

## 2019 Statistical Support Program (SSP) Questions and Answers

Question:

Please clarify whether the budget should include estimates of specific tasks or deliverables, given that budgets are typically created in response to statements of work.

- Page 6 of the BJS-SSP solicitation states *“Once underway, BJS will provide statements of work to which the recipient of funds is expected to respond with a proposed plan and budget.”*
  - Page 12 states *“The budget submitted in response to this solicitation should present costs associated with the initial award of \$2 million for 24 months, with breakdowns by project year and deliverable.”*
- a. Can you provide guidance on what to include in the budget submitted in response to this solicitation?
  - b. Will bidders be responsive to the solicitation if we submit labor hours and pay rates for a cross-section of staff as a way to illustrate direct and indirect costs?
  - c. If specific tasks or deliverables should be covered in the budget, please indicate them.
  - d. Should any budget information be provided for affiliates?

Answer:

The solicitation outlines 11 deliverables: a kickoff meeting, a draft project management plan, a final project management plan, and detailed work plans and final reports for each of the 4 anticipated tasks. The solicitation (pp. 16-17) also calls for applicants to identify a total of 6 potential projects as part of the Program Narrative. Applicants should budget for 4 of those sample tasks. To the extent that the applicants identify potential affiliates, budget information for those affiliates should be included.

Question:

What is the required line spacing of the program narrative? Page 18 states that the program narrative must not exceed 30 pages, using 12-point font and 1-inch margins, but line spacing is not addressed.

Answer:

Single-spacing is permitted.