

19. PRICNEG

SUBJECT: Price Negotiation Memorandum/Award Summary (FAR 15.406-3)

TO: PRE-AWARD FILE

FROM: _____
Contracting Officer

A. BACKGROUND INFORMATION

- 1. Solicitation No. _____
- 2. Program Office: _____
- 3. COR: _____
- 4. Independent Government Cost Estimate: _____

B. DESCRIPTION OF WORK

_____.

C. ADMINISTRATIVE INFORMATION

- 1. Name and address of Awardee:

- 2. Name and phone number of proposed project director:

_____ / _____

- 3. Name & phone number of proposed business representative:

_____ / _____

D. TYPE OF BUSINESS

Large Small SDB Hubzone 8(a) Woman owned
 Other (identify _____)

E. TYPE OF AWARD

F. PERIOD OF PERFORMANCE

	<u>FROM</u>	<u>TO</u>
Basic Contract	_____	_____
Option #1	_____	_____
Option #2	_____	_____
Option #3	_____	_____
Option #4	_____	_____

G. SYNOPSIS OF PROCUREMENT

This procurement was synopsized in the Commerce Business Daily pursuant of FAR 5.200 (see tab ___)

This procurement was not synopsized in the Commerce Business Daily pursuant to the following exception stated in FAR 5.202: _____

H. EXTENT OF COMPETITION

- Sole Source
- Unsolicited Proposal
- Small Business Set-Aside
- 8a Set-Aside
- Full & Open Competition (_____ RFPs mailed _____ offers rec'd)
- Other (identify _____)

I. REQUIRED CLEARANCES/APPROVALS (for example “market research,” “CAAS,” “JOFOC,” etc.)

- 1. _____ (see tab _____)
- 2. _____ (see tab _____)
- 3. _____ (see tab _____)
- 4. _____ (see tab _____)
- 5. _____ (see tab _____)

J. CONTRACT REVIEW BOARD

- _____ Not Applicable
- _____ Applicable

- 1. Pre-solicitation approval date _____ (See tab _____)
- 2. Pre-award approval date _____ (See tab _____)

K. DETERMINATION OF COMPETITIVE RANGE

- _____ Not Applicable
- _____ Applicable (see tab _____)

L. GOVERNMENT FURNISHED PROPERTY/FACILITIES

- _____ Not Applicable
- _____ Applicable (see tab _____ for complete discussion of GFP)

M. CERTIFICATE OF CURRENT COST OR PRICING DATA

- _____ Not Applicable
- _____ Applicable (certificate located at tab _____ along with discussion of Contracting Officer’s reliance thereon in accordance with FAR 15.808(a)(5)).

N. SUMMARY OF NEGOTIATIONS (Repeat this section 1-5 for each offeror)

1. Administrative Matters

- a. Date of Negotiations _____
- b. Place of Negotiations _____
- c. Attendees

(1) Agriculture Research Service:

(2) Contractor:

2. Technical Matters (discuss here any changes to the SOW resulting from negotiations) Reference TEP Final Report tab _____.

3. Terms and Conditions (discuss here advance understandings, ceilings, cost elements requiring prior C.O. approval, travel provisions or limitations, consultant provisions, and any other pertinent discussions held between the Government and the Contractor)

4. Small Business Subcontract Plan (SBSP) (FAR 19.7)

- _____ Not Applicable
- _____ Applicable

Discussion of SBSP Negotiations:

5. Price/Cost Negotiations: (explain here negotiation changes in price or cost) (i.e., Price chart or an attachment)

* Saving achieved through negotiations

6. List each contractor's strengths/weaknesses/risks/tradeoffs as of final revised proposal.

A.

- 1.
- 2.

0. NEGOTIATED CONTRACT AMOUNT

1. (Name) _____

- a. Base Period: _____
- Option #1: _____
- Option #2: _____
- Option #3: _____
- Option #4: _____

b. Cost:

P. CONTRACT RESPONSIBILITY DETERMINATION

The Contractor ____ has ____ has not been determined to be responsible within the meaning of FAR 9.1 "Responsible Prospective Contractors."

- 1. (Discuss factors leading up to determination)
- 2. The Contractor does not appear on the Debarred/Suspended List dated _____.

Q. FAIR & REASONABLE PRICE

Has been determined that the price is Fair & Reasonable based upon competition / historical data, etc.

