

SIR Cost/Price Guide

SECTION B – SUPPLIES/SERVICES AND PRICE

<input type="checkbox"/>	Does Section B match or is it traceable to the FINAL Independent Government Cost Estimate (IGCE) in content/structure?
<input type="checkbox"/>	Is every CLIN (Contract Line Item Number) type clearly identified? (Cost/T&M/FFP?) Are fixed, award and/or incentive fees, if any, clearly defined?
<input type="checkbox"/>	Confirm that any excel files in Section B do not have any hidden cells/sheets that may contain Government and/or Contractor proprietary data.
<input type="checkbox"/>	Is Section B consistent with the structure of any Pricing Model (if applicable)?
<input type="checkbox"/>	Travel, Other Direct Costs (ODCs) Information, and Not-To-Exceed (NTE) Unpriced CLINs
<input type="checkbox"/>	Include appropriate language – A Not-To-Exceed (NTE) CLIN for billing on a Cost Reimbursable basis such as travel and incidental material ODCs. Specify which indirect burdens are allowable. NTE CLINs are also often assigned for items where level of effort is unknown but will be ordered within the limitation of the NTE specified amount, such as Engineering Support Services.
<input type="checkbox"/>	Confirm that the NTE amounts match the final approved IGCE amounts for these items and are included in any applicable pricing model.

SECTION C – STATEMENT OF WORK

<input type="checkbox"/>	Ensure this section (or Section H/Section J) contains Labor Categories that match the categories listed in Section B, any pricing model and/or the IGCE for labor-hour or time & material contracts/CLINs, or when key personnel are identified.
<input type="checkbox"/>	Every requirement in Section C should to be tied to a Section B CLIN (for pricing clarity). If SOW sections apply to more than one line item, confirm that effort is required under each CLIN (and would be priced accordingly). This promotes pricing clarity to avoid widely variant pricing for same CLINs when Offerors make assumptions about what effort to price under each line item. NOTE: This is very important for cost type contracts and hybrid contracts with different type CLINs (FP, CR)
<input type="checkbox"/>	For cost contracts, we strongly recommend a CLIN/SOW/WBS matrix. This is required in order to determine how the Offeror priced the CLIN (i.e. against which SOW and/or WBS reference) and will greatly assist in the proposal evaluation and subsequent determination of the Most Probable Cost (MPC) for cost contract realism.

SECTION F – DELIVERIES OR PERFORMANCE

<input type="checkbox"/>	Clearly identify Period of Performance (PoPs)/delivery dates. Confirm that dates here match any periods specified in Section B.
<input type="checkbox"/>	Include appropriate CPIF/FPIF language related to schedule incentives (if applicable).
<input type="checkbox"/>	Include appropriate CPAF/FPAF language related to schedule incentives (if applicable).
<input type="checkbox"/>	3.11-53 (F.O.B. Point for Delivery of Government Furnished Property) - Must be used in SIRs and contracts when Government property is to be furnished under a contract and Government will be responsible for transportation arrangements and costs.

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SECTION G – CONTRACT ADMINISTRATION DATA

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| <input type="checkbox"/> | Travel cost procedures (in accordance with the FAA Travel Policy) should be included here. |
| <input type="checkbox"/> | Instruct Offerors on applicable burdens for Other Direct Costs (Including Travel). |
| <input type="checkbox"/> | Invoice instructions: For cost contracts, include direction to invoice by element of cost (direct labor, overhead, etc.) to allow for clear identification of costs and facilitate potential calculation of incurred cost adjustments after determination of final rates. |

SECTION H – SPECIAL CONTRACT REQUIREMENTS

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| <input type="checkbox"/> | Labor Categories and Qualifications - Ensure this section (or Section C/Section J) contain Labor Categories and Qualifications. Confirm that Labor Categories and Qualifications match the categories listed in Section B, the pricing model, and/or the IGCE. |
| <input type="checkbox"/> | Government Furnished Property/Information Instructions - Contractors need to know what will be furnished so they do not have to price it. Clearly specify any GFP/GFI/GFE (equipment) in SIR. |

SECTION I – CONTRACT CLAUSES (NOTE: FOR REFERENCE ONLY. ALWAYS CONSIDER AMS POLICY AND GUIDANCE)

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| <input type="checkbox"/> | In Consideration For All Contracts: |
| <input type="checkbox"/> | 3.2.2.3-8 (Audits & Records) - Must be used in contracts that require the contractor to submit cost or pricing data for the basic award or subsequent modifications and when using funds appropriated or otherwise made available by the American Recovery and Reinvestment Act of 2009 (Pub. L. 111-5). Do not use this clause in contracts for: (a) Commercial items; or (b) Utility services at rates that do not exceed those that apply uniformly to the general public (including any reasonable connection charge). NOTE: This clause establishes the Government's right to audit. |
| <input type="checkbox"/> | 3.2.2.3-39 (Requirements for Certified Cost or Pricing Data or Other Information – Modifications) – in Full Text – Must use this clause in a contract that requires either certified cost or pricing data or an exception to certified cost and pricing data. The CO must insert data in this clause. |
| <input type="checkbox"/> | 3.2.4-17 (Order Limitations) – in Full Text - Must be used in SIRs and contracts when a definite quantity contract, a requirements contract, or indefinite quantity contract is contemplated. The Contracting Officer must insert appropriate information in the clause. |
| <input type="checkbox"/> | 3.2.4-19 (Requirements) – in Full Text – Must be used in SIRs and contracts when a requirements contract is contemplated. The Contracting Officer must insert appropriate information in the clause. NOTE: The Requirements clause requires the Government to order from the contractor ALL the supplies or services specified in the schedule that are required to be purchased by the Government activity. Do not use this clause if you want the ability to purchase from other suppliers/sources. Otherwise, you are bound to ordering up to the stated contract amounts ONLY from that contractor. |
| <input type="checkbox"/> | 3.6.2-18 (Davis Bacon Act) – Must be used in SIRs and contracts greater than \$10,000 for construction, alteration, or repair of public buildings or public works to be performed within the United States. |
| <input type="checkbox"/> | 3.6.2-28 (Service Contract Labor Standards) – Must be used in SIRs and contracts for services if the contract is subject to the Service Contract Labor Standards and is expected to be greater than \$10,000. See 3.6.2-30 and 3.6.2-31.). NOTE: This clause does not apply for Professional Services contracts and an exception applies to incidental use of covered wage categories under such contracts. |

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<input type="checkbox"/>	For Cost Contracts or Cost Type CLINs:
<input type="checkbox"/>	3.2.3-2 (Cost Accounting Standards) – Must be used in SIRs and contracts that are cost-type, subject to Cost Accounting Standards (48 CFR 9903.201) with the following exceptions: (a) contracts awarded on the basis of price alone; (b) negotiated contracts and subcontracts under \$2,000,000; (c) contracts and subcontracts with small businesses; (d) in which price is set by law or regulation; (e) for commercial items, (f) to be executed outside the U.S., its territories or possessions, (g) with educational institutions other than those to be performed by Federally Funded Research and Development Centers; (h) contracts and subcontracts subject to modified CAS coverage (48 CFR 9903.201-2) or (i) if AMS clause 3.2.3-4, Consistency in Cost Accounting Practices, is used. See AMS clause 3.2.3-5. NOTE: See AMS T3.2.3.A for guidance on full vs. modified CAS coverage.
<input type="checkbox"/>	3.2.3-3 (Disclosure and Consistency of Cost Accounting Practices) – Must be used in SIRs and contracts which are cost-type, where the offeror certifies its eligibility for or is otherwise subject to modified Cost Accounting Standards as specified in 48 CFR 99, Subpart 9903.201-2 with the following exceptions: (a) contracts awarded on the basis of price alone; (b) negotiated contracts and subcontracts under \$2,000,000; (c) contracts and subcontracts with small businesses; (d) in which price is set by law or regulation; (e) for commercial items; (f) to be executed outside the U.S., its territories or possessions; or (g) with educational institutions other than those to be performed by Federally Funded Research and Development Centers. See 3.2.3-5.
<input type="checkbox"/>	3.2.3-5 (Administration of Cost Accounting Standards) – Must be used in SIRs and contracts that contain clause 3.2.3-2 "Cost Accounting Standards" or clause 3.2.3-3 "Disclosure and Consistency of Cost Accounting Practices."
<input type="checkbox"/>	3.2.4-5 (Allowable Cost and Payment) – In Full Text. Must be used in SIRs and contracts when a cost-reimbursement or time and materials contract is contemplated. Note: This clause provides essential information on settlement of incurred costs and contractor requirements to submit annual incurred cost claims.
<input type="checkbox"/>	3.2.4-6 (Fixed Fee) – Recommend Full Text. For CPFF CLINs - Must be used in SIRs and contracts when a CPFF contract (other than facilities contract) is contemplated.
<input type="checkbox"/>	3.2.4-8 (Incentive Fee) – In Full Text. For CPIF CLINs – Must be used in SIRs and contracts when a cost plus incentive fee contract (other than facilities contract) is contemplated. The Contracting Officer must insert appropriate information in the clause.
<input type="checkbox"/>	3.2.4-36 (Award Fee) – Recommend Full Text. For CPAF CLINs– Must be used in SIRs and contracts when an award fee type of contract is anticipated.
<input type="checkbox"/>	3.3.1-12 (Limitation of Cost) – Recommend Full Text. Must be used in SIRs and contracts (in accordance with 31 U.S.C. 1301 and 42 U.S.C. 2459) if a fully funded cost reimbursement contract is anticipated except those for consolidated facilities, facilities acquisition, or facilities use whether or not the contract provides for payment of a fee.
<input type="checkbox"/>	3.3.1-14 (Limitation of Funds) – Must be used in SIRs and contracts if an incrementally funded cost reimbursement contract is contemplated.
<input type="checkbox"/>	3.3.2-1 (FAA Cost Principles) – Must be used in all SIRs and contracts except for firm-fixed price contracts and fixed-price contracts with economic price adjustments (where adjustments are not based on actual costs incurred) for commercial items. Note: This clause would also apply to T&M/labor-hour type contracts.
<input type="checkbox"/>	3.3.2-2 (Reimbursement for Travel and Subsistence) – Must be used in SIRs and contracts when a cost-reimbursement contract is contemplated and contractor travel under the contract is anticipated.
<input type="checkbox"/>	For T&M CLINs:
<input type="checkbox"/>	3.2.4-5 (Allowable Cost and Payment) – In Full Text. Must be used in SIRs and contracts when a cost-reimbursement or time and materials contract is contemplated.

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<input type="checkbox"/>	3.3.1-39 (Funding T&M and Labor Hour Contracts) – Must be used in all Time-and-Materials and Labor Hour SIRs and Contracts that are incrementally funded.
<input type="checkbox"/>	3.3.2-1 (FAA Cost Principles) – Must be used in all SIRs and contracts except for firm-fixed price contracts and fixed-price contracts with economic price adjustments (where adjustments are not based on actual costs incurred) for commercial items.
<input type="checkbox"/>	For Fixed Price CLINs:
<input type="checkbox"/>	3.2.4-8 (Incentive Fee) – In Full Text. For FPIF CLINs – Must be used in SIRs and contracts when a fixed price incentive fee contract (other than facilities contract) is contemplated. The Contracting Officer must insert appropriate information in the clause.
<input type="checkbox"/>	3.2.4-36 (Award Fee) – Recommend Full Text. For FPAF CLINs – Must be used in SIRs and contracts when an award fee type of contract is anticipated.
<input type="checkbox"/>	3.3.1-37 (Limitation on Government's Obligation) – in Full Text – Must be used in SIRs and contracts that are fixed-price and incrementally funded. The Contracting Officer must insert appropriate information in the clause.

SECTION J – LIST OF ATTACHMENTS

<input type="checkbox"/>	Confirm no hidden columns/rows or tabs/sheets in ANY excel file (not just the cost model workbook).
<input type="checkbox"/>	Make sure cost model workbook is in Excel format only, and matches Section B and IGCE. For labor hour type contracts, labor categories, hours and period of performance should match the IGCE.
<input type="checkbox"/>	Insert password protection for cost model workbooks to ensure there are no edits by the contractor.
<input type="checkbox"/>	Ensure this section (or Section C/Section H) contain Labor Qualifications. Confirm that Labor Qualifications match the categories listed in Section B and in the IGCE. Also, confirm that the Service Contract Labor Standards (SCLS) Wage Determinations match Section B and the IGCE (if applicable).

SECTION K – REPRESENTATIONS, CERTIFICATIONS, AND OTHER STATEMENTS OF OFFERORS

<input type="checkbox"/>	3.2.2.3-2 (Minimum Offer Acceptance Period) – in Full Text - Must be used in SIRs that specify a minimum acceptance period. The CO must insert data in this provision. Note: Recommend between 120-180 days. The CO wants to ensure the offer does not expire, which would then require updated pricing, or an extension of proposals.
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SECTION L – INSTRUCTIONS, CONDITIONS, AND NOTICES TO OFFERORS

<input type="checkbox"/>	Section L – Cost and Price Clauses
<input type="checkbox"/>	3.2.2.3-38 (Requirements for Certified Cost or Pricing Data or Other Information) – in Full Text – Must be used when the FAA requires certified cost or pricing information other than cost and pricing data. NOTE: This clause would NOT be included in competitive SIRs.
<input type="checkbox"/>	3.2.2.3-38 (Alternate I Requirements for Certified Cost or Pricing Data or Other Information) – in Full Text – Must add this paragraph to 3.2.2.3-38 when the SIR allows Offerors to submit cost/price proposals by electronic media. The CO must insert data in this provision.
<input type="checkbox"/>	3.2.2.3-38 (Alternate II Requirements for Certified Cost or Pricing Data or Other Information) – in Full Text – Must substitute this provision for the basic provision when FAA requires information other than

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	certified cost or pricing data. The CO must insert data in this provision. NOTE: This is the applicable clause for competitive SIRs per AMS Policy 3.2.3.2.
	<input type="checkbox"/> 3.6.2-15 (Evaluation of Compensation for Professional Employees) – May be used in SIRs for negotiated service contracts when the services to be provided include a meaningful number of professional employees. NOTE: Only use this clause if there are concerns over compensation levels and/or retention of incumbent personnel; clause requires evaluation of base pay (unburdened) rates and certain fringe benefits. If this clause is included, request this information in Section L instructions.
<input type="checkbox"/>	Cost Contracts/CLINs – Instructions to Offerors (Include the Following):
	<input type="checkbox"/> Cost/Price Model Instructions
	<input type="checkbox"/> Cost/Price Data Detail (Cost Breakdown) by CLIN
	<input type="checkbox"/> Cost/Price Mapping Matrix (Section B, SOW, WBS, pricing model)
	<input type="checkbox"/> Detailed Narrative Support for Elements of Cost (Direct Labor, Indirect Rates, Other Direct Costs (e.g. materials), and profit/fee.
	<input type="checkbox"/> Basis of Estimate (BOE), which shows labor (type and quantity), resources (materials, ODCs) and rationale for accomplishing work. The BOE traces to CLIN/Work Breakdown Structure (WBS). NOTE: Consider providing a sample BOE.
	<input type="checkbox"/> Escalation
	<input type="checkbox"/> Proposed Fee
	<input type="checkbox"/> Instructions to Subcontractors (if applicable)
<input type="checkbox"/>	T&M/Labor Hour Contracts/CLINs – Instructions to Offerors (Include the Following):
	<input type="checkbox"/> Cost/Price Model Workbook Instructions. This will identify labor categories and any hours to be applied to proposed rates to calculate the contract price. NOTE: Ensure this matches hours and categories used in the IGCE. Model hours may or may not be disclosed in SIR (at discretion of CO).
	<input type="checkbox"/> Detailed Narrative
	<input type="checkbox"/> Escalation
	<input type="checkbox"/> Instructions to Subcontractors (if applicable)
	<input type="checkbox"/> Reserve the right to request additional information, if determined necessary to ensure a fair and reasonable price.
<input type="checkbox"/>	FFP Contract/CLINs – Instructions to Offerors (Include the Following):
	<input type="checkbox"/> Cost/Price Model Instructions. Typically only requires completion of proposed prices for Section B line items.
	<input type="checkbox"/> Detailed Narrative addressing pricing methodologies, recommend on a line item basis. Also consider getting unpriced basis of estimate by CLIN as part of technical volume to assess labor and resources applied to technical approach. This provides an indication of Offeror's understanding of requirements.
	<input type="checkbox"/> Escalation
	<input type="checkbox"/> Instructions to Subcontractors (if applicable)
	<input type="checkbox"/> Reserve the right to request additional information, if determined necessary to ensure a fair and reasonable price.

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<input type="checkbox"/>	Cost Model Instructions (if applicable)
	<input type="checkbox"/> Require soft copies of proposals in spreadsheet format with visible formulas. Lock cells with defined values and formulas that you do not want to allow Offerors to change. Also ensure vendors do not lock their own spreadsheets, or submit proposals in PDF format.
	<input type="checkbox"/> Ask for proposals to be submitted in most current FAA MS Excel Version.
<input type="checkbox"/>	Financial Information to Support the Determination of Responsibility
	<input type="checkbox"/> Dun and Bradstreet Comprehensive Report dated within the last 6 months of proposal submission date.
	<input type="checkbox"/> Proof of existing Line of Credit...minimum of \$XX. NOTE: Typically, a line of credit should be sufficient to cover 3 months of performance. This could be calculated based on the IGCE and anticipated spend level.
	<input type="checkbox"/> Last 3 years of Financial Statements (i.e. Income Statement, Balance Sheet, Cash Flow Statement).
	<input type="checkbox"/> A description of all current or pending legal action under Federal Government contracts for the bidding entity within the past three (3) years resulting from but not limited to: Requests for Equitable Adjustments or pending or ongoing claims in excess of \$5M, pending or ongoing cure notices, Terminations for Convenience or Terminations for Default.
	<input type="checkbox"/> Identify if any member on contractor's team has been placed on the Excluded Parties List System (EPLS) due to being debarred, suspended, proposed for debarment, or otherwise declared ineligible from receiving Federal contracts, certain subcontracts, and certain Federal assistance and benefits within the last three (3) years. Describe the circumstances surrounding the company being placed on the list.
	<input type="checkbox"/> Determination of Adequate Accounting System as issued by a federal Government entity (DCMA/CFAO (Cognizant Federal Agency Official)) or independent third party CPA (Certified Public Accounting) firm. NOTE: You must obtain this for a Cost Reimbursable contract.
<input type="checkbox"/>	Section L – Miscellaneous Cost/Price Instructions
	<input type="checkbox"/> Include Service Contract Labor Standards (SCLA) Instructions regarding Wage Determinations/Collective Bargaining Agreements (if applicable).
	<input type="checkbox"/> Davis-Bacon Act Instructions - (if applicable)
	<input type="checkbox"/> Ensure Configuration Management/Traceability between Section M Cost and Price Language and Section L instructions (i.e. we can't evaluate something in M if we didn't ask for it in L).
	<input type="checkbox"/> Include language on Exceptions, Deviations, and Assumptions to be included in cost/price volume.

SECTION M – EVALUATION FACTORS FOR AWARD

<input type="checkbox"/>	Cost Contracts/CLINs – Evaluation
	<input type="checkbox"/> Cost contracts require realism analysis, therefore calculating the Most Probable Cost (MPC) is required. NOTE: This is the estimate of probable cost to the Government based on a review of the proposed approach and comparison to proposed costs. Clearly specify what is to be included in the MPC for proposal purposes.
	<input type="checkbox"/> Calculating the Total Evaluated Price (TEP). NOTE: For contracts with multiple CLIN types the TEP includes the MPC for cost CLINs plus other CLIN type values. Clearly specify what is to be included in the TEP for proposal purposes.
	<input type="checkbox"/> Language addressing how fee will be evaluated.

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<input type="checkbox"/>	<input type="checkbox"/> Reasonableness Language
<input type="checkbox"/>	<input type="checkbox"/> Cost Realism Language
<input type="checkbox"/>	<input type="checkbox"/> Balance Language (if applicable)
<input type="checkbox"/>	<input type="checkbox"/> Completeness/Consistency/Traceability Language
<input type="checkbox"/>	<input type="checkbox"/> Reserve the right to reject any Exception, Deviation, or Assumption.
<input type="checkbox"/>	T&M/Labor hour Contracts/CLINs – Evaluation
<input type="checkbox"/>	<input type="checkbox"/> Calculating the Total Evaluated Price (TEP)
<input type="checkbox"/>	<input type="checkbox"/> Reasonableness Language
<input type="checkbox"/>	<input type="checkbox"/> Completeness/Consistency/Traceability Language
<input type="checkbox"/>	<input type="checkbox"/> Reserve the right to perform Price Realism (if necessary). NOTE: For use if there are any concerns that proposed labor rates could be so low as to jeopardize contract performance.
<input type="checkbox"/>	<input type="checkbox"/> Reserve the right to reject any Exception, Deviation, or Assumption.
<input type="checkbox"/>	Fixed Price CLINs - Evaluation
<input type="checkbox"/>	<input type="checkbox"/> Define and calculate the Total Evaluated Price (TEP).
<input type="checkbox"/>	<input type="checkbox"/> Reasonableness Language
<input type="checkbox"/>	<input type="checkbox"/> Balance Language (if applicable)
<input type="checkbox"/>	<input type="checkbox"/> Completeness/Consistency/Traceability Language
<input type="checkbox"/>	<input type="checkbox"/> Reserve the right to perform Price Realism (if necessary but rarely required).
<input type="checkbox"/>	<input type="checkbox"/> Reserve the right to reject any Exception, Deviation, or Assumption.
<input type="checkbox"/>	Miscellaneous Cost/Price Evaluation Instructions
<input type="checkbox"/>	<input type="checkbox"/> Make sure the Total Evaluated Price (TEP) is calculated properly (Includes the appropriate CLINs)
<input type="checkbox"/>	<input type="checkbox"/> Ensure Configuration Management to Section L Cost and Price Language (i.e. If we ask for it in L, we need to address what we are going to do with it in M).
<input type="checkbox"/>	<input type="checkbox"/> Include language that addresses how FAA will be evaluating the financial information submitted for the Determination of Responsibility.