

## Requesting Field Pricing Assistance

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### Module Introduction

Welcome to Requesting Field Pricing Assistance!

You might be wondering, "How will the information in this module help me in my job as a contract specialist?"


As a contract specialist, you are not alone when it comes to determining whether the proposed costs from an offeror are fair and reasonable. You can and should request proposal analysis assistance.

This module presents information on what assistance is available and how it impacts the way that contracting officers make decisions on financial, payment, and negotiation issues.

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## Requesting Field Pricing Assistance

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### Objectives


At the end of this module, you will be able to:

- Identify the various types of audits
- Identify situations in which an audit should be requested
- Identify the process for requesting an audit and the key players involved with the process

Sound good? All right, let's get started.

Select Next for a high-level overview of the content that will be presented in this module.

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## Requesting Field Pricing Assistance

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### Overview - Types of Assistance

The proposal you receive is the offeror's estimate of what the contract is going to cost. This estimate is normally based on a combination of technical information, accounting information, and judgment.

**What do you do if you do not have the expertise to accurately evaluate the reasonableness of the proposal?** Not to worry! Technical and accounting assistance is available to help you evaluate a proposal.

There are two types of assistance:

- Technical Analysis Assistance
- Audit Analysis Assistance

**What does each type of assistance entail?**

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What types of proposal analysis assistance are available to me?

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### Overview - Technical Analysis


A technical analysis entails an **examination and evaluation that determines, and reports on, the need for and reasonableness of the resources proposed by the offeror to complete the contract.**

While any area of the proposal may require technical analysis, the following are some of the areas typically evaluated:

- Types and quantity of material
- Labor hours
- Special tooling and test equipment types and quantities
- Unique facility requirements
- Associated factors set forth in a proposal

Select the image to the right to learn more about the skills required to perform technical analysis.

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*I'm a member of your Government Acquisition Team. What knowledge and skills do I need to perform a technical analysis?*

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### Overview - Audit Analysis


#### What is audit analysis assistance?

Audit analysis entails the performance of **contract audits by government auditors who have training and experience in analyzing accounting records and information from related offeror management systems.**

Auditors are authorized to access the contractor's books and financial records. The contract audit objective is to assure that the contractor has adequate controls to prevent or avoid wasteful, careless, or inefficient practices.

Select the image to the right to learn more.

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*I'm a government auditor. When I audit a contract, what are my areas of particular concern?*

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### Overview - Government Acquisition Team (GAT)

**Who provides you with technical and audit analysis assistance?** It is members of your Government Acquisition Team (GAT).

It is very important to identify the team assistance necessary for proposal analysis as early as possible in the acquisition process.

Early communications with team members will assist you in determining the specific areas in which you need assistance, the extent of assistance required, a realistic analysis schedule, and information requirements for cost analysis.



**To-Do List**

- ✓ Identify the team assistance necessary for proposal analysis.

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### Overview – GAT Technical Analysis Assistance

Members of the Government Acquisition Team who are familiar with the offeror and contract technical requirements can usually perform the best technical analysis of an offeror's proposal.

Two sources available are In-House Technical Assistance and Field Pricing Assistance. See [FAR 15.404-2](#) to learn more. **Select the images below to learn about these sources.**



In-House Technical AssistanceField Pricing Assistance

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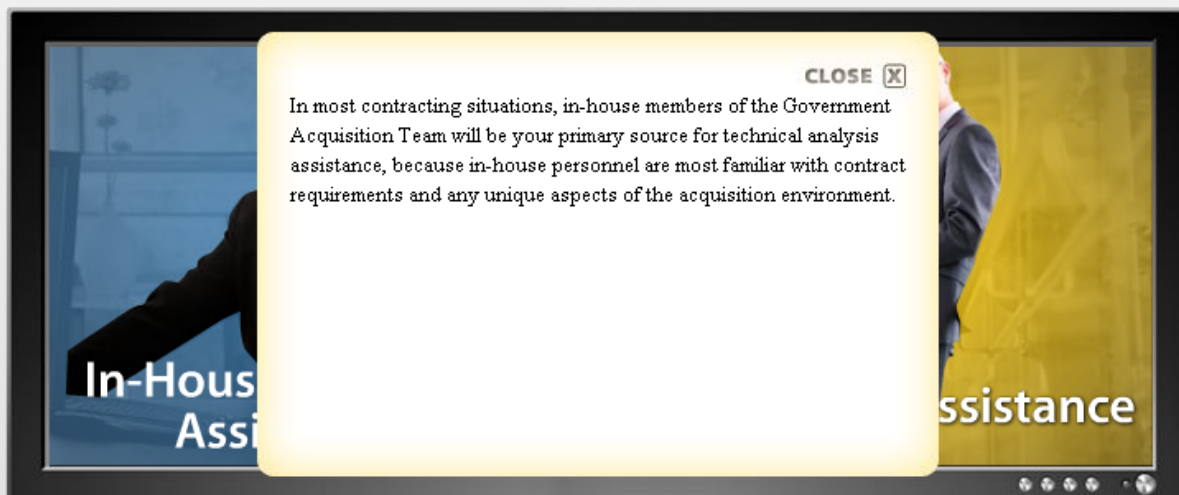
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**CLOSE X**

Field pricing assistance may be available from field contract administration activities, such as those operated by the Defense Contract Management Agency (DCMA). Personnel in these activities may work in the contractor's facility, or travel from plant to plant in a particular geographic area. In either case, they can provide valuable insights based on their knowledge of contractor facilities and operations. Personnel available to provide field pricing technical assistance typically include, but are not limited to the following: Administrative contracting officers; Price analysts; Engineers; Small business specialists; Legal counsel.

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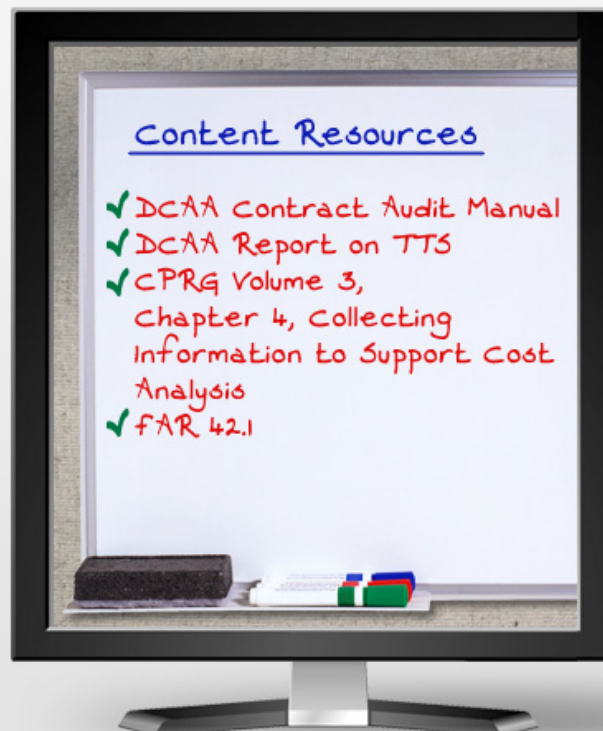
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### Module Resources

Review the graphic to the right to see what specific resources are used as references for the content in this module.

It is strongly recommended that you review these resources before proceeding with the module. Doing so will put you "ahead of the game" and will help you to answer the challenge questions to come!

Select the Resources tab for links to these and other references.

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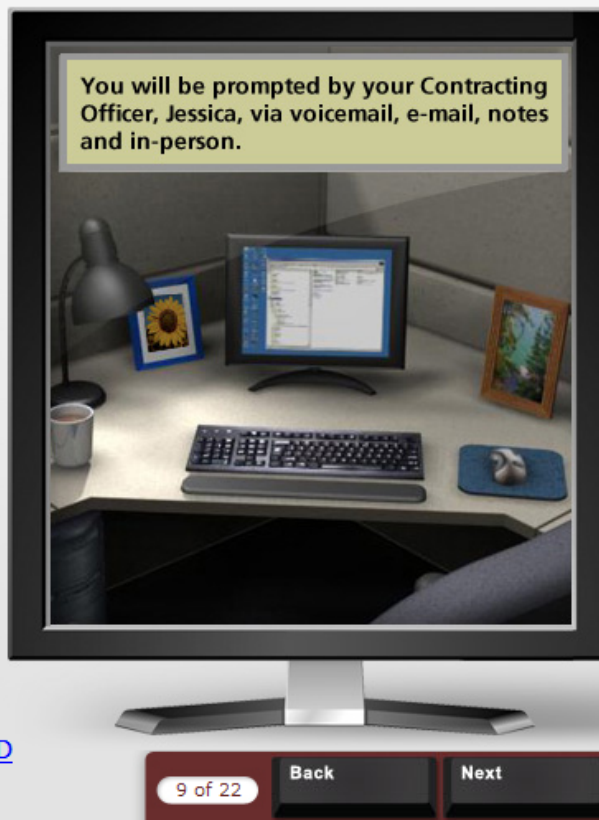
### Simulation Overview

In this module, you are going to answer a series of Challenge Questions about requesting field pricing assistance. Do not worry if you miss a question - you will be directed to pertinent content and then given a chance to answer the question again.

Even if you get a question right the first time, it is strongly recommended that you elect to review the pertinent content by selecting the Review button. This review will help you answer the practice test questions at the end of the module.

Remember to use the Resources and Glossary tabs at any time during the simulation to access helpful information.

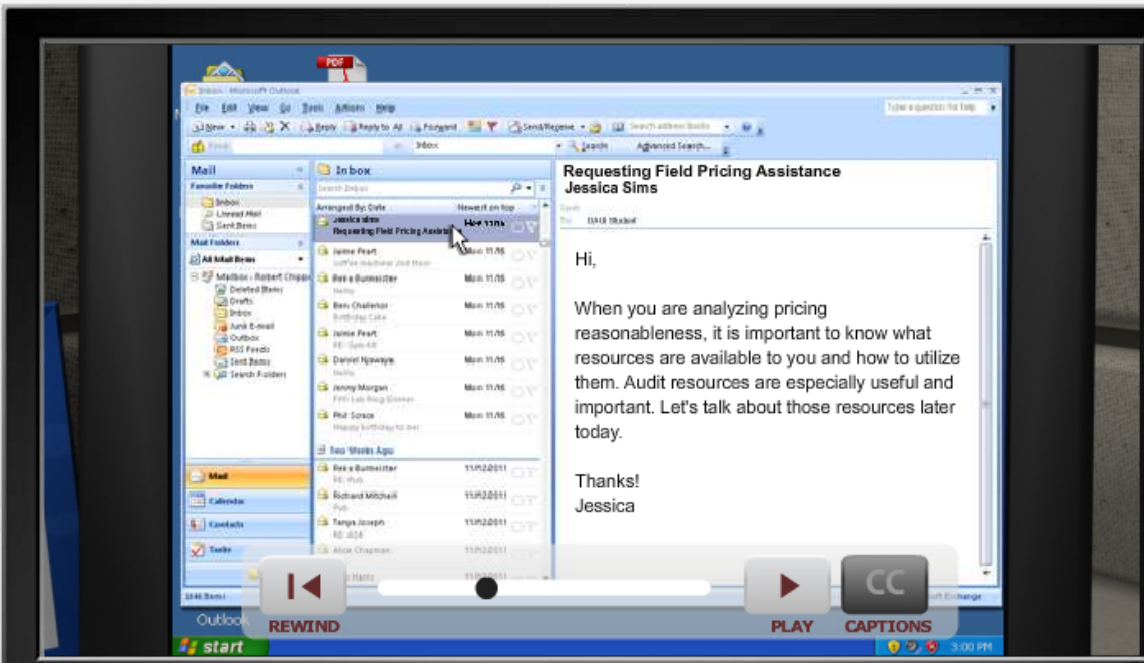
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**Requesting Field Pricing Assistance**

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The video player displays a screenshot of a Microsoft Outlook inbox. The inbox list shows several emails, with the top one titled "Requesting Field Pricing Assistance" from Jessica Sims. The email content is visible on the right side of the player, showing a greeting "Hi," followed by a paragraph about analyzing pricing reasonableness and the importance of knowing available resources. The email ends with "Thanks! Jessica". The video player interface includes a progress bar, a "REWIND" button, a "PLAY" button, and a "CAPTIONS" button.

Hi, When you are analyzing pricing reasonableness, it is important to know what resources are available to you and how to utilize them.

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The screenshot shows a video player interface. The main content is a screenshot of a Microsoft Outlook inbox. The email selected is titled "Requesting Field Pricing Assistance" from Jessica Sims. The email body text is: "Hi, When you are analyzing pricing reasonableness, it is important to know what resources are available to you and how to utilize them. Audit resources are especially useful and important. Let's talk about those resources later today. Thanks! Jessica". The video player has a progress bar at the bottom with a play button, a rewind button, and a captions button. The video title "Requesting Field Pricing Assistance" is visible at the top of the player.

Audit resources are especially useful and important. Let's talk about those resources later today. Thanks!  
Jessica

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**Challenge Question #1**

Who **typically** provides Audit Assistance?


☐ A. Defense Investigative Service

☐ B. In-house budget and financial personnel

☐ C. Agency General Accounting Office

☐ D. Defense Contract Audit Agency

Check Answer



**User Instructions:** Select the correct answer.

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### GAT - Audit Analysis Assistance

#### What sources of audit assistance are available?

Government audit assistance resources differ from agency to agency. Consult agency procedures to determine which types of audit assistance are available to you. See [FAR 15.404-2](#) to learn more. **Select each image below to learn more.**



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**GAT - Audit Analysis Assistance**

**What sources of audit assistance are available?**

Government audit assistance resources differ from agency to agency. Consult agency procedures to determine which types of audit assistance are available to you. See [FAR 15.404-2](#) to learn more. **Select each image below to learn more.**



**In-House Technical Assistance**

CLOSE X

Your contracting activity may have in-house financial management personnel assigned to act as contract auditors.

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**GAT - Audit Analysis Assistance**

**What sources of audit assistance are available?**

Government audit assistance resources differ from agency to agency. Consult agency procedures to determine which types of audit assistance are available to you. See [FAR 15.404-2](#) to learn more. **Select each image below to learn more.**

**Inspector General Assistance**

Close X

Your agency Inspector General office may perform contract audits as well as internal Government audits.

In-House Te Assista

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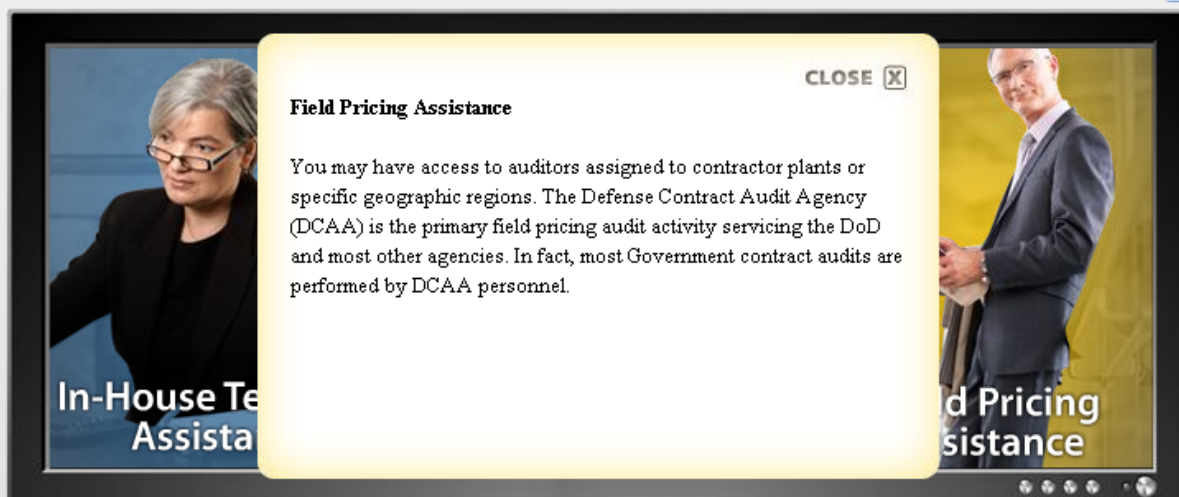
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### GAT - Audit Analysis Assistance

#### What sources of audit assistance are available?

Government audit assistance resources differ from agency to agency. Consult agency procedures to determine which types of audit assistance are available to you. See [FAR 15.404-2](#) to learn more. **Select each image below to learn more.**



**Field Pricing Assistance**

You may have access to auditors assigned to contractor plants or specific geographic regions. The Defense Contract Audit Agency (DCAA) is the primary field pricing audit activity servicing the DoD and most other agencies. In fact, most Government contract audits are performed by DCAA personnel.

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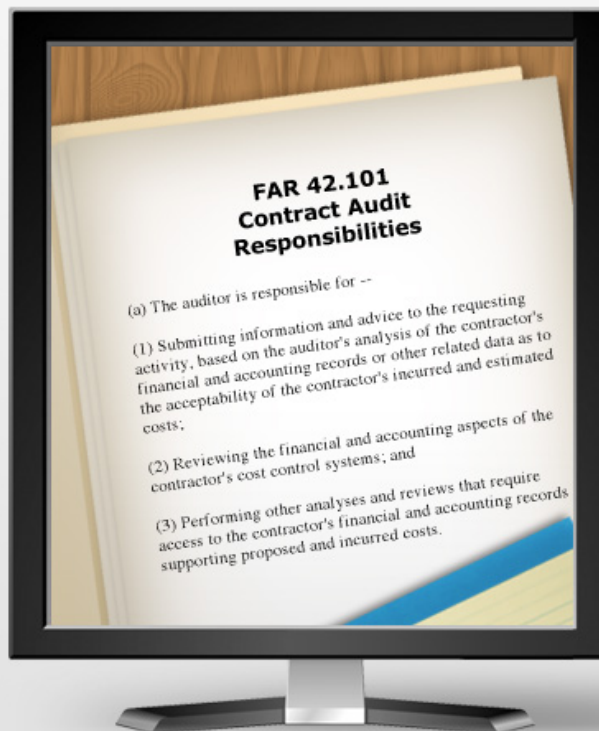
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### Who is DCAA?

For contractors other than educational institutions and nonprofit organizations, the Defense Contract Audit Agency (DCAA) is normally the responsible government audit agency.

DCAA maintains and distributes the Directory of Federal Contract Audit Offices. The directory identifies cognizant audit offices and the contractors over which they have cognizance.

To learn more about DCAA, see [FAR 42.101 through 42.103](#).



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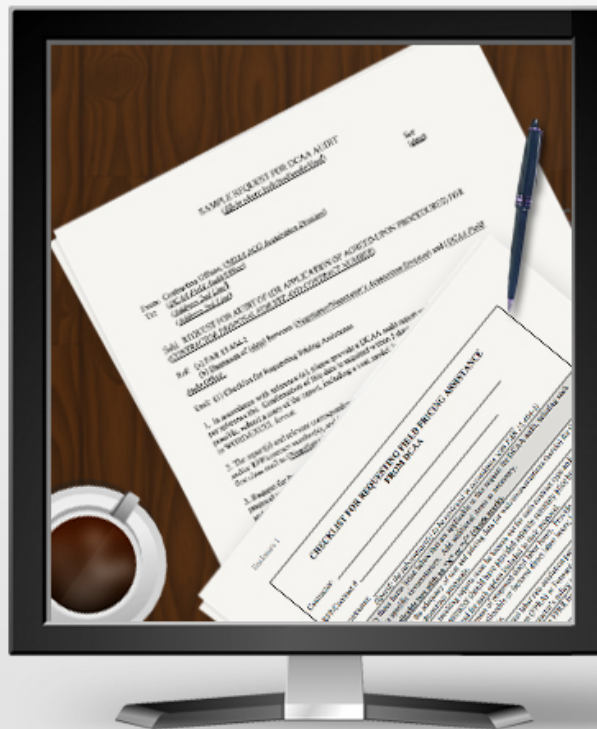
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### DCAA Checklist

Select the Resources tab and locate the Sample Audit Request for requesting field pricing audit support.

Save this form to your computer and/or print the form out and put it in a safe place. That way you will have a handy reference tool the next time you have to request assistance from DCAA.



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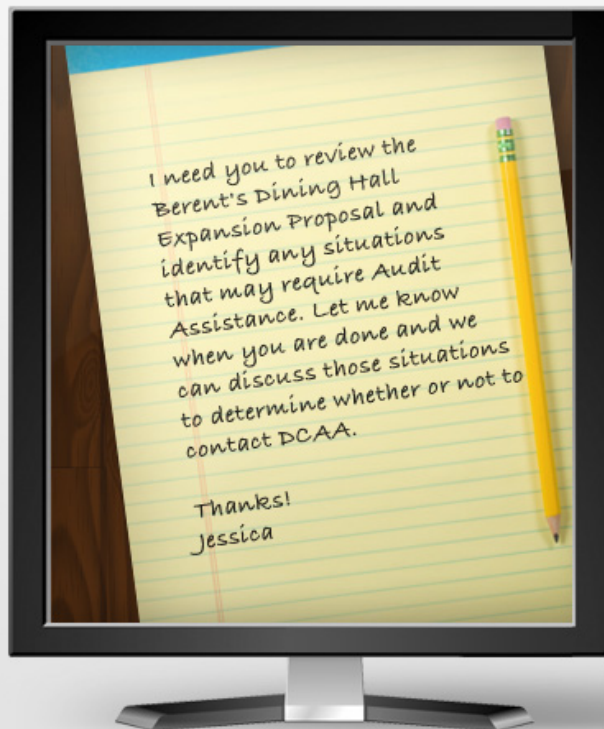
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### A Note From Jessica

Now that you have learned about audit analysis assistance and the role of DCAA, let's turn your attention to the Berent's Dining Hall Expansion proposal. Read Jessica's note to find out what you need to do next.



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**Challenge Question #2**

You are reviewing historical contract information for a firm that has recently submitted a proposal. Which of the following items might be an indication that you will require technical or audit assistance? Select all of the correct answers.

- ☐ A. The offeror has a history of not providing adequate cost estimate support
- ☐ B. The offeror has a history of underestimating costs
- ☐ C. The offeror experienced cost overruns attributable to historical problems that do not exist today
- ☐ D. In previous contracts, the negotiated price was significantly different than the proposed price

Check Answer



**User Instructions:** Select the correct answers and then select the Check Answer button.

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### Reviewing Existing Information

Now that you know what two types of assistance are available to help you evaluate the proposals you receive, **how do you determine what situations warrant a request for an audit?**

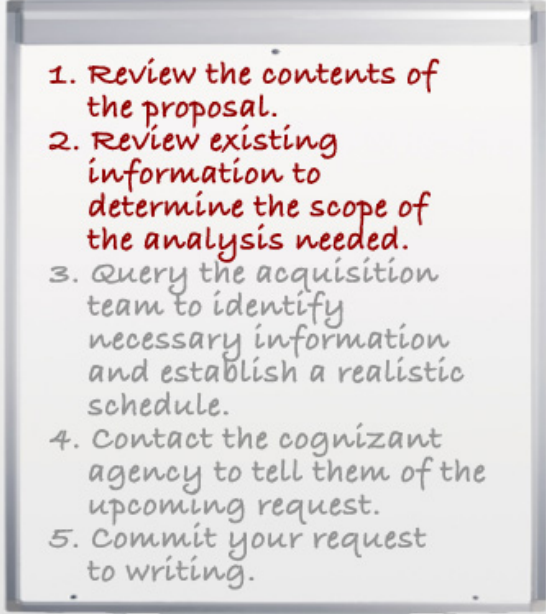
Upon receipt of the proposal, the first thing to do is to review its contents. Then, review the existing information you have in-house to determine if an audit is needed. **What does existing information include?**

Historical contract information, relevant audits and technical reports, and government contractor system reviews are all examples of the kinds of information you can review to determine the level of technical and audit assistance you will require.

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1. Review the contents of the proposal.
2. Review existing information to determine the scope of the analysis needed.
3. Query the acquisition team to identify necessary information and establish a realistic schedule.
4. Contact the cognizant agency to tell them of the upcoming request.
5. Commit your request to writing.

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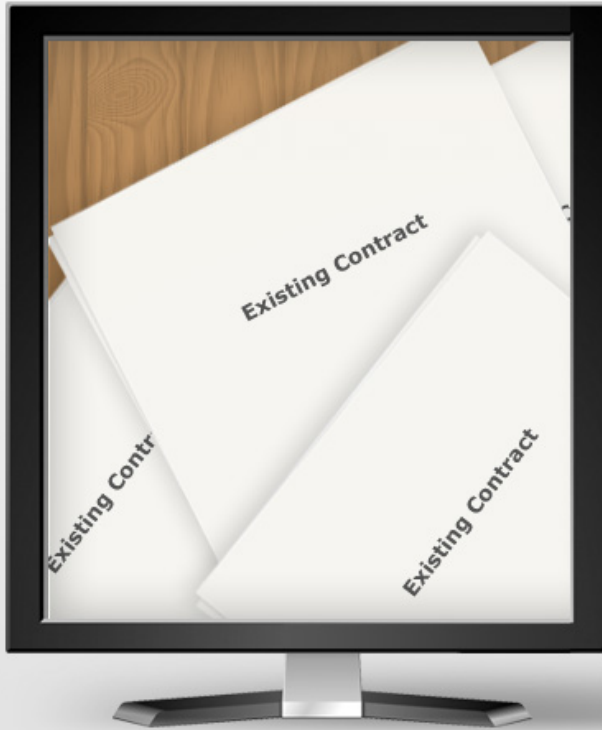
### Historical Contract Information

One of the first things you can do is to review the available files of contracts with the same firm to learn about offeror pricing practices, the quality of pricing information provided by the offeror, and any precedents established in past negotiations.

The reason you start here is simple. Problems in previous proposals or past contracts with a firm may indicate the areas that you should request assistance to verify.

Select Next for example questions you should consider when you review historical contract information.

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### Historical Contract Information (cont.)

Here are some questions you should consider when reviewing historical contract information. **Select each of the photos below to see these questions and their corresponding answers.**



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**Historical Contract Information (cont.)**

Here are some questions of the photos below to information. **Select each**



**Does the offeror have a history of not providing adequate cost estimate support?**

Proposal errors can seriously affect your ability to perform an effective cost analysis. If a firm has a track record of problems in a certain area, take care to assure that similar problems do not exist in the current proposal.

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**Historical Contract Information (cont.)**

Here are some questions you should consider when reviewing historical contract information. **Select each of the photos below to see these questions a**



**Does the offeror have a history of problems in controlling costs?**

Did the offeror experience cost overruns attributable to historical problems that do not or should not exist today? Uncritical use of historical cost projections could lead to excessive contract cost estimates.

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**Historical Contract Information (cont.)**

Here are some questions you should consider when reviewing historical contract information. **Select each of the ph**

**Does the offeror have a history of over/under e...**

**ng answers.**

Does the offeror have a history of over/under estimating costs?

Historical proposal tendencies may help you to identify proposed costs that require special scrutiny.

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### Historical Contract Information (cont.)

Here are some more questions you should consider when reviewing historical contract information. **Select each of the photos below to see these questions and their corresponding answers.**



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**Historical Contract Information (cont.)**

Here are some more questions about the information. Select each of the photos below to view the information.



**How did the negotiated price compare with the proposed price?**

The PNM should explain the differences between the proposed price, the Government objectives, and the price negotiated. These differences may give you an insight into potential weaknesses in the firm's current proposal.

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### Historical Contract Information (cont.)

Here are some more  
each of the photo

contract information. **Select**  
**answers.**

**What were the major cost-related problems and negotiation points in past contract negotiations?**

The price negotiation memorandum (PNM) should identify cost-related problems and major points that came up during fact-finding and negotiation. These same issues may come up in the current proposal. Referring to past PNMs can help you identify key areas of analysis and tell you how they were handled.

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**Historical Contract Information (cont.)**

Here are some more questions to ask each of the photos below. Select the information. **Select** answers.



**Were any pricing precedents established during previous negotiations that may affect the current negotiations?**

Past negotiations may have included an agreement on how to handle a specific type of cost in specific situations. Such agreements may establish a precedent that you should consider in the current analysis. However, be careful; do not blindly except precedents that do not make sense in the current situation.

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### Historical Contract Information (cont.)

You might want to ask some specific questions to determine when you need to use historical contract information and to help identify differences between the contracting situations of the past and the current contracting situation. **Select each of the photos below to see these questions and their corresponding answers.**



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### Historical Contract Information

You might want to ask some questions about historical contract information and to help identify the current contracting situation. Select the corresponding answers.



Have there been any changes in production methods or processes used?

If the offeror has improved production methods, leading to reductions in costs (e.g., labor, material, or scrap), then those improvements need to be reflected in projected costs.

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**Historical Contract Information (cont.)**

You might want to ask some specific questions to get the necessary information and to help identify differences between the current contracting situation. **Select each of the possible answers and corresponding answers.**



### Have there been any changes in the offeror's make-or-buy program?

If the offeror has changed component sources, those changes should be considered in cost estimates. Producing previously subcontracted items in-house will normally increase in-house costs and reduce subcontract costs. Give special attention to the effect such changes have on total cost. If such a change increases total cost, offeror make-or-buy decision criteria require further examination.

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**Historical Contract Information (cont.)**

You might want to ask... information and to help... contracting situation. See... corresponding answer...

historical contract... past and the current... and their

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Have the offeror's accounting practices changed?

If the offeror has changed procedures for classification or accumulation of a particular cost, projected costs may be affected. For example, if a particular type of cost was previously classified as a direct cost, and is now classified as an indirect cost, expect changes in the totals for both cost groupings.

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When you need to use historical contract pricing situations of the past and the current pricing, ask the offeror these questions and their answers:



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**Historical Contract Information (cont.)**

You might want information and contracting situ  
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**Have business conditions or general economic conditions changed?**

Changes in business or general economic conditions will also affect costs. You must adjust historical costs to consider these changes. The most obvious example is inflation/deflation.

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### Relevant Audits and Technical Reports


In addition to historical contract information, you should also review relevant audits and technical reports for indications that the new proposal will require technical or audit assistance.

Your office may not have direct experience with the offeror, but according to [FAR 15.406-1\(a\)](#), you may be able to obtain audits or technical reports from other offeror proposals. Audits and technical reports can be excellent sources of cost information. Leverage the work that has already been done!

Obtain and analyze reports on:

- Other proposals for identical or similar items
- Proposed forward pricing rates and factors

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### Reports on Other Proposals for Identical or Similar Items

Reports on previous procurements of identical or similar items can provide information on cost elements that were particular problems in the past.

A change in estimating methodology, for example, may be an attempt to mask a weakness in the offeror's proposal.

It is helpful to compare costs for similar products, especially when the product offered has never been produced before. If you find patterns of questioned costs, closely scrutinize similar cost estimates for the current proposal.


Analysis methods documented in previous reports may contain useful approaches to cost analysis. Different approaches can provide very different perspectives of cost reasonableness.

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Thanks for identifying the areas of the Berent's Dining Hall Expansion proposal that may need Audit Assistance.

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Now we need to request an audit for those areas. Let's walk through the steps for requesting an audit together. Meet me in the conference room in an hour. Thanks!

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### Challenge Question #3

After you have reviewed the contents of the proposal and determined the scope of the audit necessary, select the correct order of the steps required to request Audit Assistance.

1. Commit your request to writing.
2. Contact the cognizant agency by phone to tell them of the upcoming request and to determine the means of communication acceptable for the assistance request.
3. Query all acquisition team members.

☐ A. 1, 2, 3


☐ B. 2, 3, 1

☐ C. 3, 2, 1

Check Answer

**User Instructions:** Select the correct answer.

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### Reports on Forward Pricing Rates and Factors

Larger government contractors typically submit proposals that deal exclusively with the rates and factors used in proposal development. Reports on the analysis of these rates and factors can provide a great deal of useful information on projected offeror operations over the forecasted periods, including:

- Projected business volume
- Capital expenditures
- Work force, skill, and seniority levels

As useful as they can be, these reports can be very lengthy. Contact the cognizant administrative contracting officer (ACO) or cognizant auditor prior to requesting them.

Based on this contact, you may be able to limit your request to only the specific information that you need for cost analysis.



## Cognizant Auditor

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### Reports on Forward Pricing Rates and Factors (cont.)

As you review these reports, notice that the auditor will recommend rates that may be useful in cost analysis and contract negotiation, particularly when forward pricing rates have not been negotiated with the Government.

It is very important, however, to **never deviate from rates set in a Forward Pricing Rate Agreement (FPRA) unless the ACO confirms that the FPRA is no longer in effect.**

If there have been substantial changes in business volume, acquisition or sale of assets, automation, or other significant differences, these could be reasons for requesting a new audit or overturning an FPRA.

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Ask yourself if anything has changed between this report and your current situation that might significantly affect the rates.

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### Examining Industry Cost Estimating Standards

In some industries (e.g., construction), there are cost estimating guides and standards that are generally accepted by the industry. Once you identify the tasks required to complete the contract, these guides and standards provide excellent information on the related cost.

For other industries, there are various sources of information that you can use as benchmarks in your cost analysis.

Select [here](#) to reference CPRG Volume 4, Chapter 4, Section 4.1.4 for common industry resources.



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### Requesting Assistance

At this point you have reviewed the contents of the proposal and the information you have in-house in order to determine your analysis needs. **What is your next step?**

Your next step should be to query all acquisition team members in order to identify necessary information and establish a realistic schedule.

Early communications with team members will assist you in determining:

- Specific areas in which you need assistance
- Extent of assistance required
- Realistic analysis schedule
- Information requirements for cost analysis

1. Review the contents of the proposal.
2. Review existing information to determine the scope of the analysis needed.
3. Query the acquisition team to identify necessary information and establish a realistic schedule.
4. Contact the cognizant agency to tell them of the upcoming request.
5. Commit your request to writing.

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### When to Request Field Pricing Assistance

In most contracting situations, in-house members of the Government Acquisition Team will be your primary source for technical analysis assistance.

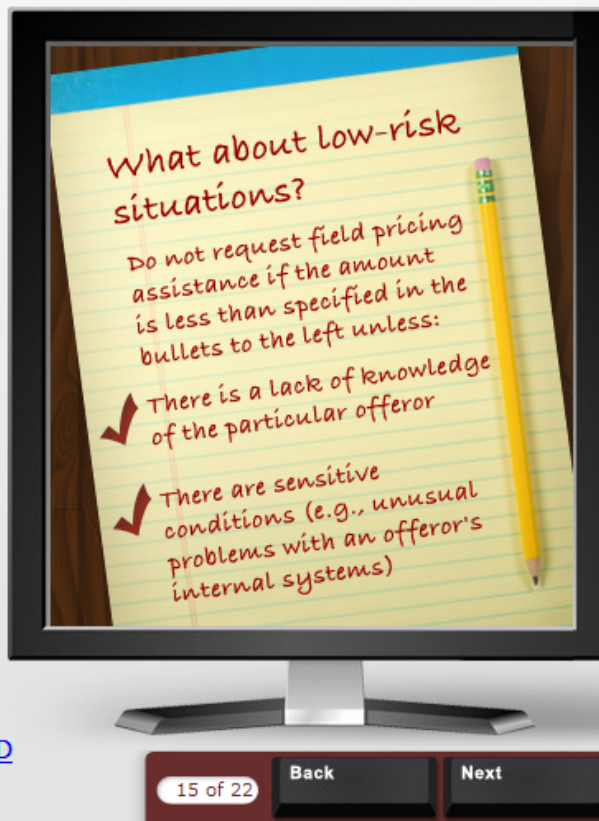
#### **But what about field pricing assistance?**

The Department of Defense (DOD) recommends field pricing assistance in higher-risk situations. Some of these situations include:

- Fixed-price proposals exceeding the cost or pricing data threshold
- Cost-reimbursement proposals exceeding the cost or pricing data threshold from offerors with significant estimating system deficiencies
- Cost-reimbursement proposals exceeding \$100 million from offerors without significant estimating deficiencies

**So, what about lower-risk situations?** See the image to the right.

**User Instructions:** Select Next to continue.

[D](#)

## Requesting Field Pricing Assistance

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### When to Request Field Pricing Assistance (cont.)

**What if current and reliable technical or audit information is already available?**

You may not need assistance or you may be able to limit your assistance request to an informal verification that available information is still current. **Select the playing cards below for examples of situations in which you may not need to request assistance.**



**User Instructions:** Select Next to continue.

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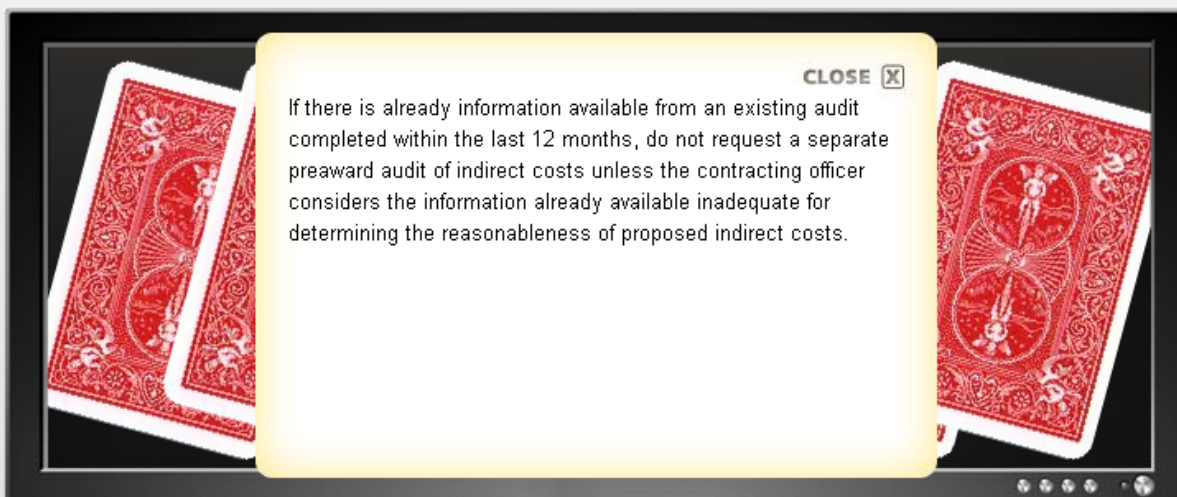
## Requesting Field Pricing Assistance

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### When to Request Field Pricing Assistance (cont.)

#### What if current and reliable technical or audit information is already available?

You may not need assistance or you may be able to limit your assistance request to an informal verification that available information is still current. **Select the playing cards below for examples of situations in which you may not need to request assistance.**



**User Instructions:** Select Next to continue.

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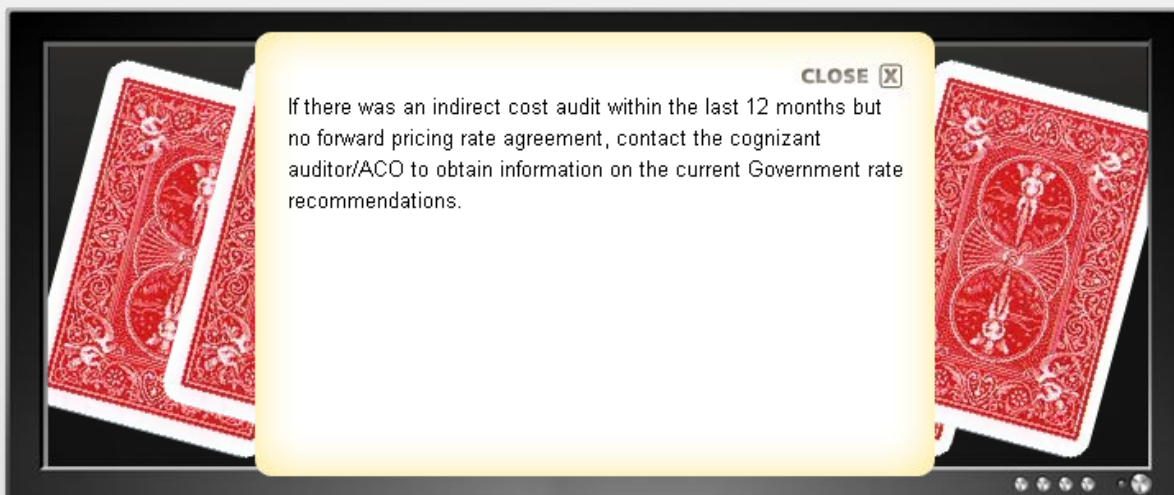
## Requesting Field Pricing Assistance

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### When to Request Field Pricing Assistance (cont.)

#### What if current and reliable technical or audit information is already available?

You may not need assistance or you may be able to limit your assistance request to an informal verification that available information is still current. **Select the playing cards below for examples of situations in which you may not need to request assistance.**



**User Instructions:** Select Next to continue.

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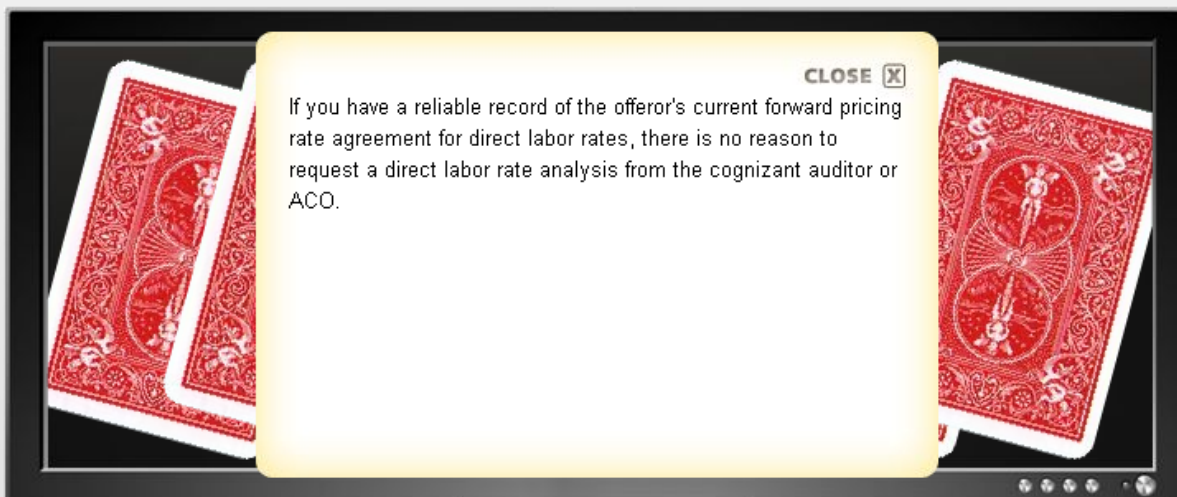
## Requesting Field Pricing Assistance

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### When to Request Field Pricing Assistance (cont.)

#### What if current and reliable technical or audit information is already available?

You may not need assistance or you may be able to limit your assistance request to an informal verification that available information is still current. **Select the playing cards below for examples of situations in which you may not need to request assistance.**



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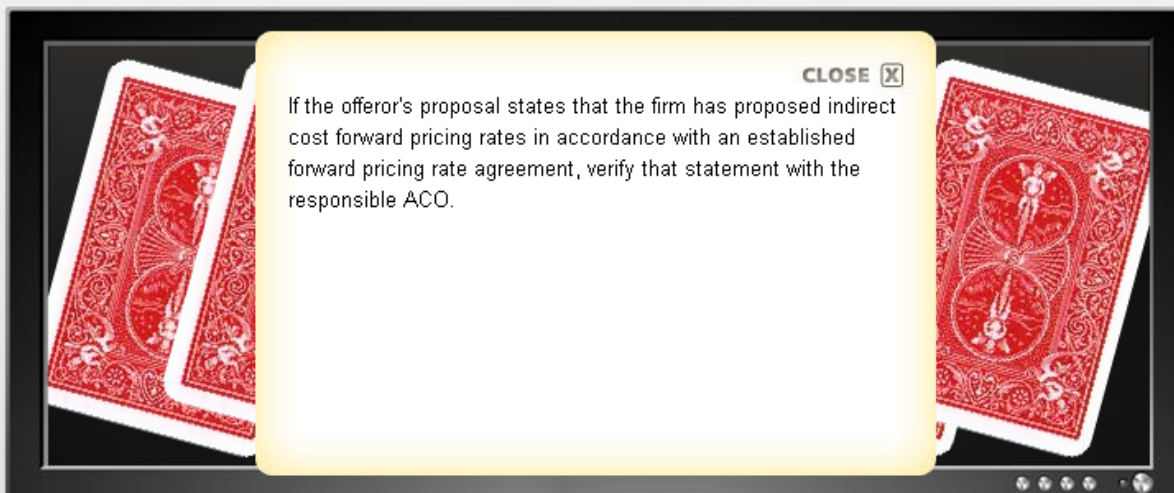
## Requesting Field Pricing Assistance

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### When to Request Field Pricing Assistance (cont.)

#### What if current and reliable technical or audit information is already available?

You may not need assistance or you may be able to limit your assistance request to an informal verification that available information is still current. **Select the playing cards below for examples of situations in which you may not need to request assistance.**





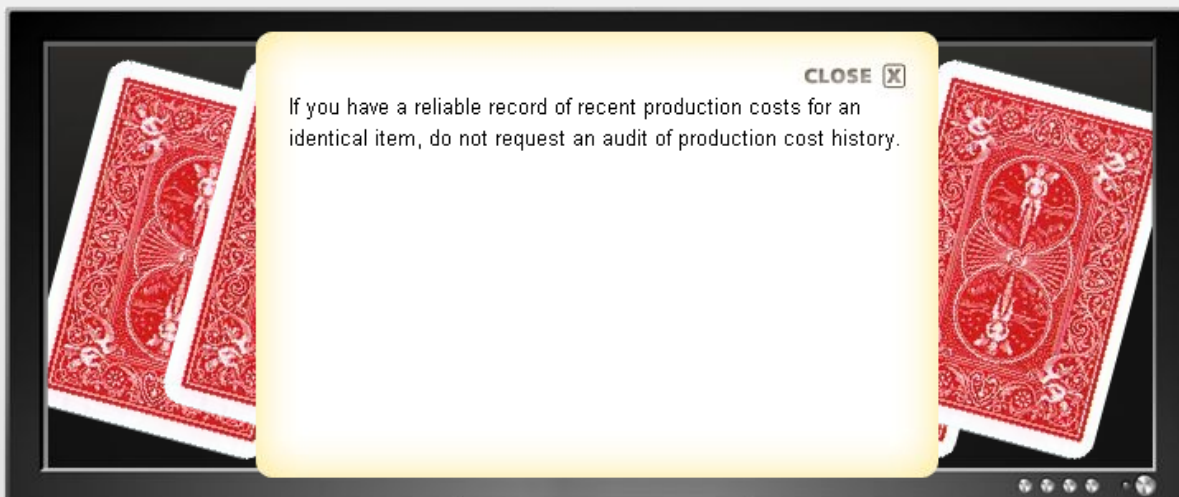
## Requesting Field Pricing Assistance

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### When to Request Field Pricing Assistance (cont.)

#### What if current and reliable technical or audit information is already available?

You may not need assistance or you may be able to limit your assistance request to an informal verification that available information is still current. **Select the playing cards below for examples of situations in which you may not need to request assistance.**



**User Instructions:** Select Next to continue.

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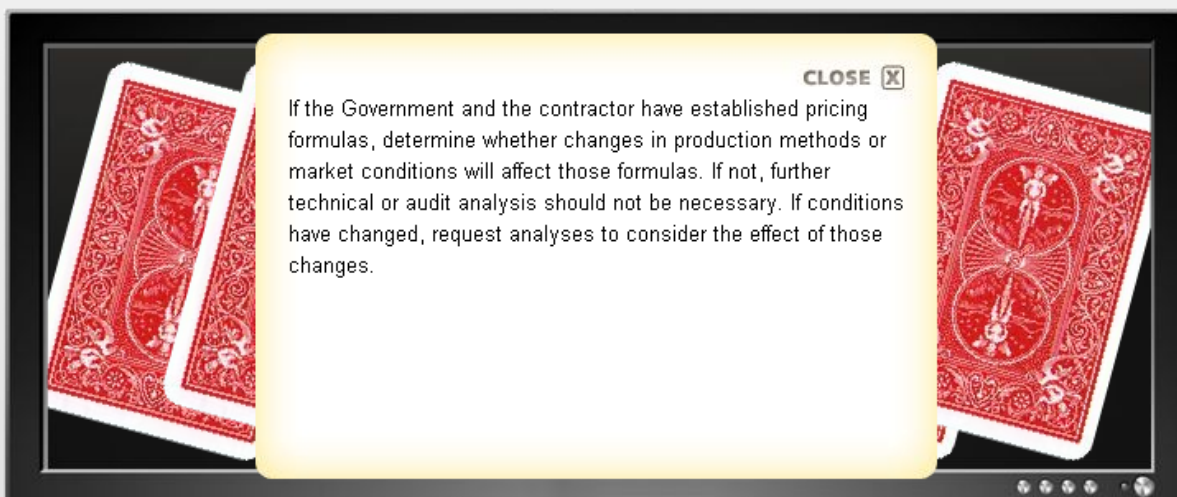
## Requesting Field Pricing Assistance

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### When to Request Field Pricing Assistance (cont.)

#### What if current and reliable technical or audit information is already available?

You may not need assistance or you may be able to limit your assistance request to an informal verification that available information is still current. **Select the playing cards below for examples of situations in which you may not need to request assistance.**



**User Instructions:** Select Next to continue.

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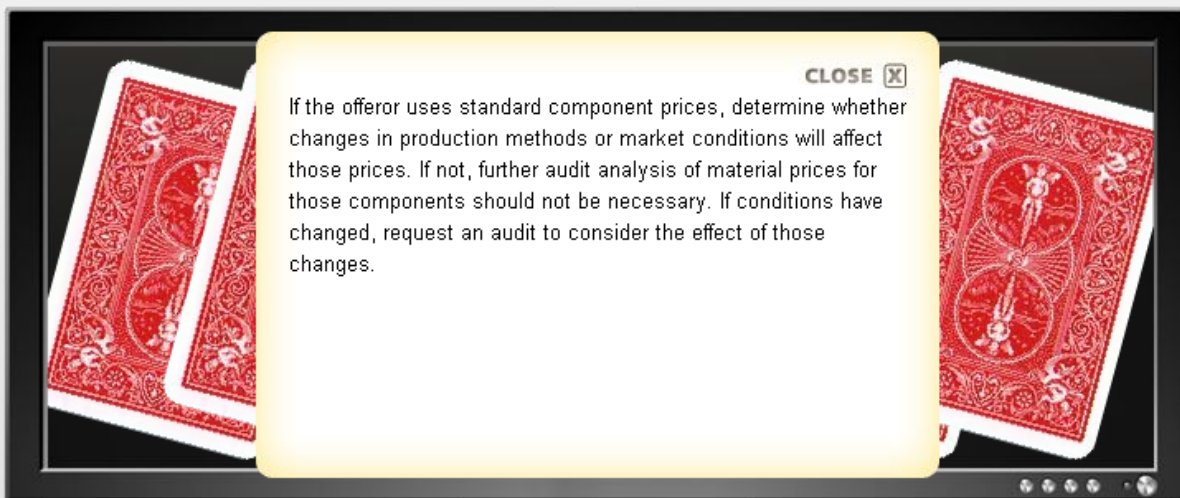
## Requesting Field Pricing Assistance

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### When to Request Field Pricing Assistance (cont.)

#### What if current and reliable technical or audit information is already available?

You may not need assistance or you may be able to limit your assistance request to an informal verification that available information is still current. **Select the playing cards below for examples of situations in which you may not need to request assistance.**



**User Instructions:** Select Next to continue.

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## Requesting Field Pricing Assistance

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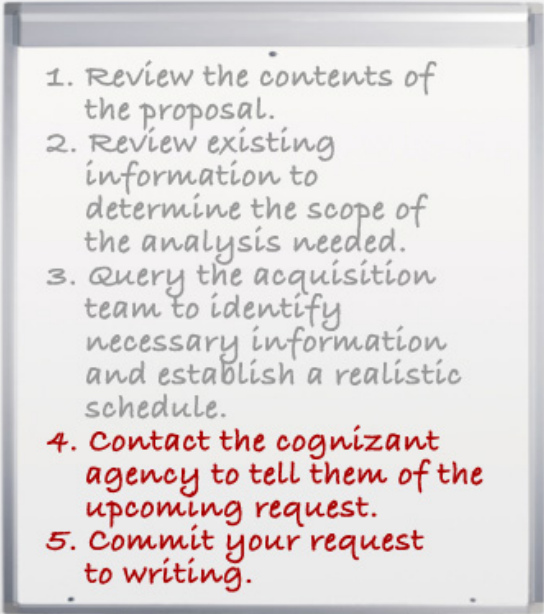
### Requesting Proposal Analysis Assistance

Once you have determined what kind of proposal analysis assistance you will require, and you have considered agency and buying office requirements, it is time to actually request assistance.

The first thing you should do is determine how the people who will assist you want to receive assistance requests. There are two main ways to request proposal analysis assistance: **oral** and **written**.

Oral requests are face-to-face or telephonic requests. Make requests this way whenever it's practical, especially whenever you only need to verify or obtain existing information.

Written requests are delivered in person or transmitted electronically as an e-mail or fax. These are appropriate for in-depth analysis requests. Review [FAR 15.404-2](#) to learn more.

- 
1. Review the contents of the proposal.
  2. Review existing information to determine the scope of the analysis needed.
  3. Query the acquisition team to identify necessary information and establish a realistic schedule.
  4. Contact the cognizant agency to tell them of the upcoming request.
  5. Commit your request to writing.

**User Instructions:** Select Next to continue.

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## Requesting Field Pricing Assistance

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### Requesting Assistance in Writing

As you prepare your written request for assistance, make sure you are specific. You need to describe the extent of assistance you require and specify the areas for which input is required.

You also need to make sure that the auditor or technical analyst has the information necessary to perform their analysis. What does this entail?

Select each document to the right to learn more.

Request for Technical Analysis

Request for Audit Assistance

**User Instructions:** Select Next to continue.

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The screenshot displays a web application interface. At the top, there are three navigation buttons: "Resources", "Glossary", and "Help". The main content area features a large, semi-transparent window titled "Request for Technical Analysis" with a blue border. This window contains the following text:

**Request for Technical Analysis**

A request for technical analysis should:

- Include a copy of all technical information submitted by the offeror on the cost(s) involved
- Normally not include dollar amounts, as technical personnel are not normally the best sources of labor or overhead rate analysis. Including such information in your request may cloud their analysis of technical issues.

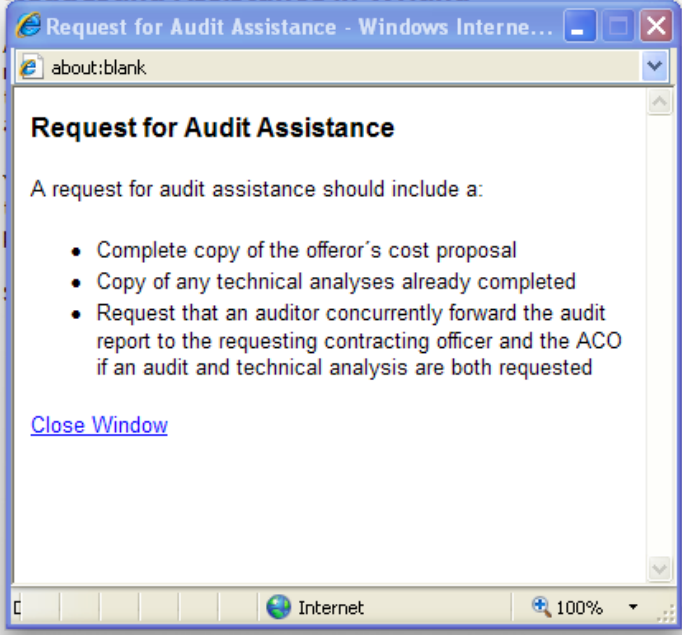
[Close Window](#)

Below the window, there is a "User Instructions" section that says "Select Next to continue." followed by a blue underlined letter "D". To the right of the window, there are two overlapping document icons. The top one is titled "Request for Technical Analysis" and the bottom one is titled "Request for Audit Assistance". At the bottom right, there is a navigation bar with a "15 of 21" indicator, a "Back" button, and a "Next" button.

**Requesting Field Pricing Assistance**

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**Requesting Assistance in Writing**




**Request for Audit Assistance**

A request for audit assistance should include a:

- Complete copy of the offeror's cost proposal
- Copy of any technical analyses already completed
- Request that an auditor concurrently forward the audit report to the requesting contracting officer and the ACO if an audit and technical analysis are both requested

[Close Window](#)



**Request for Technical Analysis**

**Request for Audit Assistance**

**User Instructions:** Select Next to continue.

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## Requesting Field Pricing Assistance

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### Written Requests for Assistance (cont.)

Make sure you set realistic deadlines with your auditors and analysts. As with any task, analysis takes time.

An unrealistic deadline may reduce the quality of the analysis, directly impacting your ability to determine whether the proposed price is fair and reasonable.

Encourage your analysts to submit their responses in writing. This encouragement includes using e-mail and fax to send short responses, and regular mail or expedited shipment to send voluminous responses.


**User Instructions:** Select Next to continue.

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**Requesting Field Pricing Assistance**

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REWINDPLAYCAPTIONS


Hi! I just received the audit report that we requested from DCAA, so I would like you to read and evaluate the report.

**User Instructions:** Select Next to continue.

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**Requesting Field Pricing Assistance**

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I will stop by your desk again later to see how you are progressing. Let me know if you have any questions!

**User Instructions:** Select Next to continue.

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**Requesting Field Pricing Assistance**


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**Challenge Question #4**

Which of the following questions are important to ask when evaluating a report's strengths and weaknesses?

- ☐ A. Does the report answer the questions in your request?
- ☐ B. Does the report explain the evaluator's position in clear language that you can understand?
- ☐ C. Does the report support the proposal's conclusions?
- ☐ D. Does the report support its conclusions?

Check Answer



**User Instructions:** Select the correct answers and then select the Check Answer button.

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## Requesting Field Pricing Assistance

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### Evaluating Assistance Responses

How do you evaluate the responses you get to your requests for assistance?

Most responses you get will be in writing. If you request technical analysis, you will receive a **technical report**. If you request audit assistance, you will receive an **audit report**.

Technical reports typically either accept an offeror's proposal or present an alternative position based on the analysis. Your analyst may have used a different approach to estimate development, different estimating assumptions, or additional facts not used by the offeror.

If an alternative is presented, the report will identify the exceptions discovered by your analysts.

**What about audit reports and what do they contain?**

**User Instructions:** Select Next to continue.

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### Evaluating Assistance Responses (cont.)

Audit reports on cost proposals are based on a similar analysis approach to technical reports. However, audit reports typically assign exceptions to the offeror's proposal to one of three categories.

Select each category below to learn more.



**User Instructions:** Select Next to continue.

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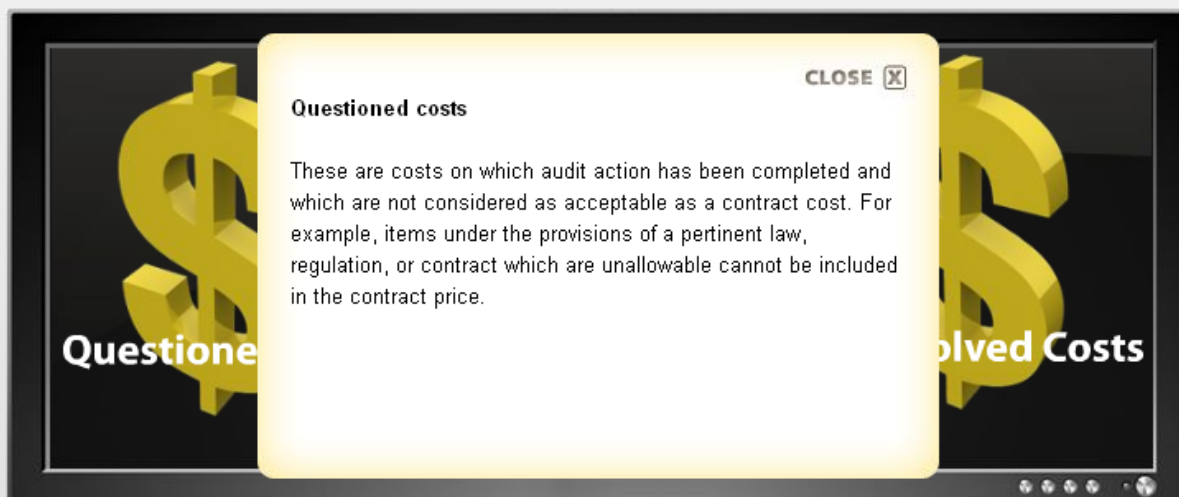
## Requesting Field Pricing Assistance

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### Evaluating Assistance Responses (cont.)

Audit reports on cost proposals are based on a similar analysis approach to technical reports. However, audit reports typically assign exceptions to the offeror's proposal to one of three categories.

Select each category below to learn more.



**User Instructions:** Select Next to continue.

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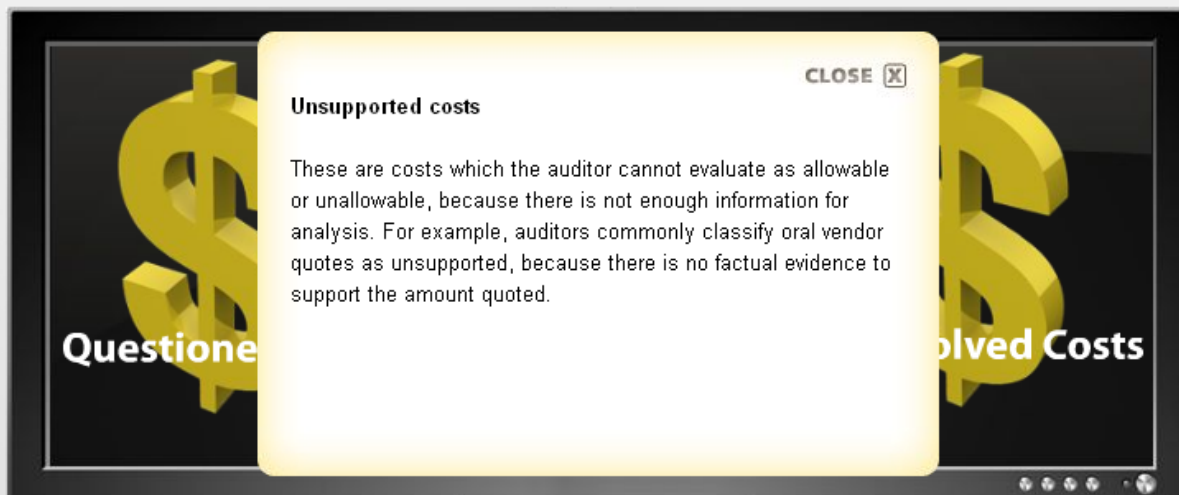
## Requesting Field Pricing Assistance

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### Evaluating Assistance Responses (cont.)

Audit reports on cost proposals are based on a similar analysis approach to technical reports. However, audit reports typically assign exceptions to the offeror's proposal to one of three categories.

Select each category below to learn more.



**User Instructions:** Select Next to continue.

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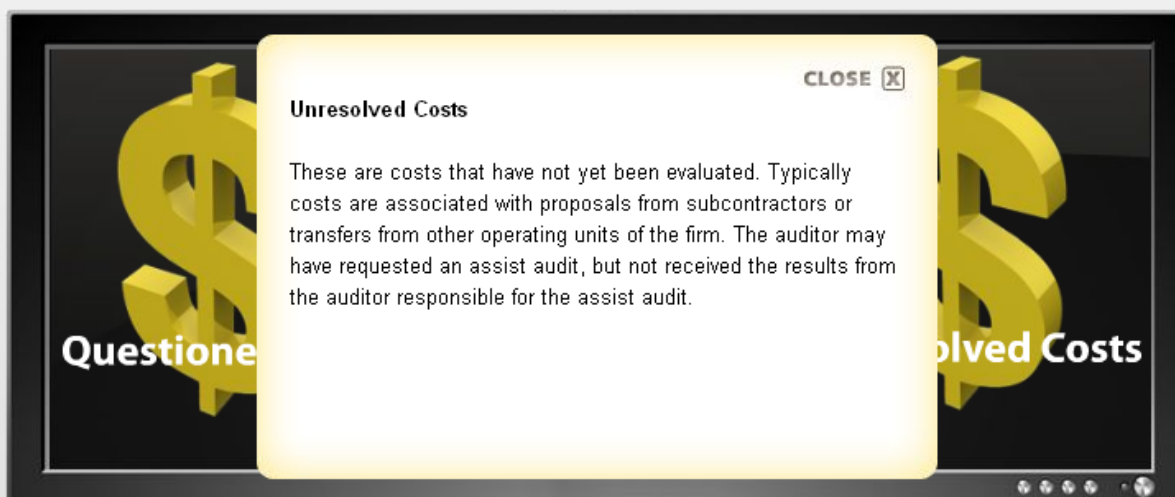
## Requesting Field Pricing Assistance

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### Evaluating Assistance Responses (cont.)

Audit reports on cost proposals are based on a similar analysis approach to technical reports. However, audit reports typically assign exceptions to the offeror's proposal to one of three categories.

Select each category below to learn more.



**User Instructions:** Select Next to continue.

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## Requesting Field Pricing Assistance

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### Assistance Request Responses (cont.)

What if you receive an oral response instead of a written response?

Remember that an oral response is particularly appropriate when the analyst is only verifying information already available to the contracting officer (e.g., forward pricing rates) or effective and timely analysis is threatened by a [lack of information](#).

Assure that each oral response is clearly recorded in the contract file including, at minimum, the date, the person providing the information, and the information provided.

**User Instructions:** Select Next to continue.

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**Requesting Field Pricing Assistance**

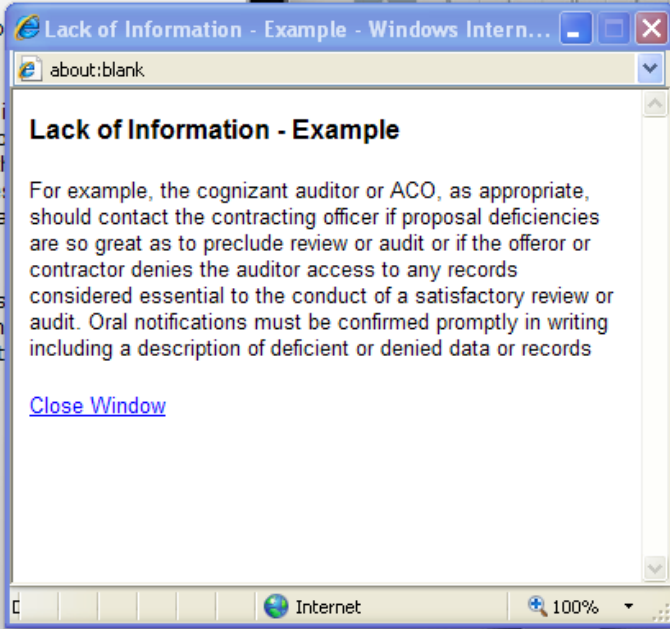
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**Assistance Request Responses (cont.)**

What if you receive an oral response instead of a written response?

Remember that an oral response is not appropriate when the analyst is not provided information already available to the contracting officer (e.g., forward pricing rates). If a timely analysis is threatened by a lack of information.

Assure that each oral response is included in the contract file including, at minimum, the person providing the information and the information provided.



**Lack of Information - Example**

For example, the cognizant auditor or ACO, as appropriate, should contact the contracting officer if proposal deficiencies are so great as to preclude review or audit or if the offeror or contractor denies the auditor access to any records considered essential to the conduct of a satisfactory review or audit. Oral notifications must be confirmed promptly in writing including a description of deficient or denied data or records

[Close Window](#)

**User Instructions:** Select Next to continue.

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**Requesting Field Pricing Assistance**[Resources](#)[Glossary](#)[Help](#)**Report Strengths and Weaknesses**

As you evaluate each analysis report, use these questions to identify analysis strengths and weaknesses.

Question to Ask	Reason to Ask It
Does the report answer the questions in your request?	If your assistance request identified specific proposal areas requiring analysis, the analysis report should address each area identified.
Does the report explain the evaluator's position in clear language that you can understand?	You are responsible for integrating the proposal analysis into the overall Government position. However, you are not responsible for rewriting the technical or audit report. Each report should clearly communicate its recommendations and stand on its own.
Does the report support its conclusions?	The "looks good to me" or "based on my experience and judgment" reports are of little use in negotiations. Each conclusion, whether it agrees with or disputes the offeror's proposal, should be accompanied by an understandable rationale. A good evaluation will tell you what was analyzed and how it was analyzed.

**User Instructions:** Select Next to continue.

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## Requesting Field Pricing Assistance

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### Identifying Inconsistencies in Reports

Like any human effort, analysis reports may contain inconsistencies. One part of the report may accept the offeror's estimating approach while another part rejects that approach in similar circumstances, for instance.

An inconsistent report will be of limited value to you as you prepare your pricing objectives.

**How do you identify inconsistencies within a report?**

**User Instructions:** Select Next to continue.



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**Requesting Field Pricing Assistance**[Resources](#)[Glossary](#)[Help](#)**Identifying Inconsistencies in Reports (cont.)**

As you evaluate analysis reports, use the following questions to identify inconsistencies.

Question to Ask	Reason to Ask It
Did a single analyst provide inconsistent analysis?	An analyst may only report the results from using a particular analysis technique when the resulting cost estimate is lower than that proposed by the offeror. Analysis results that result in an estimate higher than those proposed by the offeror are not reported. This should not happen. If the technique produces estimates that are more accurate than the estimates submitted by the offeror, the results should be reported regardless of whether the estimated cost is higher or lower than the costs proposed. Remember, your objective is to obtain a fair and reasonable price.
Did multiple analysts working on the same report provide inconsistent analyses of similar elements of cost?	Different analysts involved in preparing the same report may take different positions on the use of a particular estimating technique or estimating assumption. This is particularly likely when there is inadequate coordination between multiple analysts.

**User Instructions:** Select Next to continue.

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## Requesting Field Pricing Assistance

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### Resolving Report Weaknesses


Technical and audit reports should provide key inputs to your cost analysis. If a report is weak or inconsistent, you are at a significant disadvantage. **What should you do?**

You may be able to resolve weaknesses and inconsistencies without assistance from the report writer. More likely, however, you will need to contact the report writer for support.

You can usually obtain minor clarification or additional support by contacting the report writer informally. This form of contact has the advantage of direct communication without barriers of protocol. **What if you have major concerns, however?**

If you have major concerns about the accuracy or value of a particular written report, you should make a written request for clarification. A written request provides documentation of your concern and indicates the need for a written response.

**User Instructions:** Select Next to continue.



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### Reality Check

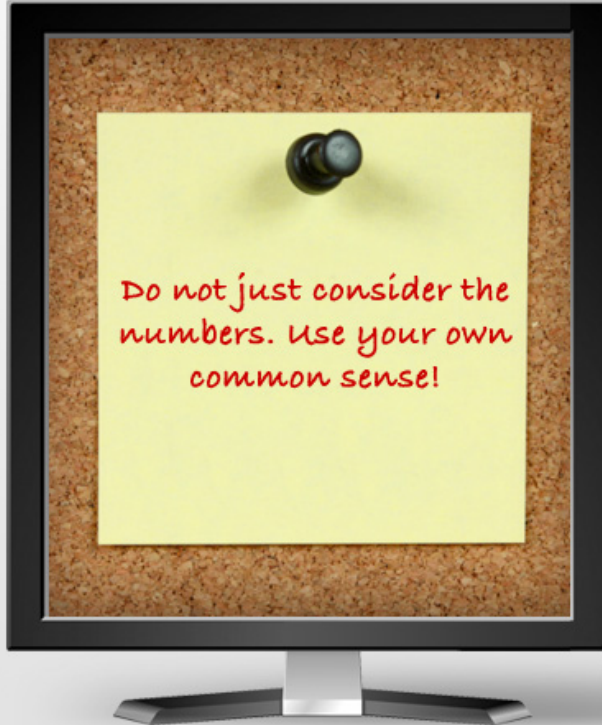
Above all, when you are reviewing a technical or audit report, remember to keep the results in perspective.

For example, let's say material cost per unit has been increasing over the five years that the offeror has produced similar units and the government analyst based a material cost recommendation on the average material unit price over the five years of production.

In developing this recommendation, the analyst averaged the cheaper units from five years ago with the more expensive units used in recent production.

The history is valid, the calculations are correct, but the recommendation does not make any sense unless prices are expected to decline for some reason.

**User Instructions:** Select Next to continue.



[D](#)

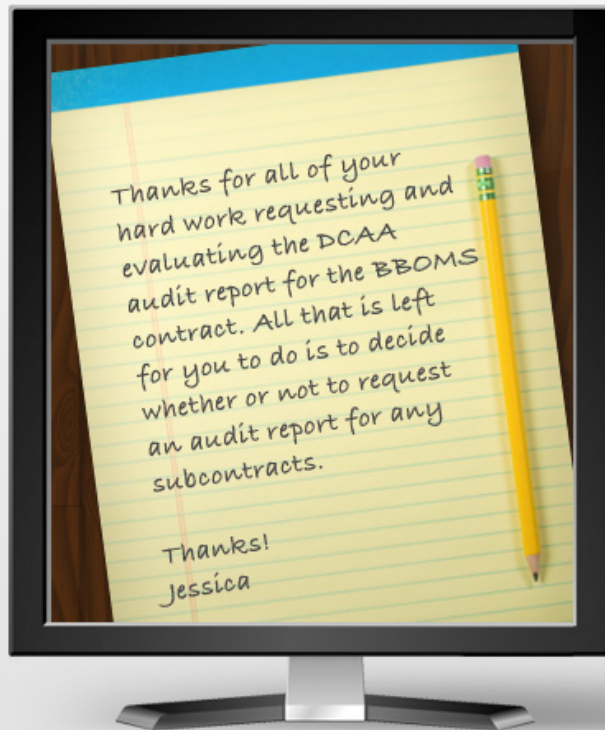
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## Requesting Field Pricing Assistance

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### A Message From Jessica

Now that you have completed your evaluation of the DCAA audit report, Jessica has some thoughts. Read her note to the right.



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## Requesting Field Pricing Assistance

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### Challenge Question #5

Which of the following situations should you consider subcontractor proposal analysis? Select all of the correct answers.

- ☐ A. The contractor has been sited for having significant estimating system deficiencies only in the area of direct labor.
- ☐ B. The business relationship between the prime contractor and the subcontractor is not conducive to independence and objectivity.
- ☐ C. The prime contractor is a sole source and the subcontract cost represents a substantial part of the proposed contract cost.
- ☐ D. The prime contractor has been denied access to the subcontractor's records.

[Check Answer](#)

**User Instructions:** Select the correct answers and then select the Check Answer button.

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## Requesting Field Pricing Assistance

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### Subcontract Proposal Analysis

Up to this point, you have learned what is involved in requesting prime proposal analysis. **What if you find that analysis of subcontract proposals would serve a valid government interest?**

Before you request an analysis of subcontract proposals, remember that the prime contractor is responsible for:

- Analyzing the reasonableness of proposed subcontract prices
- Including the results of this analysis in the prime contract price proposal



**User Instructions:** Select Next to continue.

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## Requesting Field Pricing Assistance


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### Subcontract Proposal Analysis (cont.)

The prime contractor is also responsible for submitting subcontractor cost or pricing data as part of its own cost or pricing data when the subcontractor cost or pricing data is the lower of either:

- \$12.5M or more; or
- More than the cost or pricing data threshold **and** more than 10% of the prime's proposed price unless the contracting officer believes such a submission is unnecessary

[Select here for an example.](#)



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**User Instructions:** Select Next to continue.



The screenshot displays a training module interface. In the foreground, a 'More Information' window is open, titled 'More Information - Windows Internet Explorer'. The window contains the following text:

**More Information**

Here is an example.

If the prime proposal is \$200M, and the sub is \$12M, you know that it is over the threshold but less than 10% of the prime (10% would be \$20M). But, it is still over the \$12.5 million amount, and thus prime contractor would be responsible for submitting contractor cost or pricing data as part of its own cost or pricing data.

Here is another example.

Let's say you have a prime proposal of \$15M and the prime contractor will have to submit certified cost or pricing data. Let's also say that the subcontractor's portion (remember that when the prime submits a cost proposal they have to do it IAW

The background of the interface features a computer monitor displaying several blue binders. One binder is prominently labeled 'Subcontractor Cost or Pricing Data'. At the top right of the interface, there are three buttons: 'Resources', 'Glossary', and 'Help'. At the bottom left, a 'User Instructions' section states: 'Select Next to continue.' At the bottom right, there is a progress indicator '19 of 22' and two buttons: 'Back' and 'Next'.



**More Information - Windows Internet Explorer**

about:blank

Let's say you have a prime proposal of \$15M and the prime contractor will have to submit certified cost or pricing data. Let's also say that the subcontractor's portion (remember that when the prime submits a cost proposal they have to do it IAW FAR Table 15-2 which lists materials and subcontracts as a cost element) as \$2M. That does not meet the \$12.5M but it is both greater than the threshold of \$700k and 10% of the prime's proposed price (10% of \$15M is \$1.5M).

Therefore, the prime contractor would be required to submit the subcontractor cost or pricing data as part of its own submission. There are some cases where a company is a sub to a prime in some instances, but where they are competitors in others. Therefore, they may not want to submit their cost or pricing data to the prime, but will submit it directly to the contracting office.

[Close Window](#)

Internet 100%

**User Instructions:** Select Next to continue.

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## Requesting Field Pricing Assistance

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### Subcontract Proposal Analysis (cont.)

**When do you need to perform subcontract proposal analysis?**

Consider subcontract proposal analysis when...


- The business relationship between the prime contractor and the subcontract is not conducive to independence and objectivity.
- The prime contractor is a sole source and the subcontract cost represents a substantial part of the proposed contract cost.
- The prime contractor has been denied access to the subcontractor's records.
- The contracting officer determines that factors (e.g., proposed subcontractor dollar value) make audit or field pricing assistance critical to a fully detailed prime contract proposal analysis.

**User Instructions:** Select Next to continue.

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*Do I need to review the subcontract proposal?*



**Requesting Field Pricing Assistance**


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**Subcontract Proposal Analysis (cont.)**

In addition, you should consider subcontract analysis when the contract or higher-tier subcontractor has been cited for having significant estimating system deficiencies in the area of subcontract pricing, especially a failure to perform:

- Multiple subcontract cost analysis
- Timely subcontract analysis prior to negotiation of the prime contract with the government
- A lower-tier subcontractor has been cited as having significant estimating system deficiencies

*Do I need to review the subcontract proposal?*



**User Instructions:** Select Next to continue.

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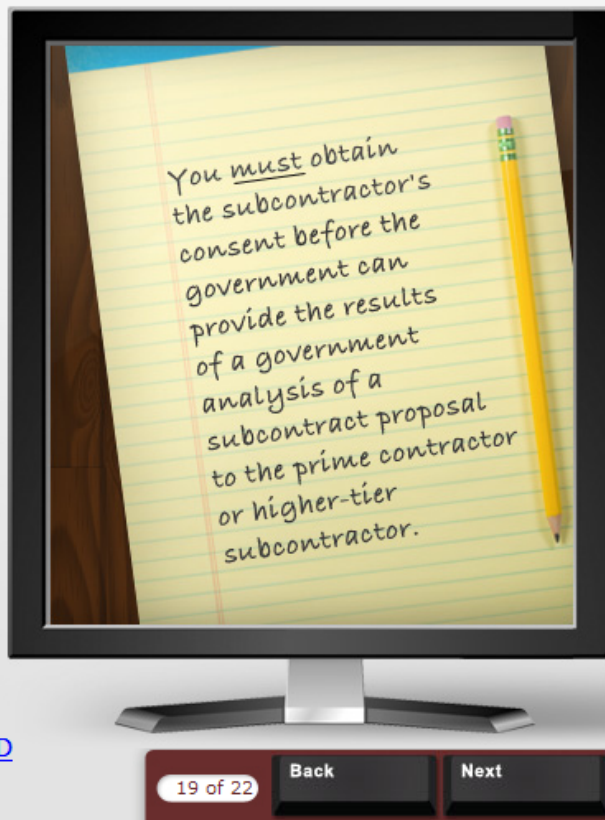
### Subcontract Proposal Analysis (cont.)

If you determine that the situation warrants an analysis of the subcontract proposal, your request should include a copy of the following (when available):

- Any review prepared by the prime contractor or higher-tier subcontractor
- Relevant parts of the subcontractor's proposal
- Certified cost or pricing data or information other than cost or pricing data provided by the subcontractor
- The results of the prime contractor's cost or price analysis

Assure that you follow agency procedures in requesting any subcontract analysis. See [DFARS 215.404-3 \(a\) \(iii\)](#) for more information.

**User Instructions:** Select Next to continue.

[D](#)

## Requesting Field Pricing Assistance

[Resources](#)[Glossary](#)[Help](#)

### Challenge Question #6

Which of the following are significant contract events which should be identified in a request for field pricing support when negotiating an equitable adjustment? Select all of the correct answers.

- ☐ A. Date of submission of initial contract proposal and dollar amount
- ☐ B. Date of alleged delays or disruptions
- ☐ C. Date entitlement to an equitable adjustment was determined or a Contracting Officer decision was rendered
- ☐ D. Dates of any pertinent government actions or other key events during contract performance, which have an impact on the contractor's request for equitable adjustment

[Check Answer](#)

**User Instructions:** Select the correct answers and then select the Check Answer button.

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**Requesting Field Pricing Assistance**

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**Equitable Adjustment Analysis Assistance**

Often goods and services are bought using competitive procedures; however, during contract performance, the contract must be modified to provide for an "equitable adjustment."

This adjustment can be either an upwards or downwards adjustment in contract price (or at no cost) as a result of a variety of things: government delay, unusual weather conditions, etc.

When we have to modify a contract after award, we are now in a "sole source" situation and the requirements for requesting field pricing assistance are a bit different.

**What are these requirements?**



**EQUITABLE ADJUSTMENT**

**User Instructions:** Select Next to continue.

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**Requesting Field Pricing Assistance**

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**Equitable Adjustment Analysis Assistance (cont.)**

When preparing a written request for field pricing assistance for an equitable adjustment, provide a list of any significant contract events which may aid in the analysis. This list should include the:

- Date and dollar amount of contract award and/or modification
- Date of submission of initial contract proposal and dollar amount
- Date of alleged delays or disruptions
- Performance dates as scheduled at date of award and/or modification
- Actual performance dates
- Date entitlement to an equitable adjustment was determined or a contracting officer decision was rendered, if applicable
- Date of certification of the request for adjustment if certification is required
- Dates of any pertinent government actions or other key events during contract performance, which have an impact on the contractor's request for equitable adjustment

**User Instructions:** Select Next to continue.

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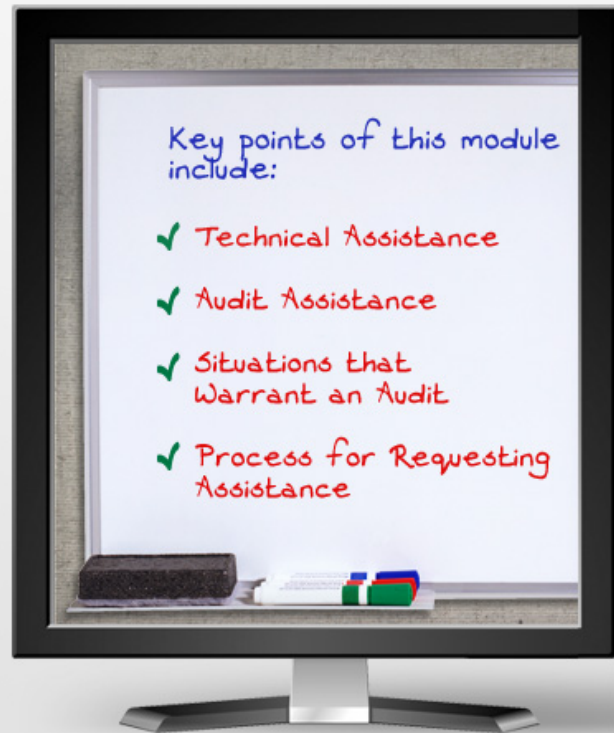
## Requesting Field Pricing Assistance

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### Summary

Congratulations! You have completed this module that discussed requesting field pricing assistance.

Review the graphic on the right to see the key points for this module.



**User Instructions:** Select Next to continue.

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## Requesting Field Pricing Assistance

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### Summary (cont.)

Now that you have completed this module, you should be able to:

- Identify the various types of audits
- Identify situations in which an audit should be requested
- Identify the process for requesting an audit and the key players involved with the process



**User Instructions:** Select the next module from the Table of Contents to continue.

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