

OICC/ROICC POST - NEGOTIATION MEMORANDUM
(less than \$500,000)

DATE: **DD MMM YY**

From: ARO(E)ICC/Lead Negotiator Code _____
To: Head, Contracts Section Code _____
Via: Supervisory General Engineer Code _____

Subj: CONTRACT **N62470-##-C-####**; Title

Ref: (a) LANTNAVFACENGCOMINST 4330.18B
(b) Fund Reservation Serial No. **##** for \$ \$ \$, \$ \$ \$. \$ \$ dated **DD MMM YY**

Encl: (1) Contractor's proposal in the amount of \$ \$ \$, \$ \$ \$. \$ \$ dated **DD MMM YY** revised to \$ \$ \$, \$ \$ \$. \$ \$ on **DD MMM YY**.
(2) Government Estimate in the amount of \$ \$ \$, \$ \$ \$. \$ \$ dated **DD MMM YY** revised to \$ \$ \$, \$ \$ \$. \$ \$ on **DD MMM YY**.
(3) Weighted Guidelines Profit Analysis

1. Negotiations were conducted on _____ between the following personnel:

<u>Name</u>	<u>Position</u>	<u>Organization</u>
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2. The following scope of work was negotiated:

(When definitizing a UDC, list all work items identified in the original UDC, less any deleted work, and including any work added as a result of the negotiation.)

3. In accordance with reference (a), recommend a modification of contract worded as follows: *(Select ONE of the following options.)*

a. **See paragraph 2 above.**

(Use option "a" if you are NOT definitizing a UDC)

b. This supplemental agreement is issued to definitize modification P0000.

(Use option "b" if you are definitizing a UDC and not adding or deleting work from the original scope of the UDC)

c. This supplemental agreement is issued to definitize modification P0000 _____ and to (add and/or delete) the following:

(Use option "c" if you are definitizing a UDC and adding or deleting from the original scope of the UDC)

(Include the next paragraph only if option "b" or "c" is selected)

\$\$\$,\$\$\$.\$\$ (Total Negotiated Amt) - \$\$\$,\$\$\$.\$\$ (Amt. of UDC) = \$\$\$,\$\$\$.\$\$ (Amt of this modification, of which \$\$\$,\$\$\$.\$\$ is for the definitization and \$\$\$,\$\$\$.\$\$ is for the additional work) The UDC included a time extension of _____ calendar days. A total of _____ calendar days was negotiated. This modification will include a time extension of _____ calendar days.

TOTAL TIME: _____ <i>(Calendar days)</i> REASON CODE: _____ TOTAL NEGOTIATED AMT: \$ _____
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4. The cause for the changed condition was:

5. The Contractor's cost proposal, enclosure (1) has sufficient detail to allow analysis without the preparation of a detailed Government Estimate. After review of quantities, material, labor, and equipment prices, and overhead, the contractor's proposal was found to be: **Fair and reasonable** or **Fair and reasonable after the following adjustments were made:**

OR

5. The Contractor's cost proposal, enclosure (1), has been checked for quantities, material, labor, and equipment prices, and overhead, in comparison to the Government estimate, enclosure (2), and has been found to be: **Fair and reasonable** or **Fair and reasonable after the following adjustments were made:**

6. A profit rate of ____% was mutually agreed and is supported by the Weighted Guidelines Profit Analysis, enclosure (3)

7. The contractor's actual bond rate of _____% was verified and applied.

8. A time extension of ## calendar days was mutually agreed. The additional time is necessary for the following reasons:

9. Approval for the change was obtained from: _____ on **DD MMM YY**, ref (b).

10. The design was accomplished by: _____. The A&E **is /is not** considered liable for the change (see LANTNAVFACENGCOMINST 4330.7.)

ARO(E)ICC/Lead Negotiator

FIRST ENDORSEMENT

From: Head, Contracts Section

Code _____

To: Contract Specialist

Code _____

1. In view of the above, the price of \$ is determined to be fair and reasonable. *Recommended time extension is substantiated.* Approved and forwarded for issuance of modification.

Date

Head, Contracts Section
Contracting Officer