



Environmental Management Consolidated Business Center (EMCBC)

Subject: Cost and Price Analysis Support for Financial Assistance Actions and Post-Award Contract Actions

Implementing Procedure

APPROVED: (Signature on File)

EMCBC Director

ISSUED BY: Office Of Contracting

1.0 PURPOSE

This procedure establishes the general process for requesting and providing cost and price analysis support for financial assistance actions and post-award contract actions. Cost and price analysis support for pre-award actions is addressed by EM Directive EM HCA 1.2 "Requesting EM Consolidated Business Center Cost and Price Analysis Support."

2.0 SCOPE

- 2.1 The scope of this procedure is to ensure that adequate, appropriate and timely cost and price analysis support is provided for financial assistance actions and post-award contract actions such as, but not limited to: (1) proposals submitted in response to post-award Requests for Proposals; (2) proposals regarding Contracting Officer directed changes; (3) Requests for Equitable Adjustments (REA); (4) award and incentive fee matters; and (5) issues raised in audit reports issued by the Department of Energy Office of Inspector General (DOE-OIG), Defense Contract Audit Agency (DCAA), and Government Accountability Office (GAO).
- 2.2 This procedure also provides sample timeframes [see Attachment A] as a guide to assist with establishing interim milestones and managing expectations to complete each post-award contract change within the timeframes described in Section 2 of EM HCA 1.8 "Contract Change Order Administration of Prime Contracts".

3.0 APPLICABILITY

This procedure applies to EMCBC and EMCBC serviced sites personnel who require cost and price analysis support for financial assistance actions and/or post-award contract actions and personnel who perform cost/price analyses.

4.0 REQUIREMENTS & REFERENCES

4.1 Requirements:

- 4.1.1 Federal Acquisition Regulation (FAR) Subpart 15.4, Contract Pricing

- 4.1.2 FAR Subpart 43.2, Change Orders
- 4.1.3 Department of Energy Acquisition Regulation (DEAR) Subpart 915.4, Contract Pricing
- 4.1.4 Department of Energy (DOE) Acquisition Guide
- 4.1.5 EM HCA 1.8, Contract Change Order Administration of Prime Contracts, dated June 3, 2008
- 4.2 References:
 - 4.2.1 IP-540-15, Rev 1, Review and Approval of Proposed Sales, Procurement, Financial Assistance, and Subcontract Actions
 - 4.2.2 DOE Memorandum, E. Simpson to Procurement Directors, “Contract Audits,” dated August 20, 2001
 - 4.2.3 DOE Memorandum, T. Brown to Procurement Directors, “Contract Change Order Administration of Department of Energy Prime Contracts,” dated April 1, 2008
 - 4.2.4 DOE Acquisition Guide, Chapter 15.4-4, DOE General Guide for Technical Analysis of Cost Proposals for Acquisition Contracts, dated December 2010
 - 4.2.5 DOE Guide to Financial Assistance, dated June 2008

5.0 DEFINITIONS & ACRONYMS

- 5.1 Proposal – The generic term “proposal” in this procedure refers to submissions from contractors as well as submissions pertaining to financial assistance actions.
- 5.2 Cost Analysis – The review and analysis of the separate cost elements and profit in an offeror’s or contractor’s proposal (including certified cost or pricing data or data other than certified cost or pricing data), and the application of judgment to determine how well the proposed costs represent what the cost of the contract should be, assuming reasonable economy and efficiency [see FAR 15.404-1(c)(1)]. A cost analysis may be requested for, but not be limited to, the following:
 - (a) Cost proposals from contractors – including contract true-up proposals;
 - (b) Financial Assistance proposals;
 - (c) Requests for Equitable Adjustments;
 - (d) Award and incentive fee matters;
 - (e) Issues raised in audit reports issued by the DOE-OIG, DCAA and GAO; and
 - (f) Other requests for analysis and review from the Contracting Officer, EMCBC senior management; and/or Federal Project Directors.

- 5.3 Price Analysis – The process of examining and evaluating a proposed price without evaluating its separate cost elements and proposed profit [see FAR 15.404-1(b)(1)].

6.0 RESPONSIBILITIES

6.1 Contract Specialist (CS)/Contracting Officer (CO):

- 6.1.1 The CS/CO is responsible for purchasing supplies and services from responsible sources at fair and reasonable prices. In establishment of the reasonableness of the offered price(s), the CS/CO must not obtain more information than is necessary for evaluation.
- 6.1.2 The CS/CO is responsible for evaluating the reasonableness of the offered prices, establishing and documenting a pre-negotiation objective before the negotiation of any pricing action, and for documenting the final results of the negotiation.
- 6.1.3 The CS/CO is responsible for requesting cost and price analysis support from the Office of Contracting, Cost and Pricing (C&P) Team Lead.
- 6.1.4 The CS/CO is responsible for copying the C&P Team Lead and the Assistant Director, Office of Cost Estimating and Analysis (OCE&A) on each request for proposal (RFP) and/or correspondence which directs a change to the contract if the CS/CO believes that a cost analysis will be requested after the contractor submits a response. The RFP will include a request that the contractor include a completed “checklist for proposal adequacy” as part of the overall submission package. Attachment B is a blank Checklist for Adequate Contract Post-Award Proposals.
- 6.1.5 The CS/CO is responsible for coordinating other analysis, such as a technical evaluation and an independent government cost estimate (IGCE), with the C&P Team Lead as necessary. An IGCE is required to be performed for all post-award contract actions over \$700,000. For post-award contract actions between the Simplified Acquisition Threshold and \$700,000, the CS/CO is responsible for determining whether an IGCE is necessary.
- 6.1.6 The CS/CO is responsible for preparing Pre and Post-Negotiation Memorandums. Each memorandum will address gaps in external evaluations such as the DCAA report, cost analysis report, technical evaluation and IGCE.
- 6.1.7 The CS/CO is responsible for conducting negotiations.
- 6.1.8 The CS/CO is responsible for timely providing a copy of the Post-Negotiation Memorandum and executed modification to the C&P Team Lead (regarding each negotiation for which a cost analysis report was issued).

6.2 Federal Project Director (FPD)/Project Manager (PM):

- 6.2.1 The FPD/PM is responsible for performing the technical evaluation of the contractor's proposal and, if requested by the CS/CO, participating in negotiations.
- 6.2.2 The FDP/PM is responsible for supporting development of the IGCE as well as supporting reconciliation of significant differences between the technical evaluation and IGCE.

6.3 Cost and Pricing (C&P) Team Lead:

- 6.3.1 The C&P Team Lead is responsible for assigning a cost/price analyst, or depending on the scope of the cost analysis, a team of cost/price analysts (including a "lead" cost/price analyst as appropriate) to perform cost/price analyses, as requested.
- 6.3.2 The C&P Team Lead is responsible for providing guidance to cost/price analysts during the conduct of cost and price assignments.
- 6.3.3 The C&P Team Lead is responsible for tracking compliance with the timelines established by Headquarters staff for disposition of post-award contract actions if a cost analysis report was issued regarding the action.
- 6.3.4 The C&P Team Lead is responsible for providing guidance and recommendations to the CO/CS as well as to staff performing the technical evaluation and IGCE, and providing timely notification/updates to the CO/CS on the status of the cost analysis and other evaluations.
- 6.3.5 The C&P Team Lead is responsible for assuring that cost/price analysts perform coordination of external activities such as requesting DCAA audits; supporting technical evaluations; and coordinating with staff of the EMCBC OCE&A performing IGCE's.

6.4 Cost/Price Analyst:

- 6.4.1 The cost/price analyst is responsible for conducting the cost analysis [including a Weighted Guideline Analysis] of a contractor's proposal, coordinating the technical evaluation and IGCE, and preparing a consolidated written report which incorporates the results of the DCAA review, internal cost analysis, technical evaluation results, IGCE results, and results of external audits and/or analysis by other DOE organizations.
- 6.4.2 The cost/price analyst is responsible for coordinating applicable external audit activities, or obtaining approval to waive the audit requirement.

- 6.4.3 The cost/price analyst is responsible for coordinating the technical evaluation as well as coordinating with the cost estimator concerning preparation of the IGCE.
- 6.4.4 The cost/price analyst is responsible for complying with requests from the CS/CO for supporting development of the pre-negotiation memorandum and/or participating in negotiations. This includes assisting the CO/CS to address gaps in external evaluations such as the DCAA report, cost analysis report, technical evaluation and IGCE.

7.0 GENERAL INFORMATION – NOT APPLICABLE

8.0 PROCEDURE

8.1 CS/CO:

- 8.1.1 The CS/CO shall request certified cost and pricing data if the proposal exceeds \$700,000 unless the CS/CO has sufficient data to determine the reasonableness of the proposed cost or price pursuant to DEAR 915.404-2. The CS/CO shall copy the C&P Team Lead on each request for proposal if the CS/CO believes that a cost analysis will be requested. Other than certified cost and pricing data will generally be requested for proposals below \$700,000, if considered necessary for the establishment of a reasonable pricing arrangement.
- 8.1.2 The request for cost and price support may be a telephone call or email to the C&P Team Lead. A copy [electronic or paper] of the proposal shall be provided as part of the request for support.
- 8.1.3 After the C&P Team Lead confirms that the proposal meets the criteria in Federal Acquisition Regulation (FAR) Table 15-2, the CS/CO will coordinate with the cost/price analyst to request that the FPD/PM, or authorized representative, perform a technical evaluation of the contractor's proposal to include a qualitative/quantitative analysis of the cost/price proposal in accordance with the evaluation criteria set forth in the request for proposal.
- 8.1.4 The CS/CO, as necessary, shall request that the FPD/PM and/or cost/price analyst participate in the negotiations of the contractor proposal.
- 8.1.5 The CS/CO shall notify the C&P Team Lead of the date that the modification regarding the proposal/post-award action was signed.

8.2 Federal Project Director (FPD)/Project Manager (PM):

- 8.2.1 The FPD/PM shall perform the technical evaluation in accordance with the request received from the CS/CO and in accordance with Headquarters criteria

and guidance, such as the General Guide for Technical Analysis of Cost Proposals for Acquisition Contracts.

- 8.2.2 The FPD/PM shall coordinate and work closely with the CS/CO and the cost/price analyst to provide technical input for the purpose of performing a comprehensive evaluation of the contractor's technical and cost proposal.
- 8.2.3 The FPD/PM shall support development of the IGCE as well as support reconciliation of significant differences between the technical evaluation and IGCE.
- 8.2.4 The FPD/PM shall, if requested by the CS/CO, participate in the negotiations of the contractor's proposal.
- 8.3 C&P Team Lead:
- 8.3.1 The C&P Team Lead shall advise the CS/CO whether or not the proposal meets the criteria in FAR Table 15-2 for an adequate submission. If the proposal fails to meet the criteria in FAR Table 15-2 for an adequate submission, the C&P Team Lead will advise the CO/CS of the deficiencies in the contractor's proposal submission and request the CO/CS return the submission to the contractor for the purpose of requesting an adequate submission which complies with the FAR Table 15-2 criteria.
- 8.3.2 The C&P Team Lead shall assign a cost/price analyst, or depending on the scope of the cost analysis, a team of cost/price analysts (including a "lead" cost/price analyst as appropriate) to perform cost/price analyses, as requested.
- 8.3.3 The C&P Team Lead shall track the receipt and processing of cost and price assignments.
- 8.3.4 The C&P Team Lead shall provide guidance and recommendations to the CO/CS as well as to staff performing technical evaluations, and provide timely notification/updates to the CO/CS on the status of the cost analysis.
- 8.3.5 The C&P Team Lead shall review each draft cost analysis report and supporting documentation to assure the following:
- the report data is accurate;
 - the report data is supported by adequate documentation;
 - the report adequately addresses each aspect of the proposal; and
 - the report complies with applicable policies and procedures.
- 8.3.6 The C&P Team Lead shall issue a final report of the cost analysis to the CO/CS.

8.3.7 The C&P Team Lead shall assure that an official file is created for the cost analysis report and supporting documentation.

8.4 Cost/Price Analyst:

8.4.1 If the scope of the analysis requires more than one cost/price analyst, one analyst will coordinate the overall conduct of the analysis, as assigned by the C&P Team Lead.

8.4.2 The cost/price analyst shall conduct the review and associated analysis of the cost/price proposal and work closely with the CS/CO and the FPD/PM to provide input for the purpose of performing a comprehensive evaluation of the contractor's technical and cost proposal.

8.4.3 The cost/price analyst shall coordinate external audit activities, or obtain approval to waive the audit requirement.

8.4.4 The cost/price analyst shall coordinate with the cost estimator concerning preparation of an independent government cost estimate.

8.4.5 The cost/price analyst shall coordinate and review the technical evaluation to assure adequate coverage of each applicable aspect of the proposal.

8.4.6 The cost/price analyst will forward a draft consolidated cost analysis report to the C&P Team Lead. Charts and tables in the draft report will be based on guidance in Acquisition Guide Chapter 15.4 unless the CO/CS agreed in advance to another format. The draft report shall detail the results of the cost analysis and also incorporate the results of the technical evaluation, IGCE, external audit report, and analysis performed by other DOE organizations. A copy of each evaluation [DCAA report, technical evaluation, IGCE, and other evaluations] will be attachments to the cost analysis report. The report shall include recommendations regarding the quantum aspect of the negotiation objective, and as appropriate, other aspects of the negotiation objective.

8.4.7 The cost/price analyst shall prepare an official file for the consolidated cost analysis report and supporting documentation and provide the file to the C&P Team Lead.

8.4.8 The cost/price analyst will, if requested by the CS/CO, participate in the negotiations of the contractor's proposal.

9.0 RECORDS MAINTENANCE

9.1 Records generated as a result of implementing this procedure are identified as follows, and are maintained by the EMCBC Office of Contracting in accordance with the Office of Contracting Organizational File Plan:

9.1.1 Cost Analysis Reports

9.1.2 Supporting documentation for Cost Analysis Reports

10.0 FORMS USED

None

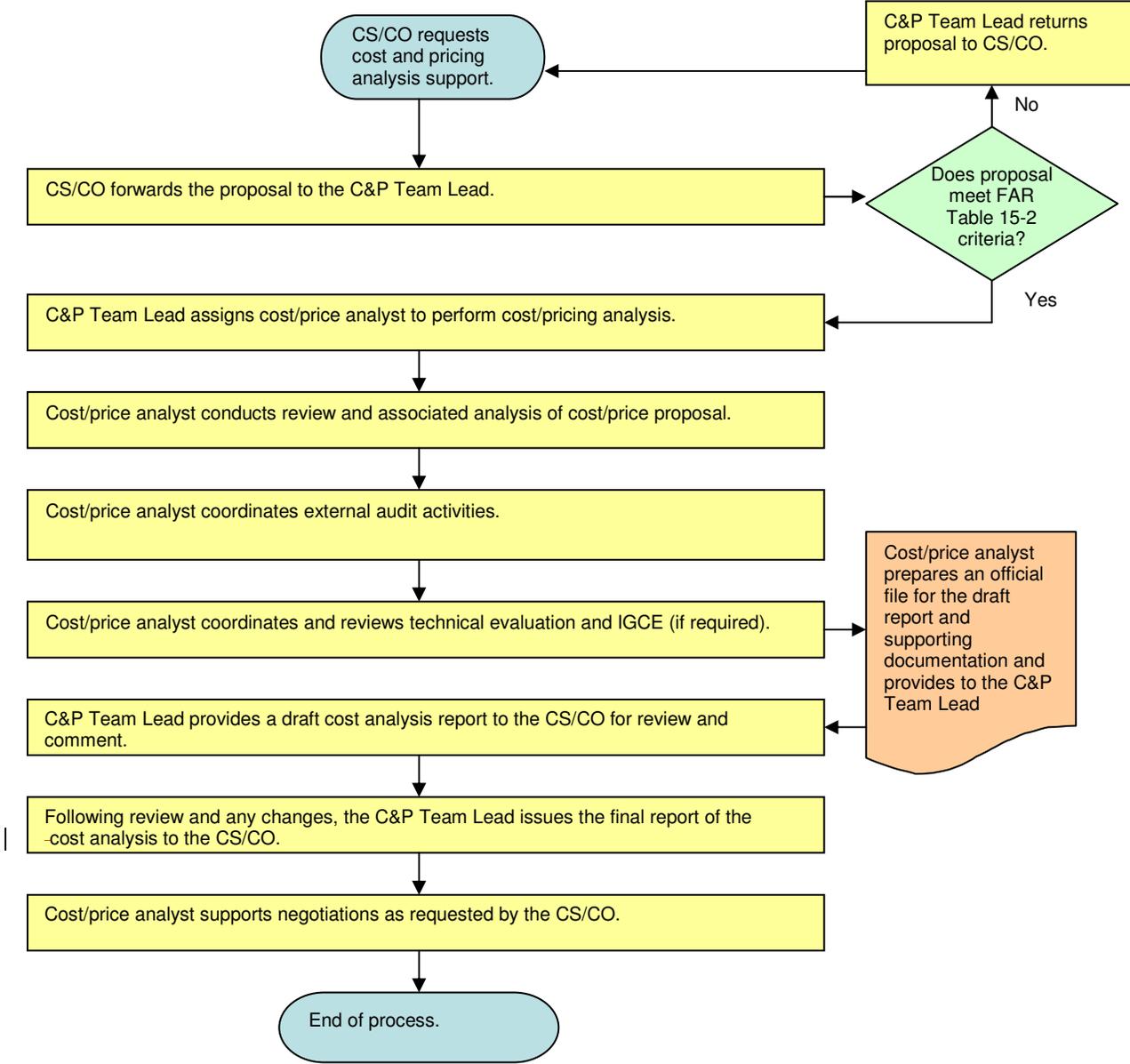
11.0 ATTACHMENTS

11.1 Attachment A - Sample timeframes for completing each post-award contract change described in Section 2 of EM HCA 1.8 “Contract Change Order Administration of Prime Contracts”.

11.2 Attachment B – Checklist for Adequate Contract Post-Award Proposals

12.0 FLOWCHART

12.0 Cost and Price Analysis Support Flowchart



**Suggested Interim Milestones
To Achieve the 90 Day Timeframe
Post-Award Actions Which Do Not Require Headquarters Approval**

<u>Action</u>	<u>Timeframe To Complete Action</u>	<u>Cumulative Elapsed Time After Receipt Of Reviewable Proposal</u>
<u>Technical Evaluation:</u> Provide results of technical evaluation to cost analyst	21 days [3 calendar weeks]	21 days [3 calendar weeks]
<u>IGCE:</u> Provide IGCE to cost analyst	28 days [4 calendar weeks]	28 days [4 calendar weeks because the IGCE will begin concurrently with the technical evaluation]
<u>Cost Analysis Report:</u> Issue report to Contracting Officer which incorporates results of technical evaluation, IGCE, DCAA report, and EMCBC cost analysis	35 days [5 calendar weeks]	35 days [5 calendar weeks because this timeframe also includes receipt of the technical evaluation and IGCE]
<u>Draft Pre-Negotiation Memorandum Briefing Package:</u> Submit pre-negotiation package for EMCBC business clearance review	21 days [3 calendar weeks]	56 days [8 calendar weeks]
<u>EMCBC Business Clearance:</u> Receive approval/business clearance to begin negotiations	7 days [1 calendar week - see section 8.6.3 of EMCBC procedure IP-540-15, Rev 1]	63 days [9 calendar weeks]
<u>Complete Negotiations and Sign Modification</u>	14 days [2 calendar weeks]	77 days [11calendar weeks]

The 90 day timeframe may be adjusted to offset delays beyond the control of the Contracting Officer. Typical examples of delays beyond the control of the Contracting Officer include:

- ✓ Contractor delays in submitting clarifications and supplemental supporting documentation
- ✓ Delays in receipt of DCAA audit reports
- ✓ Delays in receipt of results of technical evaluations and/or IGCE

**Suggested Interim Milestones
To Achieve the 120 Day Timeframe
Post-Award Actions Which Require Headquarters Approval**

<u>Action</u>	<u>Timeframe To Complete Action</u>	<u>Cumulative Elapsed Time After Receipt Of Reviewable Proposal</u>
<u>Technical Evaluation:</u> Provide results of technical evaluation to cost analyst	21 days [3 calendar weeks]	21 days [3 calendar weeks]
<u>IGCE:</u> Provide IGCE to cost analyst	28 days [4 calendar weeks]	28 days [4 calendar weeks because the IGCE will begin concurrently with the technical evaluation]
<u>Cost Analysis Report:</u> Issue report to Contracting Officer which incorporates results of technical evaluation, IGCE, DCAA report, and EMCBC cost analysis	35 days [5 calendar weeks]	35 days [5 calendar weeks because this timeframe also includes receipt of the technical evaluation and IGCE]
<u>Draft Pre-Negotiation Memorandum Briefing Package:</u> Submit pre-negotiation package for EMCBC business clearance review	21 days [2 calendar weeks]	56 days [8 calendar weeks]
<u>EMCBC Business Clearance:</u> Receive approval/business clearance to forward the package to HQ [EM and MA]	7 days [1 calendar week – see section 8.6.3 of EMCBC procedure IP-540-15, Rev 1]	63 days [9 calendar weeks]
<u>HQ Business Clearance:</u> Receive approval/business clearance to begin negotiations	21 days [3 calendar weeks: 1 week for EM approval per Section 4 of EM HCA 1.6; 2 weeks for MA approval]	84 days [12 weeks]
<u>Complete Negotiations and Sign Modification</u>	14 days [2 calendar weeks]	98 days [14 calendar weeks]

The 120 day timeframe may be adjusted to offset delays beyond the control of the Contracting Officer. Typical examples of delays beyond the control of the Contracting Officer include:

- ✓ Contractor delays in submitting clarifications and supplemental supporting documentation
- ✓ Delays in receipt of DCAA audit reports
- ✓ Delays in receipt of results of technical evaluations and/or IGCE

**Suggested Interim Milestones
To Achieve the 180 Day Timeframe
Post-Award Actions Based on a Request For Proposal**

<u>Action</u>	<u>Timeframe To Complete Action</u>	<u>Cumulative Elapsed Time</u>
<u>Request For Proposal Issued</u>		
<u>Proposal Submitted</u> Adequate proposal submitted	4 weeks	4 weeks
<u>Technical Evaluation:</u> Provide results of technical evaluation to cost analyst	4 weeks	8 weeks
<u>IGCE</u> Provide results of IGCE to cost analyst	8 weeks [IGCE begins when RFP is issued]	8 weeks [tech eval and IGCE performed concurrently]
<u>DCAA Report</u> Provide report to cost analyst	10 weeks	14 weeks
<u>Cost Analysis Report:</u> Issue report to Contracting Officer which incorporates results of technical evaluation, IGCE, DCAA report, and EMCBC cost analysis	2 weeks	16 weeks
<u>Draft Pre-Negotiation Memorandum Briefing Package:</u> Submit pre-negotiation package for EMCBC business clearance review	2 weeks	18 weeks
<u>EMCBC Business Clearance:</u> Receive approval/business clearance to begin negotiations or forward to EM – OPAM	2 weeks	20 weeks
<u>EM – OPAM Business Clearance</u> Receive approval/business clearance to begin negotiations	2 weeks	22 weeks
<u>Complete Negotiations and Sign Modification</u>	2 weeks	24 weeks [180 days/6 months]

**Suggested Interim Milestones
To Achieve the 180 Day Timeframe
Post-Award Actions – Request For Equitable Adjustment**

<u>Action</u>	<u>Timeframe To Complete Action</u>	<u>Cumulative Elapsed Time</u>
<u>REA Submitted</u> Adequate REA submitted		
<u>Technical Evaluation:</u> Provide results of technical evaluation to cost analyst	4 weeks	4 weeks
<u>IGCE</u> Provide results of IGCE to cost analyst	8 weeks	8 weeks [tech eval and IGCE performed concurrently]
<u>DCAA Report</u> Provide report to cost analyst	10 weeks	10 weeks
<u>Cost Analysis Report:</u> Issue report to Contracting Officer which incorporates results of technical evaluation, IGCE, DCAA report, and EMCBC cost analysis	2 weeks	12 weeks
<u>Draft Pre-Negotiation Memorandum Briefing Package:</u> Submit pre-negotiation package for EMCBC business clearance review	2 weeks	14 weeks
<u>EMCBC Business Clearance:</u> Receive approval/business clearance to begin negotiations or forward to EM – OPAM	2 weeks	16 weeks
<u>EM – OPAM Business Clearance</u> Receive approval/business clearance to begin negotiations	2 weeks	18 weeks
<u>Complete Negotiations and Sign Modification</u>	2 weeks	20 weeks [150 days/5 months]

CHECKLIST FOR ADEQUATE CONTRACT POST-AWARD PROPOSALS

A well supported cost proposal [including Request for Equitable Adjustment (REA)] reduces effort and time needed for cost analysis and also facilitates negotiations.

To enhance submission of an adequate proposal/REA package, the contractor will include a completed proposal checklist as part of the overall proposal/REA submission package.

In addition to the proposal checklist, guidance and information regarding an adequate proposal/REA submission include:

- Federal Acquisition Regulation Table 15-2 “Instructions for Submitting Cost/Price Proposals When Cost or Pricing Data Are Required:
- Chapter 3 “Price Proposals” of the Defense Contract Audit Agency document “Information for Contractors” [see www.dcaa.mil]

When the proposal is based on data other than certified cost or pricing data, the contracting officer is responsible for obtaining information that is adequate for evaluating price reasonableness. Inadequacies exist when the offeror does not comply with the contracting officer’s requirements. The following criteria, while specifically not applicable to data other than certified cost or pricing data, provide a guideline pertaining to adequacy of the proposal.

Most of the criteria in the table below are specifically required by the Federal Acquisition Regulation (FAR) and are referenced accordingly. The items not referenced to the FAR are items that will still, in most cases, be needed for negotiations and Government review.

DOES THE PROPOSAL INCLUDE THE FOLLOWING:			
Criteria	YES	NO	N/A
General			
1. A properly completed first page of the proposal or a summary format as specified by the contracting officer in the solicitation. (FAR 15.408, Table 15-2 I.A.)			
2. An index referencing all cost or pricing data and information accompanying or identified in the proposal. (FAR 15.408, Table 15-2 I.B.)			
3. A summary of total cost by element cross-referenced to supporting cost or pricing data. (FAR 15.408, Table 15-2 I. D&E.)			
4. An identification of cost or pricing data (i.e., data that are verifiable and factual) and an explanation of the estimating process. When applicable, the following items should be specifically identified: (FAR 15.408, Table 15-2 I.C.)			
a. Judgmental factors and the methods used in the estimate, including those used in projecting from known data.			
b. The nature and amount of any contingencies.			
5. An identification of any incurred costs for work performed before submission of a proposal. (FAR 15.408, Table 15-2, I.F.)			
6. An identification and description of any agreements with Government representatives on use of forward pricing rates/factors. (FAR 15.408, Table 15-2 I.G.)			
7. The location and point of contact for any cost or pricing data which is identified, but not included, in the proposal.			
8. Disclosure of any other known activity that could materially impact the costs (i.e., existing excess material, company reorganizations, new technology acquisitions, labor union discussions, etc.). (FAR 15.407-1)			
Materials and Services			
9. A consolidated priced summary of individual material quantities included in the various tasks, orders, or contract line items being proposed and the basis for pricing (vendor quotes, invoice prices, etc). The offeror must include raw materials, parts, components, assemblies and services to be produced or performed by others. For all items proposed, the offeror must identify the item and show the source, quantity, and price. (FAR			

DOES THE PROPOSAL INCLUDE THE FOLLOWING:			
Criteria	YES	NO	N/A
15.408, Table 15-2 II.A.)			
10. Price analyses of all subcontractor proposals, and cost analyses for all subcontracts when cost or pricing data are required to be submitted by the subcontractor, showing the basis for establishing source and reasonableness of price. The offeror must obtain cost or pricing data from prospective sources for those acquisitions exceeding the threshold in FAR 15.403-4 and not otherwise exempt in accordance with FAR 15.403-1(b). The offeror must provide a summary of the cost analysis and a copy of the cost or pricing data submitted by the prospective source in support of each subcontract when required by FAR 15.408, Table 15-2 II.A.			
Interorganizational Transfers			
11. a. The offeror's cost analysis of the proposed interorganizational transfers and a breakdown of the proposed costs by element, when the proposed transfers are based on cost. (FAR 15.408, Table 15-2 II.A.(2))			
b. An explanation of the pricing method used for proposed interorganizational transfers when the proposed transfers are based on other than cost (FAR 15.408, Table 15-2 II.A.(1)).			
Direct Labor			
12. A time phased (i.e., monthly, quarterly, etc.) breakdown of labor rates and hours by category or skill level and the basis for the estimates of rates and hours (i.e., historical experience, engineering estimates, learning curves, etc.). If labor is the allocation base for indirect costs, the labor cost should be summarized in order that the applicable overhead rate can be applied. (FAR 15.408, Table 15-2 II.B.)			
Indirect Costs			
13. In the absence of any agreements on the use of forward pricing rates/factors, the offeror should show how indirect rates were computed and applied. Support for the indirect rates could consist of cost breakdowns, trends, and budgetary data. (FAR 15.408, Table 15-2 II.C.)			
Other Costs			
14. Identification of all other costs by category not described above (e.g., special tooling, travel, computer and consultant services) and bases for pricing. (FAR			

DOES THE PROPOSAL INCLUDE THE FOLLOWING:			
Criteria	YES	NO	N/A
15.408, Table 15-2 II.D.)			
Royalties and License Fees			
15. If royalties exceed \$1,500, the proposal must provide the information identified in FAR 15.408, Table 15-2 II.E.			
Facilities Capital Cost of Money			
16. When claiming facilities capital cost of money, the offeror must submit Form CASB-CMF and show the calculation of the proposed amount. (FAR 31.205-10), Table 15-2 II.F.)			
Change Orders, Modifications and Claims			
17. For Change Orders, Modifications and Claims, the contractor should follow the format for submission contained in FAR 15.408, Table 15-2 III.B.			
<p>a. <u>Deleted Work</u>: The current estimates of what the cost would have been to complete the deleted work not yet performed (not the original proposal estimates), and the cost of deleted work already performed. The cost of all deleted work performed should be separately identified.</p> <p>b. <u>Added Work</u>: A current estimate of the cost of work added by the change. When nonrecurring costs are significant, or when specifically requested to do so by the contracting officer, the contractor should provide a full identification and explanation of the nonrecurring costs. When any of the costs have already been incurred, these should be described on an attached supporting schedule.</p>			
Price Revision/Redetermination			
18. For price revision/redetermination, the contractor should follow the format in FAR 15.408, Table 15-2 III.C.			
Comments			

EMCBC RECORD OF REVISION

DOCUMENT TITLE: IP-540-09, Cost and Price Analysis Support for Financial Assistance Actions and Post-Award Contract Actions

If there are changes to the controlled document, the revision number increases by one. Indicate changes by one of the following:

- I Placing a vertical black line in the margin adjacent to sentence or paragraph that was revised.
- I Placing the words GENERAL REVISION at the beginning of the text.

Rev. No.	Description of Changes	Revision on Pages	Date
1	Original Issue	All	
2	Changed all references to cost and pricing analysis to cost and price analysis	1,4,6,7,9,18	
2	Added the word “appropriate” in Section 2.1	1	
2	Removed “associated with the Changes Clause [FAR 52.243-2 “Changes – Cost Reimbursement” (Aug 1987) – Alternate 1 (Apr 1984)]” in Section 2.1	1	
2	Section 2.2, removed “90 days after receipt of the contractor submission for actions within the local delegated approval authorities or 120 days for actions requiring Headquarters Business Clearance” and changed to “within the timeframe described in”.	1	
2	Section 4.2.4, updated reference to DOE Acquisition Guide, Chapter 15.4-4, DOE General Guide for Technical Analysis of Cost Proposals for Acquisition Contracts to December 2010 issuance.	2	
2	Section 5.2, changed “cost and pricing data or information other than cost or pricing data” to “certified cost or pricing data or data other than certified cost or pricing data”.	2	
2	Section 5.2 (a), added “including contract true-up proposals”.	2	
2	Section 6.1.4, added “and the Assistant Director, Office of Cost Estimating and Analysis (OCE&A)”	3	

	after C&P Team Lead.	
2	Section 6.1.4, added “The RFP will include a request that the contractor include a completed “checklist for proposal adequacy” as part of the overall submission package. Attachment B is a blank Checklist for Adequate Contract Post-Award Proposals.”	3
2	Replaced responsibilities in Sections 6.1.5, 6.1.6, 6.1.7 And 6.1.8 with rewritten responsibilities.	3
2	Added Section 6.2.2.	4
2	Section 6.3.4, added “and other evaluations” at the end of the sentence.	4
2	Section 6.3.5, changed “EMCBC Cost Estimating Team” to OCE&A performing IGCE’s”.	4
2	Section 6.4.1, added “[including a Weighted Guideline Analysis]” and coordination of IGCE, and preparation of report to include results of DCAA review, internal cost analysis and IGCE results.	4
2	Section 6.4.2, added “applicable” in first line.	4
2	Section 6.4.3, added “the technical evaluation as well as coordinating”.	5
2	Section 6.4.4, added “This includes assisting the CO/CS to address gaps in external evaluations such as the DCAA report, cost analysis report, technical evaluation and IGCE.	5
2	Section 8.1.1, added “certified” and changed \$650,000 to \$700,000.	5
2	Inserted new Section 8.2.3.	6
2	Inserted new Section 8.3.1.	6
2	Section 8.4.6, added “consolidated” in the first sentence. Added the second sentence and added the sentence “A copy of each evaluation [DCAA report, technical evaluation, IGCE, and other evaluation] will be attachments to the cost analysis report.”	7
2	Attachment A, added IGCE action after Technical Evaluation for the 90-day and 120-day timeframes.	9-10

2	Attachment A, added 180 Day Timeframe tables for post-award REAs and post-award RFPs.	12-13
2	Added “Checklist for Adequate Contract Post-Award Proposals” as Attachment B.	14-17
2	Flowchart, added IGCE to the step where the cost/price Analyst coordinates and reviews technical evaluation.	18

