

## ATTACHMENT II: COST GUIDELINES

### Budget Template

Offerors shall use the budget templates provided in Attachment III. Please provide three (3) separate budgets to account for operations variance in moderate, high, and very high risk countries. Note that each Excel document includes a sheet for Labor and a sheet for Other Direct Costs (ODCs).

Budgets are organized to reflect the Technical Proposal guidelines and include possible items for the Offerors to use. However, these are not exhaustive lists and Offerors should include items they deem appropriate per risk level.

Offerors must provide the completed budgets in Excel (it should not be 'read only' or 'protected') in addition to PDF using the template provided as Attachment III. The proposal must include any necessary supporting information to substantiate proposed costs.

Offerors shall submit an accompanying detailed budget narrative that supports and clarifies item for item the cost estimates proposed in the budgets. Narratives for the individual cost items must provide a discussion of any estimated escalation rates where applicable. Estimated costs proposed to exceed ceilings imposed by USAID or Federal procurement policy must be fully explained and justified.

### Salary

The Offeror shall specify negotiated rates for proposed security staff that are burdened to include wages and fringe benefits, overhead, general and administrative expenses, and profit only in accordance with Offeror's accounting system. Rates for expatriates, locally hired personnel and other non-U.S. expatriates shall be based upon a combination of factors including prevailing in-country salaries for the professional category being negotiated and consideration of the individual's education and salary or consultant rate history over the most recent three (3) year period.

Annual salaries will be converted to daily rates by dividing the annual figure by two hundred and sixty (260) days per year. Offerors may use other than eight (8) hour workdays, provided the contractor's payroll policies and procedures already contain an alternate work schedule option consistent with USAID Acquisition Regulation (AIDAR) 731.205-6(a).

Rates/salaries shall not exceed the current USAID Contractor Salary Threshold (USAID CST), as stated in USAID's Automated Directives System (ADS) Chapter 302 USAID Direct Contracting (note that the annual salary of an individual is his/her unburdened, basic compensation exclusive of fringe benefits, travel incentives, housing allowances, differentials, or other bonuses.).

### Other Direct Costs

URC-CHS will allow Offerors to recover applicable indirect costs (i.e., overhead, G&A, etc.) on ODCs if it is part of the Offerors' usual accounting procedures, consistent with FAR Part 31, and Negotiated Indirect Cost Rate Agreement (NICRA).

Establishment of Indirect Cost Rate for ODCs

Establishment of Indirect Cost Rates (applied to ODCs only): An indirect cost rate or rates shall be established for each of the contractor's accounting periods which apply to this contract. Pending establishment of revised provisional, final or revised predetermined indirect cost rates for each of the Contractor's accounting periods which will apply to this contract, payments on account of allowable indirect costs shall be made on the basis of the following negotiated provisional rate(s) applied to the base(s) which is (are) set forth below (for applicable ODCs as authorized by the cognizant Contracting Manager):

Description	Rate	Base	Period
G&A	0%	1/	1/
Base of Application:			
Type of Rate:			
Period:			

The Offerors shall make no change in the established method of classifying or allocating indirect costs without the prior written approval of URC-CHS.