

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

I. CONTRACT PRICING PROPOSAL

NOTE: This form is used in contract actions if submission of cost or pricing data is required. (See FAR 18.204-6(b))

1. NAME AND ADDRESS OF OFFEROR (Include ZIP Code) National Academy of Public Administration Foundation 1120 G Street, NW, Suite 540 Washington, DC 20005	<table border="1" style="width:100%; border-collapse: collapse;"> <tr> <td style="width:70%;">3A. NAME AND TITLE OF OFFEROR'S POINT OF CONTACT</td> <td style="width:30%;">3B. TELEPHONE NO.</td> </tr> <tr> <td>Morton Cohen Chief Financial Officer</td> <td>202/347-3190</td> </tr> </table>	3A. NAME AND TITLE OF OFFEROR'S POINT OF CONTACT	3B. TELEPHONE NO.	Morton Cohen Chief Financial Officer	202/347-3190
3A. NAME AND TITLE OF OFFEROR'S POINT OF CONTACT	3B. TELEPHONE NO.				
Morton Cohen Chief Financial Officer	202/347-3190				
4. TYPE OF CONTRACT ACTION (Check)					
<input checked="" type="checkbox"/> A. NEW CONTRACT	<input type="checkbox"/> D. LETTER CONTRACT				
<input type="checkbox"/> B. CHANGE ORDER	<input type="checkbox"/> E. UNPRICED ORDER				
<input type="checkbox"/> C. PRICE REVISION/REDETERMINATION	<input type="checkbox"/> F. OTHER (Specify)				

6. PROPOSED COST (A+B=C)		
A. COST	B. PROFIT/FEE	C. TOTAL
\$ 472,003	\$ 27,997	\$ 500,000

7. PLACE(S) AND PERIOD(S) OF PERFORMANCE
 Washington, D.C. Date of award to Jan 29, 1989

8. List and reference the identification, quantity and total price proposed for each contract line item. A line item cost breakdown supporting this recap is required unless otherwise specified by the Contracting Officer. (Continue on reverse, and then on plain paper, if necessary. Use same headings.)

A. LINE ITEM NO.	B. IDENTIFICATION	C. QUANTITY	D. TOTAL PRICE	E. REF.
	Personnel Study of the Intelligence Community			p. 3

9. PROVIDE NAME, ADDRESS, AND TELEPHONE NUMBER FOR THE FOLLOWING (If available)

A. CONTRACT ADMINISTRATION OFFICE	B. AUDIT OFFICE
	Defense Contract Audit Agency Capitol Branch - Commonwealth Bg 1200 Wilson Blvd, Arlington, VA 22209 (Mr. Joseph Seader, Supv.)

10. WILL YOU REQUIRE THE USE OF ANY GOVERNMENT PROPERTY IN THE PERFORMANCE OF THIS WORK? (If "Yes," identify) <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO Per RFP 88-A109 per F-7	<table border="1" style="width:100%; border-collapse: collapse;"> <tr> <td style="width:50%;">11A. DO YOU REQUIRE GOVERNMENT CONTRACT FINANCING TO PERFORM THIS PROPOSED CONTRACT? (If "Yes," complete Item 11B)</td> <td style="width:50%;">11B. TYPE OF FINANCING (If one)</td> </tr> <tr> <td><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO</td> <td> <input type="checkbox"/> ADVANCE PAYMENTS <input type="checkbox"/> PROGRESS PAYMENTS <input type="checkbox"/> GUARANTEED LOANS </td> </tr> </table>	11A. DO YOU REQUIRE GOVERNMENT CONTRACT FINANCING TO PERFORM THIS PROPOSED CONTRACT? (If "Yes," complete Item 11B)	11B. TYPE OF FINANCING (If one)	<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO	<input type="checkbox"/> ADVANCE PAYMENTS <input type="checkbox"/> PROGRESS PAYMENTS <input type="checkbox"/> GUARANTEED LOANS
11A. DO YOU REQUIRE GOVERNMENT CONTRACT FINANCING TO PERFORM THIS PROPOSED CONTRACT? (If "Yes," complete Item 11B)	11B. TYPE OF FINANCING (If one)				
<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO	<input type="checkbox"/> ADVANCE PAYMENTS <input type="checkbox"/> PROGRESS PAYMENTS <input type="checkbox"/> GUARANTEED LOANS				
12. HAVE YOU BEEN AWARDED ANY CONTRACTS OR SUBCONTRACTS FOR THE SAME OR SIMILAR ITEMS WITHIN THE PAST 3 YEARS? (If "Yes," identify item(s), customer(s) and contract number(s)) <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO	13. IS THIS PROPOSAL CONSISTENT WITH YOUR ESTABLISHED ESTIMATING AND ACCOUNTING PRACTICES AND PROCEDURES AND FAR PART 31 COST PRINCIPLES? (If "No," explain) <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO				

14. COST ACCOUNTING STANDARDS BOARD (CASB) DATA (Public Law 91-379 as amended and FAR PART 30)

A. WILL THIS CONTRACT ACTION BE SUBJECT TO CASB REGULATIONS? (If "No," explain in proposal) <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO	B. HAVE YOU SUBMITTED A CASB DISCLOSURE STATEMENT (CASB DS-1 or 2)? (If "Yes," specify in proposal the office to which submitted and if determined to be adequate) <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO
C. HAVE YOU BEEN NOTIFIED THAT YOU ARE OR MAY BE IN NON-COMPLIANCE WITH YOUR DISCLOSURE STATEMENT OR COST ACCOUNTING STANDARDS? (If "Yes," explain in proposal) <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO	D. IS ANY ASPECT OF THIS PROPOSAL INCONSISTENT WITH YOUR DISCLOSED PRACTICES OR APPLICABLE COST ACCOUNTING STANDARDS? (If "Yes," explain in proposal) <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO

This proposal is submitted in response to the RFP contract, modification, etc. in Item 1 and reflects our best estimates and/or actual costs as of this date.

15. NAME AND TITLE (Type)	16. NAME OF FIRM
Ray Kline, President or Morton Cohen, Chief Financial Officer	National Academy of Public Administration Foundation

17. SIGNATURE	18. DATE OF SUBMISSION
	2/2/88

National Academy of Public Administration Foundation

Personnel Study of the Intelligence Community
Contract Pricing Proposal

<u>Project Staff</u>	<u>Units</u>	<u>Rate</u>	<u>Total</u>
Sr. Res. Assoc./Project Dir.	125 days	\$ 325	\$ 40,625
Sr. Res. Assoc./Deputy Pro. Dir	180 days	300	54,000
Research Associates	150 days	250	37,500
Research 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
<u>Honoraria</u> # of Members: 7	5 mtgs.	1050	5,250
7 x 150 = \$1050/mtg.			
<u>Other Direct Costs</u>			
Travel			
Panel - 1 member/5 mtgs.	5 trips	950	4,750
Staff - 4 staff/2 trips	8 trips	650	5,200
Local Travel			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			1,000
Duplication			600
Total Direct Costs			\$253,765
Overhead at 86%			218,238
TOTAL COSTS			<u>\$472,003</u>
Academy fee			27,997
TOTAL PROJECT			<u>\$500,000</u>

CostEst/ams

II. 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	A	<u>658,147</u>
Item not includible - Publications		<u>25,938</u>
Total G&A per financial report		<u>684,085</u>
Allocation Base: Total Direct Costs less equipment, alterations and renovations	B	705,681
G&A Rate	A/B	<u>93.4%</u>

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

		FYE 9/30/87
Payroll Taxes		\$ 27,886
Employee Benefits		58,613
Leave Expense		<u>39,514</u>
Total Fringe Benefits	A	<u>\$126,013</u> (1)
Direct Salaries		92,249
Indirect Salaries		<u>239,698</u>
Total Salaries	B	<u>\$331,947</u> (1)
Fringe Benefit Rate (A divided by B)		38.0%
Amounts allowable:		
Direct Costs		\$ 35,019
Indirect Costs		<u>90,994</u>
TOTAL		<u>\$126,013</u>

Note: (1) Reconciliation to Coopers and Lybrand report

Total Fringe Benefits	\$126,013
Total Salaries	<u>331,947</u>
Total per C & L report	<u>\$457,960</u>

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	<u>692,900</u>	<u>1,498,000</u>
Net Excess of Revenues over costs		<u>\$ 50,000</u>

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

	<u>FY1987 Approved Budget</u>	<u>FY1987 10 Months Actual Annualized</u>	<u>FY1988 Proposed Budget</u>
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	<u>\$642,000</u>	<u>\$653,929</u>	<u>\$692,900</u>

**III. CERTIFICATE OF CURRENT COST OR
PRICING DATA**

CERTIFICATE OF CURRENT COST OR PRICING DATA

This is to certify that, to the best of my knowledge and belief, cost or pricing data as defined in FPR 1-3.807-3 submitted, either actually or by specific identification in writing to the Contracting Officer or his representative in support of Solicitation NO. 88-A109 are accurate, complete, and current as of (day) (month) (year) February 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

Name Morton Cohen

Title Chief Financial Officer

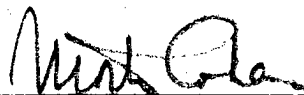
Date of Execution February 2, 1988 ***

(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

SOLICITATION, OFFER AND AWARD - SF 33

2. SOLICITATION NO. **88-A109** | 4. TYPE OF SOLICITATION: ADVERTISED (IFB) **NEGOTIATED (RFP)** | 5. DATE ISSUED: **29 Jan 1988** | 6. REQUISITION/PURCHASE NO. _____

7. ISSUED BY: _____ CODE _____ | 8. ADDRESS OFFER TO (If other than Item 7):
 National Academy of Public Administration Foundation
 1120 G Street, NW, Suite 540 STAT STAT
 Washington, DC 20005

NOTE: In advertised solicitations "offer" and "offeror" mean "bid" and "bidder".

SOLICITATION

9. Sealed offers in original and **Section I** copies for furnishing the supplies or services in the Schedule will be received at the place specified in Item 8, or if handcarried, in the depository listed in **See Notice to Offerors** until **0930** local time **3 Feb 1988**
 (Hour) (Date)

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 conditions contained in this solicitation.

10. FOR INFORMATION CALL: A. NAME _____ B. TELEPHONE NO. (Include area code) (NO COLLECT CALLS) _____

11. TABLE OF CONTENTS

(V)	SEC.	DESCRIPTION	PAGE(S)	(V)	SEC.	DESCRIPTION	PAGE(S)
PART I - THE SCHEDULE				PART II - CONTRACT CLAUSES			
X	A	SOLICITATION/CONTRACT FORM	2	X	I	CONTRACT CLAUSES	1-10
X	B	SUPPLIES OR SERVICES AND PRICES/COSTS	2-4	PART III - LIST OF DOCUMENTS, EXHIBITS AND OTHER ATTACH.			
X	C	DESCRIPTION/SPECS./WORK STATEMENT	1-8	X	J	LIST OF ATTACHMENTS	1
X	D	PACKAGING AND MARKING		PART IV - REPRESENTATIONS AND INSTRUCTIONS			
X	E	INSPECTION AND ACCEPTANCE	4-5	X	K	REPRESENTATIONS, CERTIFICATIONS AND OTHER STATEMENTS OF OFFERORS	1-5
X	F	DELIVERIES OR PERFORMANCE	5-7	X	L	INSTRS. CONDS., AND NOTICES TO OFFER	
X	G	CONTRACT ADMINISTRATION DATA	7-8	X	M	EVALUATION FACTORS FOR AWARD	
X	H	SPECIAL CONTRACT REQUIREMENTS	8-24				

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 _____ calendar days (60 calendar days unless a different 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 price set opposite each item, delivered at the designated point(s), within the time specified in the schedule.

13. DISCOUNT FOR PROMPT PAYMENT (See Section I, Clause No. 52-232-8) | 10. CALENDAR DAYS | 20. CALENDAR DAYS | 30. CALENDAR DAYS | CALENDAR DAYS

%	%	%	%
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14. ACKNOWLEDGMENT OF AMENDMENTS (The offeror acknowledges receipt of amendments to the SOLICITATION for offerors and related documents numbered and dated:

AMENDMENT NO.	DATE	AMENDMENT NO.	DATE

15A. NAME AND ADDRESS OF OFFEROR: National Academy of Public Administration, 1120 G. St. NW, Suite 540, Washington, D.C. 2005

16. NAME AND TITLE OF PERSON AUTHORIZED TO SIGN OFFER (Type or print): Ray Kine, President; Morton Cohen, Chief Financial Officer

15B. TELEPHONE NO. (Include area code): 202/347-3190 | 15C. CHECK IF REMITTANCE ADDRESS IS DIFFERENT FROM ABOVE - ENTER SUCH ADDRESS IN SCHEDULE: | 17. SIGNATURE: *Morton Cohen* | 18. OFFER DATE: 2/2/88

AWARD (To be completed by Government)

19. ACCEPTED AS TO ITEMS NUMBERED _____ | 20. AMOUNT _____ | 21. ACCOUNTING AND APPROPRIATION _____

22. SUBMIT INVOICES TO ADDRESS SHOWN IN (4 copies unless otherwise specified) | 23. NEGOTIATED PURSUANT TO: 10 U.S.C. 2304(a) () | 41 U.S.C. 252(c) ()

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) | 28. AWARD DATE _____

IMPORTANT - Award will be made on this Form, or on Standard Form 26, or by other authorized official written notice.