

Instructions

1. Compensation Template (a): SALARIES AND WAGES NON-EXEMPT - CONTRACT YEAR 1: TC(a)

You shall submit a completed Compensation Template (a) for non-exempt personnel for contract year 1. This template is required of the offeror proposed as prime and all proposed major subcontractors. In the "LABOR CATEGORY - Offeror's" column, list all proposed labor classifications (included in the cost/price proposal), by titles from the offeror's estimating system. Each of the offeror's Labor Categories shall be mapped to the Government Standard Labor Category. The DOL WD category shall be mapped to the LABOR CATEGORY - Offeror's. The "Incumbent Actual Labor Rate" column is only applicable to incumbent contractors or sub-contractors. Incumbent contractors or sub-contractors are to include the actual average current direct labor rate for each SLC. The "FTE" Column shall include all proposed FTE's per SLC. Depending on whether the category is DOL or CBA covered, include the wage rate in the appropriate column. The "Contract Year 1 Actual Proposed Labor Rate" is your actual proposed composite labor rate starting in Contract Year 1. A source column has been provided on the template for you to use to identify the supporting data for each labor category. An example is included on the template for illustration purposes only.

Note: When you propose escalation, consider the clause at 52.222-43.

Offerors shall provide adequate supporting rationale for any escalation proposed.

2. Compensation Template (b): SALARIES AND WAGES EXEMPT - CONTRACT YEAR 1: TC(b)

You shall submit a completed Compensation Template (b) for exempt personnel for contract years 1. This template is required of the offeror proposed as prime and all proposed major subcontractors. In the "LABOR CATEGORY - Offeror's" column, list all labor classifications included in the proposal, by titles from the offeror's estimating system. Each of your Labor Categories shall be mapped to the Government Standard Labor Category. The "Incumbent Actual Labor Rate" column is only applicable to incumbent contractors. Incumbent contractors are to include the actual average current direct labor rate for each SLC. The "FTE" Column shall include all proposed FTE's per SLC. The "Contract Year 1 Actual Proposed Labor Rate" is your actual proposed composite labor rate starting in Contract Year 1. The "Escalation rates for year 2-5" column shall include your annual escalation percentage. The "Actual Proposed Annual Salary" is the salary of the proposed labor category. A source column has been provided on the template for you to use to identify the supporting data for each labor category, which shall include the source data (Actual or Wage Survey) for exempt personnel. An example is included on the template for illustration purposes only.

3. Compensation Template (c): FRINGE BENEFITS ANALYSIS OF
COMPENSATION PACKAGE -
Contract Year 1: TC(c)

A separate Template (c) shall be completed for Exempt, Non-Exempt Nonunion, and Non-Exempt Union direct labor. This template is required of the offeror proposed as prime and all proposed major subcontractors. It should be noted that the minimum hourly fringe benefits rate cannot be less than the DOL specified minimum rate listed in the RFP under Section J for non-exempt employees. The column entitled, "Cost of Fringe Benefit" shall include the cost, not rate, associated with the fringes specified (i.e. life insurance, disability insurance, etc.) that are proposed on this contract for each of the related personnel type (exempt, non-exempt union/non-union). The next column entitled, "Percent of Direct Labor Cost" shall include the percentage of each of the related specified fringe costs as a percent of direct labor cost. The third column shall include hourly rates based on the average cost per labor hour proposed per specified fringe.

4. Compensation Template (d): PERSONNEL AND FRINGE BENEFITS POLICIES
Contract Year 1: TC(d)

This template is required of the offeror proposed as prime and all proposed major subcontractors. This template provides visibility, by employee category, into personnel policies and fringe benefits, which shall be in effect at the time of contract award. Although only brief explanations are desired, sufficient information is required to allow an evaluation and estimate of all potential costs, which will arise upon award of the contract. Comments are required pertaining to all items listed below under the proper column, whether or not the policy is written. You shall provide your established practice and applicability to this proposal. If any item below is not applicable, so state. Items pertinent to your company, which are not identified must be included if cost recovery is anticipated.

5. Compensation Template TC(e): Incumbency Assumptions-
Contract Year 1: TC (e)

This template is required of the offeror proposed as prime and all proposed subcontractors (major and minor). This template provides visibility into any incumbency assumptions proposed by each offeror pertaining to incumbency labor rates and incumbency seniority rights for fringe benefit purposes. You shall select only one option in each category.

In the area entitled, "Labor Rates," you shall pick one of the three options: 1) Proposing to pay current incumbent labor rates, 2) Proposing to not pay current incumbent labor rates or, 3) Other. The Government understands that a non-incumbent offeror may be only able to estimate what the current incumbents are making; however, it simply wants to understand your intentions regarding pay for these employees if retained. Provide a narrative explanation supporting or explaining the reason for selecting any of the options, particularly if option, "Other" is selected. Explain how your proposed salary structure will allow you to capture the proposed percentage of the qualified incumbent workforce.

In the area entitled, "Seniority Rights," you shall pick one of the three options: 1) Proposing to maintain seniority rights for fringe purposes, 2) Proposing to not maintain seniority rights for fringe purposes or, 3) Other. The SEB understands that a non-incumbent offeror may be only able to estimate the current incumbent's seniority levels; however, the SEB simply wants to understand your intentions regarding seniority for these employees if retained. You shall provide a narrative explanation supporting or explaining the reason for selecting any of the options, particularly if option, "Other" is selected. Explain how not maintaining seniority rights for fringe benefit purposes will allow you to capture and maintain the proposed percentage of the incumbent workforce.

Note: The compensation templates (a-e) are required in order for the Government to perform an evaluation of your labor relations. These templates shall reconcile with the cost/price templates described above, wherever applicable.