

## ATTACHMENT C

### SPECIAL TOOLING & TEST EQUIPMENT, TRAVEL, LOWER TIER SUBCONTRACTORS, CONSULTANTS, AND OTHER DIRECT COST (ODC) SUPPORTING DOCUMENTATION

#### **Equipment: (line 5)**

Special tooling: includes jigs, dies, fixtures, molds, patterns, special taps, special gauges, and special testing equipment used in the production of the end item. It does not include general purpose tools, capital equipment, expendable tools, small hand tools, and items of tooling which are usable for the production of items not required in the production of this item.

Special test equipment: integrated test units engineered, designed, fabricated, or modified to accomplish specific testing in the manufacture of this product. Special test equipment is usually multiple items of equipment integrated and/or interconnected to become a new entity. It does not include items used for general plant testing purposes.

**Travel: (line 6)** FAR 31.205-46 are **direct** costs incurred by contractor personnel on official company business necessary to accomplish the services specified in the solicitation or Statement of Work (SOW). Travel expenses include rental car, lodging, per diem, and miscellaneous expenses. The Federal Travel Regulation (FTR) and Joint Travel Regulation (JTR) are often cited as the basis of *reasonableness* of travel expenses. Travel costs are not for discretionary travel to subcontractor facilities or first-class airfare or accommodations. It also does not include the labor hours for the traveler when in travel status.

**Lower tier sub-contractors:** (line 7) FAR 44.1 defines lower tier sub-contractor as any supplier, distributor, vendor or firm that furnishes supplies or services to or for a prime supplier required in the manufacture of the end product. An example of these lower tier expenses includes testing services (hardness, smoothness, radiographic, x-ray).

**Consulting:** (line 8) FAR 31.205-33(a) defines professional and consulting services costs as services rendered by persons who are members of a particular profession or who possess a special skill and who are not officers or employees of the prime supplier. The consulting services must be required to accomplish the services or manufacture of the end product.

**Other Direct Costs:** (line 9) are remaining expenses not previously identified as a direct material cost, a direct labor cost, an indirect cost, equipment cost, travel cost, lower tier subcontractor cost, or consulting cost **that are specifically required for this job**. Several examples are non-recurring pre-production costs, packing & shipping charges (FOB Destination), consumable parts, and machine run time expense. It does not include contractor required training, employee orientation, or machine manuals to name a few. Machine run time calculation must be completely documented.

These definitions and examples are general guidance in proposing these expenses. Sufficient explanations and documentation to support these costs must be included with your proposal. Explanations must provide sufficient details to enable NCDMM to make a determination of fair and reasonable. Provide a detailed narrative explanation of the basis of estimates (BOE) and all calculations should be provided. Attach quotes or invoices to support any procured material or services. If using historical costs for quoting these costs, provide previous purchase order numbers including period of performance.

EXAMPLES

**EQUIPMENT:** Provide specific tooling or test equipment description and why it is needed. Why do you need to purchase/fabricate this special tooling/test equipment? Is it only needed for this production? Evaluation of rent vs purchase if applicable.

**TRAVEL:**

	Date of travel	Travel from	Reason for travel	Destination	Airfare	Per Diem	Parking
1							
2							

**LOWER TIER SUBCONTRACT COSTS:**

Intermediate processing such as radiographic, heat treatment, etc. Provide a copy of quotes and qualifications (i.e., ASTM standard). Why are these processes not performed in-house?

**CONSULTING:**

Name of consultant, location, qualifications (CV), etc. What task will they provide? Tie this effort to specific SOW paragraph if applicable. If this is the only consultant you considered, state what special qualities they provide that cannot be competitively procured. How were their hours determined? How was labor rate determined?

OTHER DIRECT COSTS (ODC):

- Equipment Usage
- Shipping
- Consumable parts

The machine hour rate charged for the machine is to cover expenses associated with asset, such as lease payments, maintenance, and associated infrastructure/footprint costs.

The machine hours are determined via XXX software estimating tool; or historical production, or engineering estimate, etc. Specify the calculation.

Provide shipping quote; award is FOB destination.

List consumable parts needed in production, build plates, nozzles, etc. Provide quotes, etc. Provide quantity needed.