that its accounting system has been approved by a cognizant audit agency or a third-party accounting or financial firm. If the Applicant has not had its accounting system reviewed and approved, the Applicant shall complete the Accounting System Survey indicating that its accounting system can support proper segregation of costs required for cost reimbursement type contracts/subcontracts.

Lastly, Primary Applicant shall confirm that no portion of the OFRN funding is used to provide bonuses, incentive compensation, or rewards.

### C.7. Subcontracts

If proposing lower tier Collaborators/Subcontractors, Primary Applicant shall require they also provide the same cost detail and narrative information as described above applicable to the Applicant. These costs are to be provided at least to a summary level in the Applicant’s Primary Excel Worksheet. Primary Applicant shall provide a narrative supporting the basis of the lower tier Collaborator/Subcontractor costs. The Subcontractor may provide an unsanitized copy of its Cost Proposal, with proprietary information, directly to [OFRN-Submission@parallaxresearch.org](mailto:OFRN-Submission@parallaxresearch.org). Email messages must include “Subcontractor Cost Proposal” in the subject line and identify the Primary Applicant organization in the body of the message.

### C.8. Cost Sharing

Proposed Cost Share shall be provided in narrative form, along with completion of the appropriate tab in the Cost Worksheet. Cost Share is an evaluation criterion for OFRN projects for two reasons: (1) It shows that the Primary Applicant and its partners are fully committed to the success of the proposed projects. (2) It increases the level of resources that are available to support the execution of a project. For example, if the Primary Applicant is awarded $500,000 in funding by the OFRN and the Primary Applicant has to arrange for $500,000 in committed cost share, then the total effective budget to perform the work is $1 million. Accordingly, each proposal must clearly describe how the identified cost share will be used to support execution of the project.

If awarded a contract, Primary Applicant will adhere to the following Cost Share requirements governing its identification and use for project expenditures in Attachment 5: Cost Share Guidelines. Ideally OFRN leadership would expect Industry cost share to pay for its expenses related to the project research.

## Attachments

### Attachment 1: Vendor Profile & Attestations

### Attachment 2: Excel Cost Worksheet (Definitions are in Definitions Tab)

### Attachment 3: Data Rights Assertions

### Attachment 4: OCI Certification Form

### Attachment 5: Cost Share Guidelines