*<DD Month Year>*

***NOTE: Example wording in red is instructions or examples that can be changed.***

MEMORANDUM FOR: <CUSTOMER/REQUESTOR ACTIVITY>

SUBJECT: Commercial Price Report for *Prime Contractor Name*: *RFP # , Supplier Name, Program Name*

# **EXECUTIVE SUMMARY OF FINDINGS**

*<SHOULD BE LIMITED TO PAGE 1 OF THE REPORT.>*

*This is a summary section and should include only the high-level results of the analysis and any critical/key information that must be communicated to the customer. Detailed support for the analyst’s price analysis will be presented in the respective sections of this report.*

*The format can be a brief narrative, table, bullet statements, or any combination of formats. If using a table format, the tables should fit on Page 1. If there are a large number of items/services being reviewed, a summary table should be created and the detailed list of items/services attached as a separate file, but referenced in the executive summary. A summary of the total price proposed and recommended by DCMA should be included in this executive summary of findings section.*

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **P/N or**  **Service** | **Description** | **Contractor  Proposed** | **DCMA  Recommended** | **Difference**  **(Prime – DCMA)** | **%**  **Difference** |
|  |  | $ | $ | $ | % |
|  |  | $ | $ | $ | % |
|  |  | $ | $ | $ | % |
| **TOTAL PRICE** | | **$** | **$** | **$** | **%** |

*The price recommendations provided herein form an adequate basis for negotiation of a fair and reasonable price. See Attachment A - Price Analysis for additional details.*

*Or*

*(If the part or service is determined noncommercial) The part (service) did not meet the commercial definition in FAR 2.101. Although we were able to provide some pricing information, we recommend the Contracting Officer request certified cost or pricing data from the prime contractor unless another exception applies; use FAR 15.403-1.*

*Summarize the potential risks identified during the review and/or market research. (If you don’t have any risks then delete this section)*

Please see the applicable section of this report for additional details.

**Table of Contents**

[EXECUTIVE SUMMARY OF FINDINGS 1](#_Toc529780890)

[DESCRIPTION OF PROPOSAL AND CUSTOMER SUPPORT REQUESTED 2](#_Toc529780891)

[REFERENCES 3](#_Toc529780892)

[STATEMENT OF ADEQUACY OF CONTRACTOR’S SUBMISSION 3](#_Toc529780893)

[PRIME CONTRACTOR BUSINESS SYSTEMS 4](#_Toc529780894)

[DCMA MARKET RESEARCH AND ALTERNATE SOURCES 4](#_Toc529780895)

[DCMA PRICE ANALYSIS 5](#_Toc529780896)

[RESTRICTIONS 6](#_Toc529780897)

[ADDITIONAL INFORMATION 7](#_Toc529780898)

[REVIEWS AND APPROVALS 8](#_Toc529780899)

[ATTACHMENTS 8](#_Toc529780900)

***(Ensure the Table of Contents is updated to reflect the correct page number before converting the report to PDF format. To update the table, select the table -> select the “Update Table” radio button located at the top left of the table of contents -> select “Update entire table” radio button.)***

# **DESCRIPTION OF PROPOSAL AND CUSTOMER SUPPORT REQUESTED**

*The Description of Proposal and Customer Support Requested information may be communicated in a table format (shown below) or narrative form.*

**Customer Information**

|  |  |
| --- | --- |
| Name of Buying Command/Service |  |
| Requested Scope of work |  |
| Proposed Contract Type |  |
| Program Name |  |
| Period of Performance (PoP) |  |
| < Add or delete as applicable > |  |

**DCMA Case Information**

|  |  |
| --- | --- |
| DCMA PMC Case Number |  |
| DCMA CIG Case Number | FYXX-XXX |
| Negotiated Suspense Due Date |  |
| < Add or delete as applicable > |  |

**Prime Contractor Information**

|  |  |
| --- | --- |
| <Contract, RFP, or BOA Number> |  |
| Contractor Name & CAGE Code |  |
| Proposal Number |  |
| Proposal Date |  |
| Proposal Amount |  |

**Subcontractor Information**

|  |  |
| --- | --- |
| <Contract, RFP, or BOA Number> |  |
| Contractor Name & CAGE Code |  |
| Proposal Number |  |
| Proposal Date |  |
| Proposal Amount |  |

# **REFERENCES**

*This section should contain a list of documents or other sources referenced in* ***but not attached*** *to the report*

1. *Document name and other relevant information about the reference (e.g., Date)*
2. *Document name and other relevant information about the reference (e.g., Date)*
3. *Document name and other relevant information about the reference (e.g., Date)*

*This section should identify references/resources used in the analysis and recommendation (i.e applicable market research, catalogs, websites, quotes, contractor price analysis, etc.).* *Ensure case files include all references.*

# **STATEMENT OF ADEQUACY OF CONTRACTOR’S SUBMISSION**

*This section should contain a narrative summary of the Prime contractor’s Price Analysis submission to the Government in accordance with DFARS 252.215-7009, Proposal Adequacy Checklist, Item 17, and (if applicable) DFARS provision 252.215-7010(b)(1)(ii). The contractor’s submission adequacy review must include an explicit statement on the information received for an analysis such as:*

*“The proposal and/or information received was adequate to support a recommended position for negotiation.”*

OR

*“The proposal and/or information received was inadequate to support a recommended position for negotiation (state reason why it was inadequate); however, through independent market research and/or via requests for information (or other information), DCMA was able to gain sufficient information to complete the price reasonableness review.”*

OR

*“The proposal and/or information received was inadequate to support a recommended position for negotiation, and DCMA was not able to independently obtain sufficient information through market research or via fact finding inquires to complete the price reasonableness review.”*

*If there are proposal deficiencies identified, the Analyst shall send an email to the DCMA CACO/DACO/ACO (See Guidance Memo dated April 25, 2018).*

# **PRIME CONTRACTOR BUSINESS SYSTEMS**

|  |  |  |  |
| --- | --- | --- | --- |
| **System  Description** | **Status** | **Date of CO Determination** | **Responsible Agency**  **& Authority** |
| Estimating |  |  | DCMA – DFARS 215.407-5-70 |
| Purchasing |  |  | DCMA – DFARS 244.3 |

*<This section should contain>:*

* *If there are no business system deficiencies then don’t include any narratives in this section*
* *If there are Purchasing and/or Estimating business system deficiencies then include the following statement:*

*For additional information regarding the Purchasing and/or Estimating system deficiencies, please review CBAR or contact the cognizant DCMA Administrative (Divisional/Corporate) Contracting Officer, ACO/DACO/CACO.*

* + *Include ACO/DACO/CACO contact information (name, phone, email)*

# **DCMA MARKET RESEARCH AND ALTERNATE SOURCES**

*Provide a summary of the market research performed and the results of the market research; ensure Market Research data is included in the Case File and identify the websites in this section. Add a statement, such as, “Market research sites are recorded in the Price Model, Attachment 1”. Ensure that all price recommendations resulting from market research are CLEARLY identified in the report (e.g. if one part) or price model. This should include screenshots, links or evidence of any recommended prices resulting from market research.*

*<This section should contain the following information if applicable>:*

* *Narrative summary of the market research/technical analysis identified in the Commercial Technical Analysis Report (CTAR), if applicable*
* *Identify sources in the industry and/or marketplace & where the marketplace is headed. Identify changes in the marketplace*
* *Identify Alternate market sources offering the identical P/N for sale*
* *Identify like/similar alternative parts, description of possible alternate P/N’s technical capabilities, pricing differences, quality differences, availability, or other critical information that would help the customer conduct negotiations*

# **DCMA PRICE ANALYSIS**

The table below summarizes the Prime Contractor’s proposed and DCMA recommended quantity, unit price and extended price as shown below:

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **P/N  or Service** |  | **Prime Proposed** | | | **DCMA Recommended** | | | **Difference (Prime - DCMA)** | **%  Difference** |  |
| **Year** | **Qty** | **Unit  Price** | **Extended  Price** | **Qty** | **Unit  Price** | **Extended  Price** | **Notes** |
|  |  |  |  |  |  |  |  |  |  | 1. |
|  |  |  |  |  |  |  |  |  |  | 2. |
| **Totals** |  |  |  |  |  |  |  |  |  |  |

Or include a chart like this for a proposed and recommended unit price and a separate table for the total proposed and recommended.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Part Number** | **Description** | **Qty.** | **Proposed** | **DCMA Recommended** | **Difference** (recommended less proposed) |
|

*The price recommendations provided herein form an adequate basis for negotiation of a fair and reasonable price. See Attachment A - Price Analysis for additional details.*

*Or*

*(If the part or service is determined noncommercial) The part (service) did not meet the commercial definition in FAR 2.101. Although we were able to provide some pricing information, we recommend the Contracting Officer request certified cost or pricing data from the prime contractor unless another exception applies; use FAR 15.403-1.*

**Note 1: *(include one note for each part)***

Provide a summary of the Prime Contractors proposal and Price Analysis used to support their fair and reasonable pricing. This section should identify any and all analysis, market research, historical sales, current offering for sale and other pricing related information the Prime Contractor used to support their proposed price.

Provide a summary of the DCMA’s price analysis identifying all the price analysis techniques utilized to arrive at the recommended fair and reasonable (or price range, average price or best attainable) price recommendation. Each price analysis technique should be listed as its own section (i.e. escalation, sales history, market analysis, parametric analysis, value analysis, etc.). This section should clearly identify what information DCMA utilized as the basis, why DCMA selected the specific price analysis technique, and how DCMA arrived at the recommended fair and reasonable price (or price range, average price or best attainable) recommendation.

The summary format can be narrative, table, bullet statements, or any combination of formats.

For additional information on DCMA’s price analysis calculations, see Attachment 1. If additional information becomes available, DCMA CIG will review the information and consider whether an update to this report is necessary.

# **RESTRICTIONS**

1. The contents of this report should not be released or disclosed, other than to those persons whose official duties require access in accordance with DoD 5200.1-R, Information Security, January 1997 (as amended), Appendix 3, paragraph AP3.2.3. This document may contain information exempt from mandatory disclosure under the Freedom of Information Act. Exemption 4, of the Freedom of Information Act, which addresses proprietary information, may apply.
2. Proprietary data determinations should be made in the event of an external request for access. Unauthorized disclosure of proprietary information violates 18 U.S.C. 1905 (Disclosure of confidential information generally) and, if the information is contractor bid or proposal or source selection information, 41 U.S.C. 423 (Restrictions on disclosing and obtaining contractor bid or proposal information or source selection information). Any person who unlawfully discloses such information is subject to penalties such as fines, imprisonment, and/or removal from office or employment
3. This restriction addresses the release of subcontractor information or data to the prime contractor (or a high-tier subcontractor) as prescribed in DFARS PGI 215.404-3(a). **Prior to releasing this report to the prime contractor**, the contracting officer must ensure it complies any written restrictions provided by the subcontractor. For assistance, please contact DCMA.

NOTE: Restrictions 1 and 2 above are required. ***Restriction 3 above is required for subcontractor proposal analysis to support the prime contractor or higher-tier subcontractor.***

If the analysis is subcontractor field pricing assistance to a prime contractor the analyst (or other responsible Government personnel) shall obtain written restrictions from the subcontractor for the release of their data provided to the Government for analysis. The analyst shall prepare a second separate report to comply with the subcontractor’s written restrictions for release to the prime contractor and attach it to this report. A contracting officer (PCO or ACO) shall review the second report to ensure compliance with the subcontractor’s written restrictions before releasing to the prime contractor. (If Applicable) Include the following Restriction 3 in the un-sanitized report provided to the PCO/ACO.

OR

3. This restriction addresses the release of subcontractor information or data to the prime contractor (or a high-tier subcontractor) as prescribed in DFARS PGI 215.404-3(a). This report does not comply with the written restrictions on the release of subcontractor information or data provided by <Subcontractor Name> contained in Tab <Letter>. Tab <Letter> contains a second report complying with these written restrictions. Prior to releasing the second report, the responsible contracting officer must ensure it complies with the written restrictions provided by the subcontractor.

(If Applicable) Include the following Restriction 3 in the sanitized report to be released to the prime contractor (or a high-tier subcontractor).

OR

3. This memorandum is releasable to the prime contractor in accordance with the subcontractor’s written restrictions on the release of subcontractor information or data provided by <Subcontractor Name> contained in Tab <Letter>. Prior to releasing this memorandum to the prime contractor, the responsible contracting officer must ensure it complies with the written restrictions provided by the subcontractor.

# **ADDITIONAL INFORMATION**

Upon request, the Price/Cost Analyst can provide a more detailed explanation of the results or perform a more in-depth analysis of any of the elements in the report. Also upon request, the Price/Cost Analyst can provide copies of the documents in the case file used to prepare this report.

If you would like DCMA support in your negotiations, please contact the undersigned, <Name of Preparer> at <Phone Number> or <e-mail address> to discuss the type of support needed.

**Upon completion of your negotiations please provide <Name of Preparer> with a copy of the Price Negotiation Memorandum as prescribed at FAR 15.406-3(b)**.

DCMA would appreciate your comments concerning the support you received and any recommendations on how we can better serve our customers. Please complete a survey at [https://pubapp.dcma.mil//CustSat/main.jsp](https://pubapp.dcma.mil/CustSat/main.jsp).

# **REVIEWS AND APPROVALS**

Prepared By:

<Name of Preparer >

DCMA Commercial Item Group - Contract Price/Cost Analyst

Reviewed/Approved By:

<Name of Reviewer/Approver >

DCMA Commercial Item Group - Lead Contract Price/Cost Analyst

# 

# **ATTACHMENTS**

* *Attachment 1 – FOUO\_DCMA CIG Price Analysis Model*
* *Attachment 2 – FOUO\_DCMA CIG Technical Analysis Report (for pricing) - if applicable*

*NOTE: If applicable, attach all in-depth analysis / reports as illustrated above. If there are no attachments to the report enter “None” after the ATTACHMENT section name.*

***NOTE:*** *You must use the standard naming convention when saving your case report:*

*FOUO\_DCMA\_CIG\_FYXX-XXX\_PC\_SC\_PN.pdf (Include underscores)*

(PC = Prime Contractor; SC = Subcontractor; PN = Program Name)

*Example: FOUO\_DCMA\_CIG\_FY17-235\_BH\_HS\_V22.pdf*