



Date

Subcontractor's Name
 Street Address
 City, State Zip

Attention: Contracts POC, Title
 Subject: Request for Proposal (RFP) – *Project Title* (ManTech #)
 Reference: Center Name, Prime Contract No. N00014-XX-D-XXXX

Dear Mr./Mrs. POC Last Name:

Advanced Technology International (ATI) requests a Cost-Plus-Fixed-Fee (CPFF) or Firm-Fixed-Price (FFP) proposal in support of the Center Name (Acronym) pursuant to the requirements contained and referenced herein. Any resultant award will be subject to a satisfactory review of technical merit and cost reasonableness by ATI and the Government, and the Government's approval of the project and selection for funding. If your organization does not possess a Government approved accounting system, a FFP proposal should be submitted. If awarded, it is contemplated this effort will be performed as a Task Order issued under Base Task Order Agreement (Base TOA) #XXXX-XXX between Subcontractor Name and ATI. Task Order award of this project is contingent upon a fully executed Base TOA that contains the terms and conditions that apply to each TO award under the Base TOA. ATI administers the CENTER ACRONYM program under Prime Contract #N00014-XX-D-XXXX. For business size certification purposes, the NAICS code for this proposal is 541715. This is a solicitation and does not commit ATI to reimburse any costs incurred in the preparation of the offeror's proposal. Subcontractor's bid and proposal cost incurred in response to the RFP is allowable and can be directly charged under the current Task Order xxx under Base TOA 20xx-xxx.

Key Takeaways

Topic	Description
Proposal Due Date	DD Month YYYY
Proposal Bid Validity	180 calendar days from proposal submission
Technical Volume / Cost Volume	Offerors must adhere to the Proposal Instructions provided as Attachment A.
Cost Spreadsheets	Refer to Section 7.2, Offeror Cost Spreadsheets, in Attachment A for detailed guidance. Cost spreadsheets must be submitted as an Excel file and have all formulas intact.
Overtime	Refer to Section 7.3.1, Direct Labor, in Attachment A for detailed guidance
Service Contract Labor Standards	Refer to Section 7.4, Service Contract Labor Standards Summary, in Attachment A for detailed guidance

Proposal Instructions

Proposal preparation instructions are contained in the ManTech Proposal Instructions, which is included as Attachment A to this RFP. Please prepare your proposal package in accordance with this document and the instructions that follow.

Proposal Summary

The Proposal Summary is included as Attachment B to this RFP. The purpose of the Proposal Summary is to ensure a complete response and facilitate an efficient and timely review by both ATI and the Government. Your proposal will not be accepted without a completed and signed Proposal Summary.

Technical and Cost Volumes

Please refer to Attachment A for Technical and Cost Volume guidance, format and instructions. A copy of the required ManTech Cost Spreadsheets is provided as Attachment C and shall be completed as part of your organization's complete proposal response. Please complete the attached cost spreadsheets to include formulas and do not change any formulas without prior permission. Be advised the quantities and types of items proposed in the Man-Hour Summary Table and Material/Equipment Summary Table included in the Technical Volume must be consistent with those proposed in the Cost Volume. Both the Technical and Cost Volumes shall be submitted via email to the Contracts Representative identified in the table below, the ATI personnel included on the RFP issuance email and to ManTech-ATIcontracts@ati.org.

Statement of Work

The proposal should address the technical tasks and required deliverables included in the attached project Statement of Work (SOW), which is included as Attachment D to this RFP. Changes to the SOW are not authorized. In accordance with Section 6.3 of the ManTech Proposal Instructions, any updates, changes or revisions to the scope of work (i.e., tasks) or material, travel, etc. of the attached SOW must be coordinated with the ATI Technical and Contractual points of contact (POC) in advance of proposal submission. If approved, the solicitation will be amended and the Technical and Cost Volumes of your proposal shall reflect the approved changes. The SOW is not to be resubmitted or included in proposal submission. The SOW for ManTech projects will be contractually incorporated into the Task Order awarded under the Base TOA.

Period of Performance

The estimated period of performance is XX months from Government award date. It is anticipated the period of performance will start on or around dd Month 20YY.

Subcontractor Team

It is expected that ABC, DEF, and GHI will participate together on this project, with ABC assuming the lead role.

Other Required Forms

The following forms must also be completed and returned as part of your organization's proposal submission:

- 1) Attachment E – Identification and Assertion of Restrictions on the Government's Use, Release, or Disclosure of Technical Data or Computer Software
- 2) Attachment F – Additional Certification
- 3) Attachment G – Government Furnished Property (if applicable)
- 4) Attachment H – Annual Representations, Certifications and Other Statements
- 5) Attachment I – Service Contract Labor Standards Tables
- 6) Attachment J – Subcontractor Responsibility Questionnaire

The complete proposal package must be submitted to the undersigned no later than close of business on XX Month 20XX.

Should you have questions or need clarification concerning any of the above requirements, please do not hesitate to contact the appropriate point of contact identified in the table below.

Role	Name	Title	Phone	Email
Contractual	Contracts Rep	Title	(843) 760-xxxx	fname.lname@ati.org
Technical	Project Manager	Title	(8xx) xxx-xxxx	fname.lname@ati.org

Sincerely,

Kathy Garee
Contracts Manager

Attachments: A – Proposal Summary
B – ManTech Proposal Instructions
C – Cost Spreadsheets
D – Statement of Work, Project Title, Rev. XX, dated XX Month 20XX
E – Technical Data/Intellectual Property Disclosure and Assertion Form
F – Additional Certification
G – Government Furnished Property
H – Annual Representations, Certifications and Other Statements
I – Service Contract Labor Standards Table
J – Subcontractor Responsibility Questionnaire

cc: Subcontractor's technical POC, Title
COE Director Name, Title (ATI)
PM Name, Title (ATI)