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.