OFFICE OF THE UNDER SECRETARY OF DEFENSE
3060 DEFENSE PENTAGON
WASHINGTON, DC 20301-3060

ACQUISITION,
TECHNOLOGY
AND LOGISTICS

MAR 12 2013

MEMORANDUM FOR COMMANDER, UNITED STATES SPECIAL OPERATIONS COMMAND (ATTN: ACQUISITION EXECUTIVE)
COMMANDER, UNITED STATES TRANSPORTATION COMMAND (ATTN: ACQUISITION EXECUTIVE)
DEPUTY ASSISTANT SECRETARY OF THE ARMY (PROCUREMENT)
DEPUTY ASSISTANT SECRETARY OF THE NAVY (ACQUISITION AND PROCUREMENT)
DEPUTY ASSISTANT SECRETARY OF THE AIR FORCE (CONTRACTING)
DIRECTORS OF THE DEFENSE AGENCIES
DIRECTORS OF THE DOD FIELD ACTIVITIES

SUBJECT: Contract Business Analysis Repository

World class companies share best practices and information across their enterprises and they share that information quickly. In the past, the Department has placed itself at a distinct disadvantage when attempting to get the best deal it can for the warfighters and the taxpayers. That disadvantage has come from a lack of complete and in-depth knowledge of the Department-wide business dealings with any particular company with which we do business. That disadvantage is being eliminated by the expansion of the capability of the Contract Business Analysis Repository (CBAR).

The Defense Contract Management Agency (DCMA) released the CBAR application for use by the Department of Defense procurement community on February 29, 2012. Currently, there are over 1,900 users in the contracting community. CBAR facilitates the sharing of information among DoD contracting officers (COs), and assists them during their preparation for negotiations with contractors.

At present, CBAR provides the following information:

- Indirect and Direct Cost Information (e.g., Forward Pricing Rates)
- Status of Contractor Business Systems
- Status of Compliance with Cost Accounting Standards (including CAS Disclosure Statement)
- Information about costs and financial condition of the parent entity of major corporations

The expansion of CBAR related data will take the form of being the Department's centralized database for all business clearances in excess of $25M. For the first time, since the Department's genesis, Contracting Officers will now have the ability to rapidly and effectively share information about business deals across the Department.

At the direction of the Director, Defense Pricing, DCMA has enhanced CBAR to capture Procuring Contracting Officer (PCO) Business Clearance data prepared to support the negotiation and award of a contract pricing action. CBAR Version 1.6, which was deployed on December 3, 2012, contains this enhancement. The purpose of adding a PCO Business Clearance module to CBAR is to enable DoD contracting offices to share a contracting officer's negotiation experience with other PCOs who will be negotiating with the same contractor. Sharing this experience should result in the PCO being better prepared for negotiations with the goal of realizing a better deal for the government.

Effective June 24, 2013, for all negotiated contract pricing actions exceeding $25M, DoD PCOs will add their business clearance information to the CBAR database using the attachment format. PCOs must also upload the Business Clearance documentation, including both the approved pre-negotiation objectives required by FAR 15.406-1 and PGI 215.406-1, and the record of negotiations (i.e., the Price Negotiation Memorandum required by FAR 15.406-3 and PGI 215.406-3). In addition, PCOs are to upload the same Business Clearance documentation described above for all definitized or awarded actions over $100M which occurred after October 1, 2012 and prior to June 24, 2013.

A follow-on memorandum providing information about training sessions for the upcoming Version 1.6 release will be issued shortly. Although June 24, 2013, is the effective date for implementation, PCOs may input business clearance information at any time following their completion of training on CBAR Version 1.6.

This is not another bureaucratic reporting requirement. The purpose of this memorandum is to create a powerful information source that will arm your contracting officers and program managers with the data and the analyses that will better inform them as business professionals. Your contracting officers' work will be made available to all of their peers. Hopefully, it will inform and inspire us all to do our very best for the warfighters, and to do right by the taxpayers.

The Department's point of contact for CBAR is Mr. John Tenaglia, 703-697-8334.

Shay D. Assad
Director, Defense Pricing

Attachment:
As stated

*** DoDAAC Information**

Issuing Office DoDAAC: S4402A Issuing Office Name: DCMA DALLAS

*** Contractor Information**

CAGE: DUNS + 4: -

Contractor Name: Contractor City: Contractor State:

Contractor Negotiator

First Name: MI: Last Name:

Phone Number: Email Address:

Contract Information

* Contract Number: Contract Type: MIXED TYPES

Order Number: DCMA Formal Rate Position Used: FPRA

Contract Mod Number: Urgent and Compelling:

RFP/RFQ Number: Competitive:

Negotiations Start Date:

Date of Agreement on Price:

Contract Effective Date:

Contract Completion Date:

CAS Covered: Full CAS Certified Cost or Pricing Data: Yes

Financial Details

Government Financing Authorized for Fixed-Priced Line Items: None

Government Financing Percentage of Price Limitation: %

Initial Proposed Cost: $ Initial Proposed Price: $

Final Proposed Cost: $ Final Proposed Price: $

Negotiated Total Contract Price: $

Government Negotiated Cost Excluding FCCOM: $ Government Negotiated Cost Including FCCOM: $

Government Negotiated Profit Amount: $ Government Negotiated FP Profit Percentage: %

Government Negotiated Fee Amount: $ Government Negotiated Fee Percentage: %

Negotiated Facilities Capital Cost of Money: $

PCO Information

First Name: CARL MI: Last Name: WICKS

Phone Number: (580)250-5683 Email Address: TEST.EU28836@EXTERNAL.COM

Government Negotiator Information

Same as PCO

First Name: MI: Last Name:

Phone Number: Email Address:

ATTACHMENT 1

Commodity Codes

All available commodity codes:

- A1 - AIRCRAFT
- 1A - AIRFRAMES AND RELATED ASSEMBLES and SPARES
- 1B - AIRCRAFT ENGINES AND RELATED SPARES AND PARTS
- 1C - OTHER AIRCRAFT EQUIPMENT/SUPPLIES NOT INCLUDE IN 1A
- A2 - MISSILE AND SPACE SYSTEM
- A3 - SHIPS
- A4 - TANK-AUTOMATIC PROGRAM
- 4A - COMBAT VEHICLES
- 4B - NON-COMBAT VEHICLES
- A5 - WEAPONS

select all deselect all

<< >>

Commodity codes currently attached to this document:

select all deselect all

Description of Acquisition

Please limit your entry to 4000 characters or fewer. 0 characters entered.

Comments Field

Please limit your entry to 4000 characters or fewer. 0 characters entered.

ATTACHMENT 1

ISSUING OFFICE INFORMATION

Issuing Office DoDAAC (Mandatory): Select the applicable DoDAAC from the list. If the correct DoDAAC does not appear, you must request access to it via the User Profile Maintenance option. Your organization's PCO Administrator will process the request.

Issuing Office Name (Mandatory): Do not input. Will auto-populate based on selected Issuing Office DoDAAC.

CONTRACTOR INFORMATION

CAGE (Mandatory): Enter CAGE Code when not auto-populated because of entered DUNS Plus 4.

DUNS Plus 4 (Mandatory): Enter the DUNS number (and Plus 4 when applicable) for the contractor when not auto-populated because of entered CAGE.

Contractor Name (Mandatory): Do not input. Will auto-populate based on entered CAGE or DUNS Plus 4.

Contractor City (Mandatory): Do not input. Will auto-populate based on entered CAGE or DUNS Plus 4.

Contractor State (Mandatory): Do not input. Will auto-populate based on entered CAGE or DUNS Plus 4.

CONTRACTOR NEGOTIATOR INFORMATION

Contractor Negotiator Name (Mandatory at Completion): Enter the contractor's principal negotiator's First Name, Middle Initial, and Last Name in the applicable data entry fields. **Middle Initial is optional.**

Contractor Negotiator Phone Number (Mandatory at Completion): Enter the Phone Number of contractor's principal negotiator.

Contractor Negotiator Email Address (Mandatory at Completion): Enter the email address of contractor's principal negotiator.

CONTRACT INFORMATION

Contract Number (Mandatory): Enter Procurement Instrument Identification Number (PIIN). Do not use any separators, such as a dash or slash (e.g., FA820013C0001 or WHV56113D1234).

Order Number: Enter Supplemental PIIN, when applicable. Do not use any separators, such as a dash or slash (e.g., 0001).

RFP/RFQ Number: Enter RFP or RFQ Number without any separators such as dash or slash (e.g., W54HZV13R0001 or FA930013Q0001). If there is no RFP or RFQ number, leave blank.

Modification Number: If the negotiation results in a modification to an existing contract, which definitized the work and price involved with the negotiation, enter the Modification Number. Otherwise, leave blank.

Negotiations Start Date (Mandatory at Completion): Enter Start Date of Negotiations.

Date of Agreement on Price (Mandatory at Completion): Enter Date of Final Agreement of Price.

Contract Effective Date (Mandatory at Completion): Enter the Contract Effective Date for work applicable to this negotiation.

Contract Completion Date (Mandatory at Completion): Enter the estimated contractual completion date for all work included in the negotiated contract price.

CAS Covered (Mandatory at Completion): From drop-down list, select applicable Cost Accounting Standards coverage: Full, Modified, or Not CAS Covered.

Contract Type (Mandatory at Completion): Select Type of Contract from drop-down list. When contract has line items of different types, select "Mixed Types".

DCMA Formal Rate Position Used (Mandatory at Completion): From drop-down list, select the type of DCMA indirect and direct rate position used during negotiations. If an FPRR was tried, but the rates were not used in the calculation of the final price, select FPRR Attempted.

Urgent and Compelling (Mandatory at Completion): When the price was negotiated on the basis of an Urgent and Compelling Need, select YES from the drop-down list. Otherwise, select NO.

Competitive (Mandatory at Completion): From the drop-down list, select YES when the contract award is considered Competitive. Otherwise, select NO.

Certified Cost or Pricing Data (Mandatory at Completion): From the drop-down list, select if cost or pricing data were CERTIFIED or WAIVED. When the contractor was exempted from the submission of Certified Cost or Pricing data, select WAIVED.

FINANCIAL DETAILS

Government Financing Authorized for Fixed-Priced Line Items (Mandatory at Completion): From the drop-down list, select the type of Government financing authorized in the contract for fixed-price line items. If there is no financing applicable to fixed-price line items, select NONE.

Government Financing Percentage of Price Limitation (Mandatory at Completion): For fixed-price financing, enter the financing payment limitation as a percentage of the total price of line items authorized for the financing. For example, if the financing is Performance-Based Payments (PBPs), and the maximum allowed PBPs is 90% of the contract price, enter 90. If Progress Payments are authorized and the Progress Payment rate is 80%, enter 80. If the percentage is not a whole percent (e.g., 70.5%), enter as 70.5.

Initial Proposed Cost (Mandatory at Completion): Enter the contractor's initial total proposed cost at the start of the negotiations. This may be different than the proposed cost submitted with its initial or revised proposals. Total cost includes both fixed-price and cost-type work (including T&M, Labor-Hour). Cost includes Facilities Capital Cost of Money (FCCOM) when proposed.

Initial Proposed Price (Mandatory at Completion): Enter the contractor's initial proposed total price at the start of the negotiations. This may be different than the proposed price submitted with its initial or revised proposal. Total price includes fixed-price and cost-type work (including T&M, Labor-Hour). Price includes FCCOM when proposed.

Final Proposed Cost (Mandatory at Completion): Enter the contractor's final offered total cost before agreement of price. When the contractor gave a Best and Final Offer which did not segregate cost from profit/fee, enter your estimate of the contractor's final offered cost amount. Cost includes FCCOM when proposed.

Final Proposed Price (Mandatory at Completion): Enter the contractor's final offered total price before agreement of price. Price includes FCCOM when proposed.

Government Negotiated Cost *Excluding FCCOM* (Mandatory at Completion): Enter the Government's perceived cost for all work included in the negotiation, excluding FCCOM.

Government Negotiated FCCOM (Mandatory at Completion): Enter the Government's perceived amount for negotiated FCCOM for all work included in the negotiation. A value of 0 (zero) will be entered when the negotiated price does not include FCCOM.

Government Negotiated Cost Including FCCOM (Mandatory at Completion): Auto-populated based on the sum of the **Government Negotiated Cost Excluding FCCOM + Government Negotiated Facilities Capital Cost of Money.**

Government Negotiated Profit Amount (Mandatory at Completion): Enter the Government's perceived profit amount for all fixed-price work included in the negotiation. A value of 0 (zero) will be entered when the negotiated price does not include a fixed-price profit amount.

Government Negotiated Fee Amount (Mandatory at Completion): Enter the Government's perceived Fee amount for all cost-type work included in the negotiation. Include fee for Cost-Plus-Fixed-Fee line items, and Target Fee for Cost-Plus-Incentive-Fee line items. A value of 0 (zero) will be entered when the negotiated price does not include a cost-type fee amount.

Negotiated Total Contract Price (Mandatory at Completion): Enter the total negotiated contract price for all work included in the negotiation.

Government Negotiated FP Profit Percentage (Mandatory at Completion): Enter the Government's negotiated profit percentage for fixed-price work included in the negotiation. To calculate the profit percentage, divide the ***Government Negotiated Profit Amount for Fixed-Price Line Items*** by the ***Total Government Cost for Fixed-Priced Line Items Excluding FCCOM***. Enter with two decimal places. For example, 15.25% is entered as 15.25. 20% is entered as 20.00. A value of 0 (zero) will be entered when the negotiated price does not include a fixed-price profit amount.

Government Negotiated Fee Percentage (Mandatory at Completion): Enter the negotiated fee percentage for all cost-type line items which include fee in the item's estimated price. For CPIF work, use Target Fee. Fee Percentage equals ***Total Fee*** *for all cost-type line items with fee in the price* divided by ***Total Estimated Cost*** *for the Line Items which have fee included their price.* **Do not include FCCOM in the calculations.** A value of 0 (zero) will be entered when the negotiated price does not include a cost-type fee amount.

PCO INFORMATION

PCO Name (Mandatory at Completion): Enter the Procuring Contracting Officer's (PCO's) First Name, Middle Initial, and Last Name in the applicable data entry fields. **Middle Initial is optional.**

PCO Phone Number (Mandatory at Completion): Enter the phone number of the PCO.

PCO Email Address (Mandatory at Completion): Enter the email address of the PCO.

GOVERNMENT NEGOTIATOR INFORMATION

NOTE: *When the PCO is the Government Negotiator, select the "Same as PCO" button to auto-populate the PCO's information into the Government Negotiator data fields.*

Government Negotiator Name (Mandatory at Completion): When the Government Negotiator is different than the PCO, enter the Government Negotiator's First Name, Middle Initial, and Last Name in the applicable data entry fields. **Middle Initial is optional.**

PCO Phone Number (Mandatory at Completion): Enter the Phone Number of the Government Negotiator.

PCO Email Address (Mandatory at Completion): Enter the email address of the Government Negotiator.

ACQUISITION INFORMATION

Commodity Code: Select the commodity applicable to the negotiated acquisition. Multiple choices may be selected when appropriate.

Description of Acquisition (Mandatory at Completion): Enter information about the acquisition or contract action which sufficiently describes the purpose of the negotiation to someone who knows nothing about the acquisition or contract action. Click on the ABC icon to perform a spell check.

Comments Field (Mandatory at Completion): Enter comments about the acquisition and negotiation that will assist another PCO and Government Negotiator to be better prepared for negotiations with the contractor. Do not enter opinions which cannot be supported by your file documentation. Click on the ABC icon to perform a spell check.