NATIONAL ACADEMY OF PUBLIC ADMINISTRATION

VOLUME II - COST

PERSONNEL STUDY OF
THE INTELLIGENCE COMMUNITY

Solicitation No. 88-A109

February 3, 1988

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MC:ams Sullivan/ams Declassified in Part - Sanitized Copy Approved for Release 2013/03/14: CIA-RDP90-00530R001002330010-7

I. CONTRACT PRICING PROPOSAL

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ACCOUNTINGSTA	NDARDS? (If "Yes," expl	in in proposal)	1.	DISCLOSED PRACTIC	e," explain in I	Pro	(BLE C (Posal)	DST ACCOUNT	ING
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This proposal is sub	emitted in response to the R	FP contract, modification, e	tc.	in Item 1 and reflects ou	r best estimate	\$ 84	nd/or ac	tual costs as of	this date.
Ray Kline, F	- (* / //-/		1	6. NAME OF FIRM					
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National Academy of Public Administration Foundation

Personnel Study of the Intelligence Community Contract Pricing Proposal

Project Staff	<u>Units</u>	Rate	Total
Sr. Res. Assoc./Project Dir.	125 days	\$ 325	\$ 40,625
Sr. Res. Assoc./Deputy Pro. Dir	•	300	54,000
Research Associates	150 days	250	37,500
Reseach Associate	140 days	225	31,500
Survey/Res. Assistance		. -	20,500
Adm. Ass't.	150 days	160	24,000
Project Secretary	150 days	150	22,500
Honoraria # of Members: 7 $7 \times 150 = $1050/\text{mtg}$.	5 mtgs.	1050	5,250
12007,	•		
Other Direct Costs			
Travel			
Panel - 1 member/5 mtgs.	5 trips	950	4,750
Staff - 4 staff/2 trips Local Travel	8 trips	650	5,200 1,200
Per Diem			
Panel - 5 trips x 1 1/2 days	7 1/2 days	112	840
Staff - 8 trips x 2 1/2 days	20 days	110	2,200
Conference Costs	,		900
Telephone/Postage/Delivery			1,200
Project Supplies		ů.	1,000
Duplication			600
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Total Direct Costs		4	\$253,765
Overhead at 86%			218,238
TOTAL COSTS			\$472,003
Academy fee			27,997
TOTAL PROJECT			\$500,000

CostEst/ams

IL PRICING INFORMATION

NATIONAL ACADEMY OF PUBLIC ADMINISTRATION FOUNDATION COST OR PRICING DATA

PROPOSED GENERAL AND ADMINISTRATIVE (G&A) RATE

The National Academy of Public Administration Foundation has prepared its proposal, using a G&A rate of 86%. This rate compares to the 90% target budget rate used in several prior years. The actual rate depends upon the total actual annual revenues, which vary from year to year. The G&A expenses are tightly budgeted, commensurate with the revenue uncertainties. The G&A expenses include the indirect operating expenses and administrative expenses that support the research/studies program.

The National Academy's recent actual rates are:

	G&A Rate	Fringe Rate	Audited by DCAA
FYE September 30, 1982	93.8%	28.8%	Yes
FYE September 30, 1983	94.5	32.9	Yes
FYE September 30, 1984	100.0	38.1	Yes
FYE September 30, 1985	94.8	35.2	No
FYE September 30, 1986	98.2	34.6	No
FYE September 30, 1987	93.4	38.0	No

The computation of the actual rate for FYE Sept. 30, 1987 is attached.

For FYE September 30, 1987, the G&A budget approved by the Board of Trustees is detailed in the attached schedule. The estimated overhead rate for the year is anticipated to be:

Total G&A Expense	a	\$692,900
Total Direct Costs	b	805,700
Total G&A Rate	a/b	86%

For many years we have used 90% as a target rate with the results as shown above, however, for purposes of this proposal, we have projected a 86% G&A expense rate on the basis of expectations that the proposed contract will be awarded to the National Academy.

The National Academy of Public Administration Foundation is audited by the Capital Branch Office, Defense Contract Audit Agency. The audit supervisor is Mr. Joseph Seader who may be reached at (703) 694-8443, Arlington, Virginia.

G-Arate/ams

National Academy of Public Administration Foundation Proposed General and Administrative Expense Rate FYE September 30, 1987

Salaries		\$ 239,698
Employee Benefits		91,705
Contracted Services		76,606
Conference Expenses		11,767
Professional Dues		3,150
Professional Services		6,152
Travel		14,098
Delivery		4,455
Telephone & Telegraph		11,285
Postage & Mailing		4,564
Duplicating & Printing		17,286
Office Supplies		20,438
Occupancy		106,420
Insurance		7,789
Equipment Rental		12,468
Repairs & Maintenance		11,792
Books & Periodicals		2,020
Miscellaneous		5 , 890
Computer Service		640
Amortization & Depreciation		9,924
Interest Expense		-0-
Total G&A submitted	Α	658,147
Item not includible - Publications		25,938
Total G&A per financial report		684,085
Allocation Base: Total Direct Costs less equipment, alterations and	В	705,681
renovations		· · · · · · ·
G&A Rate	A/B	93.4%

National Academy of Public Administration Foundation Fringe Benefit Rate FYE September 30, 1987

		FYE 9/30/8	7
Payroll Taxes Employee Benefits Leave Expense		\$ 27,886 58,613 39,514	
Total Fringe Benefits	A	\$ <u>126,013</u>	(1)
Direct Salaries Indirect Salaries		92,249 239.698	
Total Salaries	В	\$ <u>331,947</u>	(1)
Fringe Benefit Rate (A divided by B)		38.0%	
Amounts allowable: Direct Costs Indirect Costs		\$ 35,019 90,994	
TOTAL		\$ <u>126,013</u>	

Note: (1) Reconciliation to Coopers and Lybrand report

Total Fringe Benefits			\$126,013
Total Salaries	· .		331,947
Total per C & L report			\$457,960

MC:ams MC-Hahn/ams

NATIONAL ACADEMY OF PUBLIC ADMINISTRATION FOUNDATION

Budget FY 1988

The NAPAF budget for FY 1988 is based upon the following:

- 1. Increase FY 1988 Revenues by 12% over FY 1987
- 2. Target Overhead Rate

86%

(In the prior three years the target rate was 90%. Actual rates ranged from about 88% to 98%.)

- 3. All activities will be conducted at 1120 G Street. The budget does not include costs for additional space requirement, if needed.
- 4. Financial objective: Earn \$50,000 excess of revenues over costs to increase General Fund (equity capital). Research activities should be self sustaining.
- 5. FY 1988 NAPAF operating budget:

Revenues	,	\$1,	548,600
Direct Costs	\$805,700		
Indirect Costs	692,900	1,	498,000
Net Excess of Revenues over cos	sts	\$	50,000

6. General support contributions target - \$52,500
These contributions support publications and dissemination costs.
The revenues and expenses are not included in the operating budget above.

NATIONAL ACADEMY OF PUBLIC ADMINISTRATION FOUNDATION

G & A Expenses (Indirect Costs)

Budget Data FY 1988

	FY1987 Approved Budget	FY1987 10 Months Actual Annualized	FY1988 Proposed Budget
·			
Salaries	\$234,600	\$243,306	\$255,500
Fringes (35%)	84,500	93,436	89,400
Contracted Services	59,000	65,015	68,000
Conferences	16,000	13,399	16,000
Professional Dues	3,500	3,750	3,500
Legal & Accounting	10,000	9,682	11,000
Travel & Subsistence	18,000	14,165	17,000
Delivery	3,800	3,590	3,800
Telephone	14,000	11,782	13,000
Postage & Mailing	7,500	2,970	4,000
Duplicating/Printing	17,500	18,108	18,000
Office Supplies	14,500	18,108	18,000
Occupancy	105,600	105,318	117,200
Insurance	5,500	9,190	9,000
Equipment Rental	15,000	12,528	13,000
Repairs/Maintenance	18,000	18,311	21,000
Books/Periodicals	2,500	1,974	2,500
Computer Expense	3,000	652	2,000
Miscellaneous	1,500	570	1,500
Amortization & Depreciation	8,000	8,075	9,500
TOTAL.	\$642,000	\$653,929	\$692,900

III. CERTIFICATE OF CURRENT COST OR PRICING DATA

CERTIFICATE OF CURRENT COST OR PRICING DATA

	that, to the best				
as defined in	FPR 1-3.807-3	submitted,	either act	tually or by	specific
identification in	writing to the	Contracting	Officer or	his represent	ative in
support of _Sol:	icitation NO. 88	8-A109	are a	accurate, comp	lete, and
current as of (da	y) (month) (ye	ar) Februar	v 2. 1988	**	

This certification includes the cost or pricing data supporting any advance agreement(s) and forward pricing rate agreements between the offeror and the Government which are part of the proposal.

Firm	National Academy of Public Administration Foundation	1
Name	Morton Cohen	
Title	Chief Financial Officer	
Date o	f Execution February 2, 1988 **	* *

(End of Certificate)

- * Describe the proposal, quotation, request for price adjustment or other submission involved, giving appropriate identifying number (e.g., RFP No. 88-A109
- **The effective date shall be the date when price negotiations were concluded and the contract price was agreed to. The responsibility of the contractor is not limited by the personal knowledge of the contractor's negotiator if the contractor had information reasonably available at the time of agreement, showing that the negotiated price is not based on accurate, complete and current data.

***This data should be as close as practicable to the date when the price negotiations were concluded and the contract price was agreed to.

Signature of Person Authorized to Bind the Offeror

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SOLICITATION, OFFER AND AWARD - SF 33

CAUTION - LATE Submissions, Modifications, and Withdrawals: See Section I, Provision No. 52.214-7 or 52.215-10. All offers are subject to all terms and	S (DLICI	ITATION. OFFER	R AND AWA	Approved for	FIED FOR	NATIONA 2013/03	DEFENCE 3/14 · CIA	-RDP90-00530R001	IPAGE OF 002330010-	.7
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NOTE: Item 12 does not apply if the solicitation includes the provisions at 52.214-16, Minimum Bid Acceptance Period. 12. In compliance with the above, the undersigned agrees, if this offer is accepted within period is inserted by the offeror) from the date for receipt of offers specified above, to furnish any or all items upon which prices are offered at the designated point(s), within the time specified in the schedule. 13. DISCOUNT FOR PROMPT PAYMENT (Bre Section 1, clause No. 52:232.8) 14. ACKNOWLEDGMENT OF AMENDMENTS (The offeror acknowledges receipt of amendments to the SOLICITATION for offerors and melated documents numbered and dated: 15. NAME AND ADDRESS OF OFFER (Type or print) NATIONAL CODE AND NATIONAL CARROWLEDGMENT OF ACCEPTION DESCRIPTION (Include are 150 CHECK IF REMITTANCE ADDRESS 17:580AURE) 10. ACCEPTED AS TO ITEMS NUMBERED 20. AMOUNT 11. ACCEPTED AS TO ITEMS NUMBERED 20. AMOUNT 21. ACCOUNTING AND APPROPRIATION (Include are 150 CHECK IF REMITTANCE ADDRESS 17:580AURE) 21. ACCOUNTING AND APPROPRIATION (Include are 150 CHECK IF REMITTANCE ADDRESS 17:580AURE) 22. SUBMIT INVOICES TO ADDRESS SHOWN IN (Include are 150 CHECK IF REMITTANCE ADDRESS 17:580AURE) 22. SUBMIT INVOICES TO ADDRESS SHOWN IN (Include are 150 CHECK IF REMITTANCE ADDRESS 17:580AURE) 22. SUBMIT INVOICES TO ADDRESS SHOWN IN (Include are 150 CHECK IF REMITTANCE ADDRESS 17:580AURE) 22. SUBMIT INVOICES TO ADDRESS SHOWN IN (Include are 150 CHECK IF REMITTANCE ADDRESS 17:580AURE) 22. SUBMIT INVOICES TO ADDRESS SHOWN IN (Include are 150 CHECK IF REMITTANCE ADDRESS 17:580AURE) 23. PAYMENT WILL BE MADE BY CODE 24. ADMINISTERED BY (If other than Item 7) CODE 25. PAYMENT WILL BE MADE BY CODE 26. NAME OF CONTRACTING OFFICER (Type or print)) 27. UNITED STATES OF AMERICA (Signature of Contracting Officer) IMPORTANT – Award will be made on this Form, or on Standard Form 26, or by other authorized official written notice.							X	OTHER STATEMENTS OF OFFERORS			1-5
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