

## **REQUESTING PRICING AND TECHNICAL PRICING SUPPORT FROM DCMA**

### **1. ADEQUATE SUBMISSIONS – HELP US HELP YOU**

Before requesting support, offerors/contractors' proposals, claims, or other submissions should be adequately supported. Obtaining adequate proposals and submissions is in the best interest of all parties to fully protect the Government's interests, assist in performing the necessary cost or pricing analysis required to attain a fair and reasonable contract price, and enable timely contract awards. Receiving an adequate proposal at the outset minimizes delays caused by efforts to obtain supporting data.

[FAR 15.403-4](#) sets forth those circumstances in which contractors are required to submit certified cost or pricing data. [FAR 15.408](#), Table 15-2 provides instructions for submitting cost/price proposals when cost or pricing data are required. [DFARS 252.215-7009](#) includes the Proposal Adequacy Checklist.

### **2. PREPARING REQUEST FOR PRICING AND/OR TECHNICAL PRICING SUPPORT**

The request for support should identify the type of support being requested and address any special concerns/issues. Please click on the "Services Offered" link on the DCMA Domestic Pricing Support Website (<https://www.dcmamil/DCMA-Pricing-Support/>) to assist in identifying the type of support needed.

The below lists include the information/attachments that need to be submitted with your request, depending on whether you are a government customer or contractor. To assist customers in gathering the listed information, DCMA has an optional request form. If you choose to complete this form, please attach it to your request email, in accordance with the instructions in Section 4 below.

#### **Government-Initiated Request**

- Requestor Contact Information: name, title, organization/agency, phone number, e-mail
- Prime Contractor Contact Information: name, title, phone number, email
- Contractor CAGE code
- Government Solicitation (RFP/RFQ)
- Prime Proposal, including PWS/SOW and supporting documentation
- Dollar value of the action
- Requested scope and due date
- Program name
- Proposal validity date

## Contractor-Initiated Request

- Requestor Contact Information: name, title, organization/agency, phone number, e-mail
- Prime Contractor or Higher-Tier Subcontractor Contact Information (if different from the requestor): name, title, phone number, email, CAGE
- Subcontractor Contact Information: name, title, phone number, email
- Subcontractor CAGE Code
- Prime Contractor or Higher-Tier Subcontractor Request for Proposal/Quote (RFP/RFQ)
- Subcontractor Proposal, including PWS/SOW and supporting documentation (e.g., sanitized cost volume)
- Actions taken by the prime or higher-tier subcontractor to analyze the subcontractor's proposal
- Denial of Access Letter from Subcontractor
- PCO Contact Information: name, organization/agency, title, phone number, email
- Dollar value of the action
- Requested scope and due date
- Program name
- Proposal validity date

NOTE: Upon receipt of a contractor-initiated request, the DCMA analyst will work with the cognizant PCO/ACO to obtain a determination of valid government interest. This determination is required before analysis can begin.

### 3. IDENTIFYING THE COGNIZANT DCMA OFFICE

The DCMA Domestic Pricing Support Website (<https://www.dema.mil/DCMA-Pricing-Support/>) includes a “Find Your Pricing Team” tool, which identifies the cognizant pricing team based on the contractor's CAGE. When you provide your email address and the contractor's CAGE, you will receive an email with the contact information for the cognizant pricing team.

For **contractor-initiated requests** to review subcontractor proposals, please submit your request to the pricing team cognizant of the prime or higher-tier subcontractor CAGE. That office will coordinate with the office cognizant of the subcontractor CAGE.

### 4. SENDING THE REQUEST

E-mail the request to the cognizant DCMA Pricing Sub-Team inbox. If you have completed the optional request form, please include it as an attachment to the email. If files are too large to include in an email, contact the cognizant office for information on submitting documents via DoD SAFE.

If you have a general question prior to submitting your request, the DCMA Domestic Pricing Support Website (<https://www.dema.mil/DCMA-Pricing-Support/>) includes a “Have a Question?” tool, where you can submit your question for a response from the cognizant pricing team (if the CAGE is provided) or Pricing Division staff (if no CAGE is provided).