



**Ohio
Federal
Research
Network**

Driving Innovation Through Strategic Partnerships

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A. Business Proposal

A.1. Cover Page

Prime Applicant Organization Name:	
UEI Number:	
Taxpayer Identification Number:	
Lead PI Name:	Lead PI Name, Email Address, Phone
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, UEI -- Institution, Lead Contact Name, Email Address, UEI Number
5. Industry Team Members	Company, Lead Contact Name, Email Address, City, State; Company, Lead Contact Name, Email Address, City, State
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	2023: \$NNN,NNN; 2024: \$NNN,NNN; Total Requested: \$NNN,NNN
9. New jobs created by the end of State Fiscal Year 2025	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 5A or 5B: include a statement of which contract applies to your firm. Prime 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 Prime Applicant has read all Appendices.	

A.2. Vendor Profile

The Applicant shall complete the Vendor Certification Form (Appendix 2) and provide as a part of its proposal submission.

A3. 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 and title of the person authorized to sign the awarded contract.

A.4. Organizational Conflict of interest (OCI) Certification

The Applicant shall provide a statement identifying any known or potential Conflicts of Interest related to this work and provide an OCI Mitigation Plan outlining actions to be taken to avoid, neutralize, or mitigate known or potential conflicts of interest prior to award of subcontract pursuant to this opportunity. If no known or potential conflicts of interest exist, state so on official organization letterhead. Note: successful Applicant(s) shall have an ongoing duty to report any OCI that arises or is discovered to the Parallax Contracts Administrator

A.5. Exceptions

Exceptions to the terms and conditions of the Opportunity Announcement, including Appendix 5 A and B, 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.

A.6. Data Rights Assertion

Applicants are advised to submit a listing of asserted restrictions on data rights in the following table:

Technical Data to be Furnished with Restrictions*	Basis for Assertion**	Asserted Rights Category***	Naming of Person Asserting Restrictions****
(LIST)	(LIST)	(LIST)	(LIST)

*If the assertion is applicable to items, components, or processes developed at private expense, identify both the data and each such item, component, or process.

**Generally, the development of an item, component, or process at private expense, either exclusively or partially, is the only basis for asserting restrictions on the Government's rights to use, release, or disclose technical data pertaining to such items, components, or processes. Indicate whether development was exclusively or partially at private expense. If development was not at private expense, enter the specific reason for asserting that the Government's rights should be restricted.

***Enter asserted rights category (e.g., government purpose license rights from a prior contract, rights in SBIR data generated under another contract, limited or government purpose rights under this or a prior contract, or specifically negotiated licenses).

****Corporation, individual, or other person, as appropriate.

A.7. Proposal Validity Period

The proposal shall designate a validity period. This period shall not be less than 120 days from the date of submission.

A.8. Proposer Prepared Statement of Work

The SOW shall be a separate and distinct part of the proposal package, using a page break to divide it from the business proposal. The proposed SOW must contain a summary description of the technical

methodology and task description in broad enough detail to provide contractual flexibility. The SOW should show subcontractor detail. Subcontract copies and supporting documents do not count against the page limit and should be submitted as an appendix. The following is the recommended format for the SOW; begin this section on a new page. **DO NOT include proprietary information in the SOW.**

1.0 – Objective: This section is intended to provide a brief overview of the specialty area. It should explain why it is being pursued and the expected outcome

2.0 – Scope: This section should provide a concise description of the work to be accomplished, including the technology area to be investigated, goals, and major milestones. However, the key elements of this section are task development and deliverables, i.e., the anticipated end result and/or product of the effort. This section must also be consistent with the information in 4.0 (below).

3.0 – Background: The proposer shall identify appropriate specifications, standards, and other documents applicable to the effort. This section includes any information, explanation, or constraints to understanding the requirements. It may include relationships to previous, current, and/or future operations. It may also include techniques previously found to be ineffective.

4.0 – Task/Technical Requirements: The detailed description of the individual tasks to accomplish the work to be performed is considered to be legally binding on the proposer. Therefore, it must be developed in an orderly progression with sufficient detail to establish overall program requirements and goals. The work effort must be segregated into major tasks and identified in separately numbered paragraphs.

B. 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 \$750,000 to \$1,500,000, excluding cost share.**

B.1. Cost Worksheet

Primary Applicant shall complete the Excel Cost Worksheet (Appendix 4) 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.

B.2. Cost Narrative

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

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.

Supplies, Materials, Equipment, Tuition Costs (Designated as “Other Direct Costs” in the Cost Worksheet) – Primary Applicant shall provide narrative rationale 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.

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.

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 objective. 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.

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. Email messages must include "Subcontractor Cost Proposal" in the subject line and identify the Primary Applicant organization in the body of the message.

B.3. 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 arranged 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 Appendix 3: Cost Share Guidelines. Ideally OFRN leadership would expect Industry cost share to pay for its expenses related to the project research.

B.4. Definitions are in Appendix 4: Excel Cost Worksheet: Definitions Tab.