



DEPARTMENT OF DEFENSE
Defense Contract Management Agency

INSTRUCTION

Technical Pricing Support

Engineering and Analysis Technical Directorate
OPR: ~~DCMA-EA DCMA-TD~~

DCMA-INST 213
April 3, 2013
Change 1, February 21, 2017

Summary of Changes: This change implements updates necessary to address policy gaps identified during Mission Review Team reviews, provide direction on tracking Technical Pricing Support requests, retaining documents, evaluating Independent Research and Development proposals, and reviewing and approving Technical Pricing Support reports. These changes are also reflected in the two lower level policies, DCMA-ANX 213-01, "Technical Support to Negotiations" (Reference (e)) and DCMA-ANX 213-02, "Technical Support to Indirect Costs" (Reference (l)).

1. PURPOSE. This Instruction:

a. Establishes guidance for Technical Pricing Support activities for DCMA in accordance with references (a) through (k).

b. Establishes policy, assigns responsibility, and outlines procedures for providing technical input and recommendations to various contract pricing activities under the cognizance of DCMA. This includes a formal mechanism to assign, coordinate, document, track, and deliver required technical inputs/products associated with contract pricing.

2. APPLICABILITY. This Instruction applies to all DCMA activities unless higher-level regulations, policy, guidance, or agreements take precedence (e.g., DCMA International, Special Programs and Direct Commercial Sales activities).

3. MANAGERS' INTERNAL CONTROL PROGRAM. In accordance with DCMA-Instruction (DCMA-INST) 710, "Managers' Internal Control Program (Reference (a)), this Instruction is subject to evaluation and testing. The process flowchart *and key control table is located at Appendix A are located on this policies resource page.*

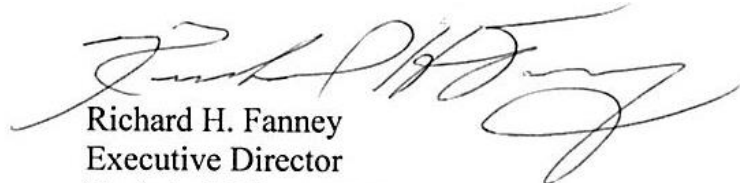
4. RELEASABILITY – UNLIMITED. This Instruction is approved for public release.

~~**5. PLAS CODE.** Specific PLAS code applicability is identified in accompanying Annexes~~
5. LABOR CODES. Located on resource page.

~~**6. POLICY RESOURCE WEB PAGE.** <https://home.dema.mil/policy/213r>~~

6. RESOURCE PAGE. <https://360.dema.mil/sites/policy/EA/SitePages/213r.aspx>

7. EFFECTIVE DATE. By order of the Director, DCMA, this Change is effective upon release. CMOs must be policy compliant 30 days after policy release.



Richard H. Fanney
Executive Director
Technical Directorate

***NOTE:** The Director approved this issuance on February 21, 2017, with direction to incorporate her comments prior to release. The effective release date is June 6, 2017.*

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REFERENCES

- (a) DCMA-INST 710, "Managers' Internal Control Program," ~~September 12, 2011~~
April 21, 2014
- (b) DCMA-INST 120, "Pricing and Negotiation - Contracts," ~~July 31, 2012~~ *April 1, 2014, as amended*
- (c) DCMA-INST 123, "Cost Monitoring," ~~September 27, 2011~~ *October 10, 2014, as amended*
- (d) DCMA-INST 130, "Forward Pricing Rates," ~~December 2010~~ *July 21, 2014*
- (e) DCMA-ANX 213-01, "Technical Support to Negotiations," April 3, 2013, *as amended*
- ~~(f) Federal Acquisition Regulation (FAR) 15.4, "Contract Pricing"~~
- ~~(g) FAR 42.302 (a) "Contract Administration functions"~~
- ~~(h) Defense Federal Acquisition Regulations Supplement (DFARS) 215.4, "Contract Pricing"~~
- ~~(i) DFARS 217.74, "Undefinitized Contract Actions"~~
- ~~(j) DCMA INST 134, "Boards of Review," October 15, 2012~~
- (k) DoD Directive 5105.64, "Defense Contract Management Agency (DCMA),"
January 10, 2013
 - (l) DCMA-ANX 213-02, "Technical Support to Indirect Costs," August 6, 2013*
 - (m) DCMA Memorandum #13-202, "EDW Document Clean-up and "Old" Documents Purse," July 31, 2013*
 - (n) DCMA Memorandum # 15-057, "Integrated Workload Management System (IWMS) Agency Deployment," March 19, 2015*
 - (o) DCMA-INST 629, "DAWIA Training Management," March 7, 2012, as amended*
 - (p) DCMA-INST 1206, "First Level Supervisor Review," July 24, 2014*

CHAPTER 1

POLICY

1.1. OVERVIEW. DCMA Technical Pricing Support policy is mandated through a combination of this Instruction and Annexes. The scope of this policy includes all technical support provided by DCMA engineering/technical staff to support pricing activities within the agency. Support requests may come from either internal (i.e. other DCMA Functional Specialists) or external (e.g. Defense Contract Audit Agency (DCAA)) entities. This Instruction provides broad policy guidance on this subject and identifies roles and responsibilities associated with general technical pricing workflow and relationships. Technical Pricing Support policy is supportive of DCMA Contracts Directorate (AQ) policy in specific areas (References (b) through (d)). As such, any updates to those AQ policies which may temporarily conflict ~~shall~~ *must* supersede this policy.

1.2. POLICY. It is DCMA policy to:

1.2.1. Provide multi-disciplinary inputs to support pricing and negotiation activities. This requires coordinated leadership, analysis, documentation, and product delivery to ensure DCMA support is integrated and delivered seamlessly to external agencies requiring contract management and pricing support.

1.2.2. Provide quality, timely, and adequate Technical Pricing Support to the DoD Acquisition Enterprise, other Federal Agencies and Departments, and organizations within DCMA in order to negotiate fair and reasonable contract prices.

1.2.3. Manage pricing and negotiation cases through the ~~approved e-tool(s)~~ *collection of required data*.

~~1.2.4. Coordinate all external Technical Pricing Support requests through the Administrative Contracting Officer (ACO) or their delegated point of contact.~~

1.2.4. Provide a single, integrated technical report, consisting of inputs from all necessary functional areas (e.g., software, engineering, manufacturing and quality), to support specific proposal analyses.

CHAPTER 2

ROLES AND RESPONSIBILITIES

~~2.1. AGENCY DIRECTOR PROGRAM INTEGRATION AND ANALYSIS (PI&A)~~

~~DIVISION: The Agency Director PI&A Division: **DIRECTOR, ENGINEERING DIVISION, TECHNICAL DIRECTORATE.** The Director, Engineering Division, Technical Directorate:~~

~~2.1.1. Serves as the agency central point of contact and advocate for all Technical pricing policy, training, and tools.~~

~~2.1.2. Provides base resources to develop and monitor policy implementation, identify and/or develop training requirements, and identify and/or develop tools necessary to conduct the DCMA Technical Pricing Support function.~~

2.2. COST AND PRICING CENTER DIRECTOR TECHNICAL PRICING. The Cost and Pricing Center Director Technical Pricing:

2.2.1. Assists the Director of Proposal Pricing in gathering the technical resources necessary to support major proposals at non-Integrated Cost Analysis Team (ICAT) locations.

2.2.2. Coordinates with Director, **PI&A Engineering Division, Technical Directorate**, on policy implementation related to Technical Pricing Support.

2.2.3. Coordinates with Director, **PI&A Engineering Division, Technical Directorate**, to provide major proposal support augmentation of technical resources

~~2.3. ENGINEERING AND MANUFACTURING GROUP CHIEF (EMGC).~~ The Contract Management Office (CMO) Engineering and Analysis Director/Technical Lead:

~~—2.3.1. Serves as CMO coordinator for all technical pricing activities at locations where ICAT Director is not assigned, these duties may be delegated.~~

~~—2.3.2. Maintains visibility of all technical pricing requests and trends.~~

~~—2.3.3. Ensures adequate resources are available to meet this critical functional tasking.~~

~~—2.3.4. Monitors quality and accuracy of data and products delivered.~~

~~—2.3.5. For both ICAT and non-ICAT locations, responsible for workforce development of all CMO engineering and technical staff.~~

~~2.4. INTEGRATED COST ANALYSIS TEAM (ICAT) DIRECTOR.~~ ICAT Director:

~~—2.4.1. Not assigned to all CMO locations, duties applicable only to locations assigned.~~

- ~~—2.4.2. Maintains process metrics for all technical pricing requests and trends.~~
- ~~—2.4.3. Ensures adequate resources are available to meet this critical functional tasking.~~
- ~~—2.4.4. Serves as CMO coordinator for all pricing activities, including technical.~~
- ~~—2.4.5. Monitors quality and accuracy of data and products delivered.~~
- ~~—2.4.6. Responsible for work assignments for all staff assigned.~~
- ~~—2.4.7. Coordinates technical staff development with CMO Engineering Director and Contracts Director, as appropriate.~~

~~**2.5. ADMINISTRATIVE CONTRACTING OFFICER, DIVISION ADMINISTRATIVE CONTRACTING OFFICER, CORPORATE ADMINISTRATIVE CONTRACTING OFFICER (ACO/DACO/CACO, hereafter ACO).** The ACO:~~

- ~~—2.5.1. Leads the Pricing and Negotiation process(s) and must ensure coordination among internal DCMA entities, buying activities, Defense Contract Audit Agency, and contractors.~~
- ~~—2.5.2. Submits all requests for pricing support to Pricing Team Supervisor for assignment.~~
- ~~—2.5.3. Evaluates proposal adequacy and validates need for cost and pricing assistance.~~
- ~~—2.5.4. Ensures the contractor responds adequately and promptly to requests for information in support of Technical inputs.~~
- ~~—2.5.5. When external requests are only for technical input, the ACO shall contact the Procuring Contracting Officer to validate that a Technical Review is required by DCMA and negotiate scope of review required and deadline.~~

~~**2.6. PRICING TEAM SUPERVISOR/PRICING CHIEF.** The Pricing Team Supervisor/
Pricing Chief:~~

- ~~—2.6.1. Is responsible for career development of pricing workforce assigned.~~
- ~~—2.6.2. Designates Pricing Team lead responsible for pricing support requests.~~
- ~~—2.6.3. Tracks and maintains awareness of open pricing cases.~~
- ~~—2.6.4. Approves Pre-Negotiation Objective Memorandum, Board of Review (BoR) Request, Price Negotiation Memorandum and all similar proposal pricing products prior to any needed approvals by the Contracts Director or ICAT Director.~~

~~—2.6.5. Is responsible for requesting technical support from the EMGC or Engineering Team Lead, as appropriate.~~

~~**2.7. ENGINEERING TEAM LEAD.** The Engineering Team Supervisor/Lead:~~

~~—2.7.1. At locations where an Engineering Team Supervisor is not assigned, a Team Lead should be assigned to perform these duties.~~

~~—2.7.2. Designates Technical subject matter expert responsible for pricing support requests.~~

~~—2.7.3. Tracks and maintains awareness of open technical support requests.~~

~~—2.7.4. Is responsible for quality of all technical pricing products developed by assigned personnel.~~

~~—2.7.5. Is responsible for communicating with request originator early in the process to ensure continuity of service/product being provided and to obtain clarification, as required, regarding scope of technical request.~~

~~**2.8. COST/PRICE ANALYST.** The Cost/Price analyst:~~

~~—2.8.1. Is the functional lead for requesting and integrating all DCMA pricing inputs unless requested support is for technical only analysis from external requestor.~~

~~—2.8.2. Is responsible for completing the DCMA Proposal Adequacy Checklist.~~

~~—2.8.3. Provides feedback to Engineering Team personnel as to the adequacy and effectiveness of technical inputs provided.~~

~~—2.8.4. Serves as liaison between CMO technical staff and contractor staff and coordinates all requests for information.~~

~~**2.9. COST MONITORING SPECIALIST (CMS).** The CMS:~~

~~—2.9.1. Develops the annual cost monitoring plan, ensure progress toward completion of the plan, and prepares the annual report.~~

~~—2.9.2. With the exception of Earned Value Management System, participates in business system reviews conducted by DCMA functional specialists.~~

~~—2.9.3. Participates in should cost reviews.~~

~~—2.9.4. Performs in depth analysis of the contractor's forward pricing rate proposal.~~

~~—2.9.5. Coordinates audit and technical reviews, as required.~~

~~—2.9.6. Keeps the cost/price analysts advised on the status of contractor business systems, Forward Pricing Rate Agreement/Forward Pricing Recommended Rate and final overhead rates, Cost Accounting Standards issues, and other pertinent information that could have a potential impact on the negotiation of a pricing action.~~

~~—2.9.7. Develops and maintains cost models that assess the cost impact on contracts as a result of changes in direct or indirect rates.~~

~~**2.10. TECHNICAL SPECIALIST.** The Technical Specialist (e.g., engineer, industrial specialist, quality assurance representative):~~

~~—2.10.1. Acknowledges and properly documents all requests for technical support.~~

~~—2.10.2. Verifies technical proposal is adequate to begin technical review.~~

~~—2.10.3. Notifies Engineering Team Supervisor if proposal is inadequate.~~

~~—2.10.4. Conducts adequate analysis to provide requestor required information by which to form a technical opinion while balancing analysis investment against potential contract savings and risk to the government.~~

~~—2.10.5. When answering requests for support, final submissions should contain adequate detail such that a nonengineering acquisition generalist could understand the technical risks/issues related to systems and/or proposals being evaluated.~~

~~—2.10.6. Responds to cost monitor specific requests for technical review of cost monitoring tasks.~~

~~**2.3. ENGINEERING AND MANUFACTURING GROUP CHIEF (EMGC).** The EMGC must:~~

~~2.3.1. Monitor quality and accuracy of data and products delivered at non-ICAT Contract Management Offices (CMO).~~

~~2.3.2. Manage resources (e.g., technical personnel, workload) to meet critical functional taskings at non-ICAT CMOs.~~

~~2.3.3. Designate Technical Support to Negotiations (TSN) and Technical Support to Indirect Costs (TSI) coordinators to manage TPS requests at non-ICAT CMOs.~~

~~2.3.4. Maintain visibility of all technical pricing requests and trends at non-ICAT CMOs. The EMGC must establish and maintain a process for minimizing turnaround times for technical pricing reports to include the approach for identification and disposition of any systemic issues.~~

~~2.3.5. Manage workforce development of all CMO engineering technical staff, ensure that authors and reviewers of Technical Pricing Reports are working toward and attain Defense~~

Acquisition Workforce Improvement Act (DAWIA) certification at the appropriate level in accordance with DCMA-INST 629 (Reference (o)), and the Office of the Under Secretary of Defense for Acquisition, Technology, and Logistics Workforce Desk Guide.

2.4. INTEGRATED COST ANALYSIS TEAM (ICAT) DIRECTOR. *ICAT Director, at ICAT CMOs, ensures technical pricing support is provided consistent with DCMA-ANX 213-01 (Reference (e)) and DCMA-ANX 213-02 (Reference (l)), as follows:*

2.4.1. Monitor quality and accuracy of data and products delivered.

2.4.2. Manage ICAT resources (e.g., technical personnel, workload) to meet critical functional taskings.

2.4.3. Designate TSN and TSI Coordinator to manage TPS requests.

2.4.4. Maintain visibility of all technical pricing requests and trends. The ICAT Director must establish and maintain a process for minimizing turnaround times for technical pricing reports to include the approach for identification and disposition of any systemic issues.

2.5. TSN/TSI COORDINATOR. *The TSN/TSI Coordinator is responsible for and must not delegate the following (NOTE: work performed by personnel assigned “acting” positions, or higher-level supervision, is not considered delegation):*

2.5.1. Acknowledge TSN/TSI requests.

2.5.2. Identify necessary functional support for the completion of the request, coordinate support with appropriate supervisors, and convey the deadline requirements to the technical team.

2.5.3. In the event the deadline is not feasible, recommend and negotiate a new suspense date.

2.5.4. Ensure appropriate supervisor/lead reviews and approves all technical reports. Approval must be completed prior to release of analysis to external customers.

2.5.5. Submit approved report to the requestor.

2.5.6. Log and track all TSN, TSI, and Commercial Item Determination CID cases utilizing direction provided on the resource page of this Instruction.

2.6. TECHNICAL SUPERVISOR OR TECHNICAL LEAD. *The Technical Supervisor or Technical Lead is responsible for and must not delegate the following (NOTE: work performed by personnel assigned “acting” positions, or higher level supervision, is not considered delegation):*

2.6.1. Manage resources for pricing support (for technical supervisor only).

2.6.2. *Manage the quality control of all technical pricing products.*

2.6.3. *Assign technical specialists to cases in coordination with the TSN/TSI Coordinator.*

2.6.4. *Review, approve, and sign (physically or electronically) the final report.*

2.6.5. *Ensure that the technical specialist maintains records of Requests for Information, contractor data, analysis data, and ensures that the records maintained are readable, retrievable, and accessible.*

2.6.6. *Ensure all engineers and technical staff supporting technical pricing activities are DAWIA certified in their primary career field (Level II minimum) within 24 months of assignment to the agency. Ensure TPS education requirements, based on assigned Learning Maps in the Talent Management System (TMS), and any other assigned training requirements have been fulfilled, or that a satisfactory schedule for completion is in place (for technical supervisor only).*

2.6.7. *(Technical supervisor only) ensure DCMA-INST 1206, "First Level Supervisor Review," (Reference (q)) and the FLSR eTool (or an approved alternate) is used to schedule, conduct, and document reviews on assigned functional specialists. Supervisors must track, plan, execute, and monitor employee development (technical specialists providing matrix type support to the engineering organization, must have this function performed by their supervisor of record). Specifically, but not exclusively:*

a. Verify that the individual has received policy specific functional training and DAWIA (category and level) certification (or are on track).

b. Determine competency and identify competency gaps based on assigned Learning Maps in the TMS, and any other assigned training requirements.

2.7. TECHNICAL SPECIALIST. *The Technical Specialist (e.g., engineer, industrial specialist, quality assurance representative):*

2.7.1. *Verifies technical package received is complete and adequate.*

2.7.2. *Notifies TSN/TSI Coordinator, as appropriate, if package is inadequate.*

2.7.3. *Conducts analysis to provide requestor with required information by which to form a technical opinion, while balancing analysis investment against potential contract savings and risk to the government.*

2.7.4. *When answering requests for support, final submissions should contain detail such that a non-engineering acquisition generalist can understand the technical risks/issues related to the evaluation.*

2.7.5. Coordinate with all functional areas as applicable (e.g., software, engineering, manufacturing, and quality) to obtain all technical inputs to sufficiently respond to the request. Inputs from all technical disciplines must be consolidated into one comprehensive and cohesive report, ensuring consistency of recommendations between the technical areas, and that no conflicting information is provided in the report.

2.7.6. Stores TPS records, to include requests, reports, and working documents in accordance with direction provided on the resource page of this Instruction.

CHAPTER 3

PROCEDURES

3.1. PROCEDURES. Detailed procedures for various Technical Pricing Support activities are found in applicable Technical Pricing Support annexes. ~~Additional annexes will be promulgated in future updates of this Instruction. Process flow charts and key control tables are located on the resource page of this Instruction.~~

3.1.1. Specific areas currently covered include DCMA-ANX 213-01, “Technical Support to Negotiations” (Reference (e)) *and DCMA-ANX 213-02 (Reference (l))*.

3.1.2. Overarching guidance related to procedures for providing Technical Pricing Support includes:

3.1.2.1. All requests *shall must* be coordinated through the ~~ACO, Pricing Team Lead, and Engineering Team Lead~~ *appropriate TSN/TSI Coordinator*. In the event a requesting activity inadvertently bypasses the ~~ACO TSN/TSI Coordinator~~, the DCMA technical point of entry will immediately notify the ~~ACO TSN/TSI Coordinator~~ for proper routing and action of request.

~~3.1.2.2. Coordinate all external Technical Pricing Support requests through the ACO or their delegated point of contact.~~

3.1.2.3. All requests *shall must* be formal and in enough detail to reasonably scope the technical effort required to provide value-added input in response to request.

3.1.2.4. All requests *shall must* be acknowledged and include a negotiated due date. ~~Baseline expectation is no longer than 30-day turnaround for most requests for technical support.~~

~~3.1.2.5. Use of Performance Labor and Account System (PLAS) Codes which most accurately defines the technical pricing function/activity being performed (i.e., B041, D041) is required. Use of broad engineering PLAS codes such as 069F should not be commonly used for Technical pricing activities.~~

~~3.1.2.6. All responses to requests shall be documented via formal correspondence signed by the Technical Specialist and reviewed by the Engineering Team Lead prior to submission to the requesting activity.~~

3.1.2.6. *All reports must be signed by the Technical Specialist and reviewed, approved, and signed by the Technical Supervisor or Technical Lead. Review, approval, and signature of the supervisor/lead signifies that the report’s contents meet all of this policy’s requirements and all the requirements of the technical pricing support request. The following statement must accompany the supervisor’s signature on each TPS report:*

“By signing this report, I agree that the report's contents reflect sound technical judgment and satisfy all Technical Pricing Support policy requirements and all requirements of the technical pricing support request.”

~~3.1.2.7. Technical community representation on applicable Contract Management BoR is strongly encouraged.~~

~~3.1.2.8. When analyzing contractor proposals, an understanding and familiarity with the base government requirements (i.e., Request for Proposal) is required. This forms the baseline against which to measure the contractor's proposal. Technical staff will have available and be familiar with these requirements when starting the technical review process/analysis.~~

3.2. PERSONNEL QUALIFICATIONS AND TRAINING. All engineers and technical staff supporting Technical pricing activities, *to include technical personnel (i.e., supervisors and technical leads) who review, approve, and sign technical reports, shall* must be Defense Acquisition Workforce Improvement Act (DAWIA) certified in their primary career field (Level II minimum) within 24 months of assignment to the agency. ~~Additionally, DAWIA continuing education requirements should include courses from the Business and Cost Estimating and Contracting career fields which are complementary to the Technical pricing function and shall be included in employees Individual Development Plan. A combination of DAWIA and DCMA courses required and recommended for all technical personnel whose duties include a significant role in supporting Technical pricing activities can be found on the policy resource page for this Instruction. Additionally, such personnel must have completed, or be scheduled to complete, all educational training requirements identified by assigned Learning Maps in TMS.~~

3.3. ENGINEERING RECORDS MAINTENANCE. *The technical specialist must maintain records of all TPS requests, reports, and working documents in accordance with direction provided on the resource page of this Instruction. Related documents are, DCMA Memorandum #13-202, “EDW Document Clean-up and ‘Old’ Documents Purge” (Reference (m)), and DCMA Memorandum #15-057, “Integrated Workload Management System (IWMS) Agency Deployment” (Reference (n)).*

~~APPENDIX A~~

~~TECHNICAL PRICING SUPPORT GENERAL PROCESS FLOWCHART~~
(moved to resource page)

ACRONYMS

ACO	Administrative Contracting Officer
AQ	DCMA Contract Directorate
BOR	Board of Review
CACO	Corporate Administrative Contracting Officer
CMO	Contract Management Office
CMS	Cost Monitoring Specialist
DACO	Division Administrative Contracting Officer
DAWIA	Defense Acquisition Workforce Improvement Act
DCMA-INST	DCMA Instruction
DFARS	Defense Federal Acquisition Regulation Supplement
<i>EDW</i>	<i>Electronic Document Workflow</i>
EMGC	Engineering and Manufacturing Group Chief
FAR	Federal Acquisition Regulation
<i>FLSR</i>	<i>First Level Supervisor Review</i>
ICAT	Integrated Cost Analysis Team
<i>IWMS</i>	<i>Integrated Workload Management System</i>
PLAS	Performance Labor and Accounting System
PI&A	Program Integration & Analysis
<i>TMS</i>	<i>Talent Management System</i>
<i>TSI</i>	<i>Technical Support to Indirect Costs</i>
<i>TSN</i>	<i>Technical Support to Negotiations</i>