

Date

Subcontractor's Name
Street Address
City, State Zip

Attention: Contracts POC, Title
Subject: Request for Proposal (RFP) – *Project Title* (ManTech #)
Reference: Naval Shipbuilding and Advanced Manufacturing (NSAM) Program

Dear Mr./Mrs. POC Last Name:

Advanced Technology International (ATI) requests a [*choose appropriate contract type*: Cost-Plus-Fixed-Fee (CPFF) or Firm Fixed Price (FFP)] proposal in support of the Naval Shipbuilding and Advanced Manufacturing (NSAM) program 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 awarded, it is contemplated this effort will be performed as Task Order issued under Base Task Order Agreement No. XXXX-XXX between Subcontractor Name and ATI. ATI administers the NSAM program under Prime Contract No. N00014-19-D-7001. 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.

Proposal Summary

A Proposal Summary is included as Attachment A 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.

Proposal Instructions

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

Technical and Cost Volumes

Please refer to Attachment B for Technical and Cost Volume, format, and instructions. A copy of the ManTech Cost Spreadsheets are provided as Attachment C and shall be completed as part of your organization's complete proposal response. Also, provided is a spreadsheet containing Appendices A and B of the ManTech Proposal Instruction. These appendices shall be included in the Technical Volume of your proposal. Both the Technical and Cost Volumes shall be submitted via email to the Contracts Representative identified in the table below and to ManTech-ATIcontracts@ati.org.

Project Planning Document

The Office of Naval Research (ONR) approved Project Planning Document (PPD) is included as Attachment D. Changes to the PPD are not authorized. In accordance with Section 6.4 of the ManTech Proposal Guide, any updates, changes or revisions to the scope of work (i.e. PPD tasks) or material, travel, etc. of the attached PPD must be coordinated with the ATI Technical Point of Contact (POC) in advance of proposal submission. If approved by the ATI Technical POC, the solicitation will be amended and the Technical and Cost Volumes of your proposal shall reflect the approved changes.

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 XX Month, 20XX.

Subcontractor Team

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

Other Forms

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

- 1) Attachment E – Technical Data/Intellectual Property Disclosure and Assertion Form
- 2) Attachment F – Additional Certification
- 3) Attachment G – Government Furnished Property List
- 4) Attachment H – Subcontractor Responsibility Questionnaire [Include if new subcontractor]

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 below.

Role	Name	Title	Phone	Email
Contractual	Cheryl Hicks	Senior Contracts Administrator	(843) 760-3353	cheryl.hicks@ati.org
Technical	Robert Mashburn	NSAM Deputy Director	(843) 760-3499	robert.mashburn@ati.org

Sincerely,

Cheryl Hicks
Senior Contracts Administrator

Attachments: A – Proposal Summary
 B – ManTech Proposal Instructions
 C – ManTech Cost Spreadsheets
 D – Statement of Work and/or Project Planning Document Project Title, (Rev. #), date
 E – Technical Data/Intellectual Property Disclosure and Assertion Form
 F – Additional Certification
 G – Government Furnished Property
 H – Subcontractor Responsibility Questionnaire

Cc: Subcontractor's technical POC, Title
 Name, ATI Title