(SAMPLE ONLY, THIS SPECIFIC FORM IS NOT REQUIRED.
HOWEVER, PLEASE INCLUDE SIMILAR INFORMATION IN YOUR COMPANY PROPOSAL COVER SHEET)

PROPOSAL COVER SHEET
(Cost or Pricing Data Not Required)

1. SOLICITATION/CONTRACT/MODIFICATION NUMBER

2a. NAME OF OFFEROR		3a. NAME OF OFFEROR'S POINT OF CONTACT	3c. TELEPHONE
2b. FIRST LINE ADDRESS		3b. TITLE OF OFFEROR'S POINT OF CONTACT	AREA CODE / NUMBER
2c. STREET ADDRESS		3d. EMAIL	
2d. CITY	2e. STATE / 2f. ZIP CODE		

4. TYPE OF CONTRACT ACTION *(Check)*

	A. NEW CONTRACT		D. LETTER CONTRACT
	B. CHANGE ORDER		E. UNPRICED OPTION
	C. PRICE REVISION/ REDETERMINATION		F. OTHER *(Specify)*

5. TYPE OF CONTRACT *(Check)*

☐ FFP ☐ CPFF ☐ CPIF ☐ CPAF
☐ FPI ☐ OTHER *(Specify)*

6. PERFORMANCE

PLACE(S)		PERIOD(S)	
a.		a.	
b.		b.	
c.		c.	

7. List and reference the identification, quantity and total price proposed for each contract line item. *(Continue on reverse, if necessary. Use same headings.)*

a. LINE ITEM NO.	b. IDENTIFICATION	c. QUANTITY	d. TOTAL PRICE	e. PROP. REF. PAGE

8. PROVIDE THE FOLLOWING *(If available)*

NAME OF CONTRACT ADMINISTRATION OFFICE			NAME OF AUDIT OFFICE		
STREET ADDRESS			STREET ADDRESS		
CITY	STATE	ZIP CODE	CITY	STATE	ZIP CODE
TELEPHONE ▶	AREA CODE	NUMBER	TELEPHONE ▶	AREA CODE	NUMBER
EMAIL			EMAIL		

9. WILL YOU REQUIRE THE USE OF ANY GOVERNMENT PROPERTY IN THE PERFORMANCE OF THIS WORK? *(If "yes" identify)*

☐ NO ☐ YES

10. 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.)*
☐ YES ☐ 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.)*
☐ YES ☐ NO

c. HAVE YOU BEEN NOTIFIED THAT YOU ARE OR MAY BE IN NONCOMPLIANCE WITH YOUR DISCLOSURE STATEMENT OR COST ACCOUNTING STANDARDS? *(If "Yes," explain in proposal.)*
☐ YES ☐ NO

d. IS ANY ASPECT OF THIS PROPOSAL INCONSISTENT WITH YOUR DISCLOSED PRACTICES OR APPLICABLE COST ACCOUNTING STANDARDS? *(If "Yes," explain in proposal.)*
☐ YES ☐ NO

This proposal is submitted in response to the solicitation, contract, modification, etc., in Item 1. By submitting this proposal, the offeror, if selected for discussions, grants the contracting officer or an authorized representative the right to examine, at any time before award, any of those books, records, documents, or other records directly pertinent to the information requested or submitted. See instructions at Table 15-2 at FAR 15.408.

11a. NAME OF OFFEROR *(Typed)*	12. NAME OF FIRM
11b. TITLE OF OFFEROR *(Typed)*	
11c. EMAIL	
13. SIGNATURE	14. DATE OF SUBMISSION