

COMPARE A-76 COSTING SOFTWARE



USER'S MANUAL

For use with COMPARE Version 3.7 or higher.

REVISED
JANUARY 14, 2011

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TABLE OF CONTENTS

Table of Contents *i*

Table of Figures *viii*

Acronyms..... *x*

Chapter 1: General Information..... **1**

1.0 Foreword **1**

 1.1 References 1

 1.2 Purpose 1

 1.3 Overview..... 2

 1.3.1 Guide Breakdown 2

 1.4 COMPARE Terminology and Basic Program Features 3

 1.4.1 Basic Terms..... 3

 1.4.2 Program Reference/Lookup Tables..... 3

 1.4.3 Passwords 3

 1.4.4 Date Entries 4

 1.4.5 Exiting COMPARE (Quitting COMPARE)..... 4

 1.4.6 Competition Files 4

 1.4.7 Entering and Editing Data..... 4

 1.4.7.1 *Editing Records* 4

 1.4.7.2 *Adding or Editing Record Information* 5

 1.4.7.3 *Deleting Portions of Text*..... 6

 1.4.7.4 *Deleting an Entire Field*..... 6

 1.4.7.5 *Deleting an Entire Record or Multiple Records*..... 6

 1.4.7.6 *The ESC Key*..... 7

 1.4.8 Moving from Subform to Subform on Cost Records Forms 7

 1.4.9 Using Form Buttons 8

 1.4.9.1 *PRINT Button*..... 8

 1.4.9.1.1 *Printing Individual Documents*..... 8

 1.4.9.2 *SAVE FILE Button* 9

 1.4.9.3 *UPDATE Button*..... 9

 1.4.9.4 *BACK Button*..... 10

 1.4.9.5 *CANCEL Button*..... 10

 1.4.9.6 *CONTINUE Button*..... 10

 1.4.9.7 *OK Button* 10

 1.4.9.8 *VIEW CURRENT RECORD Button* 10

 1.4.9.9 *PP DATES Button*..... 10

 1.5 Process/Analyst Description 11

Chapter 2: Get Started! **12**

2.0 Software Overview **12**

 2.1 System Requirements 12

 2.2 Loading the Program 13

 2.2.1 User Rights – Installing & Running COMPARE..... 13

 2.2.2 Installing COMPARE Software 14

 2.2.2.1 *Abbreviated Installation*..... 14

 2.2.2.2 *Full Installation*..... 15

 2.2.2.3 *Upgrading COMPARE* 17

 2.3 Archiving a Version..... 17

 2.4 COMPARE Main Menu..... 17

 2.4.1 Option/Command Buttons 18

2.5 Competition Form 18

Chapter 3: Master Tables..... 20

3.0 Printing/Updating Master Tables.....20

3.1 Master Tables Menu Screen20

3.1.1 Master Table File Protection and Download.....21

3.1.2 Updating Master Tables.....21

3.1.2.1 WEB UPDATE Button.....22

3.1.2.2 DISK UPDATE Button.....23

3.1.3 Determining Table Version (TABLE DATES Button).....23

3.1.4 Master Table Descriptions24

3.1.4.1 Table 1 (Competition Type/Methods of Operation) (LOCKED)24

3.1.4.2 Table 2 (General Schedule [GS] and NSPS Pay Tables) & Table 3 (Federal Wage System [FWS] Pay Schedules) (UNLOCKED)24

3.1.4.3 Table 4 (NAF/Foreign National Hourly Wages/Annual Salaries) (UNLOCKED)27

3.1.4.4 Table 5 (Military/Uniformed Services Composite Pay Rates) (UNLOCKED)29

3.1.4.5 Table 6 (Position Type Codes) (LOCKED)30

3.1.4.6 Table 7 (Fringe/Medicare Factors) (LOCKED).....30

3.1.4.7 Table 8 (Cost Factors and Rates) (UNLOCKED).....31

3.1.4.8 Table 9 (NAF/Foreign Country Unique Factors/Rates) (UNLOCKED)33

3.1.4.8.1 Code A – NAF Regular Employee Productive Work Hours34

3.1.4.8.2 Code B – NAF Flexible Employee Productive Work Hours34

3.1.4.8.3 Code C – NAF Employee Conversion Hours (Hourly to Annual Pay)35

3.1.4.8.4 Code D – NAF Regular Employee Basic Pay Fringe Benefit35

3.1.4.8.5 Code E – NAF Regular Employee Other Added Pay Fringe Benefit35

3.1.4.8.6 Code F – NAF Flexible Employee Basic Pay Fringe Benefit35

3.1.4.8.7 Code G – NAF Flexible Employee Other Added Pay Fringe Benefit36

3.1.4.8.8 Code H – NAF Severance Pay Factor.....36

3.1.4.8.9 Code I – Foreign National Annual Available Work Hours (Full-Time/Part-Time/Temporary Employees) 36

3.1.4.8.10 Code J – Foreign National Annual Available Work Hours (Intermittent Employees)36

3.1.4.8.11 Code K – Foreign National Conversion Hours (Hourly to Annual Pay).....37

3.1.4.8.12 Code L – Foreign National Employee Basic Pay Fringe Benefit (Full-Time/Part-Time/Temporary Employees)37

3.1.4.8.13 Code M – Foreign National Regular Employee Other Added Pay Fringe Benefit (Full-Time/Part-Time/Temporary Employees)37

3.1.4.8.14 Code N – Foreign National Employee Basic Pay Fringe Benefit (Intermittent Employees) 37

3.1.4.8.15 Code O – Foreign National Regular Employee Other Added Pay Fringe Benefit (Intermittent Employees)38

3.1.4.8.16 Code P – FN Severance Pay Factor (Full-Time/Part-Time/Temporary Employees)38

3.1.4.9 Table 10 (RESERVED FOR FUTURE USE)38

3.1.4.10 Table 11 (FTE Available Work-Hours/Pay Conversion Hours) (LOCKED)38

3.1.4.11 Table 12 (Project Status Codes) (LOCKED).....39

3.1.4.12 Table 13 (Useful Life and Disposal Values) (LOCKED).....39

3.1.4.13 Table 14 (Tax Rates) (LOCKED)40

3.1.4.14 Table 15 (Contract Administration Cost Factors) (LOCKED).....41

Chapter 4: Creating/Building A COMPARE File..... 42

4.0 COMPARE Main Menu Option: CREATE FILE42

4.1 Field Descriptions42

4.2 File Type Option (Import/Export Function).....46

4.2.1 Creating a Master Template46

4.3 Password Protection.....46

4.3.1 Password Complexity47

4.3.2 Password Recovery47

4.4 Path and File Name48

4.5 Building a Competition File49

4.5.1	Competition Information Screen	49
4.5.1.1	Field Descriptions	50
4.5.2	File Reference Tables.....	51
4.5.2.1	Updating File Tables When Cost Records Exist	51
4.5.2.2	MASTER Button	52
4.5.2.3	Copying and Deleting File Reference Tables.....	52
4.5.2.4	Saving File Reference Tables.....	53
4.5.2.5	File Reference Table 16 (Functional Area Codes Table).....	53
4.5.3	Backing Up a File.....	53
4.5.4	Line Rationale Documentation.....	54
4.5.4.1	View or Edit Rationale for a Particular Line Number.....	55
4.5.4.2	Source Selection Documentation.....	55
4.5.4.3	Printing Line Rationale Forms.....	56
4.5.4.4	Line Rationale on Cost Records Reports.....	57
4.5.5	Entering/Editing Information on Cost Records	57
4.5.5.1	Auto Fill and Other Shortcut Features.....	58
4.5.5.2	Cost Records Sort Options	58
4.5.5.3	Finding Records (Record ID)	58
4.5.5.4	Printing Error & Information Messages.....	58
4.5.6	Printing Supporting Documentation.....	59
4.5.7	Global Update Button	60
4.5.8	Returning to the Main Menu	60
4.5.9	Convert File Button.....	60
4.6	Archiving and Storing Competition Documentation	61
Chapter 5: The Lines.....		62
5.0	Competition Cost Lines	62
5.1	General Record Structure.....	62
5.1.1	Data Element Relationships for Prorating Costs	62
5.1.2	Understanding Data Entry and Prorating.....	63
5.1.3	Developing Accurate Prorated Cost Estimates	64
5.2	Line 1 – Personnel Costs	65
5.2.1	General Cost Information.....	65
5.2.1.1	Economic Price Adjustment Provision (EPA).....	65
5.2.1.2	Structure of Personnel Cost Records.....	66
5.2.1.3	Understanding Personnel Calculations.....	66
5.2.2	Line 1 Basics.....	67
5.2.2.1	GS/NSPS and FWS Civilian Personnel	68
5.2.2.1.1	Field Description	68
5.2.2.1.2	Calculating Performance Period Cost	71
5.2.2.2	NAF (Non Appropriated Fund) and Foreign National Personnel.....	72
5.2.2.2.1	Field Description	72
5.2.2.2.2	Calculating Performance Period Cost	77
5.2.2.3	Military/Uniformed Services Personnel.....	77
5.2.2.3.1	Field Description	78
5.2.2.3.2	Calculating Performance Period Cost	80
5.2.3	Printed Reports.....	80
5.3	Line 2 – Material and Supply Costs.....	81
5.3.1	General Cost Information.....	81
5.3.2	Line 2 Basics.....	82
5.3.2.1	Field Description	82
5.3.2.2	Calculating Performance Period Costs.....	83
5.4	Line 3 - Other Specifically Attributable Costs	84
5.4.1	General Cost Information: Depreciation	84
5.4.2	Line 3 Basics.....	84
5.4.3	Line 3A - Capital Equipment and Facilities.....	84
5.4.3.1	Field Description	85
5.4.3.2	Calculating Performance Period Costs.....	90

5.4.4 Line 3B - Minor Items..... 91

 5.4.4.1 Field Description 91

 5.4.4.2 Calculating Performance Period Costs 93

5.4.5 Line 3C - Rental Costs..... 93

 5.4.5.1 Field Description 94

 5.4.5.2 Calculating Performance Period Costs 95

5.4.6 Line 3D - Travel Costs 95

 5.4.6.1 Field Description 96

 5.4.6.2 Calculating Performance Period Costs 97

5.4.7 Line 3E - MEO Subcontract Costs..... 97

 5.4.7.1 Field Description 98

 5.4.7.2 Calculating Performance Period Costs 99

5.4.8 Line 3F - Utilities Costs..... 99

 5.4.8.1 Field Description 100

 5.4.8.2 Calculating Performance Period Costs 101

5.4.9 Line 3G - Other Attributable Costs 101

 5.4.9.1 Field Description 102

 5.4.9.2 Calculating Performance Period Costs 103

5.4.10 Line 3 Insurance Reports..... 103

 5.4.10.1 Liability Insurance 103

 5.4.10.2 Casualty Insurance 103

 5.4.10.3 Generating the Insurance Report..... 104

 5.4.10.4 Printing the Report..... 104

5.4.11 Line 3 Total Report 104

 5.4.11.1 Printing the Reports 105

5.5 Line 4 - Overhead Costs..... 105

 5.5.1 General Cost Information..... 105

 5.5.2 Line 4 Basics..... 106

5.6 Line 5 - Additional Costs..... 106

 5.6.1 General Cost Information..... 106

 5.6.2 Line 5 Basics..... 107

 5.6.2.1 Field Description 107

 5.6.2.2 Calculating Performance Period Costs 108

 5.6.2.3 Printing the Report..... 108

5.7 Line 6 - Total Cost of Agency Performance..... 108

 5.7.1 General Cost Information..... 109

 5.7.2 Line 6 Basics..... 109

 5.7.2.1 Printing the Report..... 109

5.8 Line 7 – Private Sector Price or Public Reimbursable Cost..... 110

 5.8.1 General Cost Information..... 110

 5.8.2 Line 7 Basics..... 110

 5.8.2.1 Field Description 110

 5.8.2.2 Printing the Report..... 113

 5.8.2.3 Printing the SCF (or SLCF)..... 113

5.9 Line 8 – Contract Administration Costs 114

 5.9.1 General Cost Information..... 114

 5.9.2 Line 8 Basics..... 114

 5.9.3 Line 8 - Contract Administration Costs 115

5.10 Line 9 – Additional Costs 116

 5.10.1 General Cost Information..... 116

 5.10.2 Line 9 Basics..... 116

 5.10.2.1 Field Description 116

 5.10.2.2 Calculating Performance Period Costs 117

 5.10.2.3 Printing the Report..... 118

5.11 Line 10 – One-Time Conversion Costs 118

 5.11.1 General Cost Information..... 118

 5.11.2 Line 10 Basics 118

 5.11.3 Line 10A - Severance Pay 118

- 5.11.3.1 *Civilian Appropriated Fund Employees* 119
- 5.11.3.2 *Civilian NAF Employees* 119
- 5.11.3.3 *FN Employees* 119
- 5.11.3.4 *Field Description* 120
- 5.11.4 *Line 10B - Other One-Time Conversion Costs* 121
 - 5.11.4.1 *Field Description* 121
- 5.11.5 *Generating the Report* 122
 - 5.11.5.1 *Printing the Report* 122
- 5.11.6 *Line 10 Total Reports* 122
 - 5.11.6.1 *Printing the Report* 122
- 5.12 *Line 11 – Gain from Disposal or Transfer of Assets* 122
 - 5.12.1 *General Cost Information* 123
 - 5.12.2 *Line 11 Basics* 123
 - 5.12.2.1 *Field Description* 123
- 5.13 *Line 12 – Federal Income Tax Adjustment* 124
 - 5.13.1 *General Cost Information* 124
 - 5.13.2 *Line 12 Basics* 124
 - 5.13.2.1 *Printing the Report* 125
- 5.14 *Line 13 – Total Adjusted Cost of Private Sector or Public Reimbursable Performance* 125
 - 5.14.1 *General Cost Information* 125
 - 5.14.2 *Line 13 Basics* 125
 - 5.14.2.1 *Printing the Report* 126
- 5.15 *SCF and SLCF Signature Information* 126
 - 5.15.1 *Signature Form Basics* 126
 - 5.15.2 *Field Description* 128
 - 5.15.3 *Accessing SCF and SLCF Signature Information* 129
 - 5.15.4 *Printing the Report* 129
- 5.16 *Performance Decision Summary (SCF/SLCF)* 129
 - 5.16.1 *Line 14 - Conversion Differential* 129
 - 5.16.2 *Line 15 - Adjusted Total Cost of Agency Performance* 130
 - 5.16.3 *Line 16- Adjusted Total Cost of Private Sector or Public Reimbursable Performance* ... 130
 - 5.16.4 *Lines 17 Cost Difference* 130
 - 5.16.5 *Lines 18 Low-Cost Provider* 130
 - 5.16.5.1 *Printing the Report* 131

Chapter 6: Baseline Cost Estimates 134

- 6.0 Overview of Baseline Functionality 134**
 - 6.1 *Baseline Cost Types* 134
 - 6.1.1 *Preliminary Planning Baseline Costs* 134
 - 6.1.2 *Adjusted Baseline Costs* 135
 - 6.2 *Creating Baseline Cost Files* 135
 - 6.2.1 *Creating a File from Scratch* 135
 - 6.2.2 *Generating an Adjusted Baseline File from a Preliminary Planning File* 136
 - 6.2.3 *Setting Up the Preliminary Planning Baseline Costs File* 137
 - 6.2.3.1 *Performance Periods* 137
 - 6.2.3.2 *Competition Type/Method of Operation* 137
 - 6.2.3.3 *Phase-In Field* 137
 - 6.2.3.4 *Disabled Fields* 138
 - 6.2.4 *Setting Up the Adjusted Baseline Costs File* 138
 - 6.3 *Working with Baseline Cost Files (Edit Mode)* 139
 - 6.3.1 *Preliminary Planning Baseline Costs Files* 140
 - 6.3.1.1 *Tables* 141
 - 6.3.1.1.1 *Setting Up Locations and Pay Tables* 141
 - 6.3.1.1.2 *Inflation Factors (File Table 8)* 141
 - 6.3.1.2 *Cost Data Lines* 142
 - 6.3.1.3 *Prorating & Inflation* 142

6.3.2	Adjusted Baseline Costs Files	142
6.3.2.1	Adjustments to File	143
6.3.2.2	Cost Data Lines	145
6.3.2.3	Prorating & Inflation	145
6.3.3	Baseline Costs Report (BCR)	145
6.4	File Conversion Process	146
6.4.1	Converting a File	146
6.4.2	What Happens During Conversion?	148
6.4.3	Conversion Options Available	148
6.5	General Controls and Features	149
6.5.1	File Browse Filters	149
6.5.2	Filename Extensions	149
6.5.3	File Type Labels and Report Footers	149
6.5.4	Button Title Names	149
Chapter 7: DCAMIS Data Export (DoD Only)		150
7.0	General	150
7.1	Using the DCAMIS Data Export	150
7.1.1	Accessing the Export Feature	150
7.1.2	Changing the Agency Type	150
7.1.3	Running the DCAMIS Data Export Feature	151
7.1.4	Export File Security and Protection	152
7.1.5	Updating DCAMIS Data Export File	153
7.1.6	Export Log/History	153
Chapter 8: Other Menu Options		154
8.0	General	154
8.1	Edit File	154
8.2	About COMPARE	155
8.3	Database Administration	155
8.3.1	Backup Current File	156
8.3.2	Change Password	156
8.3.3	Change Agency Type	157
8.3.4	Delete Files	158
Chapter 9: Using Online Help		159
9.0	Online Tutorial And Context Sensitive Help	159
9.1	Context Sensitive Help	159
9.2	Online Tutorial	159
9.3	Features of COMPARE Help	159
Chapter 10: Hot Buttons		161
10.0	General	161
10.1	List of Hot Buttons	161
10.1.1	COMPARE Main Menu	161
10.1.2	Create File	161
10.1.3	Edit File: Competition Information Screen	161
10.1.4	Cost Records: Main Screen	162
10.1.5	Agency: Lines 1-6	162
10.1.6	Database Administration Menu	162
10.1.7	Other Hot Buttons, Line Specific	162
10.1.7.1	Line 3	162
10.1.7.2	Lines 4 and 6	162
10.1.8	Private Sector Price or Public Reimbursable Cost: Lines 7-10	162

10.1.9 Other Hot Buttons, Line Specific 163
 10.1.9.1 Line 10.....163
 10.1.10 Tables: Main Screen..... 163
 10.1.11 Tables, 1-16..... 163
 10.1.12 Other Hot Buttons, Table Specific 163
 10.1.12.1 Table 4 and 9.....163
 10.1.12.2 Table 5.....163
 10.1.13 Line Rationale: Main Screen..... 164
 10.1.14 Other Helpful Hot Buttons..... 164
Chapter 11: COMPARE, Access 2007, and Vista..... 165
 11.0 General 165
 11.1 COMPARE and Access 2007 165
 11.1.1 Security and the Office 2007 Trust Center 165
 11.1.2 COMPARE's Appearance within the Access 2007 Interface 167
APPENDIX 1 –CALCULATION EXPLANATIONS 169

TABLE OF FIGURES

Figure 1-1.	Editing and Navigating Through Records.....	5
Figure 1-2.	Row Highlighted for Deletion.....	7
Figure 1-3.	Example of Typical Report Print Menu.....	8
Figure 1-4.	Final Print Screen.....	9
Figure 2-1.	COMPARE Setup Welcome Dialog Box.....	15
Figure 2-2.	COMPARE Setup Destination Folder/Location Dialog Box.....	16
Figure 2-3.	COMPARE Main Menu.....	18
Figure 2-4.	COMPARE Cost Record (Line) Titles.....	19
Figure 3-1.	COMPARE Master Tables Menu Screen.....	20
Figure 3-2.	Web Update Forms.....	23
Figure 3-3.	Table 1: Competition Type/Methods of Operation.....	24
Figure 3-4.	Table 2: General Schedule (GS) and NSPS Pay Tables.....	25
Figure 3-5.	Table 3: FWS Pay Schedules.....	25
Figure 3-6.	Table 4: NAF/Foreign National Hourly Wages/Annual Salaries Table.....	27
Figure 3-7.	Table 5: Military/Uniformed Services Composite Pay Rates.....	29
Figure 3-8.	Table 6: Position Type Codes.....	30
Figure 3-9.	Table 7: Fringe/Medicare Factors.....	31
Figure 3-10.	Table 8: Inflation Cost Factors and Rates.....	32
Figure 3-11.	Table 9: NAF/Foreign Country Unique Factors/Rates.....	34
Figure 3-12.	Table 11: FTE Available Work-Hours/Pay Conversion Hours.....	38
Figure 3-13.	Table 12: Project Status Codes.....	39
Figure 3-14.	Table 13: Useful Life and Disposal Values.....	40
Figure 3-15.	Table 14: Tax Rates.....	41
Figure 3-16.	Table 15: Contract Administration Cost Factors.....	41
Figure 4-1.	New Competition Information File Creation Screen.....	42
Figure 4-2.	File Creation Password Entry Screen.....	48
Figure 4-3.	Browse Window for Saving a Competition File.....	48
Figure 4-4.	Competition Information Screen.....	50
Figure 4-5.	File Tables Menu Screen.....	51
Figure 4-6.	Table 16: Functional Area Codes Table.....	53
Figure 4-7.	Competition Documentation Report Generator.....	54
Figure 4-8.	Typical Line Rationale Form.....	55
Figure 4-9.	Source Selection Decision Documentation Form.....	56
Figure 4-10.	Cost Records/Reports Menu Screen.....	57
Figure 4-11.	Print Records Menu Screen.....	60
Figure 5-1.	Sample Personnel Cost Calculation for a FWS Position.....	67
Figure 5-2.	Line 1 – Personnel Cost Records.....	68
Figure 5-3.	Line 1 – NAF Personnel Cost Records.....	72
Figure 5-4.	Table 9 NAF and FN Basic Pay Fringe Benefit Codes.....	74
Figure 5-5.	Table 9 NAF and FN Other Pay Fringe Benefit Codes.....	75
Figure 5-6.	Examples of Line 1 Itemized Boxes.....	76
Figure 5-7.	Line 1 – Military/Uniformed Services Personnel Cost Records.....	78
Figure 5-8.	Line 1 – Personnel Costs Report Menu.....	80
Figure 5-9.	Line 2 – Material and Supply Costs Records.....	81
Figure 5-10.	EPA Options on Line 2.....	83
Figure 5-11.	Line 3A – Capital Equipment & Facilities Cost Records.....	85
Figure 5-12.	Transportation/Installation Costs data columns.....	86
Figure 5-13.	Residual Value/Useful Life Data Columns.....	87
Figure 5-14.	Prompt, Line 3A.....	87
Figure 5-15.	Line 3A – Capital Assets Maintenance Cost Records.....	89
Figure 5-16.	Line 3B – Minor Items Cost Records.....	91
Figure 5-17.	Line 3C – Rental Cost Records.....	94

Figure 5-18. Line 3D – Travel Cost Records..... 96

Figure 5-19. Line 3E – MEO Subcontract Cost Records 97

Figure 5-20. Line 3F – Utilities Cost Records. 100

Figure 5-21. Line 3G – Other Costs Cost Records. 102

Figure 5-22. Line 3 – Insurance Report Sorted by Functional Area..... 104

Figure 5-23. Line 3 – Totals Report Sorted by Functional Area..... 105

Figure 5-24. Line 4 – Overhead Report Menu. 106

Figure 5-25. Line 5 – Additional Cost Records. 107

Figure 5-26. Line 6 – Report Menu. 109

Figure 5-27. Line 6 – Report. 109

Figure 5-28. Line 7 – Private Sector Price or Public Reimbursable Cost Records..... 110

Figure 5-29. Automatic Calculations for Line 8. 114

Figure 5-30. Line 8 – Contract Administration Cost Records..... 115

Figure 5-31. Line 10A – Severance Pay Cost Records. 119

Figure 5-32. Line 10B – Other One-Time Conversion Cost Records. 121

Figure 5-33. Line 11 – Gain from Disposal or Transfer of Assets Cost Records..... 123

Figure 5-34. Line 12 – Federal Income Tax Adjustment Report..... 124

Figure 5-35. Line 13 – Report Menu. 125

Figure 5-36. Line 13 – Total Adjusted Cost of Private Sector or Public Reimbursable Performance
Sorted by Functional Area. 126

Figure 5-37. SCF/SLCF Signature Information Form. 127

Figure 5-38. SCF Redacted Private Sector Pricing Information 128

Figure 5-39. Standard Competition Form (page 1) 131

Figure 5-40. Standard Competition Form (page 2) 132

Figure 5-41. Standard Competition Form (page 3) 132

Figure 5-42. Standard Competition Form (page 4) 133

Figure 5-43. Standard Competition Form (page 5) 133

Figure 6-1. Competition Information Form in File Setup Mode 136

Figure 6-2. Performance Period Dates Update Message 138

Figure 6-3. Adjusted Baseline Costs File Preparation Complete Message 138

Figure 6-4. Competition Information Form with all Fields/Buttons Disabled 139

Figure 6-5. Preliminary Planning Baseline Competition Information Form 140

Figure 6-6. Adjusted Baseline Competition Information Form 143

Figure 6-7. Adjusted Baseline Costs Report (BCR) 146

Figure 6-8. File Conversion Options Form 147

Figure 6-9. File Conversion Successful Message..... 147

Figure 7-1. Change Agency Type Dialog. 151

Figure 7-2. File Export Initiation Warning Message. 151

Figure 7-3. Export File Save Dialog Box. 152

Figure 7-4. DCAMIS Data Export Successful Message..... 152

Figure 8-1. Browse Window for Opening a Competition File. 154

Figure 8-2. About COMPARE Window. 155

Figure 8-3. COMPARE Database Administration Menu. 156

Figure 8-4. Change Password Dialog. 157

Figure 8-5. Change Agency Type Dialog 158

Figure 11-1. Access 2007 Security Notice 166

Figure 11-2. Access 2007 Security Warning Banner 166

Figure 11-3. Access 2007 Enable Content Dialog 167

Figure 11-4. Access 2007 Filters 168

Figure 11-5. Access 2007 Date Selector 168

ACRONYMS

A/O	As Of
BCR	Baseline Costs Report
CA	Commercial Activity
CD	Compact Disc
CME	Contract Manpower Equivalents
CPAC	Civilian Personnel Advisory Committee
DCAMIS	DoD Commercial Activity Management Information System
DoD	Department Of Defense
DoL	Department Of Labor
EPA	Economic Price Adjustment
ESC	Escape
FAR	Federal Acquisition Regulation
FCO&M	Foreign Country Operations and Maintenance
FICA	Federal Insurance Contributions Act
FLSA	Fair Labor Standards Act
FN	Foreign National
FSC	Federal Supply Class
FTE	Full Time Equivalent
FWS	Federal Wage System
GFP	Government Furnished Property
GPRA	Government Performance and Results Act
GS	General Schedule
GSA	General Services Administration
LMS	Local Market Supplement
MB	Megabyte
MEO	Most Efficient Organization
NAF	Non-Appropriated Fund
NSPS	National Security Personnel System
O&M	Operations and Maintenance
ODUSD	Office of the Deputy Under Secretary of Defense
OMB	Office Of Management And Budget
OSD	Office Of The Secretary Of Defense
PP	Performance Period
PWS	Performance Work Statement
RAM	Random Access Memory
SCA	Service Contract Act
SCF	Standard Competition Form
SLCF	Streamlined Competition Form

CHAPTER 1: GENERAL INFORMATION

1.0 FOREWORD

This guide provides instructions for operating the COMPARE Office of Management and Budget (OMB) Circular A-76 costing software. COMPARE was developed by Paradigm Technologies, Inc., 689 Discovery Dr., Ste 302, Huntsville, AL 35806 and is maintained for the Department of Defense (DoD) by Paradigm Technologies, Inc. under the guidance and direction of the Office of the Deputy Under Secretary of Defense (ODUSD) for Installations & Environment (I&E) Housing & Competitive Sourcing Office, Washington, DC.

COMPARE is a software program designed to assist analysts in developing, documenting, and comparing the relative cost of operating commercial activities by agency, public reimbursable, or private sector sources. These are competitions conducted under the provisions of *OMB Circular A-76, Performance of Commercial Activities* (May 29, 2003).

1.1 REFERENCES

- DoD Directive 4100.15, Commercial Activities Program, March 10, 1989.
- DoD Instruction 4100.33, Commercial Activities Program, and Procedures, September 9, 1985.
- Government Performance and Results Act (GPRA), 1993
- DoD A-76 Costing Manual, Office of the Deputy Under Secretary of Defense for Installations & Environment, Housing & Competitive Sourcing Office, March 14, 2001.
- OMB Circular A-76, Performance of Commercial Activities, May 29, 2003.
- DoD Instruction 8500.2, Information Assurance (IA) Implementation, February 6, 2003.
- The Privacy Act of 1974, 5 U.S.C. § 552a

1.2 PURPOSE

This guide provides procedures for utilizing the COMPARE software to follow the guidelines outlined in the OMB Circular A-76.

1.3 OVERVIEW

Instructions and procedures are provided so that you can “walk through” data processing activities while operating the COMPARE program. The COMPARE User Manual is a guide to using your PC to perform the functions available to you in COMPARE. It details the steps necessary to select menu options, complete entries, and understand the results.

1.3.1 Guide Breakdown

The following bullets provide a brief description of the chapters contained in this user manual. These paragraphs give you an idea of what you can expect to encounter as you progress through this training.

- **Chapter 1** gives the general information necessary for you to gain a better understanding of COMPARE and this guide. It introduces you to the basics of COMPARE, terminology, and other relevant information.
- **Chapter 2** introduces the COMPARE user environment, including system requirements and loading the program.
- **Chapter 3** provides an explanation of the COMPARE system's Main Menu option: PRINT/UPDATE MASTER TABLES, including a table-by-table description.
- **Chapter 4** describes the process of creating and building a competition file by entering information on data entry cost records and generating the necessary supporting documentation.
- **Chapter 5** provides a breakdown of each line that you will be working with, and gives you the line basics, as well as OMB Guidance.
- **Chapter 6** provides an overview of baseline cost estimates and explains the functionality in COMPARE that allows you to create baseline cost files.
- **Chapter 7** provides an explanation of the DCAMIS data export feature (DoD only) and provides instructions on how to use this feature.
- **Chapter 8** provides an explanation of all other COMPARE Main Menu options, including editing and deleting studies, and backing up competition files.
- **Chapter 9** provides instructions for using the on-line help system.
- **Chapter 10** consists of a list of “hot buttons”, or helpful controls, that are used to operate the COMPARE program.
- **Chapter 11** describes topics pertaining to operating COMPARE in Access 2007 and Windows Vista.

1.4 COMPARE TERMINOLOGY AND BASIC PROGRAM FEATURES

The following paragraphs will explain the basic COMPARE terminology that you should understand to efficiently work with the program.

1.4.1 Basic Terms

Click: Position cursor, via the mouse, onto the desired button or command. Press and release the left mouse button to select/activate that option.

Pull-down List (Drop Down List): For those entries requiring a specific, valid response, COMPARE will provide a pull-down list. If you click on the downward pointing arrow located on the list box, a list will display that contains references to all correct responses or entries. If the list is larger than the window can accommodate, you can use the vertical scroll bar on the right side of the list window to see more of the list. If you prefer to manually enter the data instead of selecting an item from the list, COMPARE will locate the closest match in the list as you begin typing your entry.

1.4.2 Program Reference/Lookup Tables

COMPARE uses two sets of tables: Master Tables and File Tables. The Master Tables contain the variables (e.g., cost factors/rates) and codes (e.g., Competition Type/Method of Operation) used by the program. The program uses these reference tables to perform a variety of functions, including editing your entries for accuracy, translating various code values, and automatically computing and inflating costs. When you create a new competition file, COMPARE makes a copy of the Master Tables as the new File Tables. However, once a competition is initiated, the File Tables are disconnected from the Master Tables and will require a manual update to the competition file.

1.4.3 Passwords

A password is an alphanumeric and special characters code you create to safeguard your competition file from unauthorized access. You are required to construct a password for each data file that is 8-16 characters and includes at least one each of an uppercase, lowercase, number and special character. All special characters are accepted, except a semicolon (;), a space, and a single quotation ('), which are invalid. COMPARE is sensitive to both upper and lower case letters. For example, if you assign a competition file the password *P@55w0rd* and later attempt to retrieve it by keying in *P@55WORD*, access will be denied. **DO NOT FORGET YOUR PASSWORD!** Without it, you will be unable to access your competition file. To safeguard against typing errors when you assign a password to a competition file, COMPARE requires passwords to be entered twice. If both entries do not match, you are required to re-enter the passwords. Refer to Password Protection section of Chapter 4 for an expanded explanation of passwords.

1.4.4 Date Entries

Dates may be entered in any common format. COMPARE will recognize standard formats and convert them to MM/DD/YYYY. Be sure to enter appropriate delimiters (i.e. symbols that separate the date elements such as slashes, dashes, commas, dots, spaces, etc.) Dates may be entered as m/d/y (1/9/06), mm/dd/yy (01/09/06), dd-mmm-yy (9 Jan 06), mm/dd/yyyy (01/09/2006), dd-mmm-yyyy (09 Jan 2006), mmm dd,yyyy (Jan 9, 2006) and other common formats. Date masks in previous versions of COMPARE are no longer used.

1.4.5 Exiting COMPARE (Quitting COMPARE)

Always exit the program by selecting the *EXIT COMPARE* button from the Main Menu. Avoid exiting by turning off the machine or re-booting, as this may corrupt data entered during the current work session, or will cause you to lose data that you entered unless saved through the save function.

1.4.6 Competition Files

When a competition file is saved and later recalled, the original file remains unchanged until the competition file is re-saved. When data is entered, it is stored temporarily until you exercise the save function. Therefore, if you should experience a system crash due to unforeseen conditions such as storms or electrical interruptions, you can always recall the last saved version of the competition file, but not recently entered data unless you save it. COMPARE provides an option to save the competition file at any work screen that allows user editing.

1.4.7 Entering and Editing Data

To preserve data integrity, COMPARE will not allow you to enter certain data out of sequence and will prompt you if you enter certain data items incorrectly. The most efficient method of entering data is to key in the information in the first available entry box, and then press the *ENTER* key on your keyboard. COMPARE will then move the cursor to the next available entry box in the sequence. You can also move from field to field by using the *TAB* key (to move to the right) or the key combination of *SHIFT + TAB* (to move to the left). When you have entered data in the last available entry box, pressing *ENTER* will advance the cursor to the first entry box on the next line. Certain entries will cause COMPARE to prompt you for additional information, so it is important that you be aware of what is happening on the screen as you key in data.

NOTE: Although you can use the mouse to maneuver around the screen, using the *TAB* key is the preferred method. This is to ensure data element entries are not omitted and all calculations occur.

1.4.7.1 Editing Records

Most of the COMPARE forms allow you to enter and edit records in windows or sub-windows that resemble a spreadsheet view with records occupying a single row on the

form. The categories (or fields) for each item in the record are designated by the column headings that appear as the first row in the window. If a row representing an individual record is too wide to be visible on the screen, horizontal scroll bars at the bottom of the window will enable you to scroll to the right or left to view other segments of the record. Likewise, if the number of records exceeds the vertical limitations of the screen window, vertical scroll bars located on the right hand side of the window will enable you to scroll up or down. Figure 1-1 defines the key components of a form.

To add a new record on the current form, click on the *ADD RECORD* (see Figure 1-1) control located at the bottom of the record window. To edit existing data, position the cursor on the entry box to be edited, and use the normal editing methods (described below) to change the data. COMPARE will lock certain entry boxes in those cases where the information in the box is based on a calculation from other entries, or requires pre-requisite information that has not yet been entered. When in doubt, pressing the *F1* Help key should provide information about the status and purpose of the current entry box.

To edit existing information, position the cursor at the point in the entry box where you want to begin editing. By default, you are in the insert mode, which means text you key in will be inserted from the cursor position. To switch to the overwrite mode, simply press the *INSERT* key on the keyboard once. Pressing the *INSERT* key again will toggle you back to the insert mode. To replace existing text, drag the cursor over the desired portion of text to highlight it. When you begin typing, the selected block of text will be replaced.

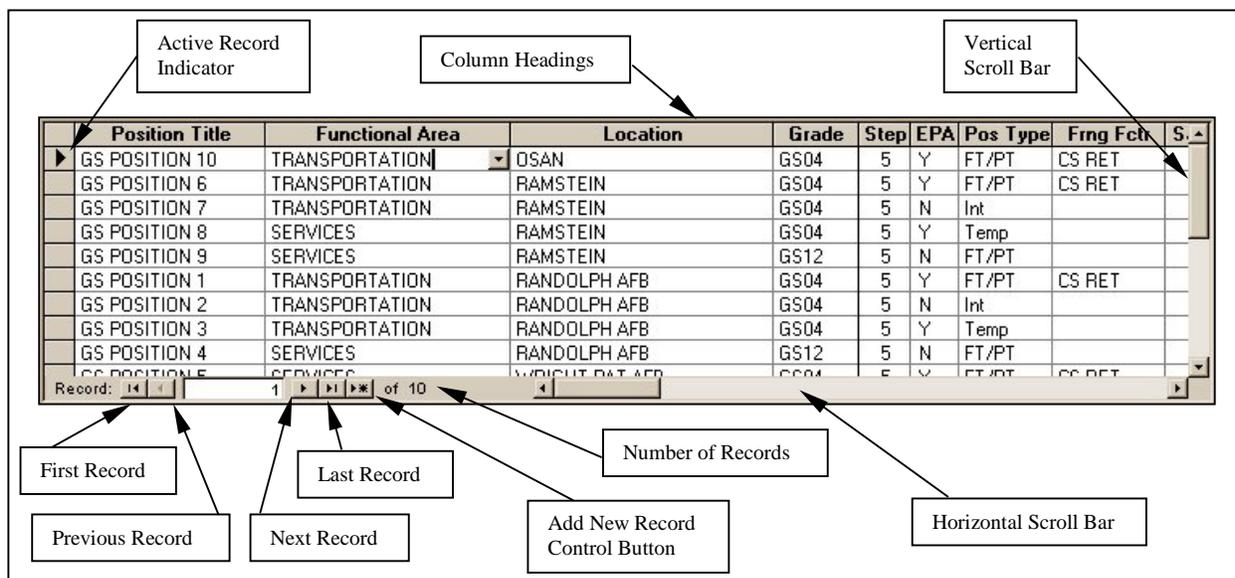


Figure 1-1. Editing and Navigating Through Records.

1.4.7.2 Adding or Editing Record Information

When you want to add or edit information in a record, place your cursor where you want to begin inserting the information. Once you begin entering the information, a pencil

icon will appear in the column on the far left of the record to indicate that you may add or edit information in that specific row. The pencil icon appears in place of the Active Record Indicator icon.

1.4.7.3 Deleting Portions of Text

To delete a portion of text in an entry box on a form, you can use a number of methods, depending upon what portion you want to delete. To remove text from left to right, position the cursor at the point of deletion and press the *DELETE* key to remove one character at a time. To remove more than one character at a time, use the mouse to drag and highlight the portion of text to be removed before pressing the *DELETE* key.

To remove text from right to left, position the cursor at the point of deletion and press the *BACKSPACE* key to remove one character at a time. To remove more than one character at a time, use the mouse with same method described in the previous paragraph.

1.4.7.4 Deleting an Entire Field

To delete an entire field, you first need to highlight it. You can do so by either dragging the cursor across the entire body of text that comprises the field or, if the information in the field contains no spaces, you can simply double click the left mouse button anywhere on the field to highlight the entire entry. In either case, once the information is highlighted, pressing the *DELETE* key from the keyboard will remove it from the form and from the underlying record.

NOTE: Numeric values cannot be null. They must contain a positive or negative value or zero. For those entry boxes containing values, instead of deleting entries you do not want, replace them with zeroes. In most cases, COMPARE will assign a default value of zero to any numeric fields that have not been populated by your information.

1.4.7.5 Deleting an Entire Record or Multiple Records

To delete an entire record, highlight the row (see Figure 1-2) to be deleted by clicking on the gray box to the extreme left of the record, and then press the *DELETE* key on the keyboard. Before the record is actually deleted from the underlying table, you will be prompted to confirm (*OK*) or reject (*CANCEL*) the delete action. If you confirm, the record will be deleted. If you cancel, the delete action will be canceled and the record will remain intact. You can also delete multiple records by selecting multiple rows and pressing the *DELETE* key. You will receive a confirmation message only once to confirm deletion of selected records (i.e., not for each record). Once deleted, the records cannot be recovered. Therefore, it is important to be sure you wish to continue the operation before confirming the deletion.

GS/NSPS Personnel FWS Personnel Military/Uniformed Personnel NAF Personnel Foreign National Personnel									
ID	Position Title	Functional Area	Location	Grade	Step	EPA	Pos Type	Frng	
19	FWS2-15	TEST A	TEST LOCATION 1	WG09	4	N	FT/PT	CS RE	
20	FWS2-16	TEST A	TEST LOCATION 1	WG09	4	N	FT/PT	CS RE	
21	FWS2-17	TEST A	TEST LOCATION 1	WG09	4	Y	FT/PT	CS RE	
▶ 22	FWS2-18	TEST A	TEST LOCATION 1	WG09	4	Y	FT/PT	CS RE	
23	FWS2-19	TEST A	TEST LOCATION 1	WG09	4	N	Temp		
24	FWS2-20	TEST A	TEST LOCATION 1	WG09	4	N	Temp		
25	FWS2-21	TEST A	TEST LOCATION 1	WG09	4	Y	Temp		
26	FWS2-22	TEST A	TEST LOCATION 1	WG09	4	Y	Temp		
27	FWS2-23	TEST A	TEST LOCATION 1	WG09	4	N	Int		

Record: 4 of 26

Figure 1-2. Row Highlighted for Deletion.

1.4.7.6 The ESC Key

When entering or editing data on a COMPARE form, it is important that you understand how the *ESC* key works under certain conditions. In most cases, as you enter information in an entry box on a cost record or form, that information is stored in an underlying record until you leave the entry box by performing one of the following actions:

- Press the *ENTER* key.
- Press the *TAB* key.
- Use the left mouse button to click on a different part of the form.
- Exit the current form or press a button that activates another form.

Pressing the *ESC* key will remove data just entered in an entry box if that data has not yet been stored by performing one of the above actions. If you are overwriting existing data and have not performed one of the above actions, pressing the *ESC* key will restore the data you have overwritten.

NOTE: Using the *ESC* key does NOT allow you to escape from an entire screen. The *ESC* key allows you to abandon a field, but not an entire record. The *BACK* button must be used to escape an entire screen and only works when there are no partially complete records.

1.4.8 Moving from Subform to Subform on Cost Records Forms

Most of the cost records have two or more forms in the viewing window. You can navigate from form to form by clicking the mouse pointer on any field you need to edit on a form. An alternate method is to press the *F2* key. This action will cycle the cursor focus to the next form in the sequence defined by the particular screen being displayed. In those cases where the screen contains three or more forms, it may be necessary to repeat the key combination until the desired form has the focus.

1.4.9 Using Form Buttons

There is one important feature common to all buttons used in COMPARE. Any button in COMPARE can be accessed by either clicking on the button with the left mouse button, or by pressing the key combination of *ALT* + the letter that is underlined on the button. You should employ the method that is most comfortable and efficient.

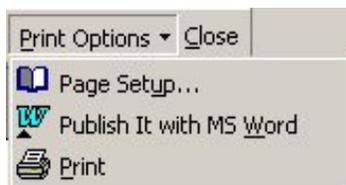
1.4.9.1 PRINT Button

 Most COMPARE forms allow you to print formatted reports containing the data from the current form. In those cases where COMPARE offers more than one report, clicking on the *PRINT* button (or pressing the key combination of *ALT* + *P*) displays a menu from which you can select the desired report. On those forms containing an *UPDATE* button, all calculations associated with the update function are performed before the Print Menu (see Figure 1-3) is displayed. If there is only one report associated with the form or cost record, COMPARE will display the report as it would appear in hardcopy.



Figure 1-3. Example of Typical Report Print Menu.

1.4.9.1.1 Printing Individual Documents



To print a hardcopy record, click *VIEW CURRENT RECORD*. Once the record is visible, click on the *PRINT OPTIONS* Menu at the top of the screen with the mouse, (or press the key combination of *ALT* + *P*). From the option list that displays, select the print option. If you want to print to your system's default printer, simply select the *OK* button at the Print Menu (see Figure 1-4) or click on *Setup* with the mouse (or press the key combination of *ALT* + *S*) if you want to customize the print settings or select an alternate printer. You will notice throughout the program that many of the reports also have "Publish It with MS Word" option in the *PRINT OPTIONS* menu. This feature allows you to send a copy of the report to MS Word, which can be a very useful feature for reviews and sharing of information between team members or reviewers. Due to the extremely

complex nature of some of these reports and the limited export capability in MS Word, some reports do not have this option.

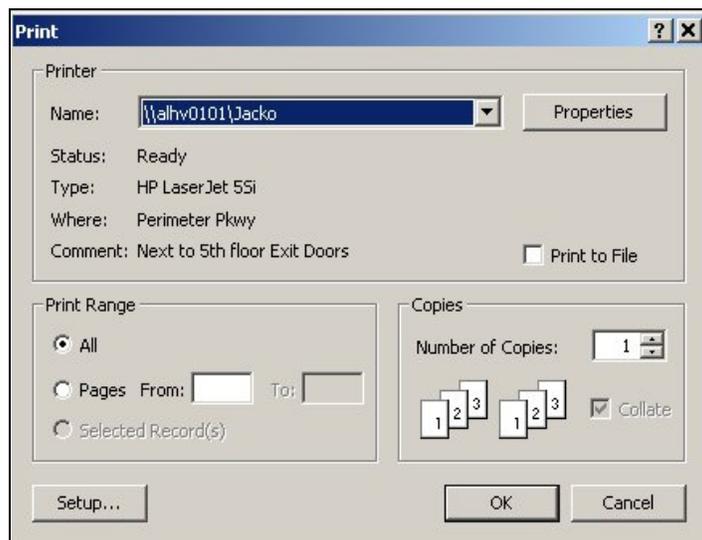


Figure 1-4. Final Print Screen.

1.4.9.2 SAVE FILE Button

COMPARE automatically saves all additions, deletions, or edits made during the current work session when you exit the program. However, it is a good idea to frequently save your work to avoid loss of data due to power or machine failures. Should some unforeseen event occur that disables COMPARE before you have properly exited the program, all work performed during that work session but not saved will be lost. All of the cost records and competition file reference table screens have a *SAVE FILE* button located at the bottom of the work screen. At any point, you can click this button (or press the *ALT + S* key combination) to save any work performed during the work session. Whenever you initiate the *SAVE FILE* procedure, you will not be prompted to enter your password. COMPARE automatically saves the file using the current password you used to open the data file.

1.4.9.3 UPDATE Button

 The *UPDATE* button appears on all COMPARE cost records that involve calculations. If you click on the *UPDATE* button with the mouse (or press the key combination of *ALT + U* from the keyboard) all necessary calculations as a result of new or changed entries are performed and posted to the appropriate performance periods. This same update calculation occurs automatically when you select the *PRINT* or *BACK* buttons.

NOTE: The *UPDATE* procedure *does not save* the competition file data. To save the competition file, you need to employ the *SAVE FILE* button mentioned before.

1.4.9.4 BACK Button

 The *BACK* button appears on all COMPARE forms. If you click on the *BACK* button with the mouse (or press the key combination of *ALT + B* from the keyboard), the form will be dismissed and the control will be returned to the previously active form. On those forms containing an *UPDATE* button, all calculations associated with the update function are performed when the form is exited. COMPARE performs necessary cleanup and calculation procedures when the *BACK* button is selected. The next three buttons appear on message forms that occur in response to user input events.

1.4.9.5 CANCEL Button

 The *CANCEL* button appears on message forms that are initiated by an action you have taken that may have undesired consequences, such as a delete action that may remove more than just the currently displayed record. On such message forms, you are normally given two options: *OK* – which allows the processing to continue with the action initiated by you, or *CANCEL* – which cancels the action and returns you to the point in the processing just prior to the action that invoked the message or warning box.

1.4.9.6 CONTINUE Button

 The *CONTINUE* button is used on forms and subforms where you have selected a choice or provided input. The *CONTINUE* button signals the software to continue processing using the input provided by you.

1.4.9.7 OK Button

 The *OK* button appears on system messages and prompts that occur in response to errors or to confirm actions just taken by you. In most cases, the only option is to either press *ENTER* or click on the *OK* button with the mouse. Either action will dismiss the message box and return to normal processing.

1.4.9.8 VIEW CURRENT RECORD Button

 The *VIEW CURRENT RECORD* button is available on all of the cost records. When you click on this button, COMPARE will update the records for the line number, and then display the detailed report for the currently selected record. This convenience allows you to view all of the details for a particular record without going through the selection process from the Print Menu. You may also print from the View Current Record option.

1.4.9.9 PP DATES Button

 The *PP DATES* button appears on all line number work screens. Its purpose is to allow the user to review the current performance period

“to” and “from” dates. Clicking on the *CLOSE* button will dismiss the performance period dates window that is displayed.

1.5 PROCESS/ANALYST DESCRIPTION

If you are working with an A-76 competition, then you are very aware that each task involved is dependent on the one before it. It is very important that you, the user and the analyst, understand the details of the MEO, as well as the solicitation, for which you have designed the competition file.

CHAPTER 2: GET STARTED!

2.0 SOFTWARE OVERVIEW

COMPARE is a simple and easy-to-use software package designed to operate as a standalone PC application that cannot be run from a network as a multi-user application. The software is based on a Microsoft Access 2003 platform, and is available on the Internet. The software is command button driven and each of these command buttons are explained throughout this manual.

If a user chooses to run COMPARE on a computer that is connected to the Internet and/or local area, wide area, or other network environment then it is the responsibility of the user to ensure that proper virus protection and intrusion detection protocols are in place to protect the COMPARE cost data. As security protocols vary by agency and location, users should consult their internal computer/network staff to confirm that the system that COMPARE is to be installed on is properly and adequately protected against unintended security breaches, intrusions or any other data loss scenario or breach of data integrity.

2.1 SYSTEM REQUIREMENTS

The following is a list of the minimum system requirements and recommended system settings that are needed to operate the COMPARE Software.

- IBM Compatible PC with a Pentium processor (PentiumIII/250 or higher is recommended).
- Hard Disk with 60 megabytes (MB) of free space.
- 128 MB of random-access memory (RAM) (256 MB or more is recommended).
- Internet Explorer Version 5.0 or higher. (WEB Update feature requires an active Internet connection.)
- A Microsoft mouse or other compatible pointing device.
- A VGA, or compatible display (SVGA or higher is recommended).
- Microsoft Windows XP or Windows VISTA.
- Recommend using Microsoft Access 2003 or Access 2007 rather than full installation of COMPARE as described below.
- Normal Size (96 dpi) setting for Font Size (*note: this setting is also referred to as "small fonts" on some operating systems*). Settings larger than the default 96 dpi may prevent text in COMPARE from properly displaying on the screen.

2.2 LOADING THE PROGRAM

2.2.1 User Rights – Installing & Running COMPARE

Beginning with version 3.5, no installation is required for COMPARE. If Microsoft Access 2003 or Microsoft Access 2007 is installed on the computer, you can simply copy the COMPARE program file (compare3.mde) and the COMPARE Help File (compare.hlp) to a folder on your computer. From Microsoft Access, you can then open the COMPARE program file (compare3.mde) and COMPARE will operate. However, if Microsoft Access 2003 or Microsoft Access 2007 is not installed on the computer, a full installation is available which will install an Access 2003 runtime engine on your computer. The user rights, operating system security protocols, administrator rights, file sharing privileges, and information assurance protocols that applied to version 3.4 and earlier versions will still affect the full installation of version 3.5.

Before getting into the process of installing COMPARE, it is important to point out a couple specific security issues that you may encounter in this process. To install COMPARE, you must have Administrator rights on your computer. If you do not have Administrator rights, you will need your local Administrator to perform the installation for you. COMPARE will be installed so it is available to all users on your computer but may require other additional settings to function properly within certain security environments and operating systems as discussed in the following paragraph. If your Administrator installed COMPARE, we recommend that you test the installation while your Administrator is still present. To do this, have the Administrator logoff and then logon as yourself and open COMPARE. Try to create a new file or open an existing file when COMPARE opens. If you experience any problems with this you need to have your Administrator grant additional permissions as described in the following paragraph.

In addition to special permissions for installing the software, there are special permissions that must be granted to run COMPARE depending on your operating system. COMPARE is designed to read and write data real-time and therefore you must have both read and write permissions to the files used by COMPARE. If you are not part of the Administrator's group or the computer Administrator for your computer, your local Administrator will need to grant you read and write permissions for the C:\Program Files\COMPARE folder. The most reliable method to do this is to go to the C:\Program Files\COMPARE folder (or the folder where COMPARE was installed), right click on the folder and select properties. Once in the properties dialog box, select the security tab and then select the "Users" group. Once you have selected this group, select the "Full Control" option in the permissions area of the window. This will grant the appropriate rights to files in the C:\Program Files\COMPARE folder and prevent problems running COMPARE. This operation can only be performed by your Administrator and is only necessary if you experience problems running COMPARE after it is installed.

2.2.2 Installing COMPARE Software

2.2.2.1 Abbreviated Installation

If you have MS Access 2003 or MS Access 2007 already installed on your computer, you will only need to copy the COMPARE program files (*compare3.mde*, *compare.hlp*, *readme.txt*, and *compare3.ico*) to a folder of your choosing. You will need full read and write privileges to this folder, as described above. If you are using MS Access 2007, see Chapter 11 for more information concerning operating COMPARE within that application.

For your convenience, we have packaged the basic COMPARE v3.5 in a self-extracting file that will copy the necessary files to your computer. We refer to this process as the “Abbreviated Installation” to distinguish it from the Full installation.

The abbreviated installation is the simplest and preferred way to load COMPARE onto your computer. To complete the abbreviated installation of COMPARE, whether from a CD or other method, run the file ***vXXUpgrade.exe***, where ***XX is the version number (30 would be version 3.0 for example)***. The dialog boxes that appear are primarily informational, but you will be given the opportunity to change the default installation folder.

NOTE: By default, COMPARE will install the program on your hard drive in the folder C:\Program Files\COMPARE. If you desire to install the program in another location, click on the button labeled *CHANGE FOLDER*, and COMPARE will allow you to select an alternate location.

Whether you decide to change the installation location or accept the default, continue the installation process by selecting *OK*. It is recommended that you use the program's default to make editing COMPARE files easier. The first time you run COMPARE, it will determine whether Windows XP or Windows VISTA is in use. Based on this, it will automatically set the default directory to “\My Documents” for Windows XP or “\Documents” for Windows VISTA. The first time you save a cost estimate data file, the folder where you save the file will become the default directory, until you save to a different folder. COMPARE will always default to the last folder where data files are saved. To proceed with the installation, click on the *NEXT* button and follow the on screen instructions until the installation is complete.

Unlike the full installation, no icons will be placed on your desktop and no menu item will be created on the Windows Start Programs menu. Once you have completed the Abbreviated Installation, you must launch MS Access, select the menu File >> Open, and navigate to the folder you designated for installation. There you will select the COMPARE program file (*compare3.mde*) to start the program. If you wish to add a COMPARE shortcut to your desktop, consult your Windows Help for information on how to create desktop shortcuts and assign an icon to the shortcut. You will find the COMPARE icon in the installation folder. You may need your system administrator to assist you with this process.

2.2.2.2 Full Installation

Before installing COMPARE, verify that you have already installed Windows XP or Windows Vista. If not, complete the installation of the Windows software before continuing with COMPARE installation. In order for COMPARE to fully display its forms, you should first ensure that the “Display Property Settings” (which you can access through the Control Panel) match the following:

- Desktop Area: 1024x768 is recommended, must be at least 800x600 pixels
- Font Size: small fonts (Normal 96 dpi)

In most cases, using the full installation of COMPARE will be very simple and the procedures are similar to version 3.4 and earlier versions. However, there are cases because of tight or unique computer and network security requirements at various agencies that the installation process may require the support of your local computer staff. There are numerous articles in the COMPARE helpdesk knowledge base regarding unique, complex, and/or difficult installation situations. If you experience problems installing COMPARE, please visit the COMPARE helpdesk online and browse through the knowledge base and if necessary submit an issue for our technical staff.

To install COMPARE, whether from a CD or other method, run the file **vXXcompsetup.exe, where XX is the version number (30 would be version 3.0 for example)**. When the COMPARE Setup dialog displays, Figure 2-1, select NEXT.



Figure 2-1. COMPARE Setup Welcome Dialog Box.

NOTE: By default, COMPARE will install the program on your hard drive in the folder C:\Program Files\COMPARE. If you desire to install the program in another location, click on the button labeled *CHANGE FOLDER*, and COMPARE will allow you to select an alternate location. See Figure 2-2.

Whether you decide to change the installation location or accept the default, continue the installation process by selecting *OK*. It is recommended that you use the program's default to make editing COMPARE files easier. The first time you run COMPARE, it will determine whether Windows XP or Windows VISTA is in use. Based on this, it will automatically set the default directory to “\My Documents” for Windows XP or “\Documents” for Windows VISTA. The first time you save a cost estimate data file, the folder where you save the file will become the default directory, until you save to a different folder. COMPARE will always default to the last folder where data files are saved. To proceed with the installation, click on the *NEXT* button and follow the on screen instructions until the installation is complete.

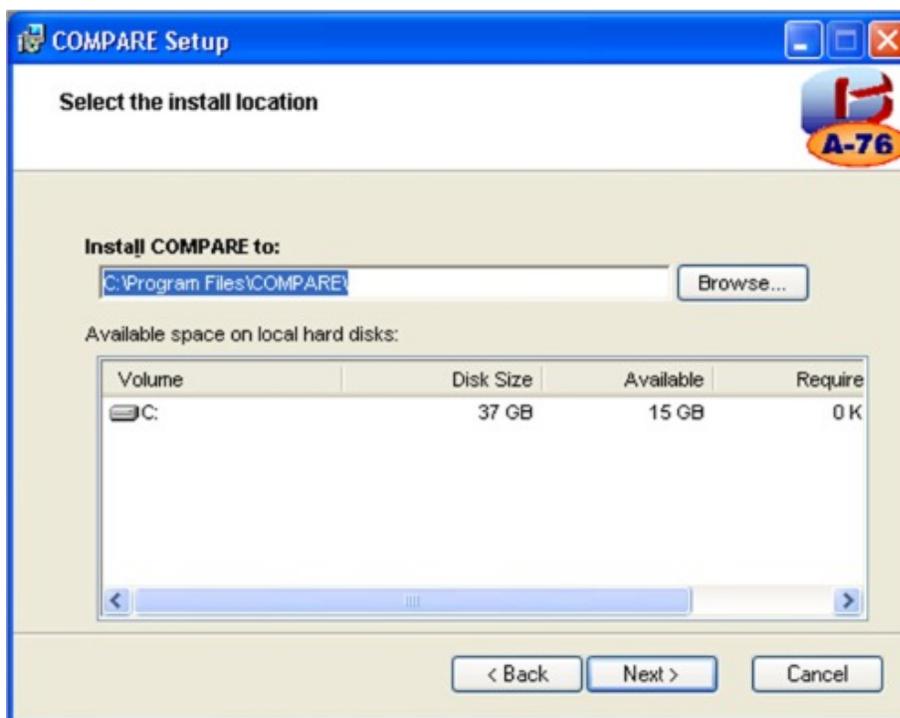
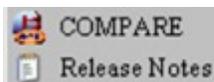


Figure 2-2. COMPARE Setup Destination Folder/Location Dialog Box.

NOTE: Before you initiate the installation, you have one final opportunity to change the installation location or exit the setup procedure. If the installation is successful, you will see a COMPARE setup message stating the installation was completed successfully. Dismiss the message screen by selecting *OK*.



The setup operation will create a program group with two icons. You can access COMPARE by clicking on *START* (usually located at the bottom left corner of the Windows screen),

selecting Programs, and then selecting COMPARE from the Programs sub-menu. You can then start COMPARE by clicking the *LAUNCH COMPARE* option.

2.2.2.3 Upgrading COMPARE

Upgrades are commonly an emergency software release and are represented by a change in the minor version number. When an emergency software release is accomplished, the upgrade process is accomplished by downloading the self-extracting Abbreviated Installation file. The difference between the Abbreviated Installation and the Upgrade process is that an upgrade assumes that you do not have Microsoft Access installed and that the Access runtime has been installed via the Full Installation. When initiated, the upgrade process copies the corrected files (e.g., *compare3.mde*, *compare3.chm*, *readme.txt*) into the existing installation folder. Upgrading COMPARE requires that the software was previously installed using the Full Installation that deploys the Access runtime engine and has not been uninstalled. In other words, there must be an existing COMPARE installation on the computer to upgrade successfully. When you have Microsoft Access installed using the Full Installation, and there is a change in the major version number and the minor version number is zero, a completely new Full Installation is required.

2.3 ARCHIVING A VERSION

It is very important that you understand how to archive and store copies of COMPARE in case you need to revert back to an older version at some point in the future. It is recommended that you place a copy of the COMPARE installation file used to install the particular version being archived as well as the most recent updated *compare3.mde* file from the COMPARE directory on a CD. You may also want to include a copy of the version change summary on this disk. Having these files will allow you to install this version on a computer at any time. Refer to the section on archiving and storing competition documentation for more details.

2.4 COMPARE MAIN MENU

After the opening screen, the COMPARE Main Menu will display. The COMPARE Main Menu serves as a launch pad from which you initiate most of the other COMPARE functions (see Figure 2-3). The Main Menu also lets you know the version number of the COMPARE software you have installed on your computer. For example, you will notice that the image in Figure 2-3 shows Version 3.4. This screen will also provide the date that the version was released.



Figure 2-3. COMPARE Main Menu.

2.4.1 Option/Command Buttons

The COMPARE Main Menu consists of the following five option or command buttons. The use of these buttons will be discussed in the following chapters.

- Create File
- Edit File
- Print/Update Master Tables
- About COMPARE
- Exit COMPARE

2.5 COMPETITION FORM

The Standard Competition Form (SCF) and Streamlined Competition Form (SLCF) are the documents used to analyze the cost of the organizations involved in the competition. COMPARE produces the generic SCF and contains eighteen cost lines, which are listed in Figure 2-4. This guide will walk you through each of the lines in Chapter 5.

Line	Title
1	<i>Personnel Costs</i>
2	<i>Material and Supply Costs</i>
3	<i>Other Specifically Attributable Costs</i>
4	<i>Overhead Costs</i>
5	<i>Additional Costs</i>
6	<i>Total Cost of Agency Performance</i>
7	<i>Private Sector Price or Public Reimbursable Costs</i>
8	<i>Contract Administration Costs</i>
9	<i>Additional Costs</i>
10	<i>One-Time Conversion Costs</i>
11	<i>Gain from Disposal or Transfer of Assets</i>
12	<i>Federal Income Tax Adjustment</i>
13	<i>Total Adjusted Cost of Private Sector or Public Reimbursable Performance</i>
14	<i>Conversion Differential</i>
15	<i>Adjusted Total Cost of Agency Performance</i>
16	<i>Adjusted Total Cost of Private Sector or Public Reimbursable Performance</i>
17	<i>Cost Difference</i>
18	<i>Low-Cost Provider</i>

Figure 2-4. COMPARE Cost Record (Line) Titles.

CHAPTER 3: MASTER TABLES

3.0 PRINTING/UPDATING MASTER TABLES

Print /Update Master Tables

Before beginning any competition file, it is important that you understand the importance of maintaining the integrity of certain tables that will be referenced for many of the underlying calculations that COMPARE must perform in conducting an accurate competition. The Master Tables values defined from the COMPARE Main Menu will be copied to any competition file created, and although you can edit any table at the competition file level, it is important that the Master Tables represent the most current data available. To access the COMPARE Master Tables Screen, click on the *PRINT/UPDATE MASTER TABLES* button with the mouse (or press the key combination of *ALT + T* from the keyboard). The COMPARE Master Tables menu screen that will appear after clicking the *PRINT/UPDATE MASTER TABLES* button is shown in Figure 3-1.

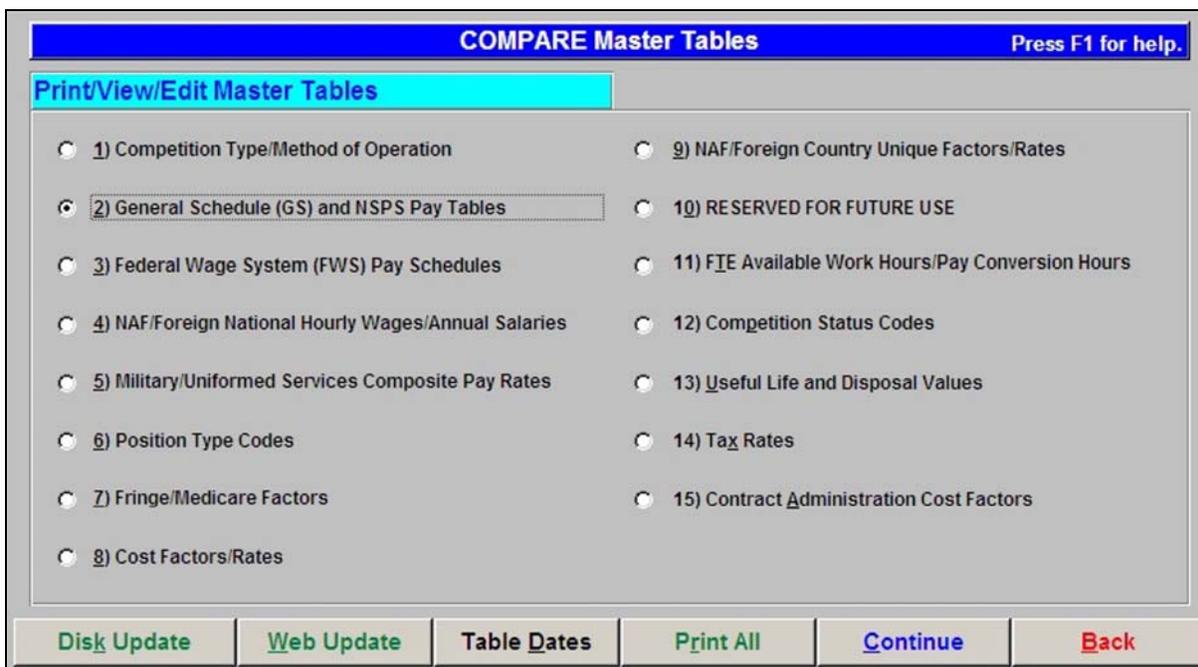


Figure 3-1. COMPARE Master Tables Menu Screen.

3.1 MASTER TABLES MENU SCREEN

The COMPARE Master Tables Screen allows you to view, edit, or print the fifteen reference tables that are used throughout the COMPARE program. Most of the tables are self-explanatory and need little or no maintenance.

You select the table by either pressing the key that corresponds to the underlined character or number in the table listing, or by clicking on the white circle to the left of the table name. Once a table is selected, you can access it by clicking on the *CONTINUE* button, (or pressing the key combination of *ALT + C*). If you want to save keystrokes, you can also access any table by double clicking on the respective table description or its white circle.

After viewing or editing the table, you can print a hardcopy of the table contents by clicking on the *PRINT* button with the mouse (or by pressing the key combination of *ALT + P*). COMPARE will then display a view of the table as it will appear in hardcopy. To print a hardcopy version of the table, click on the *OPTIONS* menu at the top of the screen with the mouse, (or press the key combination of *ALT + O*). From the option list that displays, select the print option.

If you want to print to your system's default printer, simply select the *OK* button at the Print Menu, or click on *Setup* with the mouse (or press the key combination of *ALT + S*) if you want to customize the print settings or select an alternate printer.

Of the fifteen available tables, six require special attention (Tables 2,3,4,5,8,9), as they are the tables most likely to change, or are tables you might want to configure to meet the special needs of your particular competition. Those tables are discussed in detail on the following pages. The other tables can only be changed upon direction from the OMB.

3.1.1 Master Table File Protection and Download

As explained in Chapter 1, there are now two methods by which a user can update the master tables within COMPARE, 1) Web Update and 2) Disk Update. In COMPARE Version 3.0, additional enhancements and file protection measures were incorporated into the table update file to facilitate easier table updates and to ensure the integrity of the approved master table updates. First, to resolve Internet download and firewall restriction problems encountered with previous versions, the extension of the table update filename was changed to ".ctu" which stands for "COMPARE Table Update". Secondly, a password was incorporated into the table update file to prevent unauthorized changes to the table update file outside of the program. Users are still able to modify the contents of the tables within COMPARE, however, they cannot open the table update file outside of COMPARE and make unauthorized changes. Only the software developers and individuals responsible for making official, approved table updates have access to the password for this table update file. Lastly, if a user attempts to update the master tables with an invalid table update file, COMPARE will notify the user that the file is invalid and abort the update process. Only approved table update files posted to the COMPARE website are valid for the table update processing within COMPARE.

3.1.2 Updating Master Tables

There are three methods available to update the COMPARE Master Tables; 1) web update, 2) disk update, and 3) manual (Tables 2, 3, 4, 5, 8 and 9). The manual update

process can only be used on those tables that are not read only. The following sections will discuss the web and disk update options. The COMPARE master table update file is available for download through the COMPARE website either automatically through the web update process or manually from the appropriate table update web page. The COMPARE master tables are stored on a certified DoD web server. While you will go to the COMPARE website to obtain the table update files, you will actually download them from this certified DoD web server and not the COMPARE web server.

In previous versions of COMPARE the master table update process replaced the entire set of master tables, thus deleting any unique user defined locations. Starting with version 2.1, the master table update process will only replace/update the template (e.g. Rest of U.S. location in Table 2 and Template location in Table 3) tables and not affect user defined locations. If you choose to manage your tables at the master level, you can now do so without the risk of losing all your data entry during the table update process. You will still have to manually update the specific locations you've defined, but not the templates.

3.1.2.1 WEB UPDATE Button

 The *WEB UPDATE* button appears on the COMPARE Master Tables Main Screen. Clicking on this button allows you to replace the Master Tables with the most current set of tables available on the web. You can update all tables at once, or choose to update specific tables only. This update has no effect on your file tables; you must update the file tables manually or by using the *MASTER* button on the file table screen. This update process will not affect any unique locations that you may have defined at the master level. *The COMPARE table update file is locked and password protected to prevent unauthorized modifications to the file outside of the COMPARE program.*

When you click on the *WEB UPDATE* button, the form shown in Figure 3-2 will display with the "Update All Tables" tab selected. If you wish to only update specific tables, you can click on the "Update Specific Table(s)" tab and place a check next to the tables that you would like to update. The second image in this figure is the "General Options" tab, which is where you can change proxy settings if necessary for your network. You should never change the Download Site URL as this will cause your web update to fail. If you accidentally change the Site URL, you can click on the *RESET UPDATE URL* button and the program will automatically reset the URL to the default. The default URL for the web update is <http://www.acq.osd.mil/compare/update3.ctu> and should not be changed unless directed.

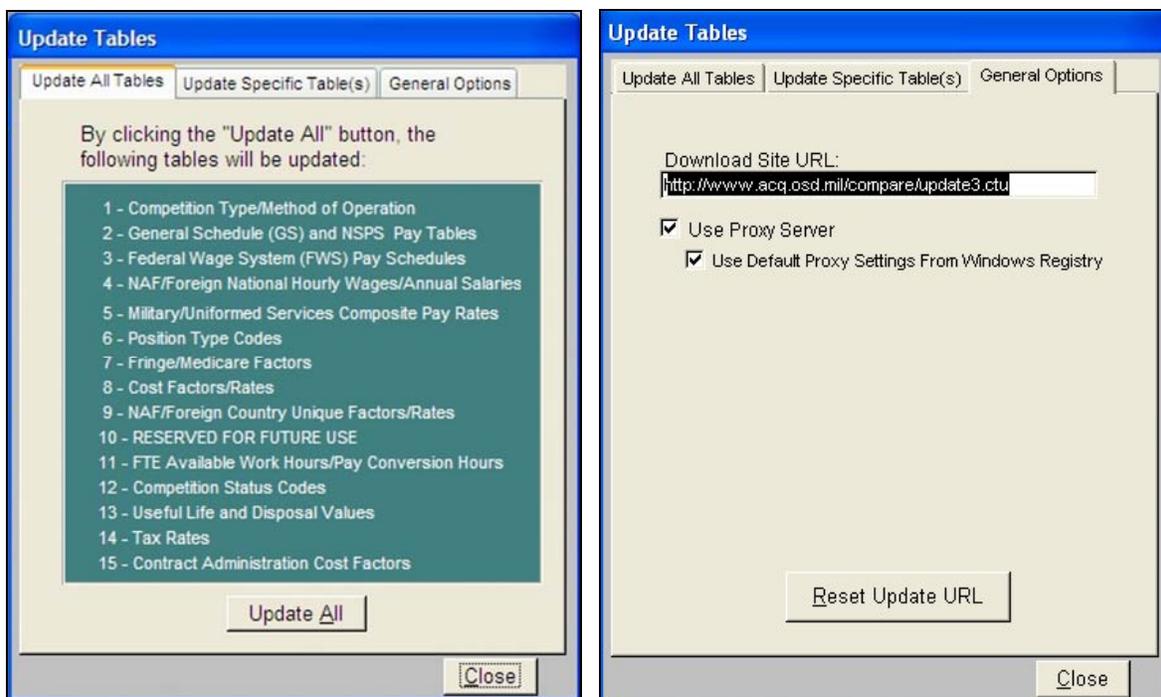


Figure 3-2. Web Update Forms.

3.1.2.2 DISK UPDATE Button

Disk Update The *DISK UPDATE* button appears on the COMPARE Master Tables main screen. This feature functions much the same as the *WEB UPDATE*, except it allows you to perform an update to the tables from a source other than the web (i.e., diskette, CD, hard drive, network drive, etc.). Clicking on this button allows you to browse to the location where you have placed the table update files and then perform the update on the tables you have selected. You still need to download the table update file and this can now be done outside of COMPARE on a separate computer. This feature allows for greater flexibility in updating the COMPARE Master Tables. This update process will not affect any unique locations that you may have defined at the master level. *The COMPARE table update file is locked and password protected to prevent unauthorized modifications to the file outside of the COMPARE program.*

The Disk Update form is similar to the main form shown in Figure 3-2. The only difference is the “General Options” tab is not visible. When you click on the *UPDATE ALL* or *UPDATE SELECTED TABLES* button, the Disk Update process will open a dialog box that allows you to select the file rather than download it from the Internet.

3.1.3 Determining Table Version (TABLE DATES Button)

Table Dates The *TABLE DATES* button appears on the Master and File table’s menu screens. The purpose of this button is to allow the user to review the official release dates for each of the tables in COMPARE. This date

represents the date the tables were last updated and released. Upon review of these dates if you realize one of the tables is outdated, then you should perform a WEB UPDATE. The *TABLE DATES* button opens a report that shows each of the dates as well as if the user has modified the table manually and the date the table was last modified. The version date for each table is also displayed on each table form.

3.1.4 Master Table Descriptions

3.1.4.1 Table 1 (Competition Type/Methods of Operation) (LOCKED)

This table contains the values used to show the competition type and operating mode of an activity at the time it was announced for competition. COMPARE uses these values to determine the formula to be used in computing the conversion differential and which competition form to use. Authorized values are shown in Figure 3-3.

MASTER TABLE 1	
Competition Type/Method of Operation	
	Name
▶	Standard (Agency Source)
	Standard (Expansion)
	Standard (Mix - Partial Conversion Private Sector to Agency)
	Standard (New Requirement)
	Standard (Private Sector/Public Reimbursable Source)
	Streamlined (Conversion Differential Included)
	Streamlined (Conversion Differential NOT Included)

Figure 3-3. Table 1: Competition Type/Methods of Operation.

For the “Standard (Expansion)” and “Standard (Mix – Partial Conversion Private Sector to Agency)” options, you will need to designate in Line 1 personnel records which personnel positions are used for expanded or previously contracted workload. COMPARE will calculate the percentage that shows on the Competition Information Screen. Note also that there are now two options available for streamlined competitions to allow for competitions requiring a conversion differential and those that do not require a conversion differential. **The user cannot modify this table.**

3.1.4.2 Table 2 (General Schedule [GS] and NSPS Pay Tables) & Table 3 (Federal Wage System [FWS] Pay Schedules) (UNLOCKED)

The General Schedule (GS) and NSPS Pay Tables table (Table 2), shown in Figure 3-4, contains the current GS salaries, by grade, at a step 5 level. It also includes NSPS salaries by pay band at a step 0 level since NSPS does not have steps. COMPARE uses this information to compute base year personnel costs.

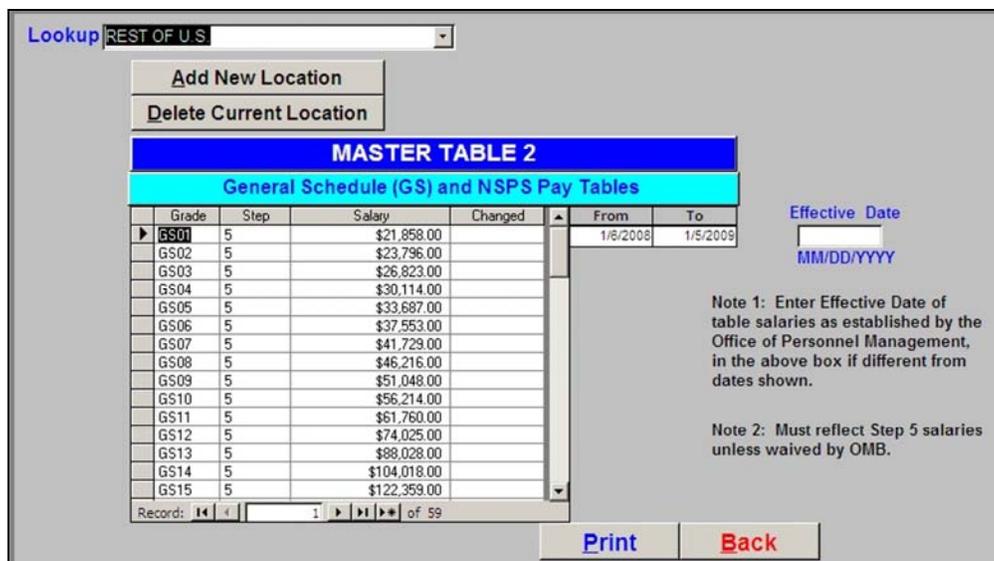


Figure 3-4. Table 2: General Schedule (GS) and NSPS Pay Tables.

The Federal Wage System (FWS) Pay Schedules table (Table 3 shown in Figure 3-5) contains the current FWS hourly pay rates, by grade, at a step 4 level. These tables can be downloaded through the web download but will only be the Rest of U.S. or Template configuration.

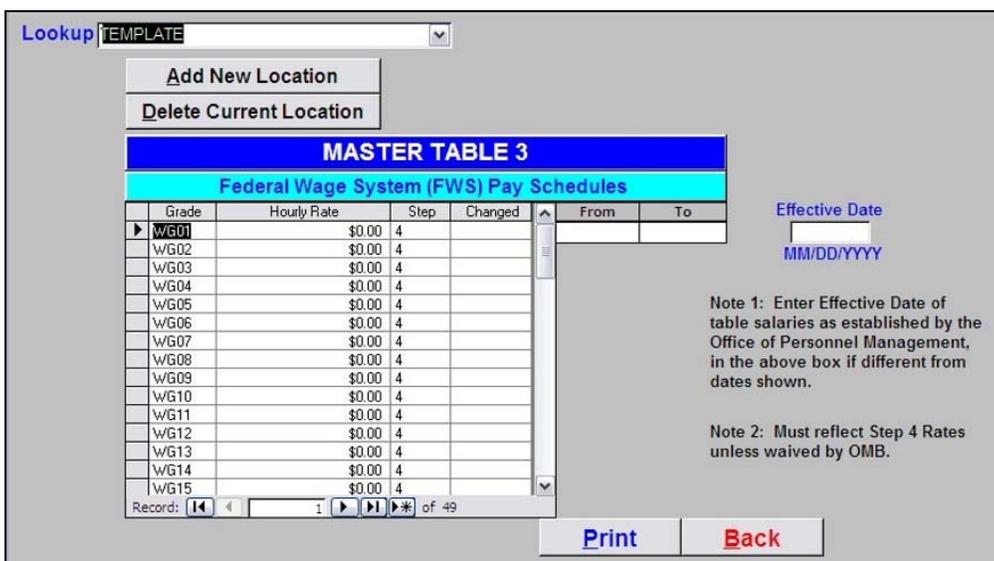


Figure 3-5. Table 3: FWS Pay Schedules.

COMPARE allows you to create separate salary and wage tables for each individual site or location you intend to compete. The installed program contains generic tables, which were the most current tables available at the time of distribution. It is your responsibility to maintain the accuracy of salary and wage tables. You must make sure you enter the salaries/rates for the appropriate steps for each table (i.e., Step 5 for GS, Step 0 for NSPS, and Step 4 for FWS). You cannot change the step entry in each

table, but COMPARE will not recognize if you enter an incorrect salary/rate for a step. To create a custom table for a specific location, perform the following steps.

- Click on *ADD NEW LOCATION* with the mouse (or press the key combination of *ALT + A*). The blinking cursor will appear in the **New Location Name** box at the top of the form (35 character limit).
- If the location has been defined for another table, select it from the list. Otherwise, enter name of the new location and press *ENTER* when completed.
- COMPARE uses the **Rest of U.S.** table as a template to create a new table for the location you just added.
- You can now edit the new location values.
- If the “Effective From” and “Effective To” dates need to be changed, this change can be accomplished by simply entering the new “From” date in the Effective Date box and pressing *ENTER*. The “To” date automatically defaults to a year from the entered “From” date.

NOTE: The effective date must be a date that is the same as or prior to the start date of the 1st performance period contained in the COMPARE file.

- You will need to manually edit the salary value for each grade in the table.
- There is no need to save the new table. COMPARE does this automatically.
- You can make new entries (add grades) beyond the template by moving to the blank record at the end of the table or by clicking on the navigation button at the bottom with the arrow and asterisk.
- **Changed Field:** Any time you manually change a value in this table, the date of the change will be noted by the corresponding factor/rate on the form in the “**Changed**” field. This will also trigger the Table Dates report to note that the user changed the table.

NOTE: Also, the default Step value is 5 for Table 2 and 4 for Table 3 and these values cannot be changed. Be careful to enter the correct salary/rate for the appropriate step from the pay tables. The exceptions to this rule are for positions covered under pay banding, demonstration projects and approved developmental series.

Change or replace these tables, as required, to update the information prior to the solicitation closing date. Do not change the File Tables after the performance decision unless specifically directed by proper authority to correct errors, since it could change the original cost estimates used to arrive at the performance decision.

NOTE: COMPARE Tables 2 and 3 are capable of accommodating National Security Personnel System (NSPS) pay rates. The NSPS pay banding system is covered under the policy stated in Attachment C, paragraph B.2.e.(1) "*Civilian Position Pay and Wages*" of OMB Circular A-76. Since NSPS pay bands do not have grades or steps you only need to calculate the mid-band pay rates for your COMPARE file.

COMPARE Table 2 includes default salaries for GS and NSPS. The default salaries for NSPS are the mid-band pay rates with the "Rest of U.S." LMS. When creating new locations in Table 2, the new location will include the default NSPS and GS salaries and grades. You will need to compute the correct corresponding mid-band pay rates for your location(s) using the applicable LMS. Once you have computed the applicable mid-band pay rates with the LMS for the positions included in your competition, you will update the NSPS salaries in Table 2 just as you would for GS.

3.1.4.3 Table 4 (NAF/Foreign National Hourly Wages/Annual Salaries) (UNLOCKED)

This table, Figure 3-6, contains the current hourly pay rates or annual salary by grade, for non-appropriated fund (NAF) and foreign national positions. COMPARE uses this information to compute personnel costs. These figures can normally be obtained from local sources including NAF Human Resources Offices.

Grade	Hourly Wage	Annual Salary	Effective	Changed
AS01	\$0.00	\$0.00		
AS02	\$0.00	\$0.00		
AS03	\$0.00	\$0.00		
AS04	\$0.00	\$0.00		
AS05	\$0.00	\$0.00		
AS06	\$0.00	\$0.00		
AS07	\$0.00	\$0.00		
CC01	\$0.00	\$0.00		
CC02	\$0.00	\$0.00		
CC03	\$0.00	\$0.00		
CC04	\$0.00	\$0.00		
CC05	\$0.00	\$0.00		
CC06	\$0.00	\$0.00		
NA01	\$0.00	\$0.00		
NA02	\$0.00	\$0.00		

Figure 3-6. Table 4: NAF/Foreign National Hourly Wages/Annual Salaries Table.

COMPARE allows you to create separate tables for each individual site or location you intend to compete. The installed program contains a generic table, which is used as a starter template to create new tables. It is your responsibility to maintain the current accuracy of this and all other tables. To create a custom table for a specific location, perform the following steps.

- Click on *ADD NEW LOCATION* with the mouse (or press the key combination of *ALT + A*). The blinking cursor will appear in the **New Location Name** box at the top of the form (35 character limit).
- If the location has been defined for another table, select it from the list. Otherwise, enter the name of the new location and press *ENTER* when completed.
- COMPARE uses the **Generic** table as a template to create a new table for the location you just added.
- You can now edit the new location values.
- If the “Effective Date” differs from the default date, you will need to manually edit the effective dates.

NOTE: The effective date must be a date that is the same as or prior to the start date of the 1st performance period contained in the COMPARE file.

- You will need to manually edit the salary or hourly rate value for each grade in the table.
- There is no need to save the new table. COMPARE does this automatically.
- For NAF positions, you only have to edit the salary or hourly rate values for each grade position.
- **Changed Field:** Any time you manually change a value in this table, the date of the change will be noted by the corresponding factor/rate on the form in the “**Changed**” field. This will also trigger the Table Dates report to note that the user changed the table.

For foreign national positions, you must add the appropriate grade category or categories required by your competition. The naming convention for foreign national grade categories requires that the category begin with the letters FN. For example, if you needed to create a grade category for foreign nationals in Berlin, you might name it FNBerlin. DO NOT use spaces when you create a foreign national category. If you need to show spacing, substitute with the underscore (_) character.

IMPORTANT: For every location for which you create a table for NAF or foreign national personnel, you will need to create a corresponding table for Table 9 (NAF/Foreign Country Unique Factors/Rates). For your convenience, if COMPARE detects that the corresponding Table 9 table does not exist, it will create a location template for you. To edit the new table, you can toggle to Table 9 by clicking on the *TABLE 9* button (or by pressing the key combination of *ALT + 9*). The editing required for that table is discussed in more detail in the section devoted to Table 9.

Change or replace these tables, as required, to update the information prior to the solicitation closing date. The values in these tables **MUST** match the current annual salaries and wage rates for your competition. **DO NOT** change the File Tables after the

solicitation closing date unless specifically directed by a proper authority since it could change the original cost estimates used to arrive at the performance decision.

3.1.4.4 Table 5 (Military/Uniformed Services Composite Pay Rates) (UNLOCKED)

This table, Figure 3-7, contains the current military/uniformed services composite pay rates, by grade, used by COMPARE to compute base year military/uniformed services personnel costs. Military/uniformed services composite pay rates vary by service; therefore, each service is responsible for entering their own rates into this table.

COMPARE allows you to create separate military/uniformed services composite pay rate tables for each individual service that might incur personnel costs for a competition. The distribution program contains a table for the Air Force, Army, Navy, and Marine Corps that were current at the time of distribution. The Air Force table is used by COMPARE as a template for creating additional service tables. It is your responsibility to maintain the accuracy of this and all other tables. To create a custom table for a specific service, perform the following steps.

The screenshot shows a software window titled 'Lookup AIR FORCE'. At the top, there are two buttons: 'Add New Service' and 'Delete Current Service'. Below these is a header for 'MASTER TABLE 5' and 'Military/Uniformed Services Composite Pay Rates'. The main area contains a table with the following data:

Grade	Composite Rate	Changed	Effective
E-1	\$43,140		10/1/2008
E-2	\$47,851		
E-3	\$51,921		
E-4	\$63,110		
E-5	\$74,720		
E-6	\$87,306		
E-7	\$100,620		
E-8	\$113,422		
E-9	\$131,565		
O-1	\$92,279		
O-2	\$114,598		
O-3	\$137,568		
O-4	\$160,921		
O-5	\$181,900		
O-6	\$211,471		

Below the table, there is a status bar showing 'Record: 1 of 19'. To the right of the table, there is an 'Effective Date' field with a dropdown arrow, currently showing '10/1/2008'. Below this is a text box for entering the date in 'MM/DD/YYYY' format. A note reads: 'Note 1: Enter rates and effective date established by your respective Departmental Headquarters Comptroller.' At the bottom right, there are 'Print' and 'Back' buttons.

Figure 3-7. Table 5: Military/Uniformed Services Composite Pay Rates.

- Click on **ADD NEW SERVICE** with the mouse (or press the **ALT + A** key combination). The blinking cursor will appear in the **New Service** box at the top of the form (35 character limit).
- Enter the name of the new service and press **ENTER** when completed.
- COMPARE uses the Air Force table as a template to create a new table for the service you just added.
- You can now edit the new service values.
- If the “Effective Date” needs to be changed, this change can be accomplished by simply entering the new date in the Effective Date box and pressing **ENTER**.

NOTE: The effective date must be a date that is the same as or prior to the start date of the 1st performance period contained in the COMPARE file.

- You will need to manually edit the salary value for each grade in the table.
- There is no need to save the new table. COMPARE does this automatically.
- **Changed Field:** Any time you manually change a value in this table, the date of the change will be noted by the corresponding factor/rate on the form in the “**Changed**” field. This will also trigger the Table Dates report to note that the user changed the table.

3.1.4.5 Table 6 (Position Type Codes) (LOCKED)

This table, Figure 3-8, contains the values used to denote appropriated full-time, part-time, intermittent, and temporary civilian and foreign national positions, and NAF regular and flexible positions. COMPARE uses this information to determine added employee costs related to fringe benefits, Medicare and Old Age and Survivors Benefit insurance. **The user cannot modify this table.**

MASTER TABLE 6			
Position Type Codes			
	Code	Abbreviated Name	Full Name
▶	A	FT/PT	Appropriated Fund Full-Time or Part-Time Position
	B	Int	Appropriated Fund Intermittent Position
	C	Temp	Appropriated Fund Temporary Position
	D	NAF-R	NAF Regular Position
	E	NAF-F	NAF Flexible Position
	F	FN FT/PT	Foreign National Full-Time or Part-Time Positions
	G	FN Int	Foreign National Intermittent Position
	H	FN Temp	Foreign National Temporary Position

Figure 3-8. Table 6: Position Type Codes.

3.1.4.6 Table 7 (Fringe/Medicare Factors) (LOCKED)

This table, Figure 3-9, contains the factors used by COMPARE to compute added Government employee costs related to fringe benefits Medicare and Old Age and Survivors Insurance. Also included are the salary limits for Medicare and Old Age and Survivors Insurance. **The user cannot modify this table.**

MASTER TABLE 7						
Fringe/Medicare Factors						
	Code	Name	Complete Name	Factor	Limit	Effective
▶	A	CS FRINGE	Civilian Position Full Fringe Benefit Cost Factor	0.3285		1/1/2001
	C	MEDICARE	Medicare Benefit Cost Factor	0.0145	\$999,999	1/1/2003
	D	QA/S INS	Old Age & Survivors Death Insurance Cost Factor	0.062	\$87,000	1/1/2003
	E	CS RET	Standard Civilian Retirement Benefit Cost Factor	0.24		3/24/1999
	F	FICA	Federal Insurance Contribution Act (FICA) Cost Factor	0.0765		1/1/2003
	G	HEALTH	Insurance and Health Benefit Cost Factor	0.057		3/24/1999
	H	MISC	Miscellaneous Fringe Benefit Cost Factor	0.017		3/24/1999
	I	ATC RET	Special Class Retirement Cost Factor (Air Traffic Control)	0.33		3/24/1999
	J	LEF RET	Special Class Retirement Cost Factor (Law Enf/Fire Protect)	0.382		3/24/1999

Figure 3-9. Table 7: Fringe/Medicare Factors.

NOTE: FICA is made up of two factors: Medicare and Old Age and Survivors Insurance.

3.1.4.7 Table 8 (Cost Factors and Rates) (UNLOCKED)

This table, Figure 3-10, contains a multitude of factors used by COMPARE to calculate 1st and subsequent performance period costs. **User can modify this table. New factors cannot be added.** There are separate factors for:

- Cost of Capital cost factors
- Overhead factor
- Severance Pay cost factor
- Other One-Time conversion cost factor
- Labor Inflation cost factors
- Fuels (FUELS) inflation factors
- O&M inflation factors
- Foreign Country O&M inflation (FCO&M)

MASTER TABLE 8							
Cost Factors/Rates							
Name	Complete Name	Factor	Effective	Year	Source	Changed	
▶ CAP10	Cost of Capital Cost Factor (10 Years)	0.024	1/1/2009		DMBC A94		
CAP3	Cost of Capital Cost Factor (3 Years)	0.009	1/1/2009		DMBC A94		
CAP30	Cost of Capital Cost Factor (30 Years)	0.027	1/1/2009		DMBC A94		
CAP4	Cost of Capital Cost Factor (4 Years)	0.0125	1/1/2009				
CAP5	Cost of Capital Cost Factor (5 Years)	0.016	1/1/2009		DMBC A94		
CAP6	Cost of Capital Cost Factor (6 Years)	0.0175	1/1/2009				
CAP7	Cost of Capital Cost Factor (7 Years)	0.019	1/1/2009		DMBC A94		
CAP8	Cost of Capital Cost Factor (8 Years)	0.02067	1/1/2009				
CAP9	Cost of Capital Cost Factor (9 Years)	0.02233	1/1/2009				
CAS INS	Casualty Insurance Cost Factor	0.005	5/29/2003		DMBC A76		
CONVDIFF	Conversion Differential	0.1	5/29/2003		DMBC A76		
FCO&M	Foreign Country Operations & Maintenance Inflation Cost Factor	0	10/1/1985	1985			
FCO&M	Foreign Country Operations & Maintenance Inflation Cost Factor	0	10/1/1986	1986			
FCO&M	Foreign Country Operations & Maintenance Inflation Cost Factor	0	10/1/1987	1987			
FCO&M	Foreign Country Operations & Maintenance Inflation Cost Factor	0	10/1/1988	1988			
FCO&M	Foreign Country Operations & Maintenance Inflation Cost Factor	0	10/1/1989	1989			
FCO&M	Foreign Country Operations & Maintenance Inflation Cost Factor	0	10/1/1990	1990			
FCO&M	Foreign Country Operations & Maintenance Inflation Cost Factor	0	10/1/1991	1991			
FCO&M	Foreign Country Operations & Maintenance Inflation Cost Factor	0	10/1/1992	1992			
FCO&M	Foreign Country Operations & Maintenance Inflation Cost Factor	0	10/1/1993	1993			
FCO&M	Foreign Country Operations & Maintenance Inflation Cost Factor	0	10/1/1994	1994			
FCO&M	Foreign Country Operations & Maintenance Inflation Cost Factor	0	10/1/1995	1995			

Record: 1 of 188

Print Back

Figure 3-10. Table 8: Inflation Cost Factors and Rates.

The Foreign Country Pay factor provides activities located in foreign countries the ability to apply a different set of inflation factors for foreign national positions when their departmental headquarters has approved such factors. When specific factors have not been approved, the same inflation factors applied to activities located in the U.S. states, territories, and possessions are applied.

The Foreign Country O&M factor provides activities located in foreign countries the ability to apply a different set of inflation factors for materials/supplies and minor items purchased in a foreign country when such factors have been approved by their departmental headquarters. When specific factors have not been approved, the same inflation factors applied to activities located in the U.S. states, territories, and possessions are applied.

NOTE: This table contains Effective and Year categories. The Effective column represents the effective date for each factor. If there is no effective date, then COMPARE will default to the Year column. Regardless, the year column is what the program uses to look up (locate) the applicable factor for the calculations.

There are three cases in which COMPARE will select factors not specifically designated in Table 8. They are as follows:

- If the competition spans more than 10 performance periods, the cost of capital factor for the periods beyond 10 will use the factor applied in the 10th period to subsequent periods.

- If the base year or “current as of” price dates precede the earliest inflation factors listed in Table 8, COMPARE will employ a zero factor for the year.
- If the base year or “current as of” price dates exceed the latest inflation factors listed in Table 8, COMPARE will employ the latest factor for subsequent years.
- **Changed Field:** Any time you manually change a value in this table, the date of the change will be noted by the corresponding factor/rate on the form in the “**Changed**” field. This will also trigger the Table Dates report to note that the user changed the table.

NOTE: If the cost effective date of your competition is earlier than the effective dates listed in Table 8, the inflation will be zero (0) until COMPARE comes across the year with the cost effective date.

3.1.4.8 Table 9 (NAF/Foreign Country Unique Factors/Rates) (UNLOCKED)

COMPARE allows you to create separate factor tables, Figure 3-11, for each location that might incur NAF or foreign national personnel costs for a competition. The distribution program contains a generic table. The generic table is used by COMPARE as a template for creating additional location-specific tables. It is your responsibility to maintain the accuracy of this and all other tables. To create a custom table for a specific service, perform the following steps.

- Click on *ADD NEW LOCATION* with the mouse (or press the key combination of *ALT + A*). The blinking cursor will appear in the **New Location Name** box at the top of the form (35 character limit).
- If the location has been defined for another table, select it from the list. Otherwise, enter the name of the new location and press *ENTER* when completed.
- COMPARE uses the **Generic** table as a template to create a new table for the location you just added.
- You can now edit the new location values.
- If the “Effective Date” differs from the default date, you will need to manually edit the affected dates.
- You will need to manually edit the Apply, Factor or Rate, and Effective values for each code in the table, if those values differ from the default values.
- There is no need to save the new table. COMPARE does this automatically.
- **Changed Field:** Any time you manually change a value in this table, the date of the change will be noted by the corresponding factor/rate on the form in the “**Changed**” field. This will also trigger the Table Dates report to note that the user changed the table.

NOTE: For every location for which you create a table for NAF or foreign national personnel, you will need to create a corresponding table for Table 4 (NAF/Foreign National Hourly Wages/Annual Salaries). For your convenience, if COMPARE detects that the corresponding Table 4 does not exist, it will create one for you. To edit the new table, you can toggle to Table 4 by clicking on the *TABLE 4* button (or by pressing the key combination of *ALT + 4*). The editing required for that table is discussed in more detail in the section devoted to Table 4.

MASTER TABLE 9					
NAF/Foreign Country Unique Factors/Rates					
Code	Title	Apply	Factor or Rate	Effective	Changed
A	NAF Regular Employee Productive Work Hours	Y	1776	3/27/1996	
B	NAF Flexible Employee Productive Work Hours	Y	1776	3/27/1996	
C	NAF Employee Conversion Hours (Hourly to Annual Pay)	Y	2087	3/27/1996	
D	NAF Regular Employee Basic Pay Fringe Benefit	N	0	8/8/2000	
E	NAF Regular Employee Other Added Pay Fringe Benefit	N	0	8/8/2000	

Figure 3-11. Table 9: NAF/Foreign Country Unique Factors/Rates.

A separate set of factors **MUST** be entered for each location that is used in the competition. Each factor and its intended use are discussed in the following paragraphs.

3.1.4.8.1 Code A – NAF Regular Employee Productive Work Hours

These work hours are used to convert the estimated annual work hours of regular NAF positions to their Full Time Equivalent (FTE) value. Table entry must reflect those productive work hours authorized by the activity’s departmental headquarters (e.g., Departments of the Air Force, Army, and Navy). The same hours established for appropriated fund positions are applied, unless otherwise authorized by an activity’s departmental headquarters. The entry under the APPLY column must be “Y” (Yes) to permit the conversion of work hours to FTEs.

3.1.4.8.2 Code B – NAF Flexible Employee Productive Work Hours

These work hours are used to convert the estimated annual work hours of flexible NAF positions to their FTE value. Table entry must reflect those productive work hours authorized by the activity’s departmental headquarters (e.g., Departments of the Air Force, Army, and Navy). The same hours established for appropriated fund intermittent positions are applied, unless otherwise authorized by an activity’s departmental

headquarters. The entry under the APPLY column must be “Y” (Yes) to permit the conversion of work hours to FTEs.

3.1.4.8.3 Code C – NAF Employee Conversion Hours (Hourly to Annual Pay)

These hours are used to convert the hourly pay to annual pay for all NAF positions whose pay scale is based on an hourly basis. Table entry must reflect the hourly to annual pay conversion hours authorized by the activity's departmental headquarters (e.g., Departments of the Air Force, Army, and Navy). The same hours established for appropriated fund positions are applied, unless otherwise authorized by an activity's departmental headquarters. The entry under the APPLY column must be “Y” (Yes) to permit the conversion of work hours to FTEs.

3.1.4.8.4 Code D – NAF Regular Employee Basic Pay Fringe Benefit

This factor is used to programmatically compute fringe benefit costs, excluding Medicare and Old Age and Survivors Benefits insurance associated with the basic pay of regular NAF positions. Medicare and Old Age and Survivors Benefits insurance is programmatically added by COMPARE as an addition to the fringe benefit factor. Table entry must reflect the basic pay fringe benefit rate authorized by the activity's departmental headquarters (e.g., Departments of the Air Force, Army, and Navy). These rates are established based on department-wide averages as determined by the departmental headquarters. When a rate has not been established, enter “N” (No) under the APPLY column. You will manually determine and enter such costs (using a drop-down box provided by COMPARE) when completing a NAF personnel cost record.

3.1.4.8.5 Code E – NAF Regular Employee Other Added Pay Fringe Benefit

This factor is used to programmatically compute fringe benefit costs, excluding Medicare and Old Age and Survivors Benefits insurance, associated with other added pay of regular NAF positions. Medicare and Old Age and Survivors Benefits insurance is programmatically added by COMPARE as an addition to the fringe benefit factor. Table entry must reflect the other pay fringe benefit rate authorized by the activity's departmental headquarters (e.g., Departments of the Air Force, Army, and Navy). These rates are established based on department-wide averages as determined by the departmental headquarters. When a rate has not been established, enter “N” (No) under the APPLY column. You will manually determine and enter such costs (using a drop-down box provided by COMPARE) when completing a NAF personnel cost record.

3.1.4.8.6 Code F – NAF Flexible Employee Basic Pay Fringe Benefit

This factor is used to programmatically compute fringe benefit costs associated with the basic pay of flexible NAF positions. Table entry must reflect the basic pay fringe benefit rate authorized by the activity's departmental headquarters (e.g., Departments of the Air Force, Army, and Navy). These rates are established based on department-wide averages as determined by the departmental headquarters. When a rate has not been established, enter “N” (No) under the APPLY column. You will manually determine and

enter such costs (using a drop-down box provided by COMPARE) when completing a NAF personnel cost record.

3.1.4.8.7 Code G – NAF Flexible Employee Other Added Pay Fringe Benefit

This factor is used to programmatically compute fringe benefit costs, excluding Medicare and Old Age and Survivors Benefits insurance, associated with other added pay of regular NAF positions. Medicare and Old Age and Survivors Benefits insurance is programmatically added by COMPARE as an addition to the fringe benefit factor. Table entry must reflect the other pay fringe benefit rate authorized by the activity's departmental headquarters (e.g., Departments of the Air Force, Army, and Navy). These rates are established based on department-wide averages as determined by the departmental headquarters. When a rate has not been established, enter "N" (No) under the APPLY column. You will manually determine and enter such costs (using a drop-down box provided by COMPARE) when completing a NAF personnel cost record.

3.1.4.8.8 Code H – NAF Severance Pay Factor

This factor is used to programmatically compute the severance pay costs, if any, associated with the involuntary separation of regular NAF employees. Table entry must reflect that severance pay factor authorized by the activity's departmental headquarters (e.g., Departments of the Air Force, Army, and Navy). These factors are established based on department-wide averages as determined by the departmental headquarters. When a factor has not been established, enter "N" (No) under the APPLY column. You will manually determine and enter these costs in the Severance Pay cost records under Line 10, One-Time Conversion Cost, of the SCF.

3.1.4.8.9 Code I – Foreign National Annual Available Work Hours (Full-Time/Part-Time/Temporary Employees)

These work hours are used to convert the estimated annual work hours of full-time/part-time/temporary FN positions to their FTE value. Table entry must reflect those productive work hours authorized by the activity's departmental headquarters (e.g., Departments of the Air Force, Army, and Navy). The same hours established for appropriated fund positions are applied, unless otherwise authorized by an activity's departmental headquarters. The entry under the APPLY column must be "Y" (Yes) to permit the conversion of work hours to FTEs.

3.1.4.8.10 Code J – Foreign National Annual Available Work Hours (Intermittent Employees)

These work hours are used to convert the estimated annual work hours of intermittent FN positions to their FTE value. Table entry must reflect those productive work hours authorized by the activity's departmental headquarters (e.g., Departments of the Air Force, Army, and Navy). The same hours established for appropriated fund intermittent positions are applied, unless otherwise authorized by an activity's departmental headquarters. The entry under the APPLY column must be "Y" (Yes) to permit the conversion of work hours to FTEs.

3.1.4.8.11 Code K – Foreign National Conversion Hours (Hourly to Annual Pay)

These hours are used to convert hourly pay to annual pay for all FN positions whose pay scale is based on an hourly basis. Table entry must reflect the hourly to annual pay conversion hours authorized by the activity's departmental headquarters (e.g., Departments of the Air Force, Army, and Navy). The same hours established for appropriated fund positions are applied unless otherwise authorized by an activity's departmental headquarters. The entry under the APPLY column must be "Y" (Yes) to permit the conversion of work hours to FTEs.

3.1.4.8.12 Code L – Foreign National Employee Basic Pay Fringe Benefit (Full-Time/Part-Time/Temporary Employees)

This factor is used to programmatically compute fringe benefit costs associated with the basic pay of full-time/part-time/temporary foreign national positions. Table entry must reflect the basic pay fringe benefit rate authorized by the activity's departmental headquarters (e.g., Departments of the Air Force, Army, and Navy). These rates are established based on department-wide averages as determined by the departmental headquarters. When a rate has not been established, enter "N" (No) under the APPLY column. You will manually determine and enter such costs (using a drop-down box provided by COMPARE) when completing FN personnel cost records.

3.1.4.8.13 Code M – Foreign National Regular Employee Other Added Pay Fringe Benefit (Full-Time/Part-Time/Temporary Employees)

This factor is used to programmatically compute fringe benefit costs associated with other added pay for full-time/part-time/temporary foreign national positions. Table entry must reflect the other added pay fringe benefit rate authorized by the activity's departmental headquarters (e.g., Departments of the Air Force, Army, and Navy). These factors are established based on department-wide averages as determined by the departmental headquarters. When a factor has not been established, you will manually determine and enter such costs (using a drop-down box provided by COMPARE) when completing FN personnel cost records. Enter "N" (No) under the APPLY column when a factor has not been established.

3.1.4.8.14 Code N – Foreign National Employee Basic Pay Fringe Benefit (Intermittent Employees)

This factor is used to programmatically compute fringe benefit costs associated with the basic pay of intermittent foreign national positions. Table entry must reflect the basic pay fringe benefit rate authorized by the activity's departmental headquarters (e.g., Departments of the Air Force, Army, and Navy). These rates are established based on department-wide averages as determined by the departmental headquarters. When a rate has not been established, enter "N" (No) under the APPLY column. You will manually determine and enter such costs (using a drop-down box provided by COMPARE) when completing FN personnel cost records.

3.1.4.8.15 Code O – Foreign National Regular Employee Other Added Pay Fringe Benefit (Intermittent Employees)

This factor is used to programmatically compute fringe benefit costs associated with other added pay for intermittent foreign national positions. Table entry must reflect the other added pay fringe benefit rate authorized by the activity’s departmental headquarters (e.g., Departments of the Air Force, Army, and Navy). These factors are established based on department-wide averages as determined by the departmental headquarters. When a factor has not been established, you will manually determine and enter such costs (using a drop-down box provided by COMPARE) when completing FN personnel cost records. Enter “N” (No) under the APPLY column when a factor has not been established.

3.1.4.8.16 Code P – FN Severance Pay Factor (Full-Time/Part-Time/Temporary Employees)

This factor is used to programmatically compute the severance pay costs, if any, associated with the involuntary separation of full-time/part-time/temporary foreign national employees. Table entry must reflect that severance pay factor authorized by the activity’s departmental headquarters (e.g., Departments of the Air Force, Army, and Navy). This factor is established based on a variety of factors, including Status of Forces agreements. When a factor has not been established, enter “N” (No) under the APPLY column. You will manually determine and enter these costs in the Severance Pay cost records under Line 10, One-Time Conversion Cost, of the SCF.

3.1.4.9 Table 10 (RESERVED FOR FUTURE USE)

This table is currently not in use and is reserved for future use.

3.1.4.10 Table 11 (FTE Available Work-Hours/Pay Conversion Hours) (LOCKED)

This table, Figure 3-12, contains the factors used by COMPARE to convert annual productive hours to full-time equivalents, and hourly pay to annual pay for GS/NSPS and FWS positions. Table 9 contains separate values for NAF and foreign national positions.

MASTER TABLE 11					
FTE Available Work Hours/Pay Conversion Hours					
	Code	Item Name	Factor	Source	Changed
	A	Intermittent Annual Productive Hours-Civilian (FTEs = Hrs/Factor)	2007	OMBC A76	
	B	Full-Time, Part-Time, & Temporary Annual Productive Hours-Civilian (FTEs = Hrs/Factor)	1776	OMBC A76	
▶	C	Hourly to Annual Pay Conversion Hours (Annual Pay = Hourly Pay x Factor)	2087	OMBC A76	

Figure 3-12. Table 11: FTE Available Work-Hours/Pay Conversion Hours.

3.1.4.11 Table 12 (Project Status Codes) (LOCKED)

This table, Figure 3-13, contains the values used to denote the completion status of a competition. **The user cannot modify this table.**

MASTER TABLE 12	
Competition Status Codes	
Code	Description
C	Completed
P	In-Progress
X	Canceled

Figure 3-13. Table 12: Project Status Codes.

3.1.4.12 Table 13 (Useful Life and Disposal Values) (LOCKED)

This table, Figure 3-14, contains, by Federal Supply Class (FSC), the life, and disposal values of minor and capital equipment assets. This table is used by COMPARE to compute depreciation costs for capital assets and disposal/transfer costs for both minor and capital assets. **The user cannot modify this table.**

Whenever you attempt to update Table 13 for a competition file using the replace with *MASTER* button, the software will compare the incoming table version date for the master version of Table 13 with the current competition file version date for Table 13. If these dates are different, the software will then determine if you have made any entries to Line 3A. If entries are detected, a message (you will have the option of printing this message) will inform you that the Federal Supply Class (FSC) codes for existing entries on these lines will need to be re-entered, and then a global update will need to be performed. Numerous data checks are incorporated throughout the program to ensure that you cannot print reports or finalize any data until the existing records are updated with the new FSC codes from the newly imported Table 13.

MASTER TABLE 13				
Useful Life and Disposal Values				
FSC	Name	Life	Disposal	
1005	Guns, through 30mm	15	0.0315	
1010	Guns, over 30mm up to 75mm	20	0.0118	
1015	Guns, 75mm through 125mm	25	0.0063	
1025	Guns, over 150mm through 200mm	25	0.0214	
1030	Guns, over 200mm through 300mm	25	0.0261	
1040	Chemical Weapons and Equipment Launchers, Rocket and Pyrotechnic	16	0.02	
1080	Camouflage and Deception Equipment	10	0.0175	
1090	Assemblies Interchangeable between Weapons in Two or More Classes	25	0.0225	
1095	Misc. Weapons	20	0.0106	
1105	Nuclear Bombs	19	0.055	
1110	Nuclear Projectiles	14	0.055	
1115	Nuclear Warheads and Warhead Sections	19	0.055	
1125	Nuclear Demolition Charges	15	0.055	
1127	Nuclear Rockets	15	0.055	
1135	Fusing and Firing Devices, Nuclear Ordnance	16	0.0008	
1190	Specialized Test and Handling Equipment, Nuclear Ordnance	8	0.006	
1195	Miscellaneous Nuclear Ordnance	15	0.055	
1220	Fire Control Computing Sights and Devices	8	0.0029	
1230	Fire Control System, Complete	11	0.055	
1240	Optical Sighting and Ranging Equipment	11	0.018	
1250	Fire Control Stabilizing Mechanisms	11	0.0176	

Record: 1 of 418

Print Back

Figure 3-14. Table 13: Useful Life and Disposal Values.

3.1.4.13 Table 14 (Tax Rates) (LOCKED)

This table, Figure 3-15, contains the tax rates used by COMPARE to compute Federal, state, and local income taxes. **The user cannot modify this table.**

Whenever you attempt to update Table 14 for a competition file using the replace with *MASTER* button, the software will compare the incoming table version date for the master version of Table 14 with the current competition file version date for Table 14. If these dates are different, the software will then determine if you have made any entries to Line 3.E or Line 7. If entries are detected, a message (you will have the option of printing this message) will inform you that the Industry Codes for existing entries on these lines will need to be re-entered, and then a global update will need to be performed. Numerous data checks are incorporated throughout the program to ensure that you cannot print reports or finalize any data until the existing records are updated with the new industry codes from the newly imported Table 14.

MASTER TABLE 14		
Tax Rates		
Code	Description	Tax Rate
11005	Agricultural Production	0.0086
113005	Forestry and Logging	0.0083
114005	Support Activities and Fishing, Hunting, and Trapping	0.0038
211110	Oil and Gas Extraction	0.0626
212110	Coal Mining	0.0061
212200	Metal Ore Mining	0.0744
212300	Nonmetallic Mineral Mining and Quarrying	0.0158
213110	Support Activities for Mining	0.0214
221100	Electric Power Generation, Transmission and Distribution	0.0108
221210	Natural Gas Distribution	0.0190
221300	Water, Sewage and Other Systems	0.0158
221500	Combination Gas and Electric	0.0216
236005	Construction of Buildings	0.0108
237005	Heavy and Civil Engineering Construction	0.0046
237210	Land Subdivision	0.0220
238210	Electrical Contractors	0.0021
238220	Plumbing, Heating and Air-Conditioning Contractors	0.0017
238905	Other Specialty Trade Contractors	0.0021
311115	Animal Food Manufacturing, Grain and Oilseed Milling	0.0159
311300	Sugar and Confectionery Product	0.0245
311400	Fruit and Vegetable Preserving and Specialty Food	0.0228

Record: 1 of 196

Print Back

Figure 3-15. Table 14: Tax Rates.

3.1.4.14 Table 15 (Contract Administration Cost Factors) (LOCKED)

This table, Figure 3-16, contains the lookup table used by COMPARE to determine the number of FTEs allowed for contract administration. **The user cannot modify this table.**

MASTER TABLE 15							
Contract Administration Cost Factors *							
	MEO Staff (from)	MEO Staff (to)	FTE	GS-12	GS-11	GS-9	GS-6
1	10	0.5	1	0	0	0	0
11	20	1	1	0	0	0	0
21	50	2	1	1	0	0	0
51	75	3	1	1	1	0	0
76	100	4	1	1	1	1	1
101	120	5	1	1	2	1	1
121	150	6	1	2	2	1	1
151	200	7	1	2	2	2	2
201	250	8	2	2	2	2	2
251	300	9	2	2	3	2	2
301	350	10	2	3	3	2	2
351	450	11	2	3	4	2	2

NOTE: Contract Administration Staffing for MEOs with 451 or more FTEs = .025 x number of FTEs in MEO. Contract Administration Staffing of 12 adds 1 GS-11. After that, every additional Contract Administration Staffing increase will distribute 1 more FTE in this Grade Order: GS-6, GS-9, GS-11, GS-12.

* OMB Circular A-76, Attachment C

Print Back

Figure 3-16. Table 15: Contract Administration Cost Factors.

CHAPTER 4: CREATING/BUILDING A COMPARE FILE

4.0 COMPARE MAIN MENU OPTION: CREATE FILE

Create File

Once you are confident that all Master Tables settings are current, you can create your COMPARE file. To initiate the process, click on *CREATE FILE* with the mouse (or press the key combination of *ALT + C*). The COMPARE Information Message will appear to validate that all Master Tables have been updated for your file. Click *YES* to continue creating the file. The Competition Information Screen displays, Figure 4-1. The screen components are listed on the next page.

NOTE: To ensure data integrity, COMPARE will not allow you to enter information out of order. If you try to move to an entry box without filling in a previous entry box, COMPARE will return you to the box that is next in the order.

Figure 4-1. New Competition Information File Creation Screen.

4.1 FIELD DESCRIPTIONS

- **Agency:** The name of the Agency that is the parent organization for the Component responsible for operating the commercial activity undergoing competition. For example, Department of Defense, Department of Transportation, or Department of Health and Human Services.

- **Component:** The federal component responsible for operating the commercial activity being competed. You may elect to manually enter this information or select it from the pull-down list, which contains the names of several components.
- **Command:** The Command Code (limit - 15 characters) is the name of the command responsible for operating the activity. In most cases, you will enter an abbreviated three-digit name. For DoD activities, enter the command name found in the corresponding DCAMIS record.
- **Location/Installation:** The primary location of the activity undergoing competition. For DoD activities, enter the installation name shown in the DCAMIS record.
- **State:** The 2-character abbreviation of the U.S state, territory, or possession where the location/installation is located. For DoD activities, enter the two-character code shown in DCAMIS record.
- **Competition No:** The Competition Identification Label (limit - 12 alphanumeric characters) should be the number assigned to the competition for tracking purposes. This field will not allow the period or decimal character. If you are creating a Preliminary Planning Baseline Cost file and do not have this information, you can leave this field blank and COMPARE will fill it with 'NA' to allow you to proceed with the file creation. (For DoD, this is the number assigned in the DCAMIS record.)
- **Competition Title:** The Title assigned to the competition initiative that corresponds to the Competition Number. For DoD activities, enter the title shown in the DCAMIS record. When simulating a "what if" competition, create your own competition title. The competition number and title will appear on all reports generated for this competition. If you are creating a Preliminary Planning Baseline Cost file and do not have this information, you can leave this field blank and COMPARE will fill it with 'NA' to allow you to proceed with the file creation.
- **Solicitation Closing Date:** Enter the solicitation closing date specified in your solicitation. This is typically the date that all offers are due to the Contracting Office for the competition. If you do not have this information during file creation, you can skip this field and complete it later. This field is not applicable to Preliminary Planning Baseline Cost files as there is no solicitation at the time of preliminary planning and thus it will be disabled with this type of file is open.
- **Solicitation No:** The unique serial number assigned to the solicitation. If you do not have this information during file creation, you can skip this field and complete it later. This field is not applicable to Preliminary Planning Baseline Cost files as there is no solicitation at the time of preliminary planning and thus it will be disabled with this type of file is open.

- **Tender Type:** Select the appropriate tender (cost estimate) type from the drop down list. The choices are either “Agency Cost” or “Public Reimbursable Cost”. The primary purpose of this field is to designate whether to enter the costs on Lines 1-6 or Lines 1a-6a of the SCF/SLCF. This field can only be changed when creating an Agency Cost Estimate.
- **Competition Status:** By default, this is set at “P” (for “In Progress”). You cannot change this code until the competition file has been created. A pull-down list of valid completion status codes is available. A full description of the status code will appear in the field next to the competition status code field. The description cannot be edited.
- **Phase-In Period:** For a standard competition, the 1st performance period is required to be a phase-in period therefore, the default value for the phase-in field is YES. This field is also disabled and cannot be changed. For a streamlined competition, the 1st performance period may or may not be a phase-in period, thus you are allowed to change the phase-in period field value and select either YES or NO. If the 1st performance period is a phase-in period, then the 2nd period will be used as the basis for determining the Line 10 one-time conversion costs. Under standard competitions, you are not allowed to change the phase-in field for an official agency cost estimate. When creating a Preliminary Planning Baseline Cost file, this field is automatically set to NO and cannot be changed regardless of the competition type that is contemplated. The value is changed as appropriate at the time the file is converted to either an Agency Cost Estimate file or Adjusted Baseline Cost file.
- **Competition Type/Method of Operation:** This is the competition type and operating mode of the activity at the time the competition was announced. You may elect to manually enter the code or select it from the pull-down list. This field controls much of the functionality within COMPARE so it is very important that you make the correct selection. This field can be changed after your file is created and COMPARE will make the necessary adjustments to the cost file and records. Please note that if you are changing the Competition Type/Method of Operation to one of the streamlined options, you must verify that the number of FTEs in your file does not exceed the current threshold for streamlined competitions (i.e., there is no automatic check within COMPARE to ensure that you do not exceed the FTE limit).
- **Performance Period Dates:** The starting and ending dates for each performance period in the competition. When you click on the performance period dates section of this form, a separate data entry form will popup that allows you to enter the required dates. Enter the starting and ending dates for the 1st performance period and the end date for the 2nd and last performance periods as specified in the solicitation. COMPARE will automatically fill in the remaining performance period dates. If you need to edit or change the dates at a later time, you only need to click on the performance period dates and the edit form will popup allowing you to edit the

dates as necessary. There are certain validation rules COMPARE checks as you enter these dates.

- 1) Dates may follow any standard formats during data entry. COMPARE will convert all dates to the format mm/dd/yyyy.
 - 2) Performance periods cannot exceed one year in length (i.e., 365 days or 366 days for leap year).
 - 3) Except for the 1st, 2nd, and last periods, each period must be one full year in length.
 - 4) The 1st, 2nd, and last periods can be less than a full year.
 - 5) The length of the entire competition must span at least 3 full years excluding the phase-in period in standard competitions.
 - 6) All “From” dates must immediately follow the “To” date from the previous period.
 - 7) All performance periods must be sequential with no gaps between periods.
 - 8) The start date of the 1st performance period must be the same as or after the Solicitation Closing Date.
 - 9) You cannot enter the performance period dates until a Cost Data Type is selected. This is necessary for COMPARE to know which validation rules to apply within the file.
 - 10) When creating a Preliminary Planning Baseline Cost file you are only allowed to create one full year performance period. This is the only exception to the minimum performance periods requirements stated above. The second and last performance period date fields are disabled on the data entry form.
 - 11) If you change the Cost Data Type after entering your performance periods, the existing performance periods will be deleted and you will be forced to enter the dates again.
- **Agency Type:** Select an appropriate agency type that corresponds to the type of cost file you are creating. If your competition is for a DoD agency then select DoD and Non-DoD if your competition is for an agency other than DoD. If DoD is selected, a unique DoD-specific feature will be activated within the created file that allows you to export data for import into DCAMIS. After the file is created, this field will not be visible.
 - **Cost Data Type:** Select the type of cost data file you want to create. If creating a baseline cost estimate you must select one of the baseline cost data types. You cannot enter the performance period dates until you have selected one of these options. There is no default value for this field.

- **File Type Option:** Select the type of file you want to create as either a normal cost file or a master template file. This option controls the import and export capabilities in COMPARE as described in the next section. When creating a baseline cost estimate file of any kind, this field is disabled and set to normal and it cannot be changed because the template functionality is not available for baseline cost files.

Once all the information is correctly entered, click on *CONTINUE* with the mouse (or press the key combination of *ALT + C*). COMPARE will validate your entries and create the necessary tables for the new file. If no errors are detected, you will be prompted for a password that you will need to enter a second time for confirmation. If you change your mind and decide not to create the file, simply click on *ABORT* and COMPARE will return you to the Main Menu.

4.2 FILE TYPE OPTION (IMPORT/EXPORT FUNCTION)

One of the features introduced in COMPARE is the ability to enter data in a single competition file that represents multiple locations and/or multiple functional areas. However, there are situations in which data collection is facilitated by allowing you to collect information specific to a particular location or functional area in an individual competition file and then later combine that information with other competition files to create a master competition file. In such a situation, in order to preserve data integrity, it is necessary to limit changes to reference tables used for calculations to the master competition file.

When such situations occur, COMPARE provides a means to create a master competition file that can generate location-specific or functional area-specific “templates” that can later be combined with the master competition file from which they originated.

4.2.1 Creating a Master Template



By default, when you create a new competition file, COMPARE assumes you are creating a “normal” competition file. If you intend to create a “master template” which can spawn separate partial competition files, simply select the **TEMPLATE MASTER** option from the **FILE TYPE OPTION** box on the Competition

Information Screen when you are creating a new file. This feature allows you to maintain a master shell and then distribute separate partial files to various locations or team members. This feature then allows you to import the separate files back into the master copy to have a complete file.

4.3 PASSWORD PROTECTION

Passwords must be eight to sixteen characters in length. You are required to construct a password for each data file that includes at least one each of an uppercase,

lowercase, number and special character. Characters can be any valid alphanumeric characters and special characters, and all special characters are accepted, except a semicolon (;), a space, and a single quotation ('), which are invalid characters that if used can corrupt your COMPARE cost file. Earlier versions of COMPARE did not prevent this character, however, starting with Version 2.1 COMPARE will not allow you to create a password containing the semicolon character to prevent accidental file corruption. COMPARE will also check for upper/lower case. It is very important to remember your password exactly as entered, for you will not be able to access your competition file without it.

4.3.1 Password Complexity

It is a good idea to make your password as complex as possible to prevent or minimize unauthorized access to your cost data. In addition, to further protect your file, you should change the password periodically. When changing the password, you should change a minimum of four of the characters if not the entire password. DoD components can refer to DoDI 8500.2 for more information on passwords and steps to protect information and sensitive data.

CAUTION: A common mistake that is often made when setting the password is the use of the *CAPS LOCK* key. Many times users will set the password and not realize that the *CAPS LOCK* is turned on. Then when they attempt to open the file again with the *CAPS LOCK* turned off they cannot open the file. This is due to the fact that the passwords are case sensitive. The first thing to try when your password does not appear to work is to try your password with the *CAPS LOCK* on and with it off to see if this might have happened to you. Again, this is a very common mistake so be careful.

After you have completed the data entry for the competition information form shown earlier in Figure 4-1, you will click on the *CONTINUE* button to create the file. At this point, the program will require you to set a password for the file by entering and confirming your password in the form shown in Figure 4-2.

4.3.2 Password Recovery

In the event you forget your password and have no other means to find or recover your password, there is a process available to help you. The ODUSD(I&E) Housing & Competitive Sourcing Office has a password recovery tool that can be used to recover your password in the event that you forget or misplace it. If you experience this problem and need assistance, please contact the COMPARE helpdesk for instructions on how to request recovery of your password. Once the helpdesk receives your request for assistance you will receive more specific instructions for requesting recovery of your password.

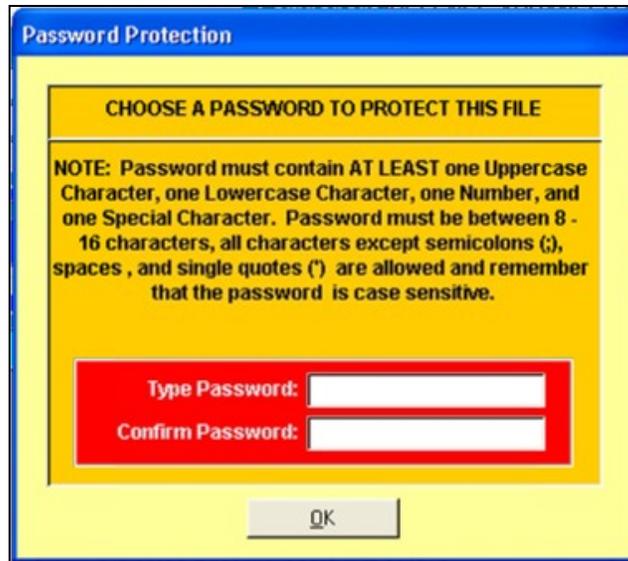


Figure 4-2. File Creation Password Entry Screen.

4.4 PATH AND FILE NAME

You will next be prompted to provide a path and file name for the file that will contain the new competition cost data. COMPARE will provide a browse window, Figure 4-3, to enable you to save the file to any folder destination to which your computer is connected.

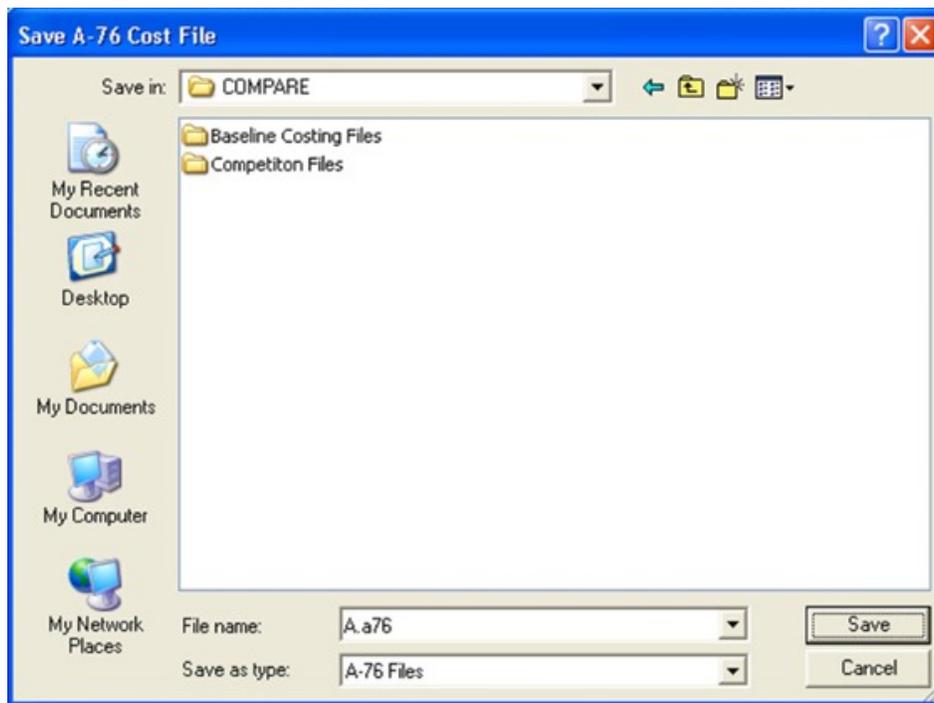


Figure 4-3. Browse Window for Saving a Competition File.

Note that by default, COMPARE builds a filename composed of the competition number and the extension “.a76”. You can change the default name to a name that you desire. If you enter a filename and exclude or overwrite the extension, COMPARE will automatically append it to your filename. With the integration of the baseline cost estimate functionality, this file browse dialog box and others like it will also display files with a .p76 and .b76 file extension.

Once a file is saved, COMPARE will re-display the Competition Information Screen with additional options that enable you to further refine and build your competition file. For further information on continuing this process, refer to the next section, Building a Competition File. If at any time you wish to close the Competition Information Screen and return to the Main Menu without saving any of your work, simply click on *ABORT* with the mouse (or press the key combination of *ALT + A*).

4.5 BUILDING A COMPETITION FILE

Now that you have learned the basics of creating a competition file, you are ready to build the competition file into what you want it to be. This portion of the guide will elaborate on the pieces of the competition puzzle, and the next chapter will give you the glue to hold those pieces together.

4.5.1 Competition Information Screen

If you have just created a new competition file, initiated an editing session for an existing competition file, or opened a converted baseline cost file, COMPARE displays the Competition Information Screen, Figure 4-4, which serves as a launch pad for all COMPARE processes related to building and completing the selected competition file. The only exception is when you open a converted baseline cost file for the first time. In this situation, COMPARE will first require you to enter the appropriate performance period dates for the file before it will allow you to open the file and view the Competition Information form. For more on the file conversion process refer to the section on baseline cost estimates and file conversions.

File Originally Created in: (Version 3.1) **COMPETITION INFORMATION** Currently in Use: (Version 3.4)

Agency: DEPARTMENT OF DEFENSE Component: DEPARTMENT OF THE AIR FORCE
 Command: ACC Location/Installation: SKYHIGH AFB State: AL
 Competition No.: ACC20090215 Competition Title: BASE OPERATING SERVICES
 Solicitation Closing Date: 2/15/2009 Solicitation No.: XYZ164-05-F-2009 Tender Type: Agency Cost
 Competition Status: P In-Progress Initial Performance Decision: Performance Decision:

Does the solicitation designate the 1st Performance Period as a Phase-In Period?

Competition Type/Method of Operation: A Standard (Agency Source) Press F1 for help.

Performance Periods		
PP	From	To
1	11/3/2009	11/2/2010
2	11/3/2010	11/2/2011
3	11/3/2011	11/2/2012
4	11/3/2012	11/2/2013
5	11/3/2013	11/2/2014
6	11/3/2014	6/30/2015

* No Previous DCAMIS Export

Buttons: Cost Records, Tables, Line Rationale, Print Docs, Database Admin, Global Update, DCAMIS Data Export, About COMPARE, Save File, Main

Current File Name: C:\Data Laptop\Projects\COMPARE\3X STD (Screenshots).a76

Figure 4-4. Competition Information Screen.

Most entry boxes on this form can be edited at any time. Exceptions to this are the Competition Status Code, Status, Initial Performance Decision Date, Performance Decision Date and the Phase-in fields. The Competition Status Code can be edited after the competition file is created. The Performance Decision date can only be edited after you have indicated that the competition is complete by entering a “C” in the Competition Status Code box. If you modify the Competition Type/Method of Operation field or any performance period dates, it may be necessary to individually update information already entered on cost records.

4.5.1.1 Field Descriptions

You will notice that after you have created your file, the Competition Information screen changes slightly by adding a couple new fields and hiding two of the fields. A description of the new data fields is provided below. The Agency Type and the File Type option fields are hidden after your file is created.

- Initial Performance Decision: (Automatically Populated by COMPARE) -**
 This field represents the date the SCF or SLCF is generated from Line 7. The initial performance decision is made on this date. You cannot edit this field and it will change each time the SCF/SLCF is run from Line 7.

- **Performance Decision:** This field is available to record the date the performance decision is made (finalized). You must first set the Competition Status to “C” (Completed) before you are allowed to enter this date. The performance decision date must be the same as or after the initial performance decision date.

4.5.2 File Reference Tables

Tables When COMPARE creates a new competition file, it copies all of the Master Reference Tables to the competition file. If there are any changes to be made to the data in the File Reference Tables, they should be made before any other information is entered. The process for viewing, editing, and printing File Reference Tables is identical to that explained in Chapter 2 for Master Reference Tables. Again, it is critical that you ensure that tables 2, 3, 4, 5, 8, 9, and the Functional Area Table (Table 16) contain values that are appropriate for the scope of the current competition. The File Reference Table Management Screen can be accessed by clicking on *TABLES* with the mouse (or by pressing the key combination of *ALT + T*).

COMPARE File Tables Press F1 for help.	
Print/View/Edit File Tables	
<input type="radio"/> 1) Competition Type/Method of Operation	<input type="radio"/> 9) NAF/Foreign Country Unique Factors/Rates
<input checked="" type="radio"/> 2) General Schedule (GS) and NSPS Pay Tables	<input type="radio"/> 10) RESERVED FOR FUTURE USE
<input type="radio"/> 3) Federal Wage System (FWS) Pay Schedules	<input type="radio"/> 11) FIE Available Work Hours/Pay Conversion Hours
<input type="radio"/> 4) NAF/Foreign National Hourly Wages/Annual Salaries	<input type="radio"/> 12) Competition Status Codes
<input type="radio"/> 5) Military/Uniformed Services Composite Pay Rates	<input type="radio"/> 13) Useful Life and Disposal Values
<input type="radio"/> 6) Position Type Codes	<input type="radio"/> 14) Tax Rates
<input type="radio"/> 7) Fringe/Medicare Factors	<input type="radio"/> 15) Contract Administration Cost Factors
<input type="radio"/> 8) Cost Factors/Rates	<input type="radio"/> 16) Functional Areas
<input type="button" value="Table Dates"/>	<input type="button" value="Print All"/>
<input type="button" value="Continue"/>	<input type="button" value="Back"/>

Figure 4-5. File Tables Menu Screen.

Remember, when you start a new competition file session, by default the File Reference Tables are identical to those in the Master Reference Tables at the time you created the competition file. If you make changes to any of the File Reference Tables and later wish to restore the values found in the current Master Reference Tables, use the *MASTER* button on the individual File Reference Table form.

4.5.2.1 Updating File Tables When Cost Records Exist

Once you have created cost records and defined unique locations in the file tables, Figure 4-5, the file tables no longer match the Master Tables. COMPARE allows you to

replace your File Tables with a copy of the Master Tables using the *MASTER* button, however, there are several criteria that determine the extent of this functionality. As long as there are no cost records defined in your file and the File Tables match the Master Tables exactly (i.e. no unique locations are defined in File Tables), there are no restrictions on this functionality. Tables 2, 3, 4, and 9 have other restrictions because they allow you to create new locations. If any of these 4 tables have locations defined other than the default templates, COMPARE will only allow you to replace the template (i.e., REST OF US for Table 2, and TEMPLATE for Tables 3, 4, and 9) in each of these tables. Updating the specific user defined locations must be performed manually, unless the location has been defined in the corresponding master table.

The update processing for Table 5 is unique. Additional capability is incorporated into the update process for File Table 5 that checks for unique user defined grades in the table that do not exist in the Master Table 5. When you initiate the *MASTER* update function, the program evaluates each set of entries for each branch of service defined in File Table 5 against the corresponding set in Master Table 5. If the program detects grades in File Table 5 that are not in Master Table 5, the program displays a list of the grades missing from the Master and issues a warning, allowing the user to abort the update for THAT specific service. The program repeats this procedure for each Service, thus allowing you to replace or not replace mismatched grade tables Service by Service. If no mismatches are detected for a Service, the entire Service is replaced without a problem.

4.5.2.2 MASTER Button

 The File Reference Table Screen and all of the screens associated with the individual tables also have a *MASTER* button. If you click on the *MASTER* button with the mouse (or press the key combination of *ALT + M*) on the file reference table form, all the competition file tables will be updated to conform to the values contained in the master reference tables. If you wish to update only the values of a specific table in the competition file, access the individual table first, and then employ the *MASTER* button displayed on the individual table screen.

4.5.2.3 Copying and Deleting File Reference Tables

It is possible to copy a File Reference Table to another location table for the purposes of your competition. In order to do this, click on the *NEW LOCATION* button. Designate your desired new location. COMPARE will automatically copy the information from the corresponding File Table into your new location table. To delete a table highlight the entire table you just created and then press *DELETE*. This will erase all of the File Table information in your new location table. Now go to the desired location table that contains the information that you actually want to be in the new table you created. Highlight the information you wish to copy, and press *CTRL + C* to copy the information. Now go to the new location table you created and click on the first cell. Press *CTRL + V* to paste the correct information into your new location table.

4.5.2.4 Saving File Reference Tables

The *SAVE FILE* button appears on those file table forms that you can edit (tables 2,3,4,5,8,9,16). COMPARE automatically saves all the additions, deletions, or edits made during the current work session when you exit the program. However, it is a good idea to occasionally save your work to avoid loss of data due to power or machine failures. Should some unforeseen event occur that disables COMPARE before you have properly exited the program, all work performed during that work session will be lost. All of the line number cost records and File Reference Table screens have a *SAVE FILE* button located at the bottom of the work screen. At any point you can click on the *SAVE FILE* button (or press the key combination of *ALT + S*) to save any edit changes made during the current work session. Whenever you initiate the *SAVE FILE* procedure, you will be prompted to enter your password. Whenever you save a competition file, COMPARE allows you to create a new password.

4.5.2.5 File Reference Table 16 (Functional Area Codes Table)

COMPARE allows you to define those functional areas, Figure 4-6, for which you want to track costs in your competition file. The description (functional area) is limited to 30 characters. The entries entered in this table will be available on the lookup boxes on all competition cost records where you need to assign a particular record's cost data to a specific functional area.

FILE TABLE 16	
Functional Areas	
	Description
	GROUNDS MAINTENANCE
	FACILITY MAINTENANCE
	PUBLIC WORKS
	PEST CONTROL

Figure 4-6. Table 16: Functional Area Codes Table.

When you are editing data for specific line numbers, there are buttons at the bottom of the cost records forms that allow you to access any of the File Reference Table that are required for the particular line number calculations associated with that form. Therefore, if you find that a File Reference Table needs to be edited while entering data on a cost record, it is not necessary to return to the File Reference Table Management Screen to make the edits.

4.5.3 Backing Up a File

 There are situations in which you might want to save different versions of the same competition file; that is, make modifications to an existing competition file and save those modifications under a different filename so as to not corrupt the original competition file. This is most useful when it is necessary to compare “what if” scenarios, where you may want to see how the calculations may be affected by different performance period dates or different table values.

You can backup your files using the *DATABASE ADMIN* button. This will take you to a menu that includes a backup function (Option 4 – Backup Current File). By clicking on *Backup Current File option* with the mouse (or by pressing the key combination of *ALT + 4*), COMPARE will allow you to save the current competition file under a different name by using the browse window provided. Once the backup procedure is completed, the backup competition file becomes the active competition file and you can make the necessary modifications that enable you to test or compare a “what if” scenario.

4.5.4 Line Rationale Documentation

Line Rationale If you click on *LINE RATIONALE* button with the mouse (or press the key combination of *ALT + L*), COMPARE will display the Competition Documentation Report Generator, Figure 4-7. This form enables you to view or edit line rationale statements for a particular line number or to view or print the entire document. The line rationale form is dynamic and changes with the program depending on the Competition Type/Method of Operation field and Tender Type field selections. In other words, the only lines that will be available for use on the line rationale form are those that apply to the particular Competition Type/Method of Operation code and/or Tender Type selected on the Competition Information form. For example, if the Competition Type/Method of Operation field is set to one of the streamlined options, Lines 5, 9, 10 and 11 will be disabled because they do not apply in a streamlined competition. This feature removes any question about where documentation records can be entered.

Competition Documentation Report Generator	
Report Title: JANITORIAL SERVICES AND FACILITIES MAINTENANCE	
Installation: ARLINGTON	
AGENCY	PRIVATE SECTOR/PUBLIC REIMBURSABLE
<input type="radio"/> Line 1: Personnel Costs <input type="radio"/> Line 2: Material and Supply Costs <input type="radio"/> Line 3: Other Specifically Attributable Costs <input type="radio"/> Line 4: Overhead Costs <input type="radio"/> Line 5: Additional Costs <input type="radio"/> Line 6: Total Cost of Agency Performance	<input type="radio"/> Line 7: Private Sector Price or Public Reimbursable Cost <input type="radio"/> Line 8: Contract Administration Costs <input type="radio"/> Line 9: Additional Costs <input type="radio"/> Line 10: One-Time Conversion Costs <input type="radio"/> Line 11: Gain from Disposal or Transfer of Assets <input type="radio"/> Line 12: Federal Income Tax Adjustment <input type="radio"/> Line 13: Total Adjusted Cost of Private Sector or Public Reimbursable Performance
DECISION CALCULATIONS	
<input type="radio"/> Line 14: Conversion Differential <input type="radio"/> Line 15: Adjusted Total Cost of Agency Performance <input type="radio"/> Line 16: Adjusted Total Cost of Private Sector or Public Reimbursable Performance <input type="radio"/> Line 17: Cost Difference <input type="radio"/> Line 18: Low Cost Provider	
Other Comments: <input style="width: 100%; height: 20px;" type="text"/>	
References: <input style="width: 100%; height: 20px;" type="text"/>	
Source Selection Documentation	Press F1 for help.
<input type="button" value="Print"/>	<input type="button" value="Back"/>

Figure 4-7. Competition Documentation Report Generator.

4.5.4.1 View or Edit Rationale for a Particular Line Number

If you click on the circle to the left of a line number description (or press the underlined character in the description), COMPARE will display a form, Figure 4-8, that contains any line rationale descriptions currently entered. If there are no descriptions and records have been entered on cost records for that particular line number, you can enter or edit descriptions on the form. Within most of the line number forms, clicking on the list arrow to the right of the Record box lets you select an existing line number record to document.

Record	Rationale
CIVILIAN/1/GS 1-1/TEST LOCATION 1/TEST A	Test line rationale record 1 - civilian GS
CIVILIAN/12/GS 1-12/TEST LOCATION 1/TEST A	Test line rationale record 2 - civilian GS
CIVILIAN/24/FWS 2-24/TEST LOCATION 1/TEST A	Test line rationale record 4 - civilian FWS
MILITARY/5/MIL 3-29/TEST LOCATION 1/TEST A/AIR FORCE	Test line rationale record 3 - military

Record: 5 of 5

Back

Figure 4-8. Typical Line Rationale Form.

4.5.4.2 Source Selection Documentation

COMPARE also allows you to incorporate a summary of the source selection decision documentation into your cost file. The primary purpose for this feature is to print this information on the SCF for other than low cost performance decisions thus preventing someone from having to manually write the information on the printed SCF. To enter this information, click on the *SOURCE SELECTION DOCUMENTATION* button on either the Line Rationale form or Signatures form. This will display the form shown in Figure 4-9 and allow you to enter data in three fields.

Because the source selection is not relevant to baseline costs, the *SOURCE SELECTION DOCUMENTATION* button and associated functionality is disabled for Preliminary Planning and Adjusted Baseline Costs files. You can only access this feature when working with an Agency Cost Estimate file.

GROUNDS MAINTENANCE
SAMPLE MILITARY INSTALLATION

SOURCE SELECTION DECISION DOCUMENTATION

Summary of Source Selection Decision Document

Narrative of Trade-offs Performed

Rationale for Other-Than-Low-Cost Provider

Back

Figure 4-9. Source Selection Decision Documentation Form.

The fields available on the Source Selection Documentation form are memo fields and will accept a large amount of information. However, keep in mind that the information you enter on this form will be printed on the SCF for other than low cost performance decisions. The key is to enter only summary information and reference the full document separately. The format of these fields makes it easy to copy and paste information from your source selection documentation directly into COMPARE.

4.5.4.3 Printing Line Rationale Forms

The Competition Documentation Report Generator Main Screen has comment boxes for references and additional remarks that will appear on the printed document. To generate a full copy of the line rationale document that contains all of the comments entered during the competition file development, click on *PRINT* with the mouse (or press the key combination of *ALT + P*). COMPARE will then display a view of the report as it will appear in hardcopy. You can then select the Print option. To return to the Competition Information Screen, click on the *BACK* button with the mouse (or press the key combination of *ALT + B*). There are three sections to the Line Rationale report; cost records, other comments and references. If there are no records to display for a particular section of the report, COMPARE will print a note in that section indicating there are no records associated with that section.

NOTE: You can create line rationale documentation for individual line numbers directly from the cost records by selecting the *DOCUMENT* button located at the bottom of the screen (or by pressing the key combination of *ALT + D*).

4.5.4.4 Line Rationale on Cost Records Reports

In addition to the documentation features discussed in the previous paragraphs, COMPARE also prints the line rationale on several cost records reports. Since the line rationale records are tied to specific cost records in many cases, these line rationale records will print with the corresponding record on the individual records report. For lines like Line 4 where there are no specific cost records to link to the corresponding line rationale is printed on the last page of the report. With the addition of this capability, you can now more easily find and associate your documentation for specific records.

4.5.5 Entering/Editing Information on Cost Records

Cost Records When you click on *COST RECORDS* with the mouse (or press the key combination of *ALT + R*) from the Competition Information Screen, COMPARE displays the Cost Records Report Menu Screen, shown in Figure 4-10. From the menu displayed on this screen, you can access the data entry cost records for every line number. In addition, you will notice that buttons on the bottom of the screen also enable you to access the Competition Documentation Generator (LINE RATIONALE) and the File Reference Table Management Screen (TABLES) discussed earlier. The green button labeled *SCF* (or *SLCF* for streamlined competitions) will generate the results of the competition after all the required data is entered.



Figure 4-10. Cost Records/Reports Menu Screen.

To select a line number cost record or report menu, simply click on the circle to the left of the line number description. If no additional options display, then click on *CONTINUE* (or press the key combination of *ALT + C*) to invoke the selected cost record or report. For those line numbers that contain multiple choices (3, 8, 10), you can double-click on the radio button corresponding to the line number cost record you wish to display. If

more than one option is associated with the selected line number, COMPARE will display a pull-down list detailing the various cost records and report menus associated with the selected line number. To invoke the screen associated with your selection, click on desired listed item.

4.5.5.1 Auto Fill and Other Shortcut Features

When entering data in cost records, there are a couple of automated features that will make data entry easier and quicker. The first feature is the auto fill or straight-line feature in the performance period cost subform. When you enter an FTE, quantity, or cost value in the 1st performance period, COMPARE will ask you if you want to use that same value for all subsequent periods. If you press the YES button, the program will automatically fill in the values for all subsequent periods. The program will also perform this same operation if you enter costs in the 2nd performance period. The reason this is done twice is because when the 1st period is a phase-in period, the values for the 2nd through last period are often different than the 1st period thus giving you more flexibility in data entry.

The second feature is a keyboard shortcut that copies data from a field directly above the field you are currently in. This shortcut key combination is CTRL' (i.e. CTRL apostrophe). For example, if you are creating a second record and the information you want to enter in a field is the same as the field directly above your current cursor location, you can press the CTRL' shortcut and the program will automatically fill the current field with the same data in the record above.

4.5.5.2 Cost Records Sort Options

Each of the cost records lines that allow data entry provide a sorting mechanism that allows you to change the way records are displayed on screen. Each cost record line in COMPARE has a predetermined sort order that cannot be changed permanently. However, you can change the order of records while you are viewing them on screen by selecting an option in the 'Sort by' drop down list on the cost records form. This sort order is only temporary and will be changed back to the system default upon exiting the form. This feature is helpful for finding individual records within a line.

4.5.5.3 Finding Records (Record ID)

Every cost record has a unique, line specific identification number called a "Record ID". This value is displayed in the first column for each cost record. This ID is also printed on the Individual Records report and each of the line reports. This ID will help you to find a specific record within a line. For example, if you have a report that shows a Line 2 record with an ID of 23, you can very easily locate record ID 23 on the Line 2 cost records form.

4.5.5.4 Printing Error & Information Messages

COMPARE version 2.1 introduced a new feature that allows you to print certain information messages. As you work with COMPARE you will find that there are several

instances where a message will pop up and list several records that need to be updated. These messages will also give you the option to print the message text so you do not have to write down or remember the records. If you choose to print the report, a preview of the report will be displayed on screen.

4.5.6 *Printing Supporting Documentation*

A rectangular button with a light beige background and a thin black border. The text "Print Docs" is written in a blue, serif font.

The *PRINT DOCS* button activates a menu screen that allows you to navigate to several reporting options available within COMPARE. The menu screen that you will see is shown in Figure 4-11. From this menu you can access six different report types. Some of these reports have additional menu screens that allow you to further define your printing needs. The eight options that you will see are discussed in the following list.

- **Worksheets** – This option allows you to print, or view on screen, the individual worksheets for each of the cost records that you enter into the program. These worksheets break down the records and show how certain figures are computed.
- **Individual Records** - This option allows you to print, or view on screen, a page-by-page review of all data contained within the program for each cost record you enter into the program. This report provides a detailed look at each record.
- **File Tables** - This option allows you to print, or view on screen, the contents of each of the File Tables within your competition file.
- **Line Rationale** - This option allows you to print, or view on screen, the line rationales you have entered for each record in COMPARE.
- **Summary of Agency and Private Sector and Public Reimbursable Cost** - This option allows you to print, or view on screen, a performance period by performance period and line-by-line summary of the cost information in COMPARE.
- **Standard Competition Form (SCF)** - This option allows you to print, or view on screen, the SCF (or SLCF).
- **SCF Signatory Information** - This option allows you to print, or view on screen, the SCF (or SLCF) signatory information.
- **Summary of FTEs and Positions** - This option allows you to print, or view on screen a report showing a high-level summary of total FTEs contained in your cost file.

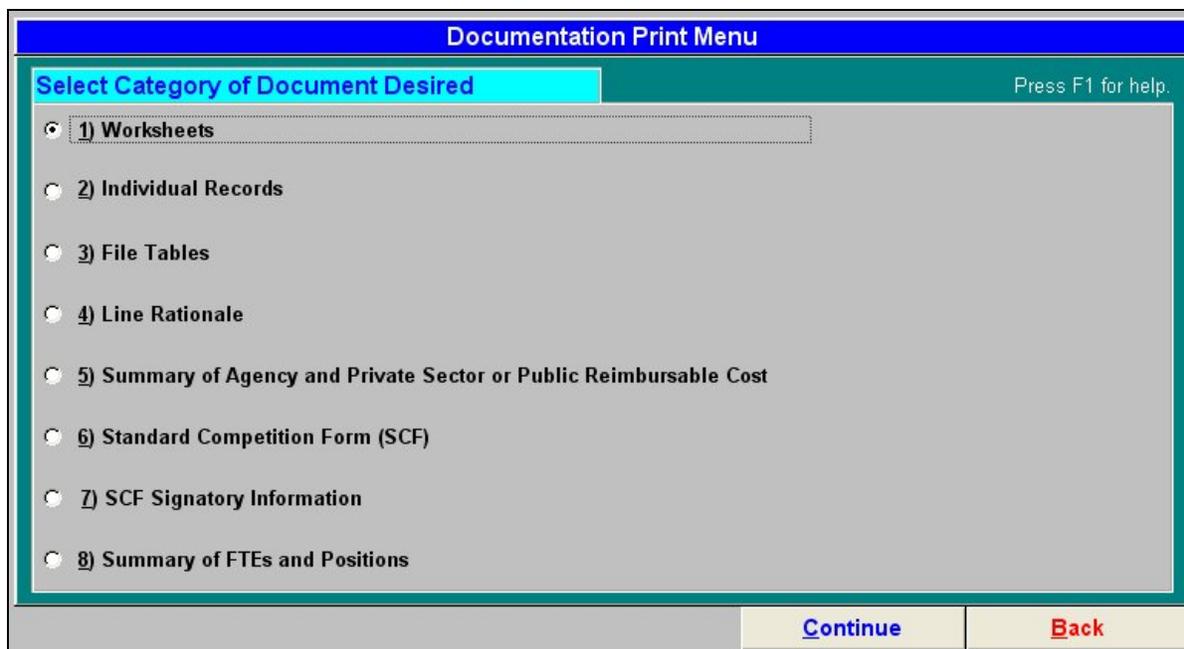


Figure 4-11. Print Records Menu Screen.

4.5.7 Global Update Button

Global Update There are times when you may wish to re-calculate all competition file data that has been user-entered. COMPARE automatically re-calculates user-entered data that is affected by changes made to the reference tables 2,3,4,5,8 or 9. In those cases where new releases of COMPARE contain internal programming calculations that have been modified to correct problems or comply with new regulations, it may be necessary to update competition files that were created under a version of COMPARE that precedes the changes made to the new version. The *GLOBAL UPDATE* button will perform a complete update of all user-entered data.

4.5.8 Returning to the Main Menu

Main At any time when you are on the Competition Information Screen, you can click the *MAIN* button to return to the main menu. You use this button when you wish to close out of your competition file and exit the program or if you want to open/create another competition file. It is important that you exit COMPARE through the *MAIN* button. This enables COMPARE to clean up the temporary underlying records and save the data.

4.5.9 Convert File Button

Convert File The *CONVERT FILE* button is used to convert a Preliminary Planning Baseline Costs file to either an Adjusted Baseline Costs file or an Agency Cost Estimate file. This option is only available when a Preliminary Planning Baseline Costs file is open in COMPARE. Refer to the section on baseline cost estimates for more information on file conversions.

4.6 ARCHIVING AND STORING COMPETITION DOCUMENTATION

Competition documentation is very important and to utilize this historical documentation it is imperative that thought is given to archiving and storing this information. Agency policies will dictate the length of time you must retain this documentation so check with your agency for instructions in this area. The purpose of the following is to provide instructions on the types of files and information you should store as it relates to COMPARE. The most important item is to have an archived version of the software that was used to prepare the final agency cost estimate (and subsequent updates if a new version of the software is released).

It is highly recommended that these files be kept in a safe location with other agency cost estimate documentation after they are copied onto a CD-ROM as instructed herein. Place the following four files on the CD:

Setup File. The installation file you used to install the COMPARE software (this file has a .exe file extension (e.g. filename.exe) and can be downloaded from the COMPARE website at the time of your competition).

Program File. The COMPARE program file (compare3.mde) for the version of the software used to prepare the cost estimate. This file is located in the directory where COMPARE was installed on your computer. The default installation location is C:\Program Files\COMPARE.

Version Change Summary. A copy of the software version change summary for the version of COMPARE used. This is located on the COMPARE website.

You should clearly label the outside of the CD and CD case as to the contents of the CD including the version number of the COMPARE software that is stored on the CD. Once all files are on the CD and the CD is labeled appropriately, store a copy of this CD with the agency cost estimate documentation in accordance with agency policies and procedures. By archiving a copy of the COMPARE software on a CD, a copy of the software that was used to prepare the agency cost estimate is maintained as part of the competition documentation. Each time the agency cost estimate is revised, create an archive as part of the revised agency cost estimate.

CHAPTER 5: THE LINES

5.0 COMPETITION COST LINES

This chapter will discuss each individual cost record line in COMPARE. The lines will be discussed in sequence simply for ease of instruction. However, this does not mean that this is the way you should always enter data.

5.1 GENERAL RECORD STRUCTURE

You will notice in each screen for each type of cost record that there are two separate sections: 1) the cost record detail (top datasheet) and 2) performance period cost detail (bottom datasheet). Everything in the top datasheet is considered the annual data for one item (e.g. personnel position, material cost, capital asset, minor item, rental cost, etc.). In other words, everything you enter in the top datasheet should represent the “annual cost” for one item.

COMPARE treats all values as annual amounts. COMPARE prorates all values to the length of the performance period. In other words, when a performance period is less than twelve months (e.g. first, second, and/or last), COMPARE calculates the annual values entered for a cost estimate record to reflect the actual length of the performance period. COMPARE’s prorating methodologies may appear to be a little confusing, but the software’s functionality is consistent with cost estimating practices and policy.

Understanding the annual cost characteristic of data is important because it will affect the accuracy of your cost calculations. Annual costs are prorated based on specific data entry choices you make as you create a cost record. There are three related data elements impacting how COMPARE prorates costs. These are:

- Quantity (i.e. FTEs for personnel) or base year cost (i.e. Materials, Minor Items, Travel, etc.);
- Prorate (Y/N)?
- Price Current As of Date (i.e. Acquisition Date for Capital Assets).

5.1.1 Data Element Relationships for Prorating Costs

COMPARE assumes all data entered for each record is annual data. For example, for personnel the parent record (cost record detail - top datasheet) represents the annual cost of one position. For other lines, the base year cost or unit price is the annual cost for that record. These values are treated as annual amounts applicable to all performance periods (performance period cost detail - bottom datasheet). It is from this assumption that all other calculations are derived.

The PRORATE data field in COMPARE does not translate directly to all definitions of prorating. In COMPARE this data field instructs COMPARE on how to handle the cost calculations for performance periods that are less than a full year in length (first, second, and/or last). If a performance period is less than a full year (for example 6 months) and the prorate field is set to YES, COMPARE will adjust the "annual" cost assigned to the record (cost record detail - top datasheet) to reflect 6 months worth of cost data. If the data field is set to NO, then COMPARE does not apply this logic and computes the full year's data for the short period.

The PRICE CURRENT A/O data field is used to assign the date a particular cost item was originally placed into service, the date it is intended to be put into service, or the date the data was current as of (i.e., the date the data was received from a vendor providing a price quote). Based on this date, COMPARE will adjust the base year cost (prorate) to reflect the remaining time in the performance period the item will be used because the base year cost (cost record detail - top datasheet) is expected to be an annual value. If the item was put into service for less than twelve months, only the service life is costed.

5.1.2 Understanding Data Entry and Prorating

When you create any cost record in COMPARE, it will include a section where you can enter performance period specific information.

Line 1 – Personnel FTE values are performance period specific values. Other Pay, Other Entitlements, and Overseas Allowance are not considered performance period specific and apply to all performance periods as an annual cost. Other Pay, Other Entitlements, and Overseas Allowance costs are entered for the main personnel record (cost record detail - top datasheet). FTE values are entered in the performance period section of the record (performance period cost detail - bottom datasheet). If you want to compute Other Pay, Other Entitlements, and Overseas Allowance by performance period, you would have to create a personnel record for each position for each performance period. Then you would enter the Other Pay, Other Entitlements, and Overseas Allowance in each record and record the appropriate FTEs for each record in the appropriate performance period.

Other Lines follow a similar pattern of data entry. For example, Line 2 – Materials and Supplies TOTAL UNIT COST is entered in the cost record detail (top datasheet) and represents an annual cost. This annual value will be prorated to the appropriate cost value based on how the PRORATE (Y/N)? and PRICE CURRENT AS OF DATE data is entered. Once the cost information is prorated, it is multiplied by the quantity entered in the performance period cost detail (bottom datasheet). Likewise, other types of costs entered in the cost record detail (top datasheet) will represent an annual value and will be prorated to the appropriate cost value based on how the PRORATE (Y/N)? and PRICE CURRENT AS OF DATE data is entered.

5.1.3 Developing Accurate Prorated Cost Estimates

You have two options to arrive at an accurate cost estimate for costs based on specific price current as of dates.

Your first option is to annualize the cost data you have to arrive at the correct cost value in COMPARE (in accordance with the approved cost estimating rules and formulas contained within). In other words, you will need to convert the data to an amount that equates to the equivalent of a full year. Enter this annualized value as the unit price for the cost record in question and enter the historical price current as of date. COMPARE will then compute the appropriate value for the period of time represented by the cost record attributes. This may appear to be confusing, but following this method ensures consistency and will ultimately represent the amount of cost incurred for the cost element during the 12 month period selected. THIS IS THE PREFERRED METHOD.

When dealing with performance periods that are less than 12 months (1 full year) in length, you must enter data as if it were an annual requirement so the program can prorate the costs correctly. One example is annualizing FTEs.

1. Determine a conversion factor to convert your short performance period requirement to an annual requirement. To do this, you should divide the number of days in the year that the short performance period falls in by the number of days in the phase-in period by. For example, $365 \text{ days} / 30 \text{ phase-in days} = 12.166667$ conversion factor. Remember that if the short performance period falls in a leap year you should use 366 days.
2. Then convert the short performance period requirement to an annual requirement by multiplying the short performance period requirement by the conversion factor. For example, $8 \text{ hours} \times 12.166667 = 97.333333$ annual hours.
3. Now, convert the annual hours to FTEs by dividing the annual hours by 2087 available hours. For example, $97.333333 / 2087 = 0.0466$ FTEs. This is the amount that should be entered into COMPARE.

Your second option is to select a price current as of date prior to, or on, the first date of the first performance period for items that can enter service at any point during a performance period. This is consistent with cost estimating methodology because you are estimating that the cost will be the same for the ensuing annual period. In this case, you are estimating that the cost you enter is the most accurate value that can be incurred at any point during the performance period, regardless of when it enters service. For example, if you need computer paper, its consumption may be irregular. This irregular consumption means that it may not be predictable enough to specify what date the item will need to be purchased. However, you do know that when you need it, it will cost you \$100. The supply item (paper) may not be purchased until six months into a performance period. However, it could conceivably be purchased on day one of the performance period. Therefore, "the date the item was intended to be put in service" clause would apply here and the price current as of date could appropriately be the first

day of the performance period. Furthermore, the \$100 spent in the middle of the performance period is most likely the same price it would have been on the first day or the last day of the performance period.

5.2 LINE 1 – PERSONNEL COSTS

This section will walk you through the information required to determine Line 1 of the SCF/SLCF. This line includes the cost of all direct agency labor and supervision, including quality control personnel necessary to perform internal quality control requirements that are stated in the solicitation and contract administration support for MEO subcontracts listed in Line 3.

5.2.1 General Cost Information

5.2.1.1 Economic Price Adjustment Provision (EPA)

For the records of Personnel, Materials, and some cost records under Other Specifically Attributable cost, the analyst is asked whether or not there is an EPA provision. When a cost has an EPA provision, it means that there is a solicitation requirement that instructs industry to NOT escalate that cost. Normally an EPA provision means that there is a contract mechanism that will inflate this cost at a later date, so offerors are instructed to not prematurely include this inflation cost in their proposed cost. Each cost element has its own terms and situation for an EPA provision. For example, in personnel cost, the decision to indicate a “Y” in the EPA field is associated with whether or not the clause “Fair Labor Standards Act (FLSA) and Service Contract Act (SCA) - Price Adjustment (Multiple Year and Option Contracts)” Federal Acquisition Regulation (FAR) 52.222-43 is included in Section I of the solicitation and a position description is FLSA non-exempt. As instructed by FAR 22.1006 (c), this clause is only included when the expected contract type is fixed-price. You should refer to the OMB Circular A-76, Attachment C, for specific guidance regarding how to make a determination of whether to select EPA = Yes or No.

Setting EPA equal to “NO” means that the costs will be inflated through the end date of the last performance period in your COMPARE file. Setting EPA equal to “YES” means the costs will be inflated through the end of the 1st period of full performance, which is the 1st performance period immediately following the phase-in period. In simple terms EPA=YES means Inflate=NO and EPA=NO means Inflate=YES. This can be a very confusing issue, so you should rely on the guidance in the OMB Circular A-76, Federal Acquisition Regulation (FAR), and your contracting office in making this determination. Making an incorrect designation in the EPA field will result in an incorrect cost estimate.

EPA Info

On the Line 1 and Line 8 cost records screen you will find an EPA INFO button that will display a popup window that provides additional explanation of the EPA designation. The operator’s answer to the EPA question is solely determined by the terms of the solicitation, so it is necessary to coordinate these decisions with the contracting officer to ensure an accurate response.

5.2.1.2 Structure of Personnel Cost Records

To ensure proper data entry on Line 1, it is important to understand how COMPARE views personnel cost records. As you will notice in the screen for Line 1 there are two separate sections: 1) personnel cost record detail (top datasheet) and 2) performance period cost detail (bottom datasheet).

Everything in the top datasheet is considered the annual data for one position. In other words, everything you enter in the top datasheet should represent the “annual cost” for one position. This is important because it will affect the accuracy of your personnel cost calculations. You will notice that the very last column (far right) on the top datasheet is a field titled “Base Year Cost”. This cost is the total base cost for one position which will then be used to determine the prorated/inflated cost based on the FTEs and performance period data. To ensure accurate cost calculations you must enter annual amounts for these parent records. This is most important for the Other Entitlements, Other Pay and Overseas Allowance data fields. Keep in mind that you may need to annualize these amounts prior to data entry. For example, you may know that a particular position only represents 0.5 FTEs and that the Other Pay is \$500 for that half FTE. In this case you would enter \$1000 in Other Pay and then COMPARE will adjust in the cost calculations by prorating the amount to the 0.5 FTEs.

Everything in the performance period detail (bottom datasheet) focuses on the FTEs or productive hours for the parent position record. Therefore, if you enter 2.5 FTEs for a particular record COMPARE is going to prorate/adjust the annual cost to a per FTE basis.

5.2.1.3 Understanding Personnel Calculations

The personnel calculations are complicated and often hard to understand. This section provides a general overview of some of the calculations to help you better understand and become familiar with some of the unique aspects. There are several excellent examples of personnel calculations at the end of this manual in Appendix 1.

First, remember that inflation is computed on a daily basis within COMPARE. Therefore, in the underlying calculations, COMPARE converts data to a daily basis to perform calculations and then computes the applicable annual prorated/inflated amount by performance period. Another important feature is the use of 365.25 as the number of days in a year. This factor is used to account for the leap year and essentially averages out the variances in the cost data. The third significant piece of information is that COMPARE finds inflation factors based on the salary/wage effective dates and the dates of the performance periods.

To make all of this work, COMPARE evaluates the effective dates for the corresponding pay table and determines the point at which the wage effective period expires. It is at this point that a new effective period begins and thus a new inflation period begins. For example, if a salary were effective from January 11, 2004 to January 10, 2005, COMPARE would begin inflating the salary on January 11, 2005 using the 2005 inflation factor. There are several unique cases depending on where dates fall, but we will not

go into that detail here. You can also refer to the OMB Circular A-76 for more detailed explanations on inflation for personnel.

Figure 5-1 is provided as a sample of how a particular calculation could be presented both mathematically and graphically. This example uses a FWS position for illustration purposes.

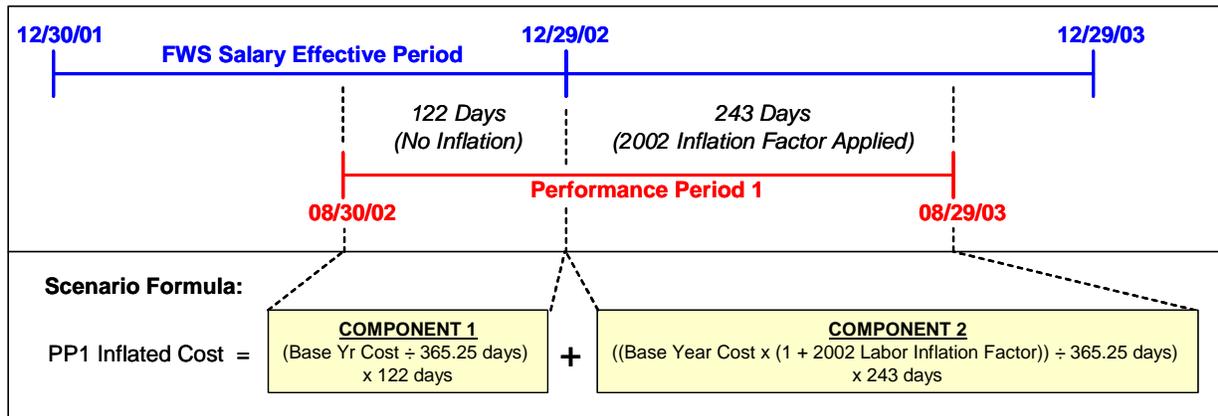


Figure 5-1. Sample Personnel Cost Calculation for a FWS Position.

In this example you can see that there are two components of the calculation. Because the effective period for the FWS pay table overlaps with the beginning of the first performance period, there is no inflation for the first 122 days. Then on December 30, 2002, the pay is inflated for the remainder of the performance period (243 days). This example is a rather simple example, but does illustrate how the dates, the 365.25 factor and the daily inflation interact in computing the personnel costs.

Another unique aspect of the calculations is related to records where the EPA field is set to YES. In this case, the cost is only inflated through the first period of full performance as discussed earlier. However, you may notice that it appears in COMPARE that there is additional inflation beyond this first period of full performance. This is not an error and is precisely how the calculations are designed to function. In applying the EPA logic to personnel cost records, COMPARE inflates the cost through the end of the first period of full performance. Then from that point forward, COMPARE uses the inflation factor applicable to the last portion (second component) of the first period of full performance to compute all future periods. By doing this, the factor is applied to the full year and thus may reflect a slight increase in the inflation but will hold constant from that point forward.

5.2.2 Line 1 Basics

There are 5 categories, shown in Figure 5-2, under which you can enter Line 1 records: GS/NSPS Personnel, FWS Personnel, Military/Uniformed Services Personnel, NAF (Non Appropriated Fund), and Foreign National Personnel. There is a separate cost record for each of these separate categories. You access the individual cost records by clicking on the associated label at the top.

Line 1 - Personnel Costs Competition No.: ACC20090215

Sort by:

GS/NSPS Personnel
 FWS Personnel
 Military/Uniformed Personnel
 NAF Personnel
 Foreign National Personnel

ID	Position Title	Functional Area	Location	Grade	Step	EPA	Pos Type	Fring Fctr	Σ
5	GS1-10	TEST A	TEST LOCATION 1	GS07	5	N	FT/PT	CS RET	
14	GS1-10	TEST A	TEST LOCATION 1	GS05	5	N	Int		
15	GS1-11	TEST A	TEST LOCATION 1	GS05	5	N	Int		
16	GS1-12	TEST A	TEST LOCATION 1	GS05	5	Y	Int		
17	GS1-13	TEST A	TEST LOCATION 1	GS05	5	Y	Int		
18	GS1-14	TEST A	TEST LOCATION 1	GS05	5	Y	Int		
6	GS1-2	TEST A	TEST LOCATION 1	GS07	5	N	FT/PT	CS RET	
7	GS1-3	TEST A	TEST LOCATION 1	GS07	5	Y	FT/PT	CS RET	
8	GS1-4	TEST A	TEST LOCATION 1	GS07	5	Y	FT/PT	CS RET	

Record: 1 of 14

Press F2 to Toggle Between Forms

PP	Prod Hrs	FTEs	Prorated/Inflated
1	0.000	10.000	571,957.50
2	0.000	10.000	595,979.72
3	0.000	10.000	622,723.42
4	0.000	10.000	647,093.32
5	0.000	10.000	674,271.24
6	0.000	10.000	460,399.43

View Current Record

Position Title (30 characters max) - Do not enter Privacy Act covered information such as social security #.

Figure 5-2. Line 1 – Personnel Cost Records.

5.2.2.1 GS/NSPS and FWS Civilian Personnel

Complete as many records as necessary to document civilian position costs. Since data entry and processing for these two categories are nearly identical, they will be treated together. The following is a field-by-field description of data you can enter for GS/NSPS/FWS Civilian Personnel.

5.2.2.1.1 Field Description

- ID: (Automatically Generated)** - This field is a unique numeric identifier that is assigned to each record that is created on this line.
- Position Title: (Required)** - (30 character limit) Identify the job. Example: carpenter, driver, janitor, supervisor, foreman, administrative clerk, or department head. Every position in the MEO should be accounted for in this column. You may recognize the cost of multiple FTEs in one record as long as all of the position cost information is identical. *(NOTE: When creating Line 1 personnel cost records, do not enter employee social security numbers or any other Privacy Act covered information. For specific exclusions, refer to the Privacy Act as listed in the references section of the User's Manual.)*
- Functional Area: (Required)** - You can key in a valid Functional Area (if it exists in the Functional Area Table) or select a Functional Area from the associated list. If you realize you neglected to define enough Functional

Areas, simply click on *Tbl 16* with the mouse (or press the key combination of *ALT + F*) to access the Functional Areas Table Screen where you can update the table.

- **Location: (Required)** - You can key in a valid location (if it is defined in Table 2 or 3) or select a location from the associated list. If you realize you neglected to define enough locations, simply click on *Tbl2* (for GS/NSPS) or *Tbl3* (for FWS) with the mouse (or press the key combination of *ALT + 2* or *3*) to access the appropriate table screen where you can update the table. Remember, the location you select will determine which pay table is used to calculate costs for the current record.
- **Grade: (Required)** - The grade and step correlate to a pay rate or salary from either the FWS or the GS/NSPS table. The grades used for a particular position are specified in the MEO. You can key in a grade code or select one from the associated list. Based on your entry, COMPARE will calculate and post a preliminary salary, basic pay, fringe pay, and base year cost. These values may change as additional data is entered.
- **Step: (Make no entry)** - This is the pay step used to compute average salary or wage costs. COMPARE automatically enters this information using File Tables 2 (for GS and NSPS positions) and 3 (for FWS Positions). This field cannot be changed. The accuracy of the pay rates is dependent upon the data entry into the respective tables so be careful to enter the salary/rate that corresponds to the correct step.
- **EPA: (Required, default is “No”)** - Economic Price Adjustment. If a position is subject to an EPA (Yes), then the costs will not be inflated beyond the 1st period of full performance (period immediately following phase-in period). *See paragraph 5.2.1.1 for more information.*
- **E/M: (Expansion/Mix)** - Is the position(s) required for the Expansion (E) or work currently performed by contract (M)? For Line 1 entries, a “Y” (Yes) entry tells COMPARE if the position(s) is specifically required to support added workload requirements associated with the expanded workload or work currently performed by contract. This information is used to determine distribution of the conversion differential between agency and private sector performance costs.

NOTE: This option only appears for Line 1 cost records where the COMPETITION TYPE/METHOD OF OPERATION is E “Standard (Expansion)” or M “Standard (Mix – Partial Conversion Private Sector to Agency)”.

- **Pos Type (Position Type): (Required)** - You can key in a valid position type or select one from the associated list.
- **Frng Fctr (Unique Fringe Benefit Factor): (Required – Default is CS RET Standard Civil Service Fringe Benefit)** - Once a selection is made, COMPARE will re-calculate fringe pay and base year cost, based on factors referenced from Table 7.

- **Salary/Wages:** (Automatically entered by COMPARE) - The annual salary or wages of the position.
- **Entlmnts (Entitlements): (Optional)** - Once an entry is made, COMPARE will re-calculate basic pay and base year cost. Entry may be zero (0). If entered for full-time, part-time or temporary positions, this amount must represent an annual amount for one position to ensure accurate cost calculations. If the cost record is for an intermittent position, the entry for the entitlements field must represent the amount of entitlements corresponding to the productive hours entered for the phase-in period OR the first period of full performance. When the productive hours for the phase-in period and first period of full performance are not equal, you must create two separate records for COMPARE to accurately calculate the position cost (e.g. one record for the phase-in period and one for all remaining periods).
- **Basic Pay: (Automatically entered by COMPARE)** - The sum of SALARY/WAGES and ENTITLEMENTS. It is the position's pay that earns the full fringe benefit rate.
- **Other Pay (Other Added Pay): (Optional)** - Once an entry is made, COMPARE will include this cost plus the appropriate fringes in base year cost terms. Entry may be zero (0). If entered for full-time, part-time or temporary positions, this amount must represent an annual amount for one position to ensure accurate cost calculations. If the cost record is for an intermittent position, the entry for the other pay field must represent the amount of other pay corresponding to the productive hours entered for the phase-in period OR the first period of full performance. When the productive hours for the phase-in period and first period of full performance are not equal, you must create two separate records for COMPARE to accurately calculate the position cost (e.g. one record for the phase-in period and one for all remaining periods).
- **Overseas (Allowance): (Optional)** - Once an entry is made, COMPARE will re-calculate basic pay and base year cost. Enter overseas pay allowances, not subject to fringe benefits or MEDICARE AND OLD AGE AND SURVIVORS BENEFITS INSURANCE, that are provided as a special cost of living allowance to employees assigned to activities located overseas. Entry may be zero (0). If entered for full-time, part-time or temporary positions, this amount must represent an annual amount for one position to ensure accurate cost calculations. If the cost record is for an intermittent position, the entry for the overseas allowance field must represent the amount of overseas allowance corresponding to the productive hours entered for the phase-in period OR the first period of full performance. When the productive hours for the phase-in period and first period of full performance are not equal, you must create two separate records for COMPARE to accurately calculate the position cost (e.g. one record for the phase-in period and one for all remaining periods).
- **Basic Pay Fringe (Fringe Benefits/Medicare – Basic Pay): (Make no entry)** - Using File Table 7 (Fringe/Medicare Factors), COMPARE

automatically computes and enters this value for you. For full-time and part-time positions, this includes fringe benefits (i.e., retirement + insurance + miscellaneous plus Medicare). For temporary and intermittent positions, the cost is limited to Medicare and Old Age and Survivors Benefits insurance. Medicare and Old Age and Survivors Benefits insurance computations are applied up to the established salary limits.

- ***Oth Py Frng (Fringe Benefits/Medicare – Other Added Pay): (Make no entry)*** - This is the annual cost to the Government, if any, for FICA (Old Age and Survivors Death Insurance benefits + Medicare benefits) paid on other added pay. Using File Table 7 (Fringe/Medicare Factors), COMPARE automatically computes and enters this value for you. Costs are computed only against that portion of other added pay, which when added to basic pay, does not exceed the established Medicare salary limits.
- ***Base Year Cost (for one position): (Make no entry)*** - The total annual pay and benefit costs incurred by the Government for one position. Value shown represents the sum of BASIC PAY, OTHER ADDED PAY, OVERSEAS ALLOWANCE, BASIC PAY FRINGE, and OTHER PAY FRINGE. COMPARE automatically sums and enters this value. This is the amount used in computing the performance period prorated/inflated costs.
- ***FTEs: (Required)*** - Once an entry is made for the 1st performance period, COMPARE will give you the option to assign that value to all remaining performance periods or to enter values manually. If you selected Intermittent or Temporary as the Position Type, COMPARE will allow you to enter the number of productive hours the position requires during a year. COMPARE will then convert that value to FTEs and post it on the form. Likewise, if you opt to enter FTEs for Intermittent or Temporary positions, COMPARE will convert the FTE value to the equivalent number of productive hours. COMPARE allows you to enter as many decimal places as you want, but all entries are rounded to three decimal places to comply with the Circular.
- ***Prorated/Inflated: (Make no entry)*** - An estimate of future annual Government costs associated with the positions or productive hours shown on the record. COMPARE will automatically compute and enter this value whenever an update is performed.

NOTE: Do not forget to periodically save your information with the *SAVE FILE* button!

5.2.2.1.2 Calculating Performance Period Cost

At this point, if you click on *UPDATE* with the mouse (or press the key combination of *ALT + U*), COMPARE will calculate the cost for each performance period. Using Table 8 (Inflation Cost Factors/Rates) and the dates established for each performance period, COMPARE inflates and prorates costs into each performance period. If the entry for EPA is "N" (No), all cost factors applicable to each performance period are inflated. However, if the entry is "Y" (Yes), only cost factors applicable through the 1st period of full performance are applied to the remaining performance periods.

Since the update action computes the performance period costs for all records in all five of the personnel windows, you may find it more efficient to enter all data before performing the update. COMPARE automatically updates all records when you select the *PRINT* button and when you exit the form.

To continue data entry, click on the small asterisk button to the left of the horizontal scroll bars. This is the *ADD RECORD* button. Otherwise, position the mouse cursor on the blank line at the bottom of the data entry window. If you change any of the values that affect the calculation (Grade, Position Type, EPA, Entitlements, Other Pay, or FTEs), the values on the cost records will not reflect the cost by performance period until you perform another update.

5.2.2.2 NAF (Non Appropriated Fund) and Foreign National Personnel

Below is a field-by-field description of data you can enter for NAF Civilian or Foreign National Positions (Figure 5-3).

The screenshot shows a software interface for 'Line 1 - Personnel Costs' with 'Competition No.: ACC20090215'. It features a 'Sort by:' dropdown and tabs for 'GS/NSPS Personnel', 'FWS Personnel', 'Military/Uniformed Personnel', 'NAF Personnel', and 'Foreign National Personnel'. The main table lists personnel records with columns: ID, Position Title, Functional Area, Location, Grade, EPA, Pos Type, Salary/Wages, and Entlr. Below this is a 'Record:' navigation bar and a 'Press F2 to Toggle Between Forms' section containing a table with columns: PP, Prod Hrs, FTEs, and Prorated/Inflated. A 'View Current Record' button and 'NAF Salary Input' radio buttons (From Table, Manual Entry) are also present. At the bottom, there are buttons for 'Save File', 'Document', 'Print', 'Update', 'PP Dates', 'EPA Info', and a grid of 'TBL' buttons (TBL 2 through TBL 16). A yellow warning bar at the bottom states: 'Position Title (30 characters max) - Do not enter Privacy Act covered information such as social security #.'

Figure 5-3. Line 1 – NAF Personnel Cost Records.

5.2.2.2.1 Field Description

- **ID: (Automatically Generated)** - This field is a unique numeric identifier that is assigned to each record that is created on this line.
- **Position Title: (Required)** - (30 character limit) Identify the job. Example: carpenter, driver, janitor, supervisor, foreman, administrative clerk, or department head. (NOTE: When creating Line 1 personnel cost records, do

not enter employee social security numbers or any other Privacy Act covered information. For specific exclusions, refer to the Privacy Act as listed in the references section of the User's Manual.)

- **Functional Area: (Required)** - You can key in a valid functional area (if it exists in the Functional Area Table), or select a functional area from the associated list. If you realize you neglected to define enough functional areas, simply click on *Tbl 16* with the mouse (or press the key combination of *ALT + F*) to access the Functional Areas Table Screen where you can update the table.
- **Location: (Required)** - You can key in a valid location (if it is defined in Table 4) or select a location from the associated list. If you realize you neglected to define enough locations, simply click on *Tbl 4* with the mouse (or press the key combination of *ALT + 4*) to access the appropriate Table screen where you can update the table. Remember that the location you select will determine which wage table is used to calculate costs for the current record.
- **Grade: (Required)** - You can key in a grade code or select one from the associated list. Based on your entry, COMPARE will calculate and post a preliminary salary, basic pay, fringe pay, and base year cost. (These values may change as additional data is entered).
- **EPA: (Required, default is "No")** - Economic Price Adjustment. If a position is subject to an EPA (Yes), then the costs will not be inflated beyond the 1st period of full performance (period immediately following phase-in period). See paragraph 5.2.1.1 for more information.

NOTE: Line 8 Contract Administration costs are NOT subject to Economic Price Adjustment, so COMPARE locks out the EPA entry box on those cost records.

- **E/M: (Expansion/Mix)** - Is the position(s) required for the Expansion (E) or work currently performed by private sector (M)?

For Line 1 entries, a "Y" (Yes) entry tells COMPARE if the position(s) is specifically required to support added workload requirements associated with an expansion or work currently performed by private sector. Information is used to determine distribution of the conversion differential between agency and private sector performance costs.

NOTE: This option only appears for Line 1 cost records where the COMPETITION TYPE/METHOD OF OPERATION is E "Standard (Expansion)" or M "Standard (Mix – Partial Conversion Private Sector to Agency)".

- **Pos Type (Position Type): (Required)** - You can key in a valid position type or select one from the associated list.
- **Entlmnts (Entitlements): (Optional)** - Once an entry is made, COMPARE will re-calculate basic pay and base year cost. For foreign national positions, enter other pay that earns the same fringe benefits as annual salary/wages.

Entry may be zero (0). If entered for full-time, part-time or temporary positions, this amount must represent an annual amount for one position to ensure accurate cost calculations. If the cost record is for an intermittent foreign national position, the entry for the other pay field must represent the amount of other pay corresponding to the productive hours entered for the phase-in period OR the first period of full performance. When the productive hours for the phase-in period and first period of full performance are not equal, you must create two separate records for COMPARE to accurately calculate the position cost (e.g. one record for the phase-in period and one for all remaining periods).

- **Basic Pay: (Automatically entered by COMPARE)** - The sum of SALARY/WAGES and ENTITLEMENTS.
- **Fringe Pay (Fringe Benefits/Medicare – Basic Pay)** - For NAF and Foreign National Positions, COMPARE references Table 9 (NAF/Foreign Country Unique Factors/Rates) to determine whether basic pay fringe benefits for the selected location are computed automatically, or require your input. If Apply is set to “Y” (Yes), COMPARE will use the factors associated with the code matching the selected position type and automatically compute and enter Basic Pay Fringe Costs. If Apply is set to “N” (No), COMPARE provides entry boxes for your input that is appropriate to the position type. The codes from Table 9 are shown in Figure 5-4 below.

Position Type	Table 9 Code
NAF Regular	D
NAF Flexible	F
FN FT, PT, Temp	L
FN Intermittent	N

Figure 5-4. Table 9 NAF and FN Basic Pay Fringe Benefit Codes.

- **Other Pay (Other Added Pay): (Optional)** - Once an entry is made, COMPARE will re-calculate basic pay and base year cost. For foreign national positions, enter other added pay that earns a lesser level of fringe benefits than that earned by annual salary/wages. Entry may be zero (0). If entered for full-time, part-time or temporary positions, this amount must represent an annual amount for one position to ensure accurate cost calculations. If the cost record is for an intermittent foreign national position, the entry for the other pay field must represent the amount of other pay corresponding to the productive hours entered for the phase-in period OR the first period of full performance. When the productive hours for the phase-in period and first period of full performance are not equal, you must create two separate records for COMPARE to accurately calculate the position cost (e.g. one record for the phase-in period and one for all remaining periods).

- **Oth Py Frng (Fringe Benefits/Medicare – Other Added Pay)** - For NAF and Foreign National Positions, COMPARE references Table 9 (NAF/Foreign Country Unique Factors/Rates) to determine whether Other Added Pay Fringe Benefits for the selected location are computed automatically, or require your input. If Apply is set to “Y” (Yes), COMPARE will use the factors associated with code matching the selected position type and automatically compute and enter Other Added Pay Fringe Costs. If Apply is set to “N” (No), COMPARE provides entry boxes for your input that is appropriate to the position type. The codes from Table 9 are shown in Figure 5-5.

Position Type	Table 9 Code
NAF Regular	E
NAF Flexible	G
FN FT, PT, Temp	M
FN Intermittent	O

Figure 5-5. Table 9 NAF and FN Other Pay Fringe Benefit Codes.

NOTE: If Table 9 APPLY FACTOR column for any of the NAF/Foreign National Fringe Factors is set to “N” (No), COMPARE will display special boxes to enable you to manually enter values.

Notice that COMPARE automatically posts the Basic Pay (Salary + Entitlements) and MEDICARE AND OLD AGE AND SURVIVORS BENEFITS INSURANCE (Basic Pay x MEDICARE AND OLD AGE AND SURVIVORS BENEFITS INSURANCE rate from Table 7) to the workbook. Enter any additional values and then click on *CONTINUE* (or press the key combination of *ALT + C*). COMPARE will post the total amount of basic fringe costs to the parent form.

Notice that COMPARE automatically posts the Other Pay and MEDICARE AND OLD AGE AND SURVIVORS BENEFITS INSURANCE (Other Pay x MEDICARE AND OLD AGE AND SURVIVORS BENEFITS INSURANCE rate from Table 7) to the workbook. Enter any additional values and then click on *CONTINUE* (or press the key combination of *ALT + C*). COMPARE will post the total amount of other pay fringe costs to the parent form.

The figure shows three side-by-side screenshots of a software interface for itemizing costs. Each screen has a title and a subtitle: 'When you CONTINUE, the program will post the total for you.'

- Left Screen: ITEMIZE BASIC FRINGE COSTS (NAF 4-32)**
 - Retirement: 0.00
 - Unemployment Ins: 0.00
 - Worker's Comp: 0.00
 - Life Insurance: 0.00
 - Health Insurance: 0.00
 - Other: 0.00
 - FICA (Basic Pay): 1,224.00
 - TOTAL:** 1,224.00
- Middle Screen: ITEMIZE OTHER PAY COSTS (NAF 4-32)**
 - Unemployment Ins: 0.00
 - Worker's Comp: 0.00
 - Additional: 0.00
 - FICA (Other Pay): 76.50
 - TOTAL:** 76.50
- Right Screen: ITEMIZE BASIC PAY FRINGE BENEFITS (FN 5-40)**
 - Table with 2 columns: Cost Element, Cost
 - Row 1: Cost Element, \$0.00
 - Row 2: *, \$0.00
 - TOTAL:** \$0.00

Figure 5-6. Examples of Line 1 Itemized Boxes.

- Overseas (Allowance): (Optional)** - Once an entry is made, COMPARE calculates base year cost. Enter other pay allowances, not subject to fringe benefits or MEDICARE AND OLD AGE AND SURVIVORS BENEFITS INSURANCE, that are provided as a special cost of living allowance to employees assigned to activities located overseas. Overseas allowance does not apply to foreign national positions. Entry may be zero (0). If entered for full-time, part-time or temporary positions, this amount must represent an annual amount for one position to ensure accurate cost calculations. If the cost record is for an intermittent foreign national position, the entry for the overseas allowance field must represent the amount of overseas allowance corresponding to the productive hours entered for the phase-in period OR the first period of full performance. When the productive hours for the phase-in period and first period of full performance are not equal, you must create two separate records for COMPARE to accurately calculate the position cost (e.g. one record for the phase-in period and one for all remaining periods).
- Base Year Cost (for one position): (Make no entry)** - The total annual pay and benefit costs incurred by the Government for one position. Value shown represents the sum of BASIC PAY, OTHER ADDED PAY, OVERSEAS ALLOWANCE, BASIC PAY FRINGE and OTHER PAY FRINGE. COMPARE automatically sums and enters this value. This is the amount used in computing the performance period prorated/inflated costs.
- FTEs: (Required)** - Once an entry is made for the 1st performance period, COMPARE will give you the option to assign that value to all remaining performance periods or to enter values manually. If you selected Intermittent or Temporary as the position type, COMPARE will allow you to enter the number of productive hours the position requires during a year. COMPARE will then convert that value to FTEs and post it on the form. Likewise, if you opt to enter FTEs for intermittent or temporary positions, COMPARE will convert the FTE value to the equivalent number of productive hours. COMPARE allows you to enter as many decimal places as you want, but all entries are rounded to three decimal places to comply with the Circular.

- **Prorated/Inflated: (Make no entry)** - An estimate of future annual Government costs associated with the positions or productive hours shown on the record. COMPARE will automatically compute and enter this value whenever an UPDATE is performed.

NOTE: Do not forget to periodically save your information with the *SAVE FILE* button!

5.2.2.2.2 Calculating Performance Period Cost

At this point, if you click on *UPDATE* with the mouse (or press the key combination of *ALT + U*), COMPARE will calculate the cost for each performance period. Using Table 8 (Inflation Cost Factors/Rates) and the dates established for each performance period, COMPARE inflates and prorates costs into each performance period. If the entry for EPA is "N" (No), all cost factors applicable to each performance period are applied. However, if the entry is "Y" (Yes), only cost factors applicable through the 1st period of full performance are applied to the remaining performance periods.

Since the update action computes the performance period costs for all records in all five of the personnel windows, you may find it more efficient to enter all data before performing the update. COMPARE automatically updates all records when you select the *PRINT* button and when you exit the form.

To continue data entry, click on the small asterisk button to the left of the horizontal scroll bars. This is the *ADD RECORD* button. Otherwise, position the mouse cursor on the blank line at the bottom of the data entry window. If you change any of the values that affect the calculation (Grade, Position Type, EPA, Entitlements, Other Pay, or FTEs), the values on the cost records will not reflect the cost by performance period until you perform another update.

5.2.2.3 Military/Uniformed Services Personnel

Complete as many records as necessary to document military/uniformed services personnel costs. Below is a field-by-field description of data you can enter for military/uniformed services personnel (Figure 5-7).

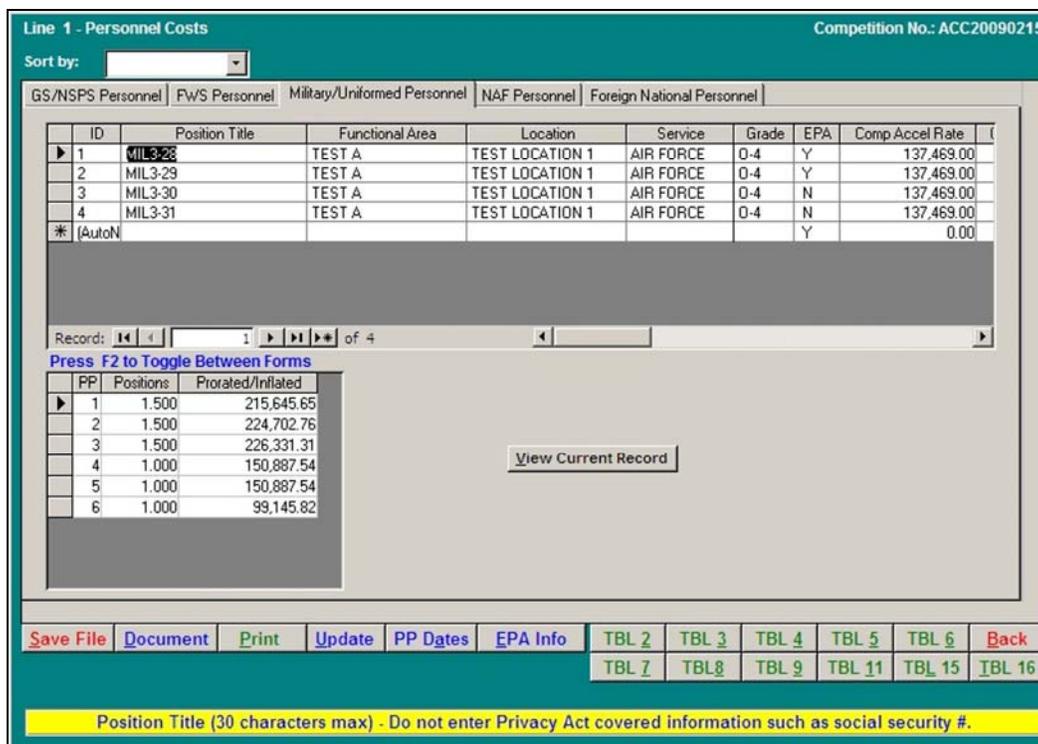


Figure 5-7. Line 1 – Military/Uniformed Services Personnel Cost Records.

5.2.2.3.1 Field Description

- **ID: (Automatically Generated)** - This field is a unique numeric identifier that is assigned to each record that is created on this line.
- **Position Title: (Required)** - (30 character limit) (NOTE: When creating Line 1 personnel cost records, do not enter employee social security numbers or any other Privacy Act covered information. For specific exclusions, refer to the Privacy Act as listed in the references section of the User’s Manual.)
- **Functional Area: (Required)** - You can key in a valid functional area (if it exists in the Functional Area Table) or select a functional area from the associated list. If you realize you neglected to define enough functional areas, simply click on *Tbl 16* with the mouse (or press the key combination of ALT + F) to access the Functional Areas Table Screen where you can update the table.
- **Location: (Required)** - You can key in a valid location (if it is defined in Table 2 or 3) or select a location from the associated list. If you realize you neglected to define enough locations, simply click on *Tbl 2* (for GS/NSPS) or *Tbl 3* (for FWS) with the mouse (or press the key combination of ALT + 2 or 3) to access the appropriate table screen where you can update the table. For military/uniformed services personnel, the location you select is used only for tracking purposes. Wages are determined by the service assignment (see next field).

- **Service: (Required)** - You can key in a valid service (if it is defined in Table 5) or select a service from the associated list. If you realize you neglected to define a service needed for the competition file, simply click on *Tbl 5* with the mouse (or press the key combination of *ALT + 5*) to access the screen where you can update the table. Remember that the service you select will determine which wage table is used to calculate costs for the current record.
- **Grade: (Required)** - You can key in a grade code or select one from the associated list. Based on your entry, COMPARE will calculate and post the base year cost.
- **EPA: (Required, default is “No”)** - Economic Price Adjustment. If a position is subject to an EPA (Yes), then the costs will not be inflated beyond the 1st period of full performance (period immediately following phase-in period). See paragraph 5.2.1.1 for more information.

NOTE: Line 8 Contract Administration costs are NOT subject to Economic Price Adjustment, so COMPARE locks out the EPA entry box on those cost records.

- **E/M: (Expansion/Mix)** - Is position(s) required for the Expansion (E) or work currently performed by private sector (M)? For Line 1 entries, a “Y” (Yes) entry tells COMPARE if the position(s) is specifically required to support added workload requirements associated with an expansion or work currently performed by private sector. Information is used to determine distribution of the conversion differential between agency and private sector performance costs.

NOTE: This option only appears for Line 1 cost records where the COMPETITION TYPE/METHOD OF OPERATION is E “Standard (Expansion)” or M “Standard (Mix – Partial Conversion Private Sector to Agency)”.

- **Comp Accel Rate (Composite Accelerated Rate): (Make no entry)** - The annual standard composite accelerated cost rate for the military/uniformed services grade shown on the record. COMPARE automatically enters this information from Table 5 (Military/Uniformed Services Composite Accelerated Rates).
- **Positions: (Required)** - Once an entry is made for the 1st performance period, COMPARE will give you the option to assign that value to all remaining performance periods or to enter values manually. If you choose to assign that value to the remaining performance periods, COMPARE will advance the cursor to the next line. Otherwise, the cursor will advance to the 2nd performance period. COMPARE allows you to enter as many decimal places as you want, but all entries are rounded to three decimal places to comply with the Circular.
- **Prorated/Inflated: (Make no entry)** - An estimate of future annual Government costs associated with the positions or productive hours shown

on the record. COMPARE will automatically compute and enter this value whenever an UPDATE is performed.

5.2.2.3.2 Calculating Performance Period Cost

At this point, if you click on *UPDATE* with the mouse (or press the key combination of *ALT + U*), COMPARE will calculate the cost for each performance period. Using Table 8 (Inflation Cost Factors/Rates) and the dates established for each performance period, COMPARE inflates and prorates costs onto each performance period. If the entry for EPA is "N" (No), all cost factors applicable to each performance period are applied. However, if the entry is "Y" (Yes), only cost factors applicable to the 1st performance period are applied to the remaining performance periods.

Since the update action computes the performance period costs for all records in all five of the personnel windows, you may find it more efficient to enter all data before performing the update. COMPARE will automatically update all records when you select the *PRINT* button and when you exit the form.

To continue data entry, click on the small asterisk button to the left of the horizontal scroll bars. This is the *ADD RECORD* button. Otherwise, position the mouse cursor on the blank line at the bottom of the data entry window. If you change any of the values that affect the calculation (Grade or FTEs), the values on the cost records will not reflect the cost by performance period until you perform another update.

5.2.3 Printed Reports

To view a screen copy of the current position, simply click on the *VIEW CURRENT RECORD* button. To invoke the print menu for Line 1 reporting, click the *PRINT* button.

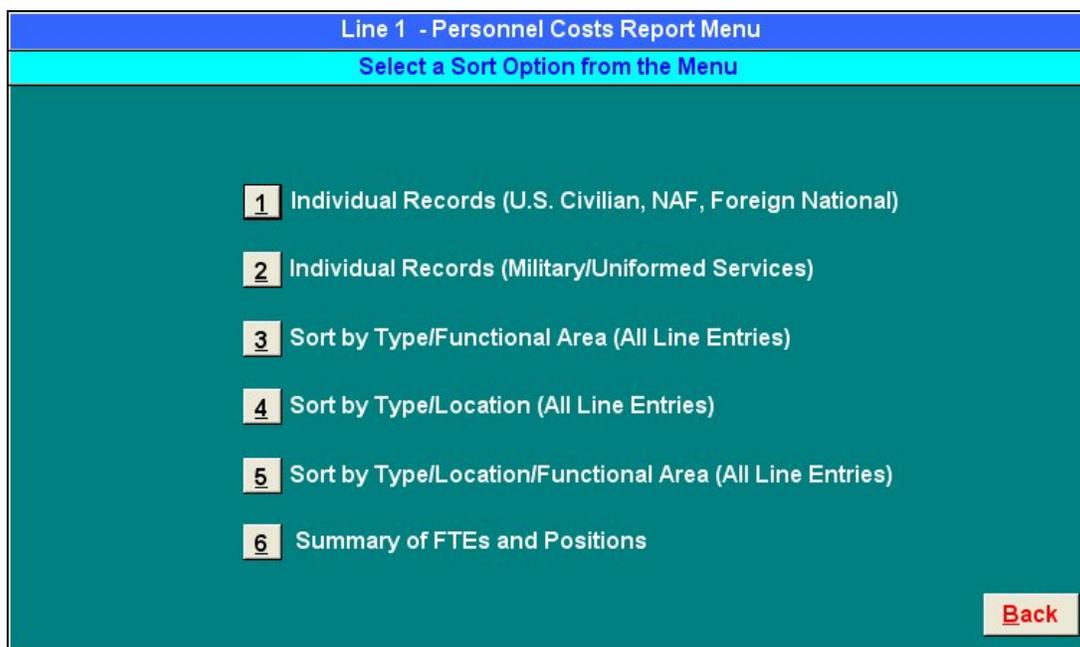


Figure 5-8. Line 1 – Personnel Costs Report Menu.

Select the type report you want to view. COMPARE will display the report on screen. To print a hardcopy version of the table, click on the *OPTIONS* menu at the top of the screen with the mouse (or press the key combination of *ALT + O*). From the option list that displays, select the print option. If you want to print to your system's default printer, simply select the *OK* button at the Print Menu, or click on *Setup* with the mouse (or press the key combination of *ALT + S*) if you want to customize the print settings or select an alternate printer.

5.3 LINE 2 – MATERIAL AND SUPPLY COSTS

This section walks you through the information required to determine Line 2 of the SCF/SLCF (Figure 5-9).

ID	Item Name	Functional Area	Location	GFP	Listing?	EPA	Ins?	Inf Fctr	Total Unit Cost	Price Current A/O
1	1-1	TEST A	TEST LOCATION	N	N	N	Y	O and M	5,000.00	12/ 1/2001
2	1-2	TEST A	TEST LOCATION	N	N	Y	Y	O and M	1,000.00	12/ 1/2001
3	2-3	TEST A	TEST LOCATION	N	N	N	Y	Fuels	2,300.00	1/ 1/2001
4	2-4	TEST A	TEST LOCATION	N	N	Y	Y	Fuels	1,200.00	1/ 1/2001
6	2-5	TEST A	TEST LOCATION	N	N	C	Y	O and M	3,000.00	1/ 1/2001
7	2-6	TEST A	TEST LOCATION	N	N	C	Y	O and M	2,100.00	1/ 1/2001
8	2-7	TEST A	TEST LOCATION	N	N	C	N	O and M	850.00	1/ 1/2001
9	3-8	TEST A	TEST LOCATION	N	N	N	Y	FCD and M	1,000.00	11/ 3/2001
10	3-9	TEST A	TEST LOCATION	N	N	Y	Y	FCD and M	3,350.00	11/ 3/2001
11	3-10	TEST A	TEST LOCATION	N	N	N	Y	O and M	7,500.00	11/ 3/2001
12	4-11	TEST A	TEST LOCATION	N	N	N	Y	O and M	1,250.00	6/30/2003
13	4-12	TEST A	TEST LOCATION	N	N	Y	Y	O and M	1,900.00	6/30/2003

PP Qty	Prorated/Inflated	Cas Ins
1	0	2.08
2	1	2.08
3	1	2.08
4	1	2.08
5	1	2.08
6	1	3.17

Figure 5-9. Line 2 – Material and Supply Costs Records.

5.3.1 General Cost Information

When calculating Line 2, take into consideration various situations that could affect the results. Consider the sharing of costs between two functions, with one of the functions not included in the competition. Consider adjusting historical costs based upon changes in workload and FTE from the current organization to the MEO. Remember Government furnished property and one-time costs that may appear in the historical cost reports and data. Take into consideration costs included in historical data that are directly attributable to workload that will not be performed by the MEO. Also consider the number of FTE in the MEO changing over the designated performance periods.

5.3.2 Line 2 Basics

Complete as many records as necessary to document material and supply costs. These are costs incurred for goods such as raw materials, parts, subassemblies, components, and office supplies.

5.3.2.1 Field Description

- **ID: (Automatically Generated)** - This field is a unique numeric identifier that is assigned to each record that is created on this line.
- **Item Name: (Required)** - (30 character limit) Enter the name of the item. A single record may be created for various classes of items (e.g., office supplies) provided they have the same national stock class. Also, a listing itemizing a variety of items with different stock classes (except fuels) may also be used instead of creating separate records for each item. When a listing or a single record containing various classes of items is used, enter a general description of the items (e.g., office supplies).
- **Functional Area: (Required)** - You can key in a valid functional area (if it exists in the Functional Area Table) or select a functional area from the associated list. If you realize you neglected to define enough functional areas, simply click on *Tbl 16* with the mouse, (or press the key combination of *ALT + F*) to access the Functional Areas Table Screen where you can update the table.
- **Location: (Required)** - You can key in a valid location or select a location from the associated list.
- **GFP: (Required, default is "No")** - Indicate whether or not the material/supply item is Government Furnished Property. If the item is GFP and no insurance applies to the item COMPARE will automatically disqualify and delete the record from the program. If the item is GFP and insurance does apply, then the item will be retained and only insurance costs will be computed. When GFP is YES and insurance applies, a red note will display on the screen to indicate that the record is retained only for insurance purposes.
- **Listing? (Required, default is "No")** – Indicate whether or not the material/supply record is to be entered as a listing. This is useful for groups of items like office supplies. If you select "Y" in this field, the program will disable the total unit cost field and open a new sub-form at the bottom of the Line 2 screen that will allow you to enter an itemized list of all the items associated with this one listing record. As you complete each row of the list, COMPARE will automatically perform all necessary calculations and post the totals to the parent window. The list window will be visible whenever an item containing a list is current on the parent form. COMPARE automatically enters a quantity of one in the first performance period when you create a listing. Therefore, you will need to enter the appropriate quantities for the performance periods that the items in the list will be used.

- **EPA: (Required; default is “No”)** - The user has three options to choose at the column identified as “EPA”. These options are shown in Figure 5-10.

Y	Yes to EPA (Inflated through the end of the 1 st period of full performance only)
N	No to EPA (costs inflated through the end of the last performance period)
C	A “Ceiling” dollar amount will be supplied (these costs will not be inflated or prorated)

Figure 5-10. EPA Options on Line 2.

- **Ins?: (Required)** – Select whether insurance should be applied or not. The default value is “Y”.
- **Inf Fctr (Inflation Factor): (Required)** - Indicate whether the item should be inflated using the FUELS, O&M or FCO&M inflation factor.
- **Total Unit Cost (with Mark-Up): (Required)** - If you indicated “Y” in the “Listing?” field, this field will automatically be computed as the total of the individual total base year costs from the listing; otherwise, enter the item’s unit cost and include any applicable mark-up. This field will automatically disable when the listing field is set to YES and it will be programmatically computed when data is entered into the listing datasheet that is made available on the form.
- **Price Current A/O: (Required)** - Enter date when the price shown was current. The date entered is used as the base year for inflating out-year costs.
- **Performance Period Qty: (Required)** - Once an entry is made for the 1st performance period, COMPARE will give you the option to assign that value to all remaining performance periods or to enter values manually.
- **Prorated/Inflated: (Make no entry)** - An estimate of future annual Government costs for items shown on the record. COMPARE will automatically compute and enter this value whenever an update is performed (see below).
- **Cas Ins: (Make no entry)** - This column is provided for information purposes only. This column displays the casualty insurance costs associated with the individual material/supply cost record. Casualty insurance costs are captured on Line 3.

NOTE: Do not forget to periodically save your information with the *SAVE FILE* button!

5.3.2.2 Calculating Performance Period Costs

At this point, if you click on *UPDATE* with the mouse (or press the key combination of *ALT + U*), COMPARE will calculate the cost for each performance period. Using Table

8 (Inflation Cost Factors/Rates) and the dates established for each performance period, COMPARE inflates and prorates costs onto each performance period. If the entry for EPA is “N” (No), all cost factors applicable to each performance period are applied. However, if the entry is “Y” (Yes), only cost factors applicable to the 1st performance period are applied to the remaining performance periods. In the instance of “C” being selected, COMPARE will NOT inflate or prorate the cost for each performance period. Therefore, a cost entered will be reflected as the cost entered.

Since the update action computes the performance period costs for all records in all five of the personnel windows, you may find it more efficient to enter all data before performing the update. COMPARE will automatically update all records when you select the *PRINT* button and when you exit the form.

To continue data entry, click on the *ADD RECORD* button, or position the mouse cursor on the blank line at the bottom of the data entry window. If you change any of the values that affect the calculation, the values on the cost records will not reflect the cost by performance period until you perform another update.

5.4 LINE 3 - OTHER SPECIFICALLY ATTRIBUTABLE COSTS

This section will walk you through the information required to determine Line 3 of the SCF. This line includes all competitive costs necessary to perform the workload specified in the solicitation.

5.4.1 General Cost Information: Depreciation

Depreciation represents the cost of ownership and the consumption of an asset's useful life.

5.4.2 Line 3 Basics

COMPARE breaks up Line 3 costs into 7 cost record categories as detailed below. Insurance costs are computed automatically from data entered on cost records for lines 1-3 and can be seen on the various reports that detail Line 3 costs.

5.4.3 Line 3A - Capital Equipment and Facilities

Complete records necessary to document annual capital equipment costs related to depreciation, casualty insurance, and capital. Capital equipment is equipment costing \$25,000 or more. Below is a field-by-field description of data you can enter for Capital Equipment and Facilities (Figure 5-11).

Line 3.A - Other Attributable Costs - Capital Equipment & Facilities Cost Competition No.: HQAF13204 04

Sort by:

ID	Asset Name	Functional Area	Location	MEO Share	Acq Cost	Acq Date	FSC	Apj
1	*1-1	TEST A	TEST LOCATION	100.00%	\$25,000.00	6/30/2003	1005	
2	1-2	TEST A	TEST LOCATION	100.00%	\$250,000.00	6/30/2003	FAC-S	
3	1-3	TEST A	TEST LOCATION	100.00%	\$75,000.00	6/30/2003	1005	
4	1-4	TEST A	TEST LOCATION	100.00%	\$350,000.00	6/30/2003	1005	
5	*2-5	TEST A	TEST LOCATION	100.00%	\$25,000.00	1/ 1/2001	1005	
6	2-6	TEST A	TEST LOCATION	50.00%	\$100,000.00	1/ 1/2001	1190	
7	2-7	TEST A	TEST LOCATION	100.00%	\$450,000.00	1/ 1/2001	FAC-S	
8	2-8	TEST A	TEST LOCATION	100.00%	\$100,000.00	1/ 1/2001	1005	
9	*3-9	TEST A	TEST LOCATION	100.00%	\$100,000.00	1/ 1/1990	1015	

Record: 1 of 17

Press F2 to Toggle Between Forms

PP	Qty	Cst Of Cap	Cas Ins	Maint	Dep
1	0.000	0.00	0.00	0.00	0.00
2	1.000	0.00	0.00	415.89	0.00
3	1.000	0.00	0.00	1,222.02	0.00
4	1.000	0.00	0.00	1,222.02	0.00
5	1.000	0.00	0.00	1,222.02	0.00
6	1.000	0.00	0.00	802.97	0.00

Maintenance Record(s) Exist: YES

Save File Document Print Update PP Dates View Current Record TBL 8 TBL 9 TBL 13 TBL 16 Back

Figure 5-11. Line 3A – Capital Equipment & Facilities Cost Records.

5.4.3.1 Field Description

- **ID: (Automatically Generated)** - This field is a unique numeric identifier that is assigned to each record that is created on this line.
- **Asset Name: (Required)** - (30 character limit) Enter a descriptive name for the asset.
- **Functional Area: (Required)** - You can key in a valid functional area (if it exists in the Functional Area Table) or select a functional area from the associated list. If you realize you neglected to define enough functional areas, simply click on *Tbl 16* with the mouse (or press the key combination of *ALT + F*) to access the Functional Areas Table Screen where you can update the table.
- **Location: (Required)** - You can key in a valid location or select a location from the associated list.
- **MEO Share: (Required, default is 100%)** - If this is a shared asset, enter the percentage attributable to the MEO.

NOTE: Do not enter as a decimal or use the percent (%) sign. COMPARE will do the conversion (e.g., if you want to enter fifty percent, key in 50).

- **Acquisition Cost: (Required)** - If the item is a facility, this represents the construction cost. For capital assets the acquisition cost is the purchase price plus any costs for transportation and installation.

NOTE: The acquisition cost of a capital asset cannot be less than \$25,000.

- **Acq Date: (Required)** - For capital equipment, this represents the date the asset was or will be purchased. For facilities, it represents the construction date. After you enter a date, COMPARE will determine if cost of capital applies. If it does, COMPARE will prompt you to enter transportation and/or installation costs (if any) associated with the asset. Cost of capital is only computed for those assets where the acquisition date is on or after the start date of the 1st performance period.
- If there are transportation and/or installation costs, enter them in the columns provided, as shown in Figure 5-12.

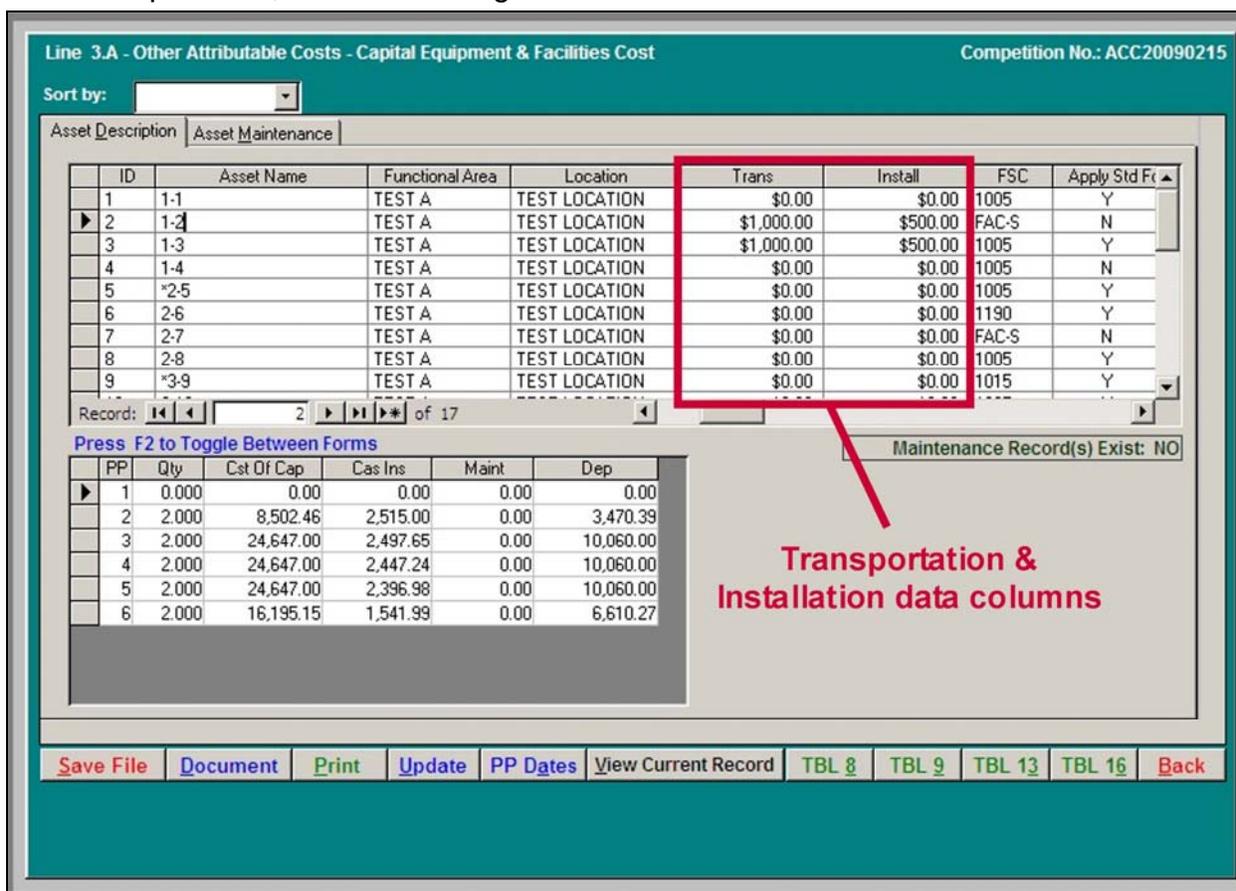


Figure 5-12. Transportation/Installation Costs data columns.

NOTE: The Transportation/Installation Costs data columns are invoked when you enter a purchase date. At a later point, if you need to add a Transportation/Installation Costs , simply reenter the date to re-enable the columns.

- **FSC: (Required)** - Enter the Federal Supply Class or select the appropriate entry from the associated list. If this item is a facility, select (or key in) one of the facilities codes (FAC-P, FAC-T, or FAC-S). If you select one of the Facilities FSC codes, COMPARE will then display the residual value, residual

percentage, and useful life data columns, Figure 5-13. You can enter either the residual value or the residual value percent if you select “No” for apply standard factor. Whichever you choose to enter, COMPARE will automatically compute the other.

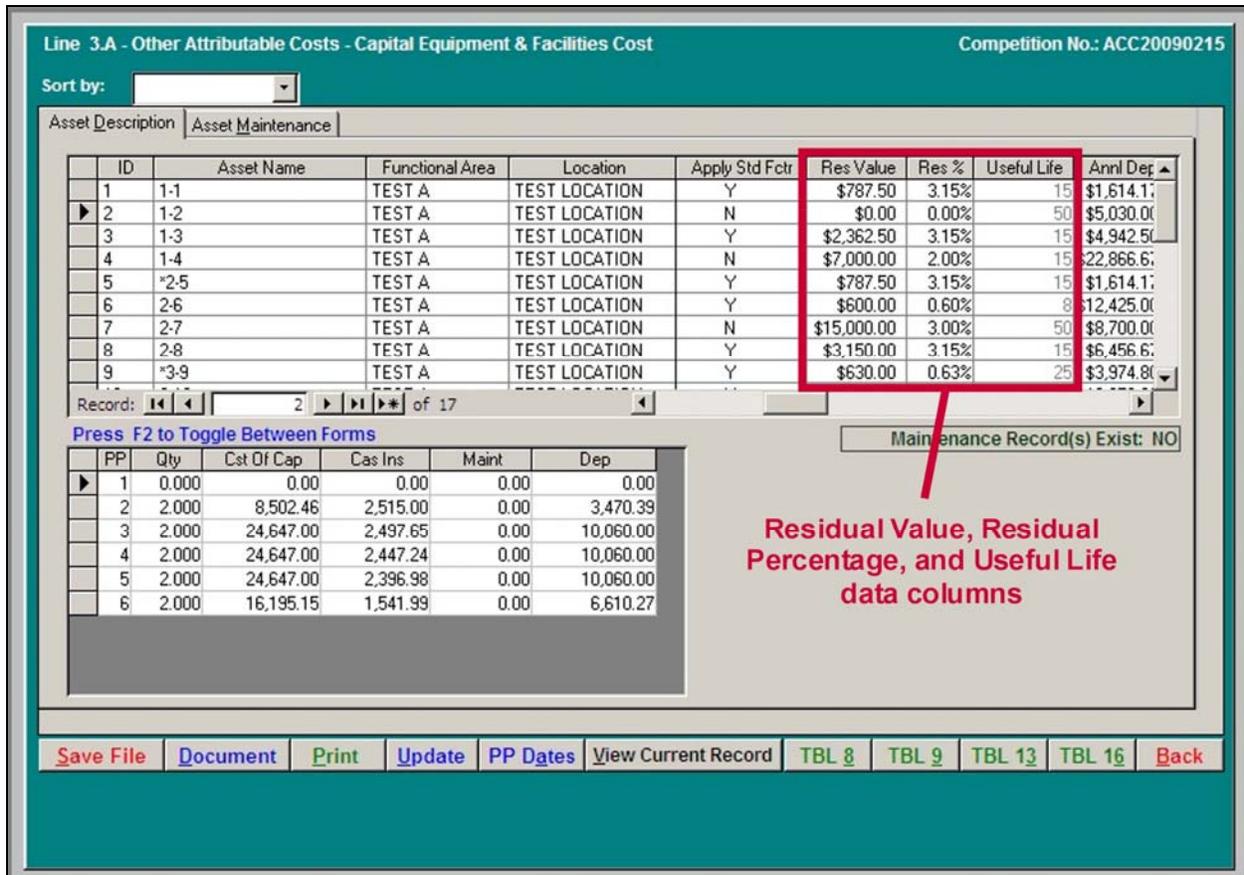


Figure 5-13. Residual Value/Useful Life Data Columns

NOTE: If the useful life associated with your FSC selection will not carry through the last performance period, COMPARE will display the following prompt as shown in Figure 5-14. If you select Yes COMPARE will ask which performance period you wish to carry the asset’s useful life through. The default is the last performance period and the entry must be greater than or equal to the period in which the useful life expires.



Figure 5-14. Prompt, Line 3A.

When an asset’s life is extended COMPARE programmatically calculates the new useful life by subtracting the selected performance period end date from the acquisition

or construction date. COMPARE uses the new useful life to determine the annual depreciation and net book value.

- **Apply Std Factor: (Required, Default is “Yes”)** - The Standard Factor refers to the disposal/transfer value and useful life from Table 13 that is used to determine residual value. For capital equipment, if you elect to override the “Yes” answer with a “No”, COMPARE will prompt you to enter the residual value and useful life. You can enter EITHER the residual value OR the residual percent; COMPARE will calculate the other value. You may also enter your own useful life value if the default value from Table 13 does not apply to your asset.

NOTE: If you choose to not apply the Standard Factor from Table 13, you must document your reasons for doing so.

- **Residual Value:** The estimated disposal value of the asset or facility. This value is computed automatically for non-facility assets that do not apply the Standard Factor. If the item is a facility, or if the Standard Factor is not applied, enter the estimate in the box provided.
- **Residual Percent:** The percentage of the acquisition or construction cost represented by the residual value. If the item is a facility, or if the Standard Factor is not applied, you can enter the residual percent in the box provided and COMPARE will automatically compute the residual value.
- **Useful Life:** The expected period of time the asset is usable for the FSC you selected for the asset. This value is from Table 13 if you apply the standard factor (i.e., Apply Std Factor = “Yes”). If you do not apply the standard factor (i.e., Apply Std Factor = “No”), the default value is from Table 13. You may edit this value if needed for the specific asset you are costing.
- **GFP: (Required, default is “No”)** - Indicate whether or not the asset is Government furnished product.

NOTE: If the asset is not Government furnished, casualty insurance is required and COMPARE will automatically enter “Y” (Yes) for the next question.

- **Ins: (Required, default is “Yes”)** - Indicate whether or not casualty insurance is required. This field tells COMPARE if the annual cost of casualty insurance should be charged. Enter “Y” if the asset will either be used solely for an agency operation, but not be Government furnished for a private sector or public reimbursable operation, or be furnished, but insured by the service provider.
- If you answer “Yes” to the GFP question and “No” to the Insurance question, COMPARE will indicate that you have just defined a common cost. At this point, COMPARE will perform one of three actions, depending on your response.
 1. Delete the entry (Yes).

2. Precede the Item Name with *, to indicate that you want to assign Maintenance Costs only (No).
 3. Cancel the operation, so that you can re-define the asset by changing the GFP and INS entries (CANCEL).
- **Maintenance:** If there are maintenance costs associated with the asset, click on the *MAINTENANCE* tab at the top of the form to display the maintenance cost records, as shown in Figure 5-15. Whatever maintenance costs are entered, these costs are one of the locations where daily inflation is applied IF EPA is selected as “N”.

Line 3.A - Other Attributable Costs - Capital Equipment & Facilities Cost Competition No.: HQAF13204 04

Asset Description: Asset Maintenance

Description	Base Year Cost	EPA	Price Current A/O
▶ M25	1,200.00	Y	1/1/2001
* Enter Description	0.00	N	9/8/2004

Record: 1 of 1

Press F2 to Toggle Between Forms

PP	Qty	Prorated/Inflated
▶ 1	1,000	1,237.90
2	1,000	1,254.21
3	1,000	1,271.32
4	1,000	1,271.32
5	1,000	1,271.32
6	1,000	835.36

Asset: *2-5

Save File | Document | Print | Update | PP Dates | View Current Record | TBL 8 | TBL 9 | TBL 13 | TBL 16 | Back

Figure 5-15. Line 3A – Capital Assets Maintenance Cost Records.

If there are maintenance costs associated with the asset, you can enter them on the form provided by filling in the *Description of Cost, Base Year Cost of the Maintenance Service or Item, and Price Current A/O date of the Maintenance Service or Item.*

- **EPA: (Required, default is “No”)** - Economic Price Adjustment (EPA). If an item is subject to an EPA (Yes), then costs will not be inflated beyond the end of the 1st period of full performance (period immediately following phase-in period). See paragraph 5.2.1.1 for more information. Unlike other forms, where you indicate the EPA status on a line-by-line basis, for Maintenance Costs, you need only indicate EPA status for each list of Maintenance Items that pertain to a single Capital Asset.
- **Maintenance Quantity:** The quantity in the maintenance record represents the maintenance requirements for one asset. COMPARE automatically multiplies the maintenance quantity entered by the asset quantity to determine total maintenance costs for the asset record.

There are a number of items on the cost records that are automatically calculated, based on your input and factor selections that are for viewing purposes only. Below are brief descriptions of those items and how their results are computed.

- **Expected Useful Life** - An estimate of the economic useful life of the capital asset. If the answer to Apply Std Fctr is Y, this value is automatically entered by COMPARE using Table 13 (Useful Life and Disposal Values). Otherwise, you are prompted to enter an estimate manually. A manual entry may either be a dollar or percentage entry.
- **Annual Depreciation** - The annual estimated decrease in value of the asset because of wear, age, and other causes. COMPARE automatically computes and enters this value.

$$((\text{Acquisition Cost} + \text{Transportation Cost} + \text{Installation Cost}) - \text{Residual Value}) / \text{Useful Life} = \text{Annual Depreciation Costs}$$

- **Cost of Capital** - The imputed charge on the Government's capital investment for the asset. If the asset is **NOT** Government furnished **AND** the purchase (acquisition) date is equal to or after the start date of the 1st performance period, COMPARE automatically computes the Cost of Capital. COMPARE selects the cost of capital factor for the total number of years measured from the beginning of the 1st performance period through the end of the last performance period.
- **Net Book Value** - The original acquisition cost of the equipment less than its accumulated depreciation. COMPARE automatically computes Net Book Value.

$$[(\text{Acquisition Cost} + \text{Transportation Cost} + \text{Installation Cost}) - (\text{Annual Depreciation} * \text{Asset Age})] = \text{Net Book Value}$$
- **Casualty Insurance** - If you indicated that Casualty Insurance applies, COMPARE computes the insurance cost performance period by performance period using the following formula.

$$\text{Net Book Value} * \text{Insurance Rate} = \text{Annual Casualty Insurance}$$

NOTE: Do not forget to periodically save your information with the *SAVE FILE* button!

5.4.3.2 Calculating Performance Period Costs

At this point, if you click on *UPDATE* with the mouse (or press the key combination of *ALT + U*), COMPARE will calculate the cost for each performance period and post the net book value, cost of capital, and casualty insurance costs for each performance period that the asset is used by the MEO except when the GFP entry is 'Y'. Since the update action computes the performance period costs for all records, you may find it more efficient to enter all data before performing the update. If the cost is derived from a list, COMPARE computes and updates the parent record immediately as quantities

are entered. COMPARE will automatically update all records when you select the *PRINT* button, and when you exit the form.

If you change any of the values that affect the calculation (Quantity, Purchase/Construction Date, FSC, Acquisition Cost, Current Price A/O, Standard Factor, GFP, EPA, or Insurance), the values on the cost records will not reflect the cost by performance period until you perform another update.

5.4.4 Line 3B - Minor Items

The OMB Circular defines that the purchase price of a minor item **MUST** be **LESS** than \$25,000. Complete as many records as necessary to document annual minor item costs. COMPARE uses these costs to compute annual casualty insurance and an annual 10% replacement cost for these items. Minor items are non-capitalized (i.e., are not depreciated) durable items with a current replacement cost that is less than \$25,000 (e.g., overhead projectors, office equipment, chairs, etc.). Mark-up rates are assumed to be included in the purchase price of items. Therefore, do not include any additional mark-up rates in the agency cost estimate. Enter only the total unit price in COMPARE when costing Minor Items. Do not enter any mark-up rates even if the unit price includes a mark-up rate that exceeds the \$25,000 threshold. Below is a field-by-field description of data you can enter for minor items (Figure 5-16).

ID	Item Name	Functional Area	Location	MEO Share	Listing?	Inflation	Unit Price	Price Current	GFP	Ins
1	1-1	TEST A	TEST LOCATION	100.00%	N	O & M	24,999.00	12/1/2001	Y	N
5	*2-5	TEST A	TEST LOCATION	100.00%	N	O & M	1,000.00	1/1/2001	Y	N
9	*3-9	TEST A	TEST LOCATION	100.00%	N	O & M	1,000.00	11/3/2001	Y	N
2	1-2	TEST A	TEST LOCATION	100.00%	N	O & M	12,000.00	12/1/2001	Y	Y
3	1-3	TEST A	TEST LOCATION	100.00%	N	O & M	2,000.00	12/1/2001	N	Y
4	1-4	TEST A	TEST LOCATION	100.00%	N	O & M	4,500.00	12/1/2001	N	N
6	2-6	TEST A	TEST LOCATION	100.00%	N	O & M	5,100.00	1/1/2001	Y	Y
7	2-7	TEST A	TEST LOCATION	100.00%	N	O & M	1,000.00	1/1/2001	N	Y
8	2-8	TEST A	TEST LOCATION	100.00%	N	O & M	1,500.00	1/1/2001	N	N

PP	Qty	Annual Cost	Maintenance	Cas Ins	10% Cost
1	2,000	46,684.36	186.74	0.00	0.00
2	2,000	51,264.73	205.06	0.00	0.00
3	2,000	52,033.89	207.86	0.00	0.00
4	2,000	52,819.10	207.86	0.00	0.00
5	2,000	53,668.98	207.86	0.00	0.00
6	2,000	35,658.09	136.58	0.00	0.00

Figure 5-16. Line 3B – Minor Items Cost Records.

5.4.4.1 Field Description

- **ID: (Automatically Generated)** - This field is a unique numeric identifier that is assigned to each record that is created on this line.
- **Item Name: (Required)** - (30 character limit) Enter the item name.

- **Functional Area: (Required)** - You can key in a valid functional area (if it exists in the Functional Area Table) or select a functional area from the associated list. If you realize you neglected to define enough functional areas, simply click on *Tbl 16* with the mouse (or press the key combination of *ALT + 6*) to access the Functional Areas Table Screen where you can update the table.
- **Location: (Required)** - You can key in a valid location or select a location from the associated list.
- **MEO Share: (Required, default is 100%)** - If this is a shared minor item, enter the percentage attributable to the MEO.
- **Listing?: (Required, default is “No”)** - Indicate whether or not the record represents a listing of similar minor items. If you select ‘Y’, COMPARE will override the \$25,000 limit and allow you to create a record with a unit price greater than \$25,000. If you select this option, you must be sure to document your rationale.
- **Inflation Factor (Required)** – Select the inflation factor that applies to the cost record. You must select either O&M or Foreign Country O&M. This field cannot be left blank.
- **Unit Price: (Required)** - Enter the item’s total unit price. The unit price of a Minor Item MUST be LESS than \$25,000.
- **Price Current A/O: (Required)** - Enter date when the price shown was current. The date entered is used as the base year for inflating out-year costs.
- **GFP: (Required; default is “No”)** - Indicate whether or not the asset is Government Furnished Property.
- **Ins: (Required)** - Indicate whether or not casualty insurance is required. If you answer “Yes” to the GFP question and “No” to the Insurance question, COMPARE will indicate that you have just defined a common cost. At this point, COMPARE will perform one of three actions, depending on your response:
 1. Delete the entry.
 2. Precede the Item Name with *, to indicate that you want to assign maintenance costs only.
 3. Cancel the operation, so that you can re-define the asset by changing the GFP and INS entries.

If you choose, GFP as “No” then you must determine if insurance is required. Most often the answer is yes, but there are very unique situations that would not require insurance. You should review the DoD A-76 Costing Manual for further guidance.

- **Qty: (Required)** - Once an entry is made for the 1st performance period, COMPARE will give you the option to assign that value to all remaining performance periods or to enter values manually. If there are maintenance costs associated with the asset, click on the *MAINTENANCE* tab at the top of the form to display the maintenance cost records.

If there are maintenance costs associated with the minor item, you can enter them on the form provided by filling in the *Description of Cost*, *Base Year Cost of the Maintenance Service or Item*, *Price Current A/O date of the Maintenance Service or Item*, and *Quantity* required for each performance period. Please note that the quantity entered should represent one item because COMPARE will multiple the maintenance quantity by the quantity listed for the minor item.

- **Maintenance:** The related maintenance costs computed from the associated maintenance worksheet. Whatever maintenance costs are entered, these costs are one of the locations where daily inflation is applied if EPA is selected as “N”.
- **EPA: (Required, default is “No”)** - Economic Price Adjustment. If an item is subject to an EPA (Yes), then costs will not be inflated beyond the end of the 1st period of full performance (period immediately following phase-in period). See *paragraph 5.2.1.1 for more information*. Unlike other forms where you indicate the EPA status on a line-by-line basis, for maintenance costs you need only indicate EPA status for each list of maintenance Items that pertain to a single minor Item.

NOTE: Do not forget to periodically save your information with the *SAVE FILE* button!

5.4.4.2 Calculating Performance Period Costs

At this point, if you click on *UPDATE* with the mouse (or press the key combination of *ALT + U*), COMPARE will calculate the cost for each performance period and update the 10% cost and insurance costs totals for each performance period. Since the update action computes the performance period costs for ALL records, you may find it more efficient to enter all data before performing the update. If the cost is derived from a list, COMPARE computes and updates the parent record immediately as quantities are entered. COMPARE will automatically update all records when you select the *PRINT* button, and when you exit the form.

If you change any of the values that affect the calculation (inflation factor, unit price, price current A/O date, GFP, FSC, insurance, EPA, or quantity), the values on the cost records will not reflect the cost by performance period until you perform another update.

5.4.5 Line 3C - Rental Costs

Complete as many records as necessary to document annual lease and rental costs, as shown in Figure 5-17. These are costs incurred for the use of non-government assets (land, plant, machinery, etc.). When the actual lease or rental charges are not available

from the agency providing the asset and a General Services Administration (GSA)-billed user charge is available, the user charge should be used as the rental cost.

ID	Item Name	Functional Area	Location	Price Current A/O	Inflate?	ProRate?
1	1-1	TEST A	TEST LOCATION 1	12/1/2001	Y	Y
2	1-2	TEST A	TEST LOCATION 1	12/1/2001	Y	N
3	1-3	TEST A	TEST LOCATION 1	12/1/2001	N	Y
4	1-4	TEST A	TEST LOCATION 1	12/1/2001	N	Y
5	1-5	TEST A	TEST LOCATION 1	12/1/2001	N	N
10	2-10	TEST A	TEST LOCATION 1	1/1/2001	N	N
6	2-6	TEST A	TEST LOCATION 1	1/1/2001	Y	Y
7	2-7	TEST A	TEST LOCATION 1	1/1/2001	Y	N
8	2-8	TEST A	TEST LOCATION 1	1/1/2001	N	Y
9	2-9	TEST A	TEST LOCATION 1	1/1/2001	N	N
11	3-11	TEST A	TEST LOCATION 1	11/3/2001	Y	Y
12	3-12	TEST A	TEST LOCATION 1	11/3/2001	Y	N

PP	Qty	Base Year Cost	Prorated/Inflated
1	1.000	1,000.00	933.72
2	1.000	1,000.00	1,025.34
3	1.000	1,000.00	1,040.72
4	1.000	1,000.00	1,056.42
5	1.000	1,000.00	1,073.42
6	1.000	1,000.00	713.19

Figure 5-17. Line 3C – Rental Cost Records.

5.4.5.1 Field Description

- **ID: (Automatically Generated)** - This field is a unique numeric identifier that is assigned to each record that is created on this line.
- **Item Name: (Required)** - (30 character limit) Enter the name of the leased or rented item (e.g., Xerox Copier).
- **Functional Area: (Required)** - You can key in a valid functional area (if it exists in the Functional Area Table) or select a functional area from the associated list. If you realize you neglected to define enough functional areas, simply click on *Tbl 16* with the mouse (or press the key combination of *ALT + F*) to access the Functional Areas Table Screen where you can update the table.
- **Location: (Required)** - You can key in a valid location or select a location from the associated list.
- **Price Current A/O: (Required)** - Enter date when the price shown was current. The date is used as base year for inflating out-year costs.
- **Inflate: (Required, default is “Yes”)** - Indicate whether or not the cost should be inflated or if the cost was provided as a ceiling cost (C). Inflation is computed at a daily rate. COMPARE will not prorate or inflate a cost that is designated as a ceiling cost unless the “Prorate” field is set to “Yes”.

- **Prorate: (Required, default is “Yes”)** - Indicate whether or not the cost should be prorated.
- **Qty: (Required)** - Once an entry is made for the 1st performance period, COMPARE will give you the option to assign that value to all remaining performance periods or to enter values manually.
- **BYC (Base Year Cost)** - An estimate of base year costs for the leased or rented items shown on the record (i.e., current annual costs). Using base year prices, enter an annual estimate of costs for each performance period for the quantities stated (e.g., Annual Cost Per Item x Quantity Required).

NOTE: Do not forget to periodically save your information with the *SAVE FILE* button!

5.4.5.2 Calculating Performance Period Costs

At this point, if you click on *UPDATE* with the mouse (or press the key combination of *ALT + U*), COMPARE will calculate the cost for each performance period. Since the update action computes the performance period costs for all records, you may find it more efficient to enter all data before performing the update. If the cost is derived from a list, COMPARE computes and updates the parent record immediately as quantities are entered. COMPARE will automatically update all records when you select the *PRINT* button, and when you exit the form.

If you change any of the values that affect the calculation (Base Year Cost, Price Current A/O, Inflate, Prorate, or Quantity), the values on the cost records will not reflect the cost by performance period until you perform another update. To continue data entry, click on the *ADD RECORD* button, or position the mouse cursor on the blank line at the bottom of the data entry window.

5.4.6 Line 3D - Travel Costs

Complete as many records as necessary to document annual travel costs. Below is a field-by-field description of data you can enter for Travel Costs.

Line 3.D - Other Attributable Costs - Travel Costs					Competition No.: HQAF13204 04		
ID	Purpose	Functional Area	Location	Price Current A/O	Inflate?	ProRate?	
2	1-1	TEST A	TEST LOCATION 1	12/ 1/2001	Y	Y	
3	1-2	TEST A	TEST LOCATION 1	12/ 1/2001	Y	N	
4	1-3	TEST A	TEST LOCATION 1	12/ 1/2001	N	Y	
5	1-4	TEST A	TEST LOCATION 1	12/ 1/2001	N	Y	
6	1-5	TEST A	TEST LOCATION 1	12/ 1/2001	N	N	
11	2-10	TEST A	TEST LOCATION 1	1/ 1/2001	N	N	
7	2-6	TEST A	TEST LOCATION 1	1/ 1/2001	Y	Y	
8	2-7	TEST A	TEST LOCATION 1	1/ 1/2001	Y	N	
9	2-8	TEST A	TEST LOCATION 1	1/ 1/2001	N	Y	
10	2-9	TEST A	TEST LOCATION 1	1/ 1/2001	N	N	
12	3-11	TEST A	TEST LOCATION 1	11/ 3/2001	Y	Y	
13	3-12	TEST A	TEST LOCATION 1	11/ 3/2001	Y	N	

PP	Base Year Cost	Prorated/Inflated
1	1,000.00	933.72
2	1,000.00	1,025.34
3	1,000.00	1,040.72
4	1,000.00	1,056.42
5	1,000.00	1,073.42
6	1,000.00	713.19

Figure 5-18. Line 3D – Travel Cost Records.

5.4.6.1 Field Description

- **ID: (Automatically Generated)** - This field is a unique numeric identifier that is assigned to each record that is created on this line.
- **Purpose: (Required)** - (30 character limit) Enter a title that describes the main purpose for the travel (e.g., Assistance Visits, Conferences, etc.).
- **Functional Area: (Required)** - You can key in a valid functional area (if it exists in the Functional Area Table) or select a functional area from the associated list. If you realize you neglected to define enough functional areas, simply click on *Tbl 16* with the mouse (or press the key combination of *ALT + F*) to access the Functional Areas Table Screen where you can update the table.
- **Location: (Required)** - You can key in a valid location or select a location from the associated list.
- **Price Current A/O: (Required)** - Enter date when the price shown was current. The date entered is used as the base year for inflating out-year costs.
- **Inflate: (Required; default is “Yes”)** - Indicate whether or not the cost should be inflated or if the cost was provided as a ceiling cost (C). Inflation is computed at a daily rate. COMPARE will not prorate or inflate a cost that is designated as a ceiling cost unless the “Prorate” field is set to “Yes”.
- **Prorate: (Required, default is “Yes”)** - Indicate whether or not the cost should be prorated.

- **Base Year Costs: (Required)** - Once an entry is made for the 1st performance period, COMPARE will give you the option to assign that value to all remaining performance periods or to enter values manually.

NOTE: Do not forget to periodically save your information with the *SAVE FILE* button!

5.4.6.2 Calculating Performance Period Costs

At this point, if you click on *UPDATE* with the mouse (or press the key combination of *ALT + U*), COMPARE will calculate the cost for each performance period. Since the update action computes the performance period costs for all records, you may find it more efficient to enter all data before performing the update. If the cost is derived from a list, COMPARE computes and updates the parent record immediately as quantities are entered. COMPARE will automatically update all records when you select the *PRINT* button, and when you exit the form.

If you change any of the values that affect the calculation (Base Year Costs, Price Current A/O, Inflate, or Prorate), the values on the cost records will not reflect the cost by performance period until you perform another update. To continue data entry, click on the small asterisk button to the left of the horizontal scroll bars. This is the *ADD RECORD* button. Otherwise, position the mouse cursor on the blank line at the bottom of the data entry window.

5.4.7 Line 3E - MEO Subcontract Costs

Line 3.E - Other Attributable Costs - MEO Subcontract Costs Competition No.: HQAF13204 04

Sort by:

ID	Contractor Name	Functional Area	Location	GFP	Industry Code	Exist?	Inflate?	ProRate?	Price Current A/O
1	1-1	TEST A	TEST LOCATION 1	N	10-01-0400	Y	Y	Y	12/1/2001
2	1-2	TEST A	TEST LOCATION 1	N	10-01-0400	N	Y	N	12/1/2001
3	1-3	TEST A	TEST LOCATION 1	N	10-01-0400	I	N	Y	12/1/2001
4	1-4	TEST A	TEST LOCATION 1	N	10-01-0400	Y	N	N	12/1/2001
5	1-5	TEST A	TEST LOCATION 1	N	10-01-0400	Y	N	Y	12/1/2001
6	2-6	TEST A	TEST LOCATION 1	N	10-01-0400	N	Y	Y	1/1/2001
7	2-7	TEST A	TEST LOCATION 1	N	10-01-0400	I	Y	N	1/1/2001
8	2-8	TEST A	TEST LOCATION 1	N	10-01-0400	Y	N	Y	1/1/2001
9	2-9	TEST A	TEST LOCATION 1	N	10-01-0400	N	N	N	1/1/2001
10	3-10	TEST A	TEST LOCATION 1	N	10-01-0400	I	Y	Y	11/3/2001
11	3-11	TEST A	TEST LOCATION 1	N	10-01-0400	Y	Y	N	11/3/2001
12	3-12	TEST A	TEST LOCATION 1	N	10-01-0400	N	N	Y	11/3/2001

Record: 1 of 13

Press F2 to Toggle Between Forms

PP	CME	Contract Price	Adjusted
1	2.000	10,000.00	9,262.55
2	2.000	10,000.00	10,171.33
3	2.000	10,000.00	10,323.94
4	2.000	10,000.00	10,479.73
5	2.000	10,000.00	10,648.35
6	2.000	10,000.00	7,074.85

Figure 5-19. Line 3E – MEO Subcontract Cost Records.

5.4.7.1 Field Description

- **ID: (Automatically Generated)** - This field is a unique numeric identifier that is assigned to each record that is created on this line.
- **Contractor Name: (Required)** - (30 character limit) Enter the name or description of the contract.
- **Functional Area: (Required)** - You can key in a valid functional area (if it exists in the Functional Area Table) or select a functional area from the associated list. If you realize you neglected to define enough functional areas, simply click on *Tbl 16* with the mouse (or press the key combination of *ALT + F*) to access the Functional Areas Table Screen where you can update the table.
- **Location: (Required)** - You can key in a valid location or select a location from the associated list.
- **GFP: (Required, default is “No”)** - Indicate whether or not the contract will be furnished to potential contractor. Government furnished contracts are disqualified and deleted from the program.
- **Industry Code: (Required)** - You can key in a valid Industrial Enterprise Code or select one from the associated list.
- **Exist?: (Required)** - Indicate whether or not this is an existing contract. If it is an existing contract, inflation will not be applied even to the 1st performance period unless you entered “yes” to the inflation entry. IMPAC (I): If the MEO subcontract is planned as an IMPAC service purchase, you must select (I) for this field. This selection, as well as Exist entered as “no”, automatically inflates the costs through the end of the 1st period of full performance (period immediately following phase-in period).
- **Inflate: (Required, default is “Yes”)** - Indicate whether or not the cost should be inflated. If “No” is selected and Existing is “Yes”, this is the only case in which COMPARE will not inflate the cost even to the 1st period. This methodology was employed because the MEO may be using an existing contract which has already provide current pricing for all periods or has clause that inflate costs when an option is exercised. Inflation is computed at a daily rate.
- **Prorate: (Required, default is “Yes”)** - Indicate whether or not the costs should be prorated. If “No” is selected, the costs will not be prorated even for short periods.
- **Price Current A/O: (Required)** - Enter date when the contract price(s) shown is current. The date entered is used as the base year for inflating out-year costs.
- **CME: (Required)** - Enter the number of Contract Manpower Equivalents associated with this subcontract for each performance period. This information represents the number of agency employees that would be

allocated if it were performed by Government employees. The total CMEs are added to Line 1, Personnel total FTEs by performance period to calculate the MEO's total FTE count for Line 8, Contract Administration Cost allocation. COMPARE allows you to enter as many decimal places as you want, but all entries are rounded to three decimal places to comply with the Circular.

- **Contract Price: (Required)** - Once an entry is made for the 1st performance period, COMPARE will give you the option to assign that value to all remaining performance periods or to enter values manually.
- **Adjusted for Taxes: (Make no entry)** - COMPARE automatically enters this rate from Table 14, based on the industry code entered for the record. The Agency Cost Estimate is charged the contract price minus the amount of taxes.

NOTE: Do not forget to periodically save your information with the *SAVE FILE* button!

5.4.7.2 Calculating Performance Period Costs

At this point, if you click on *UPDATE* with the mouse (or press the key combination of *ALT + U*), COMPARE will calculate the cost for each performance period. Since the update action computes the performance period costs for all records, you may find it more efficient to enter all data before performing the update. If the cost is derived from a list, COMPARE computes and updates the parent record immediately as quantities are entered. COMPARE will automatically update all records when you select the *PRINT* button, and when you exit the form.

If you change any of the values that affect the calculation (Industry Code, CME, Prorate, Existing, Inflate, or Price Current A/O Date), the values on the cost records will not reflect the cost by performance period until you perform another update. To continue data entry, click on the small asterisk button to the left of the horizontal scroll bars. This is the *ADD RECORD* button. Otherwise, position the mouse cursor on the blank line at the bottom of the data entry window.

5.4.8 Line 3F - Utilities Costs

Complete as many records as necessary to document the annual cost of utilities. These include charges for electricity, telephone, water, and sewage services, etc. The amounts for these costs are normally determined either on a metered or allocated basis of consumption and prorated by a unit of measure that varies directly with consumption (e.g., floor space, type of facility, number of telephones, etc.). All estimates must include supporting details. Below is a field-by-field description of data you can enter for Utility Costs (Figure 5-20).

Line 3.F - Other Attributable Costs - Utilities Costs							Competition No.: HQAF13204 04		
ID	Type Utility	Functional Area	Location	GFP	Unit	Unit Price	Price Current A/O	Inflate?	
1	1-1	TEST A	TEST LOCATION 1	N	KW	1,000.00	12/1/2001	Y	
2	1-2	TEST A	TEST LOCATION 1	N	KW	0.50	12/1/2001	N	
3	2-3	TEST A	TEST LOCATION 1	N	KW	5.00	1/1/2001	Y	
4	2-4	TEST A	TEST LOCATION 1	N	KW	1.50	1/1/2001	N	
5	3-5	TEST A	TEST LOCATION 1	N	KW	500.00	11/3/2001	Y	
6	3-6	TEST A	TEST LOCATION 1	N	KW	200.00	11/3/2001	N	
*	(AutoN			N		0.00		Y	

PP	Quantity Required	Base Year Cost	Prorated/Inflated
1	1,000	1,000.00	933.72
2	1,000	1,000.00	1,025.34
3	1,000	1,000.00	1,040.72
4	1,000	1,000.00	1,056.42
5	1,000	1,000.00	1,073.42
6	1,000	1,000.00	713.19

Figure 5-20. Line 3F – Utilities Cost Records.

5.4.8.1 Field Description

- **ID: (Automatically Generated)** - This field is a unique numeric identifier that is assigned to each record that is created on this line.
- **Type Utility: (Required)** - (30 character limit) Enter a descriptive name of the utility (e.g. electricity).
- **Functional Area: (Required)** - You can key in a valid functional area (if it exists in the Functional Area Table) or select a functional area from the associated list. If you realize you neglected to define enough functional areas, simply click on *Tbl 16* with the mouse, (or press the key combination of *ALT + F*) to access the Functional Areas Table Screen where you can update the table.
- **Location: (Required)** - You can key in a valid location or select a location from the associated list.
- **GFP: (Required, default is "No")** - Indicate whether or not the asset is Government Furnished Product. Government furnished items are disqualified and deleted from the program.
- **Unit: (Required)** - Enter the unit of measure used to measure consumption (e.g., kilowatt-hours). Abbreviate, as required, to limit entry to 18 characters.
- **Unit Price: (Required)** – Enter the corresponding price per unit to be paid for the utility service.

- **Price Current A/O: (Required)** - Enter date when the price(s) shown was current. The date entered is used as the base year for inflating out-year costs.
- **Inflate: (Required, default is “Yes”)** - Indicate whether or not the cost should be inflated. Inflation is computed at a daily rate.
- **Quantity Required: (Required)** - Estimate of the annual number of units of measure required for each performance period. Once an entry is made for the 1st performance period, COMPARE will give you the option to assign that value to all remaining performance periods or to enter values manually.

NOTE: Do not forget to periodically save your information with the *SAVE FILE* button!

5.4.8.2 Calculating Performance Period Costs

If you click on *UPDATE* with the mouse (or press the key combination of *ALT + U*), COMPARE will calculate the cost for each performance period. Since the update action computes the performance period costs for all records, you may find it more efficient to enter all data before performing the update. If the cost is derived from a list, COMPARE computes and updates the parent record immediately as quantities are entered. COMPARE will automatically update all records when you select the *PRINT* button, and when you exit the form. If you change any of the values that affect the calculation (Unit Price, Price Current A/O Date, Inflate, or Quantity Required), the values on the cost records will not reflect the cost by performance period until you perform another update.

To continue data entry, click on the small asterisk button to the left of the horizontal scroll bars. This is the *ADD RECORD* button. Otherwise, position the mouse cursor on the blank line at the bottom of the data entry window.

5.4.9 Line 3G - Other Attributable Costs

Complete as many records as necessary to document other annual costs that do not properly fit into any other cost category (Figure 5-21). An example is tuition for training. This is a general-purpose record designed to accommodate miscellaneous costs that are difficult to predict, and where design of special purpose records would not be cost effective. Accordingly, some costs entered onto this record may need to be calculated outside the program. The record does, however, give you the option to choose or reject automatic cost proration and inflation. ***Do not*** use this record to document the 10 percent annual replacement cost of any minor items, since those costs are captured under the Minor Items record.

Line 3.G - Other Attributable Costs - Other Costs					Competition No.: HQAF13204 04			
ID	Item Name	Functional Area	Location	Price Current A/O	Inflate?	ProRate?	Inf Fctr	
2	1-1	TEST A	TEST LOCATION 1	12/ 1/2001	Y	Y	0 and M	
3	1-2	TEST A	TEST LOCATION 1	12/ 1/2001	Y	N	0 and M	
4	1-3	TEST A	TEST LOCATION 1	12/ 1/2001	N	Y	0 and M	
5	1-4	TEST A	TEST LOCATION 1	12/ 1/2001	N	Y	0 and M	
6	1-5	TEST A	TEST LOCATION 1	12/ 1/2001	N	N	0 and M	
11	2-10	TEST A	TEST LOCATION 1	1/ 1/2001	N	N	0 and M	
7	2-6	TEST A	TEST LOCATION 1	1/ 1/2001	Y	Y	0 and M	
8	2-7	TEST A	TEST LOCATION 1	1/ 1/2001	Y	N	0 and M	
9	2-8	TEST A	TEST LOCATION 1	1/ 1/2001	N	Y	0 and M	
10	2-9	TEST A	TEST LOCATION 1	1/ 1/2001	N	N	0 and M	
12	3-11	TEST A	TEST LOCATION 1	11/ 3/2001	Y	Y	0 and M	
13	3-12	TEST A	TEST LOCATION 1	11/ 3/2001	Y	N	0 and M	

Record: 1 of 18

Press F2 to Toggle Between Forms

PP	Base Year Cost	Prorated/Inflated
1	1,000.00	933.72
2	1,000.00	1,025.34
3	1,000.00	1,040.72
4	1,000.00	1,056.42
5	1,000.00	1,073.42
6	1,000.00	713.19

Save File Document Print Update PP Dates View Current Record TBL 8 TBL 9 TBL 16 Back

Figure 5-21. Line 3G – Other Costs Cost Records.

5.4.9.1 Field Description

- **ID: (Automatically Generated)** - This field is a unique numeric identifier that is assigned to each record that is created on this line.
- **Item Name: (Required)** - (30 character limit) Enter a title that describes the type of cost involved (e.g., ADP Programming Svcs).
- **Functional Area: (Required)** - You can key in a valid functional area (if it exists in the Functional Area Table) or select a functional area from the associated list. If you realize you neglected to define enough functional areas, simply click on *Tbl 16* with the mouse (or press the key combination of *ALT + F*) to access the Functional Areas Table Screen where you can update the table.
- **Location: (Required)** - You can key in a valid location or select a location from the associated list.
- **Price Current A/O: (Required)** - Enter date when the price(s) shown is current. The date entered is used as the base year for inflating out-year costs.
- **Inflate: (Required, default is "Yes")** - Indicate whether or not the cost should be inflated or if the cost was provided as a ceiling cost (C). Inflation is computed at a daily rate. COMPARE will not prorate or inflate a cost that is designated as a ceiling cost unless the "Prorate" field is set to "Yes".
- **Prorate: (Required, default is "Yes")** - Indicate whether or not the cost should be prorated.

- **Inf Fctr (Inflation Factor): (Required, default is O & M)** - If the inflation factor is other than the default, select the appropriate inflation factor from the pull-down list.
- **Base Year Cost: (Required)** - Once an entry is made for the 1st performance period, COMPARE will give you the option to assign that value to all remaining performance periods or to enter values manually.

NOTE: Do not forget to periodically save your information with the *SAVE FILE* button!

5.4.9.2 Calculating Performance Period Costs

At this point, if you click on *UPDATE* with the mouse (or press the key combination of *ALT + U*), COMPARE will calculate the cost for each performance period. Since the update action computes the performance period costs for all records, you may find it more efficient to enter all data before performing the update. COMPARE will automatically update all records when you select the *PRINT* button, and when you exit the form.

If you change any of the values that affect the calculation (Base Year Cost, Price Current A/O Date, Inflate, or Prorate), the values on the cost records will not reflect the cost by performance period until you perform another update. To continue data entry, click on the small asterisk button to the left of the horizontal scroll bars. This is the *ADD RECORD* button. Otherwise, position the mouse cursor on the blank line at the bottom of the data entry window.

5.4.10 Line 3 Insurance Reports

Liability and Casualty Insurance are Line 3 costs that are computed automatically by COMPARE and contribute to the total Line 3 cost.

5.4.10.1 Liability Insurance

Liability Insurance Costs are computed as the total amount of Line 1, Personnel costs multiplied by the liability insurance factor found in Table 8. On the reports, COMPARE segregates the civilian costs (which includes any NAF and Foreign National Labor costs) from the military/uniformed services personnel costs.

5.4.10.2 Casualty Insurance

Casualty Insurance is computed from the following components:

- The average cost of materials and supplies from Line 2 (Annual Cost/12)
- The net book value of capital equipment/facilities from Line 3
- The annual cost of minor items from Line 3
- Casualty insurance rate from Table 8

5.4.10.3 Generating the Insurance Report

From the Cost Records Menu Screen, select option 3, Other Specifically Attributable Cost. Then click on the associated list box and, from the list that displays, select Line 3 Insurance Reports. The Line 3 Insurance Report menu will display.

To generate the Line 3 insurance report sorted by functional area, as shown in Figure 5-22, click on button 1 (or press the key combination of *ALT + 1*). To generate the report sorted by location, click on button 2 (or press the key combination of *ALT + 2*). To generate the report sorted by location and function, click on button 3 (or press the key combination of *ALT + 3*).

5.4.10.4 Printing the Report

LINE REPORT										
Line 3 - Other Specifically Attributable Costs (Insurance Costs)										
(Sorted by Functional Area)										
Competition No. HQAF01110106 - GROUNDS MAINTENANCE										
11/2/2006 12:53:54 PM (Version 3.0)										
Functional Area: <i>FUNCTION A</i>										
PP	From	To	Civilian Personnel Insurance	Military Personnel Insurance	Liability Insurance Cost	Materials Insurance	Capital Assets Insurance	Minor Items Insurance	Casualty Insurance Cost	Total Insurance Cost
1	10/1/2005	9/30/2006	15,042.99	0.00	15,042.99	3.51	2,792.12	420.78	3,216.41	18,259.40
2	10/1/2006	9/30/2007	30,821.86	0.00	30,821.86	7.16	3,125.24	430.04	3,562.44	34,384.30
3	10/1/2007	9/30/2008	31,918.82	0.00	31,918.82	7.32	2,829.22	439.50	3,276.04	35,194.86
4	10/1/2008	9/30/2009	33,026.88	0.00	33,026.88	7.46	2,727.02	448.73	3,183.21	36,210.09
5	10/1/2009	9/30/2010	34,263.04	0.00	34,263.04	7.62	2,363.46	458.15	2,849.23	37,112.27
6	10/1/2010	9/30/2011	35,551.10	0.00	35,551.10	7.78	2,281.36	467.77	2,756.91	38,308.01

Figure 5-22. Line 3 – Insurance Report Sorted by Functional Area.

Once the report is displayed in view mode, you can print it by clicking on the *OPTIONS* selection at the top of the screen with the mouse (or press the key combination of *ALT + O*). To print, select the Print option (or press the key combination of *CTRL + P*), or select Close if you would rather exit the report view mode. If you want to print the report at your system's default printer, simply select the *OK* button at the Print Menu, or, to customize the print settings or select an alternate printer, click on *Setup* with the mouse (or press the key combination of *ALT + S*). From the Print Setup menu, you can customize the settings before printing.

5.4.11 Line 3 Total Report

The Line 3 Totals Report details the various cost elements (Depreciation, Cost of Capital, Rent, Maintenance and Repair, Minor Items 10 Percent Cost, Utilities, Insurance, Travel, MEO Subcontracts, and Other) that comprise total Line 3 Costs.

To generate the Line 3 Total Report, select option 3, Other Specifically Attributable Costs, from the Cost Records Menu Screen. Then click on the associated list box and, from the list that displays, select Line 3 Totals Report Menu. The selected menu will display.

To generate the report sorted by functional area, as shown in Figure 5-23, click on button 1 (or press the key combination of *ALT + 1*). To generate the report sorted by location, click on button 2 (or press the key combination of *ALT + 2*). To generate the report sorted by both location and functional area, click on button 3 (or press the key combination of *ALT + 3*).

LINE REPORT													
Line 3 - Other Specifically Attributable Costs (Total)													
(Sorted by Functional Area)													
Competition No. HQAF01110106 - GROUNDS MAINTENANCE													
11/2/2006 12:52:41 PM (Version 3.0)													
Functional Area: <i>FUNCTION A</i>													
<u>PP</u>	<u>From</u>	<u>To</u>	<u>Annl Dep</u>	<u>Cst of Cap</u>	<u>Minor 10%</u>	<u>Maint</u>	<u>Insurance</u>	<u>Rent</u>	<u>Travel</u>	<u>Utilities</u>	<u>Other Cst</u>	<u>Contracts</u>	<u>Totals</u>
1	10/1/2006	9/30/2006	20,433.33	0.00	7,500.00	9,283.25	18,259.40	11,220.80	6,728.93	1,552.83	15,528.30	149,294.36	239,801.20
2	10/1/2006	9/30/2007	33,346.66	0.00	7,500.00	10,406.32	34,384.30	22,935.32	6,876.97	1,586.99	15,869.92	149,294.36	282,200.84
3	10/1/2007	9/30/2008	33,346.66	0.00	7,500.00	10,635.26	35,194.86	23,439.90	7,028.26	1,621.91	16,219.06	149,294.36	284,280.27
4	10/1/2008	9/30/2009	33,346.66	0.00	7,500.00	10,858.60	36,210.09	23,932.12	7,175.85	1,655.97	16,559.66	149,294.36	286,533.31
5	10/1/2009	9/30/2010	20,433.33	0.00	7,500.00	11,086.63	37,112.27	24,434.70	7,326.55	1,690.74	16,907.41	149,294.36	275,785.99
6	10/1/2010	9/30/2011	20,433.33	0.00	7,500.00	11,319.45	38,308.01	24,947.84	7,480.40	1,726.25	17,262.47	149,294.36	278,272.11

Figure 5-23. Line 3 – Totals Report Sorted by Functional Area.

5.4.11.1 Printing the Reports

Once the report is displayed in view mode, you can print it by clicking on the *OPTIONS* selection at the top of the screen with the mouse (or press the key combination of *ALT + O*). To print, select the Print option (or press the key combination of *CTRL + P*) or select Close if you would rather exit the report view mode. If you want to print the report at your system’s default printer, simply select the *OK* button at the Print Menu, or, if you want to customize the print settings or select an alternate printer, click on Setup with the mouse (or press the key combination of *ALT + S*). From the Print Setup menu, you can customize the settings before printing.

5.5 LINE 4 - OVERHEAD COSTS

The following section explains the details of Line 4 of the SCF/SLCF. This line includes two main categories of cost: operations overhead and general/administrative overhead. Twelve percent is applied to Line 1, Personnel costs to represent the two types of overhead.

5.5.1 General Cost Information

Operations overhead is those costs that are not totally attributable to the studied activity, but are generally associated with the recurring management or support of the activity. General and administrative overhead includes salaries, accounting, and other common services performed in support of the activity, but external to it.

5.5.2 Line 4 Basics

COMPARE automatically calculates overhead. The Overhead Report is based on civilian personnel costs from Line 1. The personnel cost records should be completed before generating the overhead report.

The overhead factor is located in Table 8 - OVERHEAD. Overhead is calculated by multiplying Line 1 Personnel, including fringe, by 12 percent (.12). Overhead is not applied to military/uniformed services personnel. The composite military/uniformed services rate includes all military/uniformed services related overhead.

When you click on the Line 4 Cost Report Screen, the system will display the Line 4 Overhead Report Menu, Figure 5-24, which gives options to sort the information by function, location, or location/functional area. The system will calculate the report, and no input is required. To proceed with printing, click on the *OPTIONS* selection at the top of the screen with the mouse (or press the key combination of *ALT + O*). To print, select the Print option (or press the key combination of *CTRL + P*) or select Close if you would rather exit the report view mode. If you want to print the report at your system's default printer, simply select the *OK* button at the Print Menu, or, if you want to customize the print settings or select an alternate printer, click on Setup with the mouse (or press the key combination of *ALT + S*). From the Print Setup menu, you can customize the settings before printing.

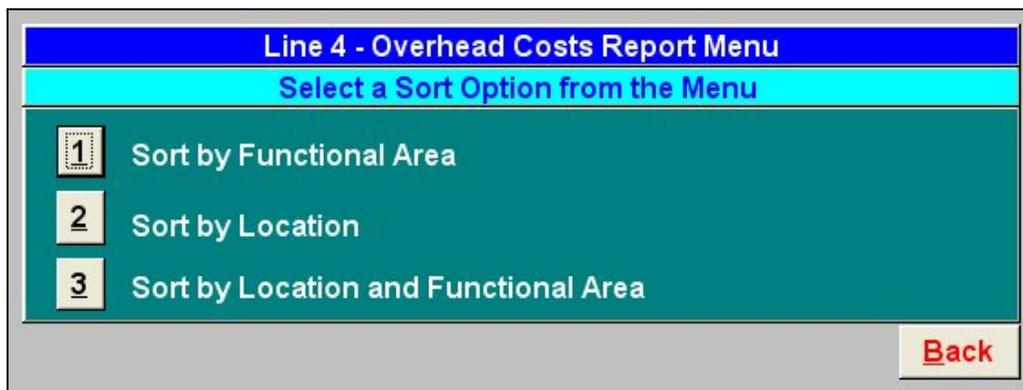


Figure 5-24. Line 4 – Overhead Report Menu.

5.6 LINE 5 - ADDITIONAL COSTS

This section walks you through the information for Line 5 of the SCF, Figure 5-25.

5.6.1 General Cost Information

The most common costs included in this line are agency one-time conversion costs from the current organization to the MEO.

5.6.2 Line 5 Basics

ID	Item Name	Functional Area	Location	Price Current A/O	Inflate?	ProRate?	Inf Fctr
1	1-1	TEST A	TEST LOCATION 1	12/ 1/2001	Y	Y	0 and M
2	1-2	TEST A	TEST LOCATION 1	12/ 1/2001	Y	N	0 and M
3	1-3	TEST A	TEST LOCATION 1	12/ 1/2001	N	Y	0 and M
4	1-4	TEST A	TEST LOCATION 1	12/ 1/2001	N	Y	0 and M
5	1-5	TEST A	TEST LOCATION 1	12/ 1/2001	N	N	0 and M
10	2-10	TEST A	TEST LOCATION 1	1/ 1/2001	N	N	0 and M
6	2-6	TEST A	TEST LOCATION 1	1/ 1/2001	Y	Y	0 and M
7	2-7	TEST A	TEST LOCATION 1	1/ 1/2001	Y	N	0 and M
8	2-8	TEST A	TEST LOCATION 1	1/ 1/2001	N	Y	0 and M
9	2-9	TEST A	TEST LOCATION 1	1/ 1/2001	N	N	0 and M
11	3-11	TEST A	TEST LOCATION 1	11/ 3/2001	Y	Y	0 and M
12	3-12	TFST A	TFST LOCATION 1	11/ 3/2001	Y	N	0 and M

PP	Base Year Cost	Prorated/Inflated
1	1,000.00	933.72
2	1,000.00	1,025.34
3	1,000.00	1,040.72
4	1,000.00	1,056.42
5	1,000.00	1,073.42
6	1,000.00	713.19

Figure 5-25. Line 5 – Additional Cost Records.

5.6.2.1 Field Description

- **ID: (Automatically Generated)** - This field is a unique numeric identifier that is assigned to each record that is created on this line.
- **Item Name: (Required)** - (30 character limit) Enter the name or description of the cost.
- **Functional Area: (Required)** - You can key in a valid functional area (if it exists in the Functional Area table) or select a functional area from the associated list. If you realize you neglected to define enough functional areas, simply click on Tbl 16 with the mouse (or press the key combination of ALT + F) to access the Functional Areas Table Screen where you can update the table.
- **Location: (Required)** - You can key in a valid location or select a location from the associated list.
- **Price Current A/O: (Required)** - Enter date when the price shown was current. The date entered is used as the base year for inflating out-year costs.
- **Inflate: (Required; default is “Yes”)** - Indicate whether or not the cost should be inflated or if the cost was provided as a ceiling cost (C). Inflation is computed at a daily rate. COMPARE will not prorate or inflate a cost that is designated as a ceiling cost unless the “Prorate” field is set to “Yes”.

- **Prorate: (Required, default is “Yes”)** - Indicate whether or not the cost should be prorated.
- **Inflation Factor: (Required)** - Indicate inflation factor that applies to this cost (O&M, Fuels, or FCO & M).
- **Base Year Cost: (Required)** - Enter a total base year cost for that performance period. COMPARE will give you the option to assign that value to all remaining performance periods or enter values manually. If you choose to assign that value to the remaining performance period, COMPARE will advance the cursor to the next line. Otherwise, the cursor will advance to the 2nd performance period.

NOTE: Do not forget to periodically save your information with the *SAVE FILE* button!

5.6.2.2 Calculating Performance Period Costs

At this point, if you click on *UPDATE* with the mouse (or press the key combination of *ALT + U*), COMPARE will calculate the cost for each performance period. Since the update action computes the performance period costs for all records, you may find it more efficient to enter all data before performing the update. COMPARE will automatically update all records when you select the *PRINT* button, and when you exit the form by hitting the *BACK* button. If you change any of the values that affect the calculation (Price Current A/O, Inflate, Prorate, or Inf fctr, if applicable), the values on the cost records will not reflect the cost by performance period until you perform another update.

To continue data entry, click on the small asterisk button to the left of the horizontal scroll bars. This is the *ADD RECORD* button. Otherwise, position the mouse cursor on the blank line at the bottom of the data entry window.

5.6.2.3 Printing the Report

To print, click on the *OPTIONS* selection at the top of the screen with the mouse (or press the key combination of *ALT + O*). Select the Print option (or press the key combination of *CTRL + P*) or select Close if you would rather exit the report view mode. If you want to print the report at your system's default printer, simply select the *OK* button at the Print Menu, or, if you want to customize the print settings or select an alternate printer, click on *Setup* with the mouse (or press the key combination of *ALT + S*). From the Print Setup menu, you can customize the settings before printing.

5.7 LINE 6 - TOTAL COST OF AGENCY PERFORMANCE

This report is automatically generated by COMPARE. It represents the sum of Lines 1-5, so you should complete those cost records before generating the Line 6 report.

5.7.1 General Cost Information

This line is computed by summing up lines 1 through 5 for each performance period.

5.7.2 Line 6 Basics

No input is required for this line. When you select this option from the Cost Records Reports Management Screen, COMPARE will display the Line 6 reports menu, Figure 5-26. This menu gives you the option to view/print the Line 6 report sorted by location, functional area, or both. When you select a sort option, COMPARE will display the report in VIEW mode, Figure 5-27.

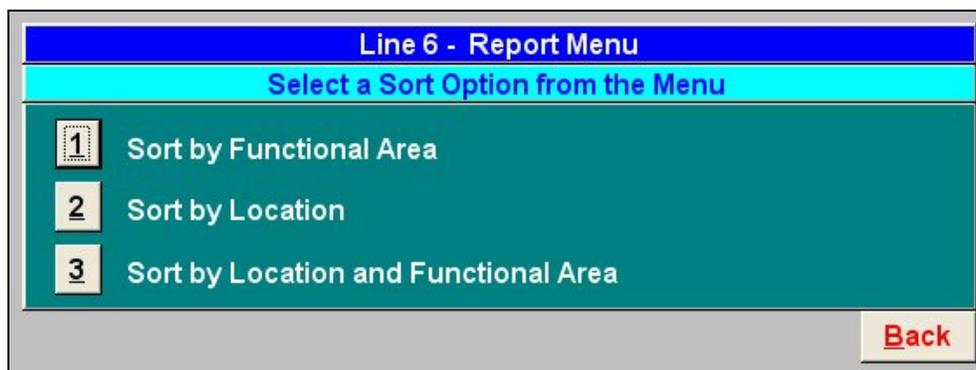


Figure 5-26. Line 6 – Report Menu.

LINE REPORT			
Line 6 - Total Cost of Agency Performance			
(Sorted by Functional Area)			
Competition No. HQAF01110106 - GROUNDS MAINTENANCE			
			11/2/2006 12:57:21 PM (Version 3.0)
Functional Area: FUNCTION A			
PP	From	To	Cost
1	10/1/2005	9/30/2006	2,655,924.13
2	10/1/2006	9/30/2007	5,232,598.48
3	10/1/2007	9/30/2008	5,410,606.45
4	10/1/2008	9/30/2009	5,590,553.81
5	10/1/2009	9/30/2010	5,778,004.21
6	10/1/2010	9/30/2011	5,987,003.59
TOTALS:			30,654,690.67

Figure 5-27. Line 6 – Report.

5.7.2.1 Printing the Report

To print the report, click on *OPTIONS* at the top of the screen with the mouse (or press the key combination of *ALT + O*). To print, select the Print option (or press the key combination of *CTRL + P*), or select Close if you would rather exit the report view mode. If you want to print the report at your system's default printer, simply select the *OK* button at the Print Menu, or, if you want to customize the print settings or select an

alternate printer, click on *Setup* with the mouse (or press the key combination of ALT + S). From the Print Setup menu, you can customize the settings before printing.

5.8 LINE 7 – PRIVATE SECTOR PRICE OR PUBLIC REIMBURSABLE COST

This section explains Line 7, Figure 5-28, of the SCF/SLCF, the line used by a Government official on the performance decision date to enter the best-value private sector price or public reimbursable cost estimate. To move from the lower screen to the upper screen in this line, hit F2 or click on an active field. COMPARE automatically inputs information in the Location and Functional Area fields.

5.8.1 General Cost Information

The private sector price or public reimbursable cost reflects the cost to perform the requirements of the solicitation as presented by the offeror selected to compete with the agency source.

5.8.2 Line 7 Basics

Line 7 - Private Sector Price or Public Reimbursable Cost Estimate Competition No.: HQAF13204 04

Price/Cost Type: Unassigned Solicitation Award Mode: Single Award For All Locations And Functions No Satisfactory Private Sector or Public Reimbursable Source

Sort by:

ID	Location	Functional Area	Industry Code	Taxable?	Selected Contractor	Total
▶ 1	ALL	TEST A	10-01-0400	Y	T CORP	25,000,000.00

Press F2 to Toggle Between Forms

Private Sector/Public Reimbursable Name			
PP	Taxable	Tax Exempt	Adjusted Taxable
▶ 1	4,500,000.00	0.00	0.00
2	6,000,000.00	0.00	0.00
3	5,000,000.00	0.00	0.00
4	3,500,000.00	0.00	0.00
5	3,000,000.00	0.00	0.00
6	3,000,000.00	0.00	0.00
Total:		25,000,000.00	0.00

View Current Record
PP Dates

SCF Save File Document
Print TBL 14 TBL 16 Back

Figure 5-28. Line 7 – Private Sector Price or Public Reimbursable Cost Records.

5.8.2.1 Field Description

- **ID: (Automatically Generated)** - This field is a unique numeric identifier that is assigned to each record that is created on this line.

- **Price/Cost Type (Required):** Select the type of cost to be entered on Line 7. The choices are “Private Sector Price” or “Public Reimbursable Cost”. This field is used by the SCF/SLCF in making the performance decision by directing the program on which checkbox to select on the completed SCF/SLCF.
- **Solicitation Award Mode: (Required, Select Option)** - Choose the proper award mode for the competition from the pull-down list. Once an award mode has been selected, changing the award mode will result in loss of data entered in this line, and all information will have to be re-entered.

A (Single Award for All Locations and Functional Areas) - Requires single input for each performance period, all locations, and functions in the competition. Select this option when the solicitation requires the private sector or public reimbursable source to submit a single offer for all locations and functional areas in the competition. Selection of this option will limit your entry to only one private sector price or public reimbursable cost. When only one location and one functional area are included in the competition, COMPARE will programmatically enter “ALL”.

B (Separate Awards for Each Location) - Requires input for each location in the competition file. Select this option when the solicitation requires the private sector or public reimbursable source to submit a separate offer for each location (regardless of the number of functional areas) and the competition includes more than one location. Selection of this option will limit your entries to one price per location.

C (Separate Awards for Each Functional Area) - Requires input for each functional area in the competition file. Select this option when the solicitation requires the private sector or public reimbursable source to submit a separate offer for each functional area (regardless of the number of locations) and the competition includes more than one functional area. Selection of this option will limit your entries to one price per functional area.

D (Separate Awards by Functional Area at Each Location) - Requires input for each functional area and location in the competition file. Select this option when the solicitation requires the private sector or public reimbursable source to submit a separate offer for each functional area at each location, and the competition includes more than one functional area at more than one location. Selection of this option will limit your entries to one price per functional area at each location.

- **No Satisfactory Private Sector or Public Reimbursable Source Checkbox:** Check this box ONLY if there were no satisfactory private sector or public reimbursable sources identified during the competition. If you check this box, then COMPARE will not display any costs on Lines 7-13 of the SCF, a bold note will be displayed on Lines 7-13 of the SCF indicating no satisfactory source, and Lines 14 and 16 will display “NA”. The certification

statements that appear on the SCF/SLCF will reflect the no satisfactory source selection.

- **Location: (No input required)** – COMPARE will automatically input this information.
- **Functional Area: (No input required)** - COMPARE will automatically input this information.
- **Industry Code: (Required)** - Type in or select the competition's proper industry code from the pull down menu. A tax rate is identified to each industry code. The tax rate is used to calculate the estimated Federal income tax adjustment. This is used for two different events. First, it is used to determine Line 12, Federal Income Tax Adjustment. It is also used when the offeror is a tax-exempt offer and must be compared to the next lowest taxable offer.
- **Taxable? : (Required)** - Indicate whether or not the offer is Taxable or Tax Exempt. If it is taxable, enter the Contractor Name (Private Sector or Public Reimbursable) in the drop down screen. If Tax Exempt is selected COMPARE provides a drop down window to enter the Taxable offer and the Tax Exempt offer.
- **Selected Contractor:** - Enter private sector or public reimbursable offeror's name.
- **Total (No input required):** This is the total cost computed from the selected contractor's performance period costs.
- **Private Sector/Public Reimbursable Name (over the column for Taxable):** Enter the private sector or public reimbursable offeror's name for the taxable offer.
- **Private Sector/Public Reimbursable Name (over the column for Tax Exempt):** Enter the private sector or public reimbursable offeror's name for the taxable offer.
- **Taxable:** - Enter the private sector price or public reimbursable cost (Taxable Offer) for each performance period on the form provided. The program will total the performance period prices/costs to come up with a grand total for private sector price or public reimbursable cost. Under the Taxable Offer column, enter the taxable offer for each performance period on the form provided as appropriate.
- **Tax Exempt:** - Enter the private sector price or public reimbursable cost (Tax Exempt Offer) for each performance period on the form provided. This is only necessary if the Taxable? field was set to NO. The program will total the performance period prices/costs to come up with a grand total for private sector price or public reimbursable cost. Under the Tax Exempt Offer column, enter the tax-exempt offer for each performance period on the form provided as appropriate.

- **Adjusted Taxable Offer: (No input required)** - COMPARE automatically calculates this value. If the apparent successful offeror is a tax-exempt organization, the taxable private sector price or public reimbursable cost is adjusted to remove the estimated Federal income taxes to be paid by the lowest taxable offeror. This adjustment is necessary to determine which offeror has the lowest overall cost to the Government. If the tax-exempt offer has the lowest overall cost, the proposed unadjusted tax-exempt offer is posted in the private sector price or public reimbursable cost cell.

After all data is entered for each performance period, COMPARE will determine the lowest offer and use that value for the competition.

NOTE: Do not forget to periodically save your information with the *SAVE FILE* button!

5.8.2.2 Printing the Report

Any changes made on this screen are automatically updated. To view the current record, select the *VIEW CURRENT RECORD* button. To print the record on display, use the mouse to click on the *OPTIONS* selection at the top of the screen (or press the key combination of *ALT + O*). To print, select the Print option (*ALT + P*) or select Close to exit the report view mode. If you want to print the report at your system's default printer, simply select the *OK* button at the Print Menu, or click on *Setup* with the mouse to customize the print settings or select an alternate printer (or press the key combination of *ALT + S*). From the Print Setup menu, you can customize the settings before printing. *VIEW CURRENT RECORD* button will display and print only that record.

To display and print the private sector price or public reimbursable cost, select the *PRINT* button. The four options for printing sort the information by function, location, location and function, or individual records. Select the report format/type you want. Click on the *OPTIONS* selection at the top of the screen (or press the key combination of *ALT + O*). To print, select the Print option (*ALT + P*) or select Close to exit the report view mode. If you want to print the report at your system's default printer, simply select the *OK* button at the Print Menu, or click on *Setup* with the mouse to customize the print settings or select an alternate printer (or press the key combination of *ALT + S*). From the Print Setup menu, you can customize the settings before printing. When the *PRINT* button is selected, it will print all the records in that cost line.

5.8.2.3 Printing the SCF (or SLCF)

If the SCF is printed from the Line 7, Private Sector Price or Public Reimbursable Cost Screen COMPARE treats this action as if the official competition is being conducted by entering the actual date into the Competition Information Screen, Initial Performance Decision field. A file is also archived that reserves a copy of the exact records at the time of the competition. A "T" is entered in front of the electronic file name to indicate the archived file. Each time a SCF is printed from Line 7 a new file is archived of the records at the time of the SCF printing. COMPARE reserves the current file as a working file that allows changes and modification.

5.9 LINE 8 – CONTRACT ADMINISTRATION COSTS

This section will walk you through the information necessary to complete Line 8 of the SCF.

5.9.1 General Cost Information

Contract Administration costs are new administrative costs that would not be incurred unless the work under competition was converted to contract. The purpose of this line is to account for the full range of contract administration costs associated with administering a contract for the commercial activity. This line uses personnel costs and a standard allowable set of grades as a method for estimating contract administration costs.

5.9.2 Line 8 Basics

Line 8 is the "Contract Administration Costs Worksheet", and it is used to identify the number and grades of Contract Administrators (CAs) that are allowed if the function under competition is won by the private sector or public reimbursable source. COMPARE automatically computes all elements required for this line. Automatic calculations are provided in Figure 5-29.

Contract Administration FTE's Allowed	Based on the number of FTE's identified in the MEO on Line 1 and the CMEs on Line 3E, COMPARE will compute the number of allowable Contract Administration FTE's.
Contract Administration GRADES Allowed	COMPARE will identify the GS grades allowed based on the MEO size using the matrix provided in Figure C6, "Contract Administration Factors and Allowable Grades" in OMB Circular A-76 Attachment C.
Number of FTE's Allowed by Grade	The number of Contract Administration FTE's varies as the size of the MEO changes by performance period. At each level, a specific number of FTE's within a grade are allowed.
Contract Administration FTE's	COMPARE automatically enters the FTEs in each performance period based on the FTEs allowed and the MEO FTEs by performance period.
Contract Administration Costs	COMPARE automatically computes the prorated/inflated contract administration costs for each performance period using the Line 8 cost records and the cost factors/rates from the various cost factors/rates tables.

Figure 5-29. Automatic Calculations for Line 8.

COMPARE automatically determines and enters the maximum FTEs allowed for each grade and for each performance period as specified above. There will always be four records on Line 8 that are assigned to the REST OF U.S. location and a functional area titled ALL. These costs cannot be allocated to any other locations or functional areas because they represent a cost factor similar to the 12 percent overhead cost factor.

The primary difference is that personnel costs are used as the basis for this estimating methodology instead of a percentage factor.

FTEs are performance period specific, so the FTEs may vary by performance period based on the personnel usage on Lines 1, Personnel and 3E, MEO Subcontract Costs. To view the differences, you can click on each performance period in the performance period cost detail subform on Line 8. In doing this, you will notice that the grade distribution and the MEO positions values will likely change depending on MEO staffing and you can see how COMPARE automatically generated the cost values.

5.9.3 Line 8 - Contract Administration Costs

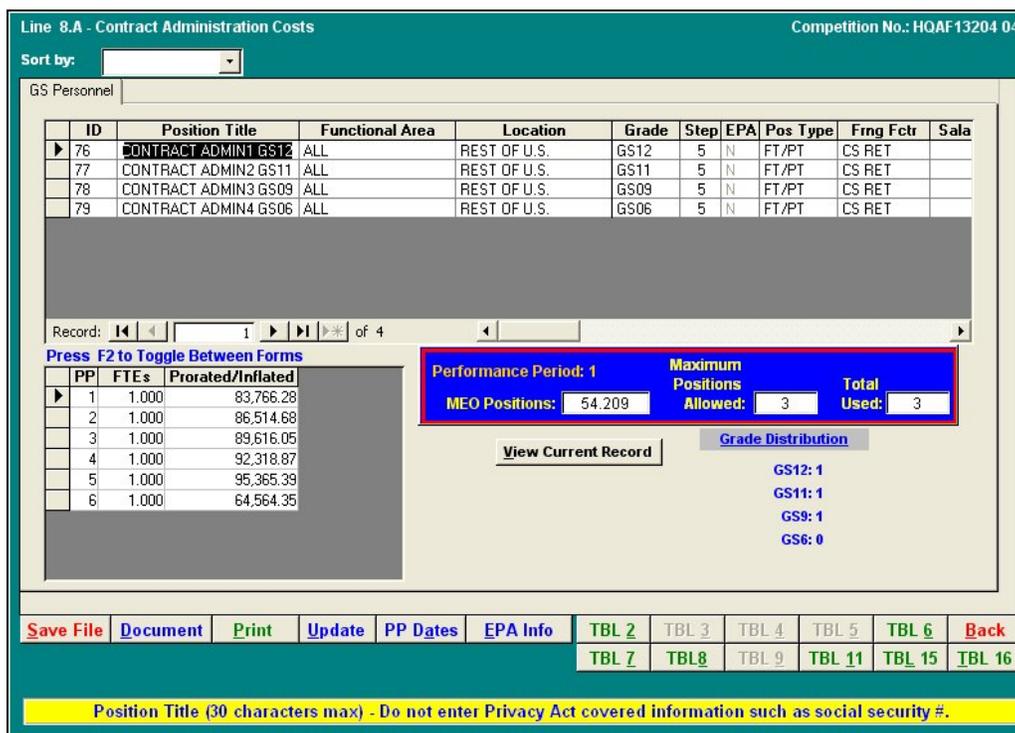


Figure 5-30. Line 8 – Contract Administration Cost Records.

The major differences between the operation of Line 8 Contract Administration Costs, Figure 5-30 and line 1 are as follows:

- No user input is allowed (or required) for Line 8. COMPARE automatically creates the necessary records and populates the FTE values for each performance period. Four template records are automatically generated as shown in the figure above.
- All data fields are locked and records cannot be added or deleted.
- The Table 3, 4, 5 and 9 buttons are disabled.
- Line 8 GS Personnel Costs are NOT subject to Economic Price Adjustment.

- Total Line 8 Contract Administration FTEs cannot exceed the number allowed by the Contract Administration Factors Table (*TBL 15*) by performance period.
- COMPARE provides a button at the bottom of the cost record that enables you to access the Contract Administration Factors Table.

NOTE: Do not forget to periodically save your information with the *SAVE FILE* button!

5.10 LINE 9 – ADDITIONAL COSTS

This section will help you with completing Line 9 of the SCF (and SLCF for Non-DoD Agencies).

Line 9 is reserved to allow for any additional costs incurred by the Government that may be encountered in particular competitions. This line is available in all standard competitions and in streamlined competitions for Non-DoD Agencies only. The availability of Line 9 in Non-DoD streamlined competitions is intended for the sole purpose of adjusting the private sector offer as a result of the statutorily mandated health and retirements benefits evaluations that came into effect in 2008. The policies and legislation affect evaluation of health and retirement benefits for DoD and Non-DoD agencies and you should refer to your agency's current policy on this topic in determining the appropriate handling of and entries on Line 9. Since DoD Competitive Sourcing Program Guidance defines the criteria of streamlined competitions differently than Non-DoD agencies, Line 9 is not available for DoD streamlined competitions.

The statutory requirement to evaluate health and retirements benefits is to determine that no advantage has been given to a private sector's proposal that would reduce costs to the Federal government by including health insurance and retirement benefit costs that are less than the health insurance and retirement benefits costs included in the agency cost estimate for federal employees.

5.10.1 General Cost Information

Line 9 is reserved to allow for any additional costs incurred by the Government that may be encountered in particular competitions.

5.10.2 Line 9 Basics

Cost record operations for Line 9 Additional Costs are identical to those described for Line 5.

5.10.2.1 Field Description

- **ID: (Automatically Generated)** - This field is a unique numeric identifier that is assigned to each record that is created on this line.

- **Item Name: (Required)** - (30 character limit) Enter the name or description of the cost.
- **Functional Area: (Required)** - You can key in a valid functional area (if it exists in the Functional Area table) or select a functional area from the associated list. If you realize you neglected to define enough functional areas, simply click on *Tbl 16* with the mouse, (or press the key combination of *ALT + F*) to access the Functional Areas Table Screen where you can update the table.
- **Location: (Required)** - You can key in a valid location or select a location from the associated list.
- **Price Current A/O: (Required)** - Enter date when the price shown was current. The date entered is used as the base year for inflating out-year costs.
- **Inflate: (Required)** - Indicate whether or not the cost should be inflated or if the cost was provided as a ceiling cost (C). Inflation is computed at a daily rate. COMPARE will not prorate or inflate a cost that is designated as a ceiling cost unless the "Prorate" field is set to "Yes".
- **Prorate: (Required, default is "Yes")** - Indicate whether or not the cost should be prorated.
- **Inflation Factor: (Required)** - Indicate inflation factor that applies to this cost (O&M, Fuels, or FCO&M).
- **Base Year Cost: (Required)** - Enter a total base year cost for that performance period. COMPARE will give you the option to assign that value to all remaining performance periods or enter values manually. If you choose to assign that value to the remaining performance period, COMPARE will advance the cursor to the next line. Otherwise, the cursor will advance to the 2nd performance period.

NOTE: Do not forget to periodically save your information with the *SAVE FILE* button!

5.10.2.2 Calculating Performance Period Costs

At this point, if you click on *UPDATE* with the mouse (or press the key combination of *ALT + U*), COMPARE will calculate the cost for each performance period. Since the update action computes the performance period costs for ALL records, you may find it more efficient to enter all data before performing the update. COMPARE will automatically update all records when you select the *PRINT* button, and when you exit the form by hitting the *BACK* button. If you change any of the values that affect the calculation (Price Current A/O, Inflate, Prorate, or Inf fctr, if applicable), the values on the cost records will not reflect the cost by performance period until you perform another update.

To continue data entry, click on the small asterisk button to the left of the horizontal scroll bars. This is the *ADD RECORD* button. Otherwise, position the mouse cursor on the blank line at the bottom of the data entry window.

5.10.2.3 Printing the Report

To print, click on the *OPTIONS* selection at the top of the screen with the mouse (or press the key combination of *ALT + O*). Select the Print option (or press the key combination of *CTRL + P*), or select Close if you would rather exit the report view mode. If you want to print the report at your system's default printer, simply select the *OK* button at the Print Menu, or, if you want to customize the print settings or select an alternate printer, click on Setup with the mouse (or press the key combination of *ALT + S*). From the Print Setup menu, you can customize the settings before printing.

5.11 LINE 10 – ONE-TIME CONVERSION COSTS

This section covers Line 10 of the SCF.

5.11.1 General Cost Information

Line 10 costs are NOT subject to EPA. Line 10 is only computed for standard competitions and represents five percent (5%) of Line 1 Basic Pay. This five percent is a combination of four percent (4%) for severance pay and one percent (1%) for all other one-time conversion costs. These are the only one-time conversion costs allowed, therefore, no other one-time conversion costs shall be entered on Line 10. One-time conversion costs are computed for the 1st period of full performance only.

5.11.2 Line 10 Basics

COMPARE breaks up Line 10 costs into 2 cost record categories (Line 10A – Severance Pay and Line 10B – Other One-Time Conversion Costs) as detailed below.

5.11.3 Line 10A - Severance Pay

Severance Pay is a breakout between Civilian Appropriated Fund employees, Civilian NAF employees, and Foreign National (FN) employees, as shown in Figure 5-31.

Line 10.A. Severance Pay Cost Worksheet Competition No.: HQAF13204 04

U.S. Civilian Appropriated Fund Employees | U.S. Civilian NAF Employees | Foreign National (FN) Employees

Location	Functional Area	Severance Pay Factor	Number of Assigned Civilians in the Current Org.	MEO FTEs	MEO Basic Pay	Estimated Severance Pay Cost
TEST LOCATION 1	TEST A	0.040	45,000	46,082	1,538,958.71	60,112.97
TEST LOCATION 2	TEST A	0.040	12,000	13,541	448,304.39	15,891.45

Save File | Document | Print | PP Dates | TBL 8 | TBL 9 | Back

Figure 5-31. Line 10A – Severance Pay Cost Records.

5.11.3.1 Civilian Appropriated Fund Employees

Number of Assigned Civilians in the Current Organization - Enter the quantity of employees for that location and function. This is the only user-entered field required for Civilian Appropriated Fund employees. COMPARE automatically calculates the estimated severance pay costs, based on the severance pay factor and the number of employees entered eligible for severance pay.

NOTE: Do not forget to periodically save your information with the *SAVE FILE* button!

5.11.3.2 Civilian NAF Employees

Number of Assigned Civilians in the Current Organization - Enter the quantity of permanently assigned employees for that location and function. If you have indicated in Table 9 to apply a severance pay factor, the system will automatically calculate the estimated severance pay costs. If you have indicated in Table 9 not to apply the severance pay standard factor, you will need to enter an estimated severance pay cost. COMPARE will automatically calculate the severance pay factor from your input.

5.11.3.3 FN Employees

Number of Assigned Civilians in the Current Organization - Enter the quantity of permanently assigned employees for that location and function. If you have indicated in Table 9 to apply a severance pay factor, the system will automatically calculate the estimated severance pay costs. If you have indicated in Table 9 not to apply the

severance pay standard factor, you will need to enter the estimated severance pay costs. COMPARE will automatically calculate the severance pay factor from your input.

5.11.3.4 Field Description

- **Location: (Automatically entered by COMPARE)** - COMPARE automatically pulls the locations used from the records entered in Line 1. No user input is required.
- **Functional Area: (Automatically entered by COMPARE)** - COMPARE automatically pulls the functional areas used from the records entered in Line 1. No user input is required.
- **Severance Pay Factor: (Automatically entered by COMPARE)** - COMPARE automatically enters the corresponding severance pay factor based on the values stored in Tables 8 and 9. If the user selected to NOT apply the standard factor for either NAF or FN positions in Table 9, then this field will display as zero (0), and the user will be required to manually enter the Estimated Severance Pay Costs.
- **Number of Assigned Civilians in the Current Organization: (Required)** - In most cases, this is the only field that requires user input in Line 10A. You should enter the number of assigned civilians in the current organization. If you enter more FTEs than is shown in the MEO FTEs field, COMPARE will display a message to let you know that you have exceeded the MEO FTEs. This message is for information purposes only and should not affect your entries in this field.
- **MEO FTEs: (Automatically entered by COMPARE)** - COMPARE automatically computes the MEO FTEs based on the values entered in Line 1. No user input is required.
- **MEO Basic Pay: (Automatically entered by COMPARE)** - COMPARE automatically computes the amount of the MEO Basic Pay based on the costs stored in Line 1. The MEO Basic Pay reflects the adjusted total basic pay from Line 1. In other words, this value is a sum of all the basic pay costs for all the records in each category and then adjusted for inflation and proration accordingly. For example, if the Basic Pay for one position is \$50,000, the inflated 1st period of full performance basic pay might be \$53,000. This is the amount that would appear in Line 10A. Please note that the adjusted basic pay cost is not stored/displayed anywhere in the program. If you wish to duplicate the costs in this field you will have to do so manually outside of the program.
- **Estimated Severance Pay Cost: (Automatically entered by COMPARE in most cases and Required in others)** - COMPARE automatically computes the estimated severance pay costs based on the severance pay factors, number of assigned civilians, MEO FTEs, and MEO Basic Pay. If the number of assigned civilians exceeds the MEO FTEs, then the calculation will default to the MEO FTEs for computing the severance costs. If you chose to not

apply the standard severance pay factor for either NAF or Foreign National positions, then you will be required to manually enter the estimated severance pay costs in this field for each record accordingly.

NOTE: Do not forget to periodically save your information with the *SAVE FILE* button!

5.11.4 Line 10B - Other One-Time Conversion Costs

This line accounts for all other one-time conversion costs, Figure 5-32, such as relocation and retraining. COMPARE automatically computes this line and no user input is required on Line 10B. Figure 5-32 provides a picture of what the Line 10B report/form looks like. You will notice that this line does not provide a data entry form like other cost lines.

LINE REPORT				
Line 10.B - One-Time Conversion Costs (Other One-Time Conversion Costs)				
(Sorted by Functional Area)				
Competition No. HQAF01110106 - GROUNDS MAINTENANCE				11/2/2006 12:59:06 PM (Version 3.0)
Functional Area: <i>FUNCTION A</i>				
<u>PP</u>	<u>From</u>	<u>To</u>	<u>MEO Basic Pay</u>	<u>Other Conversion Costs</u>
2	10/1/2006	9/30/2007	3,314,357.30	33,143.58

Figure 5-32. Line 10B – Other One-Time Conversion Cost Records.

5.11.4.1 Field Description

- **Location: (Automatically entered by COMPARE)** - COMPARE automatically pulls the locations used from the records entered on Line 1.
- **MEO Basic Pay: (Automatically entered by COMPARE)** - COMPARE automatically computes the amount of the MEO Basic Pay based on the costs stored in Line 1. The MEO Basic Pay reflects the adjusted total basic pay from Line 1. In other words, this value is a sum of all the basic pay costs for all the records in each category and then adjusted for inflation and proration accordingly. For example, if the Basic Pay for one position is \$50,000, the inflated 1st period of full performance basic pay might be \$53,000. This is the amount that would appear in Line 10B. Please note that the adjusted basic pay cost is not stored/displayed anywhere in the program. If you wish to duplicate the costs in this field you will have to do so manually outside of the program.
- **Other Conversion Cost: (Automatically entered by COMPARE)** - COMPARE automatically computes the other conversion cost based on the other one-time conversion cost factor from File Table 8.

NOTE: Do not forget to periodically save your information with the *SAVE FILE* button!

5.11.5 Generating the Report

To generate the report sorted by functional area, click on button 1 (or press the key combination of *ALT + 1*). To generate the report sorted by location, click on button 2 (or press the key combination of *ALT +2*). To generate the report sorted by both location and functional area, click on button 3 (or press the key combination of *ALT +3*).

5.11.5.1 Printing the Report

To print, click on the *OPTIONS* selection at the top of the screen with the mouse (or press the key combination of *ALT + O*). Select the Print option (or press the key combination of *CTRL + P*) or select Close if you would rather exit the report view mode. If you want to print the report at your system's default printer, simply select the *OK* button at the Print Menu, or, if you want to customize the print settings or select an alternate printer, click on *Setup* with the mouse (or press the key combination of *ALT + S*). From the Print Setup menu, you can customize the settings before printing.

5.11.6 Line 10 Total Reports

The *Line 10 One-Time Costs Report* is a summary of all Line 10 Costs, sorted by location and functional area. To generate the report, select option 10, One-Time Conversion Costs, from the cost records screen.

Click on the associated list box and from the list that displays, select Line 10 One-Time Costs Report Menu. To generate the report sorted by functional area, click on button 1 (or press the key combination of *ALT + 1*). To generate the report sorted by location, click on button 2 (or press the key combination of *ALT +2*). To generate the report sorted by both location and functional area, click on button 3 (or press the key combination of *ALT +3*).

5.11.6.1 Printing the Report

To print, click on the *OPTIONS* selection at the top of the screen with the mouse (or press the key combination of *ALT + O*). Select the Print option (or press the key combination of *CTRL + P*), or select Close if you would rather exit the report view mode. If you want to print the report at your system's default printer, simply select the *OK* button at the Print Menu, or, if you want to customize the print settings or select an alternate printer, click on *Setup* with the mouse (or press the key combination of *ALT + S*). From the Print Setup menu, you can customize the settings before printing.

5.12 LINE 11 – GAIN FROM DISPOSAL OR TRANSFER OF ASSETS

This section will walk you through the basics of Line 11 of the SCF.

5.12.1 General Cost Information

As the Government develops its MEO, certain assets may no longer be needed. These assets may be disposed of without consideration because this action happens regardless of the performance decision. The competition is concerned with comparing the Government's MEO with that of the best private sector or public reimbursable source. As a result, only assets that are to be used solely by the Government's MEO and not made available to the private sector or public reimbursable source and that are 100 percent allocated to the MEO are considered in the line.

5.12.2 Line 11 Basics

All the records on this form, Figure 5-33, represent Line 3 capital equipment and facilities records for which depreciation cost is applied and the purchase date occurred before the 1st performance period began. No additional records can be added on this cost record. This cost record is updated every time it is opened, so if Line 3 capital equipment and facilities records are edited, the records represented on this form could change.

Line 11 - Gain from Disposal or Transfer of Assets
Competition No.: V220 TESTS

Sort by:

ID	Asset Name	Cost Category	Functional Area	Location	Qty	Acq Cost
2	2-8	CAPITAL EQUIPMENT	BBBBBBBBBBBBBBBBBBE	AAAAAAAAAAAAAAAAAAAAA	1	100,000.00
3	3-11	CAPITAL EQUIPMENT	TEST A	TEST LOCATION 1	2	100,000.00
4	3-12	CAPITAL EQUIPMENT	TEST A	TEST LOCATION 1	1	375,000.00
1	2-7	FACILITY	TEST A	TEST LOCATION 1	1	450,000.00

Record: 1 of 4

Press F2 to Toggle Between Forms View Current Record

PP	Qty	Value	Gain/Loss	NetBkVal
2	1	88,138.47	-88,138.47	88,138.47
TOTAL GAIN:			-88,138.47	

Reset	Category Name	Asset Name

Record:

PP Dates
Document
Assets Resulting in a Loss

Save File
Print
TBL 8
TBL 13
TBL 16
Back

Figure 5-33. Line 11 – Gain from Disposal or Transfer of Assets Cost Records.

5.12.2.1 Field Description

- **Qty: (Required)** - You need to enter the quantities transferred or disposed of for each record in the 2nd performance period; you cannot enter a quantity in

any period except the 2nd. There may be instances where you will not schedule all of the quantity associated with the asset because the agency has determined that the asset is still needed even if converting to a source other than the agency. Refer to the OMB Circular A-76 for specific rules governing these costs. If one of the assets results in a loss, COMPARE will remove it from the parent form and position it on the form that is displayed on the lower half of the screen. COMPARE will not allow you to enter a quantity that is greater than the quantity assigned to the corresponding Line 3A capital asset record. (Note: The Qty field contained in the upper form represents the quantity entered on Line 3 for the corresponding record. This value is provided on this form as a reference point in entering the Qty value for the 2nd performance period.)

NOTE: Do not forget to periodically save your information with the *SAVE FILE* button!

5.13 LINE 12 – FEDERAL INCOME TAX ADJUSTMENT

This section gives you help in working with Line 12 of the SCF.

5.13.1 General Cost Information

Potential Federal income tax revenue must be considered in the competition since a contract would provide a private sector or public reimbursable source with a certain amount of income subject to tax. The tax is calculated from the industry code entered on Line 7. There is no data entry required on Line 12.

5.13.2 Line 12 Basics

NOTE: Because the Line 12 report is based on values calculated from Line 7, you should complete that cost record before generating the Line 12 report.

LINE REPORT			
Line 12 - Federal Income Tax Adjustment			
Competition No. HQAF01110106 - GROUNDS MAINTENANCE			11/2/2006 1:01:17 PM (Version 3.0)
<hr/>			
Item Name:			
Record ID: 4			
FEDERAL TAX BY PERFORMANCE PERIOD			
<u>PP</u>	<u>From</u>	<u>To</u>	<u>Tax</u>
1	10/1/2005	9/30/2006	-2,375.00
2	10/1/2006	9/30/2007	-3,897.38
3	10/1/2007	9/30/2008	-4,057.74
4	10/1/2008	9/30/2009	-4,180.00
5	10/1/2009	9/30/2010	-4,199.00
6	10/1/2010	9/30/2011	-4,227.50
Total:			-22,936.61

Figure 5-34. Line 12 – Federal Income Tax Adjustment Report.

5.13.2.1 Printing the Report

When you select this option from the Cost Records Screen, COMPARE displays the Line 12 Federal Income Tax Adjustment Report, Figure 5-34, in the view mode. To proceed with printing, click on the *OPTIONS* selection at the top of the screen with the mouse (or press the key combination of *ALT + O*). To print, select the Print option (or press the key combination of *CTRL + P*), or select Close if you would rather exit the report view mode. If you want to print the report at your system's default printer, simply select the *OK* button at the Print Menu, or, if you want to customize the print settings or select an alternate printer, click on *Setup* with the mouse (or press the key combination of *ALT + S*). From the Print Setup menu, you can customize the settings before printing.

5.14 LINE 13 – TOTAL ADJUSTED COST OF PRIVATE SECTOR OR PUBLIC REIMBURSABLE PERFORMANCE

This section deals with the basics of Line 13 of the SCF.

5.14.1 General Cost Information

This is the last line that is necessary to be completed before moving into the performance decision.

5.14.2 Line 13 Basics

Because the Line 13 report is based on values calculated from Lines 7-12, you should complete those cost records before generating the Line 13 report.

When you select this option from the Cost Records Screen, COMPARE displays the Line 13 Report menu, Figure 5-35. This menu gives you the option to view/print the Line 13 report sorted by location, functional area, or both. When you select a sort option, COMPARE will display the report in VIEW mode, Figure 5-36.

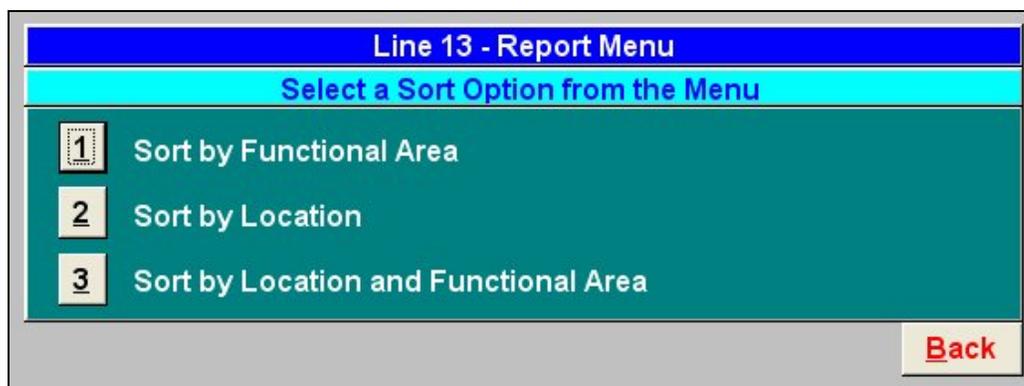


Figure 5-35. Line 13 – Report Menu.

LINE REPORT				
Line 13 - Total Adjusted Cost of Private Sector or Public Reimbursable Performance				
(Sorted by Functional Area)				
Competition No. HQAF01110106 - GROUNDS MAINTENANCE				
				11/2/2006 1:02:30 PM (Version 3.0)
ALL Subtotal:				
	<u>PP</u>	<u>From</u>	<u>To</u>	<u>Cost</u>
	1	10/1/2005	9/30/2006	172,519.58
	2	10/1/2006	9/30/2007	243,181.55
	3	10/1/2007	9/30/2008	252,755.68
	4	10/1/2008	9/30/2009	262,643.64
	5	10/1/2009	9/30/2010	273,674.68
	6	10/1/2010	9/30/2011	285,169.01
Total:				1,489,944.14

Figure 5-36. Line 13 – Total Adjusted Cost of Private Sector or Public Reimbursable Performance Sorted by Functional Area.

5.14.2.1 Printing the Report

To proceed with printing, click on the *OPTIONS* selection at the top of the screen with the mouse (or press the key combination of *ALT + O*). To print, select the Print option (or press the key combination of *CTRL + P*), or select Close if you would rather exit the report view mode. If you want to print the report at your system's default printer, simply select the *OK* button at the Print Menu, or, if you want to customize the print settings or select an alternate printer, click on *Setup* with the mouse (or press the key combination of *ALT + S*). From the Print Setup menu, you can customize the settings before printing.

5.15 SCF AND SLCF SIGNATURE INFORMATION

This section will help you with completing the SCF/SLCF signature information.

5.15.1 Signature Form Basics

The signature information on this screen, shown in **Error! Reference source not found.**, is used to populate the various signature blocks on the SCF and SLCF. This screen displays every time you launch the SCF/SLCF, which allows you to update the information if necessary prior to printing the SCF/SLCF report. The individual signatories are still required to sign the form in the appropriate signature blocks, however, this feature prevents them from having to hand write other information such as printed name, organization, phone number, etc. This screen contains a separate line for each applicable signature authority requirement on the SCF/SLCF based on the acquisition type selected.

There are two variations of this screen; one for standard and one for streamlined competitions. The fields available on the Signature Information form are dependent

upon the selection made in the Competition Type/Method of Operation field on the Competition Information screen. The version shown below is for the SCF. COMPARE will automatically display and/or hide the appropriate signature information on this form.

SCF SIGNATURE INFORMATION
Press F1 for help.

NOTE: Before printing the form, please verify that the information entered below is correct.

Acquisition Type Negotiated-Low Price Technically Acceptable

	Name	Title	Component	Phone Number
Agency Tender Certifying Official	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Contracting Officer	Mrs. KO	KO	USAF	(111) 111-1111
Source Selection Authority	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Private Sector Cost Data

Include Pricing

Redact Pricing

[Source Selection Documentation](#)

[Continue](#)
[Back](#)

Figure 5-37. SCF/SLCF Signature Information Form.

From this form, you have the option to redact the Private Sector pricing information that appears on the SCF/SLCF (See **Error! Reference source not found.**). By selecting to redact the Private Sector pricing information, COMPARE will not display the pricing information for Lines 7-12 for each performance period. Only the totals for each line and for Line 13 by performance period will be shown on the SCF/SLCF. (See Figure 5-38)

ADJUSTED COST OF PRIVATE SECTOR OR PUBLIC REIMBURSABLE PERFORMANCE							
NOTE: First Performance Period is designated as a Phase-In Period							
Performance Periods	Line 7 Private Sector Price or Public Reimbursable Cost Estimate	Line 8 Contract Administration Costs	Line 9 Additional Costs	Line 10 One-Time Conversion Costs	Line 11 Gain From Disposal or Transfer of Assets	Line 12 Federal Income Tax Adjustment	Line 13 Total Adjusted Cost of Private Sector or Public Reimbursable Performance
1 11/3/2009 11/2/2010							514,599
2 11/3/2010 11/2/2011	Performance period cost detail removed from report to protect proprietary information.						204,759
3 11/3/2011 11/2/2012							681,335
4 11/3/2012 11/2/2013							617,125
5 11/3/2013 11/2/2014							632,361
6 11/3/2014 6/30/2015							407,905
Totals	1,100,000	2,018,443	395,892	196,668	-652,919	0	3,058,084

Figure 5-38. SCF Redacted Private Sector Pricing Information

You can also access the source selection decision documentation from this form by clicking on the *SOURCE SELECTION DOCUMENTATION* button. This is the same form that is available through the Line Rationale area of COMPARE. Please refer to the Line Rationale section for more information on the source selection documentation features.

NOTE: The *SOURCE SELECTION DOCUMENTATION* button is disabled for Preliminary Planning and Adjusted Baseline Costs files because the source selection information is not relevant for these file types. However, the *SIGNATURES* button is enabled for these file types.

5.15.2 Field Description

- **Acquisition Type: (Required, Enabled Only for Standard Competitions)** - Select the appropriate acquisition type that corresponds to the terms of your competition solicitation. This field controls the formatting of and signature lines display on the SCF/SLCF, and the available signature information fields on Signature Information screen. It is important that you select the correct acquisition type, otherwise, the SCF/SLCF may not be accurate. If you select “Unknown/Not Sure”, none of the signature information on this screen will be posted to the SCF/SLCF.
- **Title** - Enter the position title corresponding to the signature official.
- **Name** - Enter the full name of each signature official.
- **Component** - Enter the name of the Component to which the signature individual is officially assigned. For example, this may be a branch of service like United States Air Force, Department of Transportation, or a division within a federal agency.
- **Phone Number** - Enter the phone number for the signature official. This field only accepts numeric values. The field is preformatted as a telephone number so there is no need to enter any parentheses or dashes.

5.15.3 Accessing SCF and SLCF Signature Information

A rectangular button with a blue border and the word "Signatures" in blue text.

There are three ways to view and/or edit the SCF/SLCF signatory information; 1) launch the SCF/SLCF, 2) click on the *SIGNATURES* button, or 3) select the SCF/SLCF Signature Information report from the PRINT DOCS menu. Any one of these three options will display the Signature Information Screen and allow you to enter and/or edit this information. The signature information on this screen is used to populate the various signature blocks on the SCF and SLCF. The individual signatories are still required to sign the form in the appropriate signature blocks, however, this feature prevents them from having to hand write other information such as printed name, organization, phone number, etc.

5.15.4 Printing the Report

A report is integrated into COMPARE that will only display all of the information on this Signature Information screen. To view and print this Signature Information report, you will have to use the *SIGNATURES* button or the Signature Information report option on the PRINT DOCS menu. You cannot print the Signature Information report when launching the SCF/SLCF.

5.16 PERFORMANCE DECISION SUMMARY (SCF/SLCF)

Generating the Performance Decision is the final step in performing an A-76 competition. The performance decision is based on several computations that COMPARE performs automatically if all the required validated input has been entered. Because the performance decision is based on values calculated from Lines 1-13, you should complete all necessary worksheets before generating the report.

5.16.1 Line 14 - Conversion Differential

Now that you have moved into the beginning of the decision calculation lines, you are in the home stretch! The information below will walk through the basics of Line 14 of the SCF. A conversion differential of the lesser of 10 percent of Line 1 personnel costs or \$10 million over the total performance periods must be met before converting to or from agency, private sector, or public reimbursable performance. The conversion differential is established to ensure that the Government does not change sources for marginal estimated savings.

When the Competition Type/Method of Operation is set to any of the "Standard" options except the "Mix" option, Line 14 equals the lesser of 10 percent of Line 1 personnel costs or \$10 million over the total performance periods. If the Competition Type/Method of Operation is "Standard (Mix – Partial Conversion Private Sector to Agency)", Line 14 equals the difference between the computed conversion differential for the agency tender and the value of the conversion differential for the work performed by the private sector that will be converted to agency performance using government positions. If the Competition Type/Method of Operation is "Streamlined (Conversion Differential NOT

Included)”, this line is not computed and is displayed as NA or zero on the SLCF and for “Streamlined (Conversion Differential Included)” it is computed the same as for the “Standard (Agency Source)” Competition Type/Method of Operation Code.

5.16.2 Line 15 - Adjusted Total Cost of Agency Performance

This section highlights completion of Line 15 of the SCF. When the Competition Type/Method of Operation is “Standard (Agency Source)”, Line 15 equals Line 6. When the Competition Type/Method of Operation is “Standard (Private Sector/Public Reimbursable Source)” or “Standard (New Requirement)”, Line 15 equals Line 6 plus Line 14. When the Competition Type/Method of Operation is “Standard (Expansion)” or “Standard (Mix – Partial Conversion Private Sector to Agency)”, Line 15 equals Line 6. Line 15 does not exist on the SLCF if the Competition Type/Method of Operation is set to one of the streamlined options.

5.16.3 Line 16- Adjusted Total Cost of Private Sector or Public Reimbursable Performance

This section gives information about Line 16 of the SCF. When the Competition Type/Method of Operation is “Standard (Agency Source)”, Line 16 equals Line 13 plus Line 14. When the Competition Type/Method of Operation is “Standard (Private Sector/Public Reimbursable Source)” or “Standard (New Requirement)”, Line 16 equals Line 13. When the Competition Type/Method of Operation is “Standard (Expansion)” or “Standard (Mix – Partial Conversion Private Sector to Agency)”, Line 16 equals Line 13 plus Line 14. Line 16 does not exist on the SLCF if the Competition Type/Method of Operation is set to one of the streamlined options.

5.16.4 Lines 17 Cost Difference

This section will give you the information necessary to complete Line 17 of the SCF. Line 17 is equal to Line 16 minus Line 15 regardless of the Competition Type/Method of Operation for all standard competitions. The COMPARE program will automatically input this line, so there is no need for you to enter any data. If the Competition Type/Method of Operation is set to “Streamlined (Conversion Differential NOT Included)”, this line is computed as Line 13 minus Line 6. If the Competition Type/Method of Operation is set to “Streamlined (Conversion Differential Included)”, this line is computed as (Line 13 + Line 14) - Line 6.

5.16.5 Lines 18 Low-Cost Provider

Line 18 displays the winner of the performance decision based on the computations performed on Line 17. The program will automatically put a check mark in the checkbox next to the winning source. If Line 17 is a positive number then the performance decision is “Agency Source” and if it is negative, the decision is either “Private Sector Source” or “Public Reimbursable Source” depending on the type of price/cost entered on Line 7.

5.16.5.1 Printing the Report



You can view and/or print the SCF or SLCF anytime during your editing session from several places within COMPARE. The most common place is from the Cost Records Menu Screen. On this screen you will find the SCF button (or SLCF button). The title of the button changes between SCF and SLCF depending on the value entered in the Competition Type/Method of Operation field on the Competition Information screen. Clicking on the SCF button will first perform all the necessary calculations for the SCF and then launch the Signature Information screen. From the Signature Information screen, click on CONTINUE to view and/or print the SCF/SLCF report.

You can print it by clicking on the PRINT OPTIONS selection at the top of the screen with the mouse (or press the key combination of ALT + P). To print, select the Print option (or press the key combination of CTRL + P), or select Close if you would rather exit the report view mode. If you want to print the report at your system's default printer, simply select the OK button at the Print Menu, or click on Setup with the mouse to customize the print settings or select an alternate printer (or press the key combination of ALT + S). From the Print Setup menu, you can customize the settings before printing.

The SCF will vary in length depending on the amount of data you have in your competition file. Figure 5-39 through Figure 5-43 show you an entire SCF. However, it is broken down into four figures because of size. Notice that if you designate the 1st performance period as a phase-in period that a note appears on the SCF to remind you of this fact.

STANDARD COMPETITION FORM							
Agency: DEPARTMENT OF DEFENSE				Agency Component: DEPARTMENT OF THE AIR FORCE			
Competition No: HQAF13204 04				Competition Title: GROUNDS MAINTENANCE			
Competition Location: SAMPLE MILITARY INSTALLATION, ST				Solicitation No: HQBAE-0001-10F-03			
Solicitation Closing Date: 2/15/2001							
COST OF AGENCY PERFORMANCE							
<i>NOTE: First Performance Period is designated as a Phase-In Period</i>							
Performance Periods	Line 1 Personnel Costs	Line 2 Material and Supply Costs	Line 3 Other Specifically Attributable Costs	Line 4 Overhead Costs	Line 5 Additional Costs	Total Cost of Agency Performance	Line 6
1 11/3/2001 11/2/2002	2,119,434	45,492	504,862	213,578	14,070	2,897,436	
2 11/3/2002 11/2/2003	4,335,391	59,623	573,949	434,634	19,151	5,422,748	
3 11/3/2003 11/2/2004	4,331,213	62,882	636,621	431,872	20,702	5,483,290	
4 11/3/2004 11/2/2005	3,671,482	63,575	640,536	381,034	20,812	4,777,439	
5 11/3/2005 11/2/2006	3,608,588	61,638	592,411	372,440	20,931	4,656,008	
6 11/3/2006 6/30/2007	2,309,156	43,645	403,535	236,620	17,059	3,010,015	
Totals	20,375,264	336,855	3,351,914	2,070,178	112,725	26,246,936	
AGENCY TENDER CERTIFICATION:							
I certify, to the best of my knowledge, that this agency tender (1) meets the requirements of the solicitation; (2) reflects a most efficient organization (MEO) that is fully capable of performing the requirements of the solicitation; (3) includes an agency cost estimate that is accurate and calculated in accordance with OMB Circular A-76; and (4) has the approval of the agency, allowing for implementation of the organizational structure, the personnel requirements, capital investments, and budgetary requirements.							
Agency Tender Official's Signature: _____				Date: _____			
Printed Full Name: Mr. Agency Tender		Title: ATO		Phone #: (000) 000-0000			
Agency (Component): Air Force							

Figure 5-39. Standard Competition Form (page 1)

COST OF PUBLIC REIMBURSABLE PERFORMANCE									
<i>NOTE: First Performance Period is designated as a Phase-In Period</i>									
Performance Periods		Line 1a Personnel Costs	Line 2 a Material and Supply Costs	Line 3a Other Specifically Attributable Costs	Line 4a Overhead Costs	Line 5a Additional Costs	Total Cost of Public Reimbursable Performance		Line 6a
1	11/3/2001 11/2/2002	0	0	0	0	0	0		0
2	11/3/2002 11/2/2003	0	0	0	0	0	0		0
3	11/3/2003 11/2/2004	0	0	0	0	0	0		0
4	11/3/2004 11/2/2005	0	0	0	0	0	0		0
5	11/3/2005 11/2/2006	0	0	0	0	0	0		0
6	11/3/2006 6/30/2007	0	0	0	0	0	0		0
Totals		0	0	0	0	0	0		0

PUBLIC REIMBURSABLE TENDER CERTIFICATION:
 I certify, to the best of my knowledge, that this public reimbursable tender (1) meets the requirements of the solicitation; (2) reflects an organization that is fully capable of performing the requirements of the solicitation; (3) includes a cost estimate that is accurate and calculated in accordance with OMB Circular A-76; and (4) has the approval of my agency, allowing for implementation of the organizational structure, the personnel requirements, capital investments, and budgetary requirements.

Official's Signature: _____ Date: _____

Printed Full Name: _____ Title: _____ Phone #: _____

Agency (Component): _____

Figure 5-40. Standard Competition Form (page 2)

ADJUSTED COST OF PRIVATE SECTOR OR PUBLIC REIMBURSABLE PERFORMANCE										
<i>NOTE: First Performance Period is designated as a Phase-In Period</i>										
Performance Periods		Line 7 Private Sector Price or Public Reimbursable Cost Estimate	Line 8 Contract Administration Costs	Line 9 Additional Costs	Line 10 One-Time Conversion Costs	Line 11 Gain From Disposal or Transfer of Assets	Line 12 Federal Income Tax Adjustment	Line 13 Total Adjusted Cost of Private Sector or Public Reimbursable Performance		
1	11/3/2001 11/2/2002	4,500,000	206,263	58,126	0	0	-36,000	4,728,389		
2	11/3/2002 11/2/2003	6,000,000	316,969	66,722	167,296	-652,919	-48,000	5,850,068		
3	11/3/2003 11/2/2004	5,000,000	325,240	68,948	0	0	-40,000	5,354,188		
4	11/3/2004 11/2/2005	3,500,000	270,891	67,642	0	0	-28,000	3,810,533		
5	11/3/2005 11/2/2006	3,000,000	280,101	68,084	0	0	-24,000	3,324,185		
6	11/3/2006 6/30/2007	3,000,000	189,908	58,772	0	0	-24,000	3,224,680		
Totals		25,000,000	1,589,372	388,294	167,296	-652,919	-200,000	26,292,043		

Figure 5-41. Standard Competition Form (page 3)

DECISION CALCULATIONS			
Line 14. Conversion Differential	(Line 1 Total x 10%)		2,536,218
Line 15. Adjusted Total Cost of Agency Performance	(Line 6 Total)		31,706,756
Line 16. Adjusted Total Cost of Private Sector or Public Reimbursable Performance	(Line 13 Total + Line 14 Total)		5,594,302
Line 17. Cost Difference	(Line 16 - Line 15)		-26,112,454
Line 18. LOW-COST PROVIDER	<input type="checkbox"/> Agency Provider	<input checked="" type="checkbox"/> Private Sector Provider	<input type="checkbox"/> Public Reimbursable Provider

**PERFORMANCE DECISION
SEALED BID ACQUISITION**

I certify that, to the best of my knowledge (1) the agency tender meets the requirements of the solicitation; (2) the private sector offer meets the requirements of the solicitation, the offeror is responsible, and the contract price is reasonable; or the public reimbursable tender meets the requirements of the solicitation; (3) the costs on SCF Lines 9-18 are accurate and calculated in accordance with OMB Circular A-76; (4) the performance decision is a low-cost decision supported by SCF Line 17; and (5) no advantage has been given to a contractor's proposal that would reduce costs to the Federal government by including health insurance and retirement benefit costs that are less than the health insurance and retirement benefits costs included in the agency cost estimate for federal employees.

Contracting Officer's Signature: _____ Date: _____

Printed Full Name:	Title:	Phone #:
Agency (Component):		

NEGOTIATED ACQUISITION

CONTRACTING OFFICER'S CERTIFICATION:
I certify that price analysis and cost realism (as defined in FAR Part 2) was performed on all offers and tenders; and that, to the best of my knowledge (1) the agency tender meets the requirements of the solicitation; (2) the agency cost estimate reflected on SCF Lines 1-8 is accurate and calculated in accordance with OMB Circular A-76; (3) the private sector offer meets the requirements of the solicitation, the offeror is responsible, and the contract price is reasonable and/or the public reimbursable tender meets the requirements of the solicitation and the cost estimate reflected on SCF Lines 1a-6a is accurate and calculated in accordance with OMB Circular A-76; (4) the costs on SCF Lines 9-18 are accurate and calculated in accordance with OMB Circular A-76; and (5) no advantage has been given to a contractor's proposal that would reduce costs to the Federal government by including health insurance and retirement benefit costs that are less than the health insurance and retirement benefits costs included in the agency cost estimate for federal employees.

Contracting Officer's Signature: _____ Date: _____

Printed Full Name: Ms. KO	Title: KO	Phone #: (111) 111-1111
Agency (Component): USAF		

Figure 5-42. Standard Competition Form (page 4)

SOURCE SELECTION AUTHORITY'S CERTIFICATION:

FOR A LOW-COST PERFORMANCE DECISION:
I certify that the performance decision on SCF Line 18 is (1) based on evaluating offers and tenders in accordance with Attachment B to OMB Circular A-76, and (2) a low-cost performance decision supported by SCF Line 17.

Source Selection Authority's Signature: _____ Date: _____

Printed Full Name:	Title:	Phone #:
Agency (Component):		

FOR AN OTHER-THAN-LOW-COST PERFORMANCE DECISION:
I certify that the performance decision on this SCF is (1) based on evaluating offers and tenders in accordance with Attachment B to OMB Circular A-76, and (2) an other-than-low-cost performance decision is supported by my source selection decision document as summarized below.

Summary of Source Selection Decision Document: Date: _____
Sample summary of source selection decision document text for line rationale form. Sample narrative of trade-offs performed text for line rationale form. Sample summary of source selection decision document text for line rationale form. Sample summary of source selection decision document text for line rationale form. Sample summary of source selection decision document text for line rationale form.

Narrative of Trade-offs Performed: Date: _____
Sample narrative of trade-offs performed text for line rationale form. Sample narrative of trade-offs performed text for line rationale form. Sample narrative of trade-offs performed text for line rationale form. Sample narrative of trade-offs performed text for line rationale form. Sample narrative of trade-offs performed text for line rationale form. Sample narrative of trade-offs performed text for line rationale form. Sample narrative of trade-offs performed text for line rationale form. Sample narrative of trade-offs performed text for line rationale form.

Rationale for an Other-Than-Low-Cost Provider:
Sample rationale for other-than-low-cost provider text for line rationale form. Sample rationale for other-than-low-cost provider text for line rationale form. Sample rationale for other-than-low-cost provider text for line rationale form. Sample rationale for other-than-low-cost provider text for line rationale form.

Source Selection Authority's Signature: _____ Date: _____

Printed Full Name: Ms. Source Authority	Title: SSA	Phone #: (222) 222-2222
Agency (Component): Air Force		

Figure 5-43. Standard Competition Form (page 5)

CHAPTER 6: BASELINE COST ESTIMATES

6.0 OVERVIEW OF BASELINE FUNCTIONALITY

In an effort to standardize the baseline cost estimating process required by OMB Circular A-76 for public-private competitions, COMPARE was upgraded to integrate baseline cost estimating functionality. This functionality allows users to generate a Preliminary Planning Baseline Cost file and an Adjusted Baseline Cost file. These baseline files are used for many different purposes but primarily to establish an estimate against which the Agency Cost Estimate can be compared to determine projected savings. The design for the baseline cost functionality in COMPARE is driven by DoD's baseline costing policy and is therefore mandatory for DoD Components. Although this functionality responds specifically to DoD's approach and policy, the functionality is not restricted in any way and is made available to all users and agencies as a way to estimate baseline costs using a standardized process.

The purpose of this chapter is to explain the functionality of the software. This chapter will not provide policy guidance or specific direction for developing a baseline cost estimate. Furthermore, this chapter relies on a certain level of experience using COMPARE and does not go into detail about each cost line and each step, field and component of the software. If you need more information or help with a particular data field or function, refer to the appropriate chapter elsewhere in this manual.

6.1 BASELINE COST TYPES

There are two types of baseline cost files that can be created in COMPARE: 1) Preliminary Planning Baseline Costs and 2) Adjusted Baseline Costs. Each type fulfills a unique purpose and objective which will be explained in further detail in the following sections. Regardless of the type of file created, baseline costs only include costs for Lines 1-6 (i.e. agency costs).

6.1.1 Preliminary Planning Baseline Costs

The purpose of Preliminary Planning Baseline Costs is to provide the actual historical cost of an existing commercial activity that is about to undergo a public-private competition. These costs are determined during preliminary planning, as the name suggests, and represent the result of all scope and grouping decisions made for the planned competition. Preliminary Planning Baseline Costs reflect one year of data and are determined, finalized and certified prior to the public announcement of the competition. This cost file is the starting point for the rest of the cost estimates that are needed in a public-private competition as this file is provided to the teams involved in the actual competition.

6.1.2 Adjusted Baseline Costs

The purpose of Adjusted Baseline Costs is to project the Preliminary Planning Baseline Costs into the future on the same basis that the Agency Cost Estimate is developed to allow for a level comparison. The Adjusted Baseline Costs reflect the Preliminary Planning Baseline Costs adjusted to implement the parameters and requirements of the solicitation. These costs are based on the decisions made between the public-private competition's start and end dates and include adjustments resulting from competition scope changes, the final solicitation including performance periods, incorporation of inflation, software updates, etc.

6.2 CREATING BASELINE COST FILES

As discussed previously, there are two types of baseline cost files which are created as separate and distinct files using COMPARE. In other words, you will have two baseline cost files, one for each type. The purpose for having two files is primarily due to the differences between the nature, requirements and timing of the two estimates. The process for creating baseline cost estimate files is essentially the same as the process for creating agency cost files. If you have used COMPARE before, this process will be somewhat familiar with a few exceptions as discussed in this section. The following sections will explain in more detail the two basic ways baseline cost files can be created. If you have questions about specific data fields required when creating any of the file types, please refer to Chapter 4.

6.2.1 Creating a File from Scratch

You create baseline cost files in much the same way as you do an Agency Cost Estimate file. The first step is to click the *CREATE FILE* button on the Main Menu and then complete the information on the Competition Information form. The key is in specifying the Cost Data Type by selecting one of the three options on the Competition Information Form as shown in Figure 6-1. To create a baseline file, you will select either Preliminary Planning Baseline Costs or Adjusted Baseline Costs and then complete the form and click the *CONTINUE* button.

NOTE: You must select a Cost Data Type option before you can enter the performance period dates. If you change the Cost Data Type after entering the performance period dates, the previous entries will be deleted and you will be forced to re-enter the dates. This is necessary to ensure data integrity and to prevent users from establishing invalid parameters.

COMPETITION INFORMATION (FILE SETUP)

Agency: AGENCY Component: COMPONENT

Command: COMMAND Location/Installation: LOCATION OR INSTALLATION NAME State: XX

Competition No.: XX XXXX X01 Competition Title: COMPETITION TITLE

Solicitation Closing Date: Solicitation No.: Tender Type: Agency Cost

Competition Status: [P] []

Does the solicitation designate the 1st Performance Period as a Phase-In Period? [N]

Competition Type/Method of Operation
 A Standard (Agency Source)

Agency Type
 DoD Non-DoD

Cost Data Type
 Preliminary Planning Baseline Costs (PBC) .p76
 Adjusted Baseline Costs (ABC) .b76
 Agency/Public Reimbursable Cost Estimate .a76

File Type Option
 Template Master
 Normal File

Press F1 for help.

Abort **Continue**

Currently in Use: (Version 3.1)

Performance Periods			
	PP	From	To
▶	1	10/1/2005	9/30/2006

Figure 6-1. Competition Information Form in File Setup Mode

The next steps (file name, password, etc.) are identical to those used in creating Agency Cost Estimate files. Once the file is saved and opened in edit mode, you have a basic baseline cost file with which you can begin working. The ‘create from scratch’ option will come in handy to allow you to create the Adjusted Baseline Costs file if you have already started the competition process and are beyond the public announcement date.

6.2.2 Generating an Adjusted Baseline File from a Preliminary Planning File

A file conversion process is included in COMPARE to save time in generating Adjusted Baseline Costs files. If you are starting the process from preliminary planning, then the process described in this section will apply to your situation. If you think about creating these baseline files in sequence, you would naturally start by first creating a Preliminary Planning Baseline Costs file during preliminary planning. Then, after public announcement, you would convert the Preliminary Planning Baseline Costs file to an Adjusted Baseline Costs file (or Agency Cost Estimate file, if desired) using the file conversion utility which is invoked through the *CONVERT FILE* button on the Competition Information form. Once the conversion is complete, you will have two separate baseline cost files; one for Preliminary Planning and one for Adjusted Baseline Costs. The next section will describe the specific requirements and items you must

understand in working with these file types. For more information on file conversion, refer to Section 6.4 of this chapter.

While you can create any of the files from scratch, this sequential conversion process is the intended progression designed in COMPARE. By using the conversion process, you can save significant time entering data, especially for the Adjusted Baseline Costs file. If your Agency Cost Estimate is to be significantly different from the current organization, it may be more efficient to create the Agency Cost Estimate from scratch. However, you should always use the conversion process to generate your Adjusted Baseline Costs file to ensure maximum continuity and accuracy.

6.2.3 Setting Up the Preliminary Planning Baseline Costs File

Setting up a Preliminary Planning Baseline Costs file is quite simple. You will need some basic organizational and descriptive information, as shown in Figure 6-1, as a start. The focus of this section will be on the unique requirements for a Preliminary Planning Baseline Costs file and therefore will not go into detail on every data field on the form. If you do not have information for some of the data fields at this point, you can enter a placeholder value and edit it later.

6.2.3.1 Performance Periods

For this file type you are only allowed to create one performance period which must be a full year. The other significant point is that the date should be a historical date which represents the timeframe covered by the data to be entered into COMPARE. Since selection of the timeframe is driven by policy, users must refer to the appropriate policy when determining the timeframe. COMPARE will not allow you to enter dates for this timeframe that do not represent a full year.

6.2.3.2 Competition Type/Method of Operation

In most cases you should select the Agency Source (Code A) option when creating a Preliminary Planning Baseline Costs file. This field is not disabled so you can select any option you want, but the correct selection is Agency Source since you are developing the baseline costs for an existing in-house/agency source. Be careful when making this selection, because once the file is created this field will be disabled and you will not be able to change the selection. If the competition type (standard or streamlined) is known when this file is created, you can then select either Code A for a standard competition or Code S or T for a streamlined competition. If you make the wrong selection at this stage you will be able to revise this field as necessary after converting the file to an Adjusted Baseline Costs file.

6.2.3.3 Phase-In Field

Since there is no solicitation during preliminary planning and there is only one performance period, there is no need to have a phase-in period. Therefore, the default phase-in field value for this file type will always be NO regardless of the Competition Type/Method of Operation you select.

6.2.3.4 Disabled Fields

The Solicitation Closing Date and Solicitation Number fields are not disabled during the file creation process, but you do not have to enter any data in either field because there is no solicitation at this stage in the process. If you enter anything in these fields, COMPARE will delete the information as it is creating the file for you. Once the file is created and transitioned to edit mode, these two fields will be disabled to prevent confusion. In addition, the Tender Type and File Type Option fields are disabled for any baseline cost file. The fields will be enabled when converted to either an Adjusted Baseline Costs or Agency Cost Estimate file.

6.2.4 Setting Up the Adjusted Baseline Costs File

If your Adjusted Baseline Costs file was generated through the file conversion process, very little needs to be done to set up the file. The first time you open the file you will be required to change the performance period dates to match the solicitation (see Figure 6-2), then you will be able to edit the file as necessary, as discussed in the next section. Other changes in the setup process are handled automatically, such as changing the Phase-in field to YES and importing the inflation factors for Table 8. The only field that will be disabled in the Adjusted Baseline Costs file is the Tender Type.



Figure 6-2. Performance Period Dates Update Message

Once the initial setup is complete for the converted Adjusted Baseline Costs file, the message shown in Figure 6-3 will display to confirm that the process was successful. You will only see this message when working with a file that was converted from a Preliminary Planning Baseline Costs file.

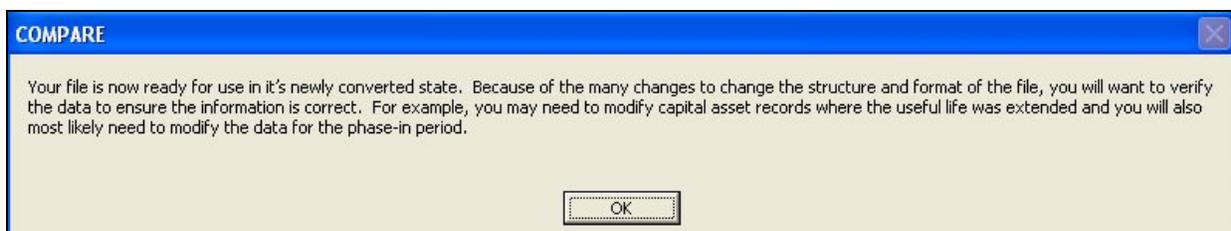


Figure 6-3. Adjusted Baseline Costs File Preparation Complete Message

As a precaution, all fields are disabled in a newly converted Adjusted Baseline Costs file. This is to prevent users from attempting to circumvent the requirement to update the performance period dates by pressing the *CANCEL* button. If you fail to update the performance period dates in accordance with the specified requirements, you will not be

able to work with the file. Figure 6-4 shows the Competition Information form for a converted Adjusted Baseline Costs file where the user did not change the performance period dates. As you can see in this figure, all data fields and buttons are disabled. To unlock the file you must click on the performance period dates and enter new dates that meet the data entry requirements.

The screenshot displays the 'COMPETITION INFORMATION' form. At the top, it indicates 'File Originally Created in: (Version 3.4)' and 'Currently in Use: (Version 3.4)'. The form contains several input fields, many of which are disabled (indicated by a grey background). These include Agency (AGENCY), Component (COMPONENT), Command (COMMAND), Location/Installation (LOCATION), State (XX), Competition No. (NUMBER), Competition Title (TITLE), Solicitation Closing Date, Solicitation No., Tender Type (Agency Cost), Competition Status (P), In-Progress, Initial Performance Decision, and Performance Decision. A section titled 'Performance Periods' contains a table with one row: PP 1, From 10/1/2007, To 9/30/2008. A red box highlights 'Adjusted Baseline Costs (ABC)'. A message box states '* No Previous DCAMIS Export'. On the right, a menu lists options: Cost Records (ABC), Tables (ABC), Line Rationale (ABC), Print Docs (ABC), Database Admin, Global Update, DCAMIS Data Export, About COMPARE, Save File, and Main. The status bar at the bottom shows the current file name: 'C:\Data Laptop\Projects\COMPARE\w3x PrelimBaseline STD Converted(Screenshot).b76'.

Figure 6-4. Competition Information Form with all Fields/Buttons Disabled

If you create the Adjusted Baseline Costs file from scratch, you will need to follow the instructions for creating an Agency Cost Estimate file as described in Chapter 4. The bottom line here is that the data entry required in setting up this file will come from the solicitation and will therefore match the Agency Cost Estimate.

6.3 WORKING WITH BASELINE COST FILES (EDIT MODE)

Once you have created and set up your baseline costs file(s) as described in the previous sections you are ready to begin the data entry or edit mode for the file. At the completion of the creation process you will be at the Competition Information form. The following sections will explain the unique points of working with both types of baseline cost files. However, keep in mind that the general functionality and process for entering records and navigating the COMPARE software is the same as for Agency Cost Estimate files.

While the two types of baseline costs files are significantly different, there are some common functionality features. First, both files will only allow access to Lines 1-6. All other lines and their related reports, documentation, etc. will be disabled in baseline files. Also, the source selection documentation button/features are disabled. It is easy to determine what is available and what is not in COMPARE. If a button, field or report is shaded grey or the text is grayed out, then that means the feature is disabled. Figure 6-4 is a good example, showing several fields and buttons in their disabled state. Another common feature is the Baseline Costs Report (BCR) which is explained in more detail later.

6.3.1 Preliminary Planning Baseline Costs Files

After creating and completing the initial setup of the Preliminary Planning Baseline Costs file, you are ready to begin the data entry and estimating process. You will know that you have the correct file open if it looks like the form shown in Figure 6-5 and because of several built-in features.

The screenshot displays the 'COMPETITION INFORMATION' form. At the top, it indicates 'File Originally Created in: (Version 3.4)' and 'Currently in Use: (Version 3.4)'. The form contains several input fields: Agency (AGENCY), Component (COMPONENT), Command (COMMAND), Location/Installation (LOCATION), State (XX), Competition No. (NUMBER), Competition Title (TITLE), Solicitation Closing Date, Solicitation No., Tender Type (Agency Cost), and Competition Status (P - In-Progress). A 'Performance Periods' table is shown with one entry: PP 1, From 10/1/2007, To 9/30/2008. A red label 'Preliminary Planning Baseline Costs (PBC)' is prominently displayed. On the right side, there is a vertical menu of buttons: 'Cost Records (PBC)', 'Tables (PBC)', 'Line Rationale (PBC)', 'Print Docs (PBC)', 'Database Admin', 'Global Update', 'Convert File', 'DCAMIS Data Export', 'About COMPARE', 'Save File', and 'Main'. At the bottom, the 'Current File Name' is listed as 'C:\Data Laptop\Projects\COMPARE\w3x PrelimBaseline STD (Screenshot).p76'.

Figure 6-5. Preliminary Planning Baseline Competition Information Form

These features are 1) a red label on each form that shows Preliminary Planning Baseline Costs, 2) the buttons on the Competition Information form will now have (PBC) in parenthesis at the end of the title, 3) there will only be one performance period showing and 4) the filename listed at the bottom of the Competition Information form will have the .p76 file extension. If you have opened or selected the wrong file, exit the file

and locate the correct one before beginning your editing session because changes cannot be copied between files.

6.3.1.1 Tables

As with any COMPARE file, you must first create the functional area(s) in File Table 16 and at least one location in one of the location based tables (2, 3, 4 or 9). COMPARE will not allow you to perform any operations or create any records until these two tasks are completed. It does not matter in which order these are created.

6.3.1.1.1 Setting Up Locations and Pay Tables

The pay tables serve a dual purpose. The first is to provide the applicable pay rates to be used for personnel positions in your cost estimate and the second is to provide a list of applicable locations for all cost records. The second reason is why you are required to create the locations before creating cost records. You will need to create a location in each of the pay tables that correspond to the position types included in your estimate and for each location covered by the scope of your planned competition. For more information on creating locations and working with tables, refer to Chapter 3.

In creating the locations and pay tables you will be required to establish an effective date that corresponds to the pay rates entered in the table. By default, the table will inherit the date from the template (if applicable). Since this is an estimate based on historical actual data, you will need to populate the pay tables with the pay rates applicable to the timeframe of your estimate. In doing so, you will enter the effective date that corresponds to these rates. This date must be the same as or before the start date of the performance period set in your file.

NOTE: Table effective dates must be the same as or before the start date of the performance period set in your file. COMPARE will not allow you to leave the table form until you have entered a valid date.

Having a correct or valid effective date for the pay rates is critical to accurate calculations. If you do not know the effective date when you first create the location or table, you can enter a placeholder date that meets the criteria and then come back and edit the date later.

6.3.1.1.2 Inflation Factors (File Table 8)

To prevent inflation in these files, all of the inflation factors in File Table 8 are set to zero when the file is created. While this does not match the Master Table 8, you can still update the other factors in this table in the conventional way. Clicking on the *MASTER* button will replace your File Table 8 with a copy of Master Table 8. The difference in this process for this type of file is that the inflation factors will be reset to zero after the update to ensure calculation accuracy and to prevent manual changes to the table.

6.3.1.2 Cost Data Lines

Entering data on cost lines 1-6 is no different for a Preliminary Planning Baseline Costs file than for a typical Agency Cost Estimate file. If you need further explanation of individual fields and requirements for each cost line, you should refer to Chapter 5. There are only two primary differences that need to be addressed regarding the cost lines. First, you will only enter data for one period and second, this data must be from the same period as specified on the Competition Information form for your file. You should refer to applicable baseline cost policies for specific requirements for data collection, analysis, assimilation, etc.

6.3.1.3 Prorating & Inflation

Since the Preliminary Planning Baseline Costs file represents actual historical costs for the organization, the costs are not inflated. Therefore, all costs will be treated as plug values and will not be adjusted for inflation. You will notice that all the inflation factors in File Table 8 have been set to zero; this is to prevent inflation. However, you are warned to not edit these values. In addition, since you are required to develop this estimate for a 12-month period, there will be no prorating of costs.

CAUTION: Do not be alarmed that the inflation factors are all zero; this is intentional. Do not manually change the inflation factors set in File Table 8. Doing so will invalidate the Preliminary Planning Baseline Costs estimate. If you accidentally change one of these factors, you can reset the table by clicking the *MASTER* button and replacing your File version with a copy of the Master.

6.3.2 Adjusted Baseline Costs Files

Whether you created the Adjusted Baseline Costs file from scratch or by using the file conversion process, you should now be ready to begin entering or modifying the cost data to build the final Adjusted Baseline Costs file. As with the Preliminary Planning Baseline Costs file, you will know that you have the Adjusted Baseline Costs file open by noting the same features as discussed in Section 6.3.1 which are also shown in Figure 6-6. The only difference is that you should now see more than just one performance period and the labels now show Adjusted Baseline Costs.

By the time you get to the edit mode for the Adjusted Baseline Costs file, you should have completed the initial setup, as well as revised the performance period dates if the file was created through the conversion process. The simplest way to think about the Adjusted Baseline Costs file is to recognize that it is the Preliminary Planning Baseline Costs adjusted to match the scope, parameters and requirements specified in the solicitation. As explained earlier, you do not even begin working on this file until after the public announcement.

COMPETITION INFORMATION

File Originally Created in: (Version 3.4) Currently in Use: (Version 3.4)

Agency: AGENCY Component: COMPONENT

Command: COMMAND Location/Installation: LOCATION State: XX

Competition No.: NUMBER Competition Title: TITLE

Solicitation Closing Date: Solicitation No.: Tender Type: Agency Cost

Competition Status: P In-Progress Initial Performance Decision: Performance Decision:

Does the solicitation designate the 1st Performance Period as a Phase-In Period? Y N

Competition Type/Method of Operation: A Standard (Agency Source) Press F1 for help.

Performance Periods		
PP	From	To
1	11/3/2009	9/30/2010
2	10/1/2010	9/30/2011
3	10/1/2011	9/30/2012
4	10/1/2012	9/30/2013
5	10/1/2013	9/30/2014
6	10/1/2014	6/30/2015

Adjusted Baseline Costs (ABC)

* No Previous DCAMIS Export

Cost Records (ABC)

Tables (ABC)

Line Rationale (ABC)

Print Docs (ABC)

Database Admin

Global Update

DCAMIS Data Export

About COMPARE

Save File

Main

Current File Name: C:\Data Laptop\Projects\COMPARE\3x AdjBaseline STD (Screenshot).b76

Figure 6-6. Adjusted Baseline Competition Information Form

If you followed the file conversion process, finalizing the Adjusted Baseline Costs file will be very simple and only require minor modifications as will be discussed in the following sections. This is why the file conversion process is the preferred method for creating this file. COMPARE does most of the initial work by automatically expanding the cost data to all performance periods and performing all the inflation and proration calculations necessary. The user only has to make adjustments to the file to make it match the solicitation requirements.

6.3.2.1 Adjustments to File

The Adjusted Baseline Costs file is so named because it represents adjustments to the Preliminary Planning Baseline Costs file to reflect the changes resulting from the competition and final solicitation. These adjustments involve setting the inflation parameters, projecting the baseline costs into the future (i.e., the same periods as the Agency Cost Estimate), removing common costs, adjusting costs according to scope changes, etc. The following provides a list of specific adjustments that you may need to make in the Adjusted Baseline Costs file.

1. Verify that performance periods match the performance periods specified in the final solicitation. This should already be done by this point, but if something changes in the solicitation you must also make the change in this file.

2. Complete data fields on the Competition Information form that were previously disabled, which include the solicitation closing date and solicitation number fields. This information is important because it prints on certain reports and will also help to establish a relationship with the Agency Cost Estimate file for record keeping purposes.
3. Update the pay rates in the applicable salary/wage tables (Tables 2, 3, 4 and 5). You must update the pay rates for each location and pay table in your file to the current rates being used for the Agency Cost Estimate.
4. Set the effective dates for the new pay rates entered into Tables 2, 3, 4 and 5.
5. Change the Competition Type/Method of Operation if necessary. This field is enabled in this file to allow modification to match the final solicitation and competition situation.
6. Adjust cost data for Lines 1-6 for the phase-in period. Since there was no phase-in period in the Preliminary Planning Baseline Costs file, the data in this first period will most likely be invalid. Therefore, you should review each record and make the necessary adjustments for this period.
7. Check the useful life for capital assets records to determine if adjustments are needed. By default, COMPARE only estimates the costs for capital assets through the end of its useful life. Therefore, you must extend those assets that are to be used beyond their useful life in the same manner that the Agency Cost Estimate is prepared.
8. Review the cost data and solicitation to determine the inflation requirements. Once identified, you must set the economic price adjustment (EPA) and inflation fields to the appropriate setting. Refer to Chapter 5 for more information on EPA and inflation. Keep in mind that these costs should be inflated/prorated using the same rules as applied to the Agency Cost Estimate.
9. Identify records that represent excluded requirements and remove these records from the file. During the course of preparing the solicitation, a decision may be made to remove certain activities from the scope of the competition. However, the government will continue to fund and perform these activities using a service provider. Therefore, these activities are considered to be 'excluded' from the scope of the competition and must be removed from the Adjusted Baseline Costs file since they will not be in the Agency Cost Estimate.
10. Identify records that are classified as common costs and delete them from the file. You should identify these costs before deleting them. You must document those costs that are classified as common costs in some manner. One way this can be done is by printing the Baseline Costs Report prior to removing these costs then printing the report again after removal. A comparison of the two reports at this stage (once all other adjustments are made) will reveal the dollar amount associated with the common costs. You should also print the individual

records reports for those records to be deleted and hold them as a record of common costs removed from the file.

6.3.2.2 Cost Data Lines

Entering data on cost lines 1-6 for an Adjusted Baseline Costs file is no different than for a typical Agency Cost Estimate file. If you need further explanation of individual fields and requirements for each cost line, you should refer to Chapter 5. The only real difference between this file and the Agency Cost Estimate file is the basis for the data. The Adjusted Baseline Costs data is based on the current organization in accordance with the grouping and scoping of the competition and the Agency Cost Estimate is based on the agency's MEO in response to the solicitation.

6.3.2.3 Prorating & Inflation

In the Adjusted Baseline Costs file, inflation and proration are enabled. All costs are inflated using the same rules as the Agency Cost Estimate as required by the OMB Circular A-76 and solicitation. Once all the necessary adjustments are made to this file, which includes specifying which costs are to be inflated and to which an economic price adjustment applies, COMPARE automatically computes all the necessary inflation and proration.

6.3.3 Baseline Costs Report (BCR)

The baseline costs report (BCR) is the primary report for both Preliminary Planning and Adjusted Baseline Costs files. This is the report that provides the total baseline costs for the agency and the report that is signed and certified as the official cost estimate. Regardless of file type, generating the report is the same.

 There are two ways to access this report. First, you can click on the *BCR* button on the Cost Records Menu form. This button is in the same place as the *SCF* and *SLCF* button in an Agency Cost Estimate file. The second method is to select the Baseline Costs Report (BCR) option on the Print Documentation Menu form, accessible from the Competition Information form by clicking the *PRINT DOCS* button. Either method is acceptable and will generate the same report.

The format of the BCR is similar to the SCF/SLCF reports so it will look familiar. The main difference is that the BCR is only one page in most cases and only represents Lines 1-6. A sample of an Adjusted Baseline Costs BCR is provided in Figure 6-7.

BASELINE COSTS REPORT						
ADJUSTED BASELINE COSTS						
Agency: AGENCY			Agency Component: COMPONENT			
Competition Number: COMP NO			Competition Title: COMPETITION TITLE			
Competition Location: LOCATION NAME, XX			Competition Type: Standard Competition			
Solicitation Closing Date: 10/12/005			Solicitation Number: XX-XXXX-XXXX-XXXX01			
Performance Periods	Line 1 Personnel Costs	Line 2 Material and Supply Costs	Line 3 Other Specifically Attributable Costs	Line 4 Overhead Costs	Line 5 Additional Costs	Line 6 Total Cost of Performance
1 1/1/2006 12/31/2006	3,361,120	63,222	268,268	397,559	10,562	4,100,731
2 1/1/2007 12/31/2007	3,494,396	64,328	269,682	413,321	10,746	4,252,473
3 1/1/2008 12/31/2008	3,496,790	65,567	270,190	413,604	10,953	4,257,104
4 1/1/2009 12/31/2009	3,496,790	66,879	266,788	413,604	11,172	4,255,233
5 1/1/2010 12/31/2010	3,496,790	68,216	267,127	413,604	11,396	4,257,133
Totals	17,345,886	328,212	1,342,055	2,051,692	54,829	21,122,674
ADJUSTED BASELINE COSTS CERTIFICATION BY BASELINE COSTING OFFICIAL:						
I certify that, to the best of my knowledge this Adjusted Baseline Costs Report and its supporting documentation (e.g., COMPARE file, source documents, working papers, data sources, and written rationale) is (a) included in the competition file, (b) accurate and calculated in accordance with the Circular and DoD Baseline Costing Policy, (c) represents an amended Preliminary Planning Baseline Costs Report and (d) reflects an estimate of the government's baseline costs for operating the commercial activities included in this public-private competition as defined by the final solicitation requirements and performance decision. I further certify that I have not participated in this public-private competition as, or advisor to, the agency tender official, as a member of, or advisor to, the most efficient organization (MEO) Team; or by assisting with the development of any aspect of the agency tender (e.g., MEO, agency cost estimate).						
Baseline Costing Official's Signature: _____			Date: _____			
Printed Full Name: _____		Title: _____		Phone #: _____		
Agency (Component): _____						
Printed: 11/2/2006 3:43:17 PM (Version 3.0) Competition Number: COMP NO						
NOTICE: BASELINE COSTS DO NOT REFLECT BUDGET, RESTRICTED, PROCUREMENT SENSITIVE OR OTHER INFORMATION RELATED TO THE AGENCY TENDER COST ESTIMATE.						
Adjusted Baseline Costs - BASELINE COSTS REPORT - Page 1						

Figure 6-7. Adjusted Baseline Costs Report (BCR)

You will notice several key distinctions in the BCR. First, the title of the report includes the type of file you are working with in bold red font. You will also see this same designation in the footer. Also, the note in the footer is specific to baseline costs. While the format is similar to the SCF/SLCF, features such as these should prevent confusion.

6.4 FILE CONVERSION PROCESS

In an effort to simplify the baseline costing process and save time, a file conversion utility is included in COMPARE. This utility allows you to convert a Preliminary Planning Baseline Costs (.p76) file to either an Adjusted Baseline Costs (.b76) file or Agency Cost Estimate (.a76) file. In the process of this conversion, COMPARE makes all the necessary internal changes required automatically and saves analysts from having to recreate the file or manually make the changes. However, this does not preclude other changes which may be necessary after the conversion. The conversion process simply prepares the file to receive and accurately estimate the data to be entered.

6.4.1 Converting a File



To convert a Preliminary Planning Baseline Costs file to another file type, you must first open the Preliminary Planning Baseline Costs file you want to convert. Once the file is open, you will notice a

CONVERT FILE button on the Competition Information form. Click the **CONVERT FILE** button and select the type of file you want to convert the current file to, as shown in Figure 6-8. After you have selected the correct file, click the **CONTINUE FILE CONVERSION** button to launch the file conversion process. If you do not want to proceed with the file conversion process, you can click the **CANCEL** button and the process will be aborted. However, once you click the **CONTINUE FILE CONVERSION** button you cannot stop the process. There is no limit on the number of conversions that can be performed.

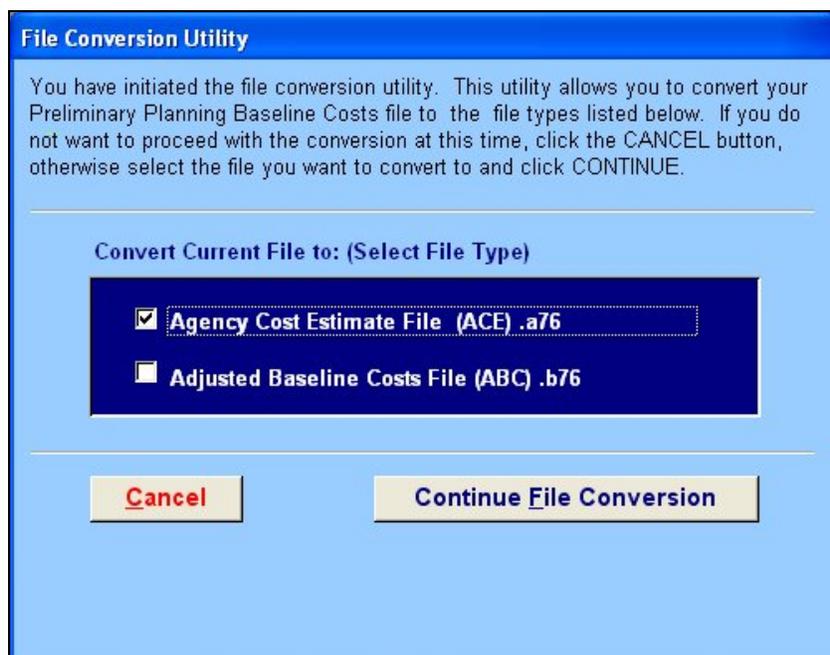


Figure 6-8. File Conversion Options Form

The conversion process will make a copy of the file that is open and make the necessary changes to the new file, leaving your current file intact. Once a file type is selected, COMPARE will walk you through the process of making the conversion. This process is very similar to saving and backing up files, so it will look somewhat familiar. You will first be asked to enter the password for the current file, then to select a file name and location for the new file. Please note that the default location for saving the file is the COMPARE directory. The extension for the file that is being created is controlled by COMPARE and cannot be changed. You will know the conversion process was successful when COMPARE displays the message shown in Figure 6-9.

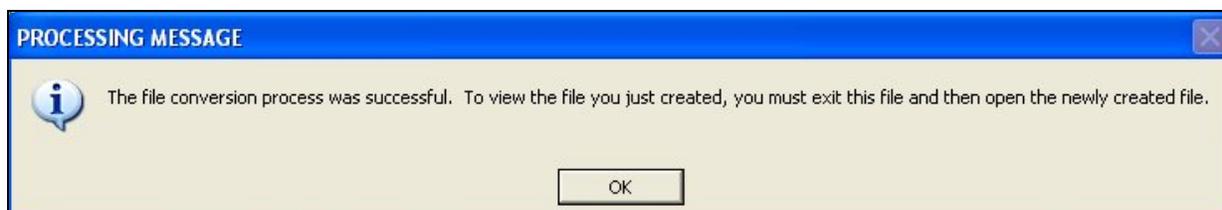


Figure 6-9. File Conversion Successful Message

After clicking *OK* in the message shown in Figure 6-9, you will be returned to the Competition Information form and the Preliminary Planning Baseline Costs file. To access the file you just created, you must first exit the current file then open the new file by browsing the file list, which can be accessed by clicking the *EDIT FILE* button on the Main Menu.

NOTE: The newly converted file will inherit the same password as the file from which it was converted.

6.4.2 What Happens During Conversion?

During the file conversion process, COMPARE first creates a copy of the file that is currently open (i.e., Preliminary Planning Baseline Costs file). Once the file is copied, the file extension is changed from a .p76 extension to a 1) .b76 extension for an Adjusted Baseline Costs file or 2) .a76 extension for an Agency Cost Estimate file depending on the selection you made on the File Conversion Utility form. A series of internal flags are also set which alert COMPARE that the file is a converted file and to trigger the rest of the conversion process the first time the newly converted file is opened.

The rest of the conversion will take place the first time you open the converted Adjusted Baseline Costs or Agency Cost Estimate file. The first time you open either of these files, COMPARE will make several changes to the data to make it compliant with the applicable rules associated with the file type. For example, COMPARE forces you to enter all the performance period dates then all the existing cost records are extended to fill all of the periods, the inflation factors are updated with the latest factors from Master Table 8 and all data is recomputed with the new parameters. For more information concerning the adjustments necessary for an Adjusted Baseline Costs file see Section 6.3, Working with Baseline Cost Files.

The only other changes that take place are the enabling of data fields. The competition type/method of operation, solicitation number and solicitation closing date fields are all enabled to allow for the appropriate data entry. Also, the phase-in field is changed from NO to YES then enabled according to the competition type/method of operation field setting.

6.4.3 Conversion Options Available

You can only convert a file FROM a Preliminary Planning Baseline Costs file. This option is not available in any of the other file types. A file can be converted to either an Adjusted Baseline Costs file or Agency Cost Estimate file. Once the conversion process is complete, it cannot be undone. If you encounter problems you will have to run the conversion process again or manually correct the converted file.

6.5 GENERAL CONTROLS AND FEATURES

6.5.1 File Browse Filters

The filters for the file browse dialog boxes within COMPARE have been modified to display all three compatible file types, which now include .a76, .p76 and .b76. Therefore, anytime you want to save or edit a file from within COMPARE, you will only see files with one of these three file extensions.

6.5.2 Filename Extensions

The filename extensions (.a76, .p76 and .b76) are programmatically controlled depending on the mode in which you are using COMPARE. When saving a baseline cost file, you do not have to assign the file extension because COMPARE will do this for you when the save operation is initiated. Even if you add a file extension to the end of your filename, COMPARE will add the appropriate file extension to the end of your name. This is necessary to ensure proper functioning of the file and the software.

In addition to this control, COMPARE has internal checks which send an alert specific to the type of file being opened. Therefore, if you manually change the file extension outside of COMPARE, the file will still open in the appropriate mode. While users are strongly discouraged from tampering with COMPARE files in any way, there are mechanisms in place to help maintain file integrity. However, these controls do not apply to any unauthorized data manipulation which could result in corruption of your cost file.

6.5.3 File Type Labels and Report Footers

When working with baseline cost files, you will notice a red file type label on every screen you encounter in COMPARE. This label lets you know the type of file that is currently in use. In addition, a similar designation is placed on printed reports to distinguish between types of data and to help prevent confusion.

6.5.4 Button Title Names

In addition to the file type labels and report footers throughout COMPARE, you will notice that the button names on the Competition Information form will also change depending on the file type. If the file that is open is a Preliminary Planning Baseline Costs file, then the buttons will change to add "(PBC)" at the end of the button title and "(ABC)" for Adjusted Baseline Costs files. For example, the *COST RECORDS* button would change to *COST RECORDS (PBC)* when a Preliminary Planning Baseline Costs file is open in COMPARE. This feature serves as an additional visual aid to ensure the user is aware of the file type with which he/she is working.

CHAPTER 7: DCAMIS DATA EXPORT (DoD ONLY)

7.0 GENERAL

This section discusses the DoD Commercial Activities Management Information System (DCAMIS) data export feature, which is only available and applicable to DoD Components. This feature allows DoD Components to export data from their COMPARE file to a separate data file that can then be imported into DCAMIS. The purpose of this feature is to reduce the amount of data that has to be manually entered into DCAMIS and to reduce the potential for data entry mistakes. The export feature does not export the entire COMPARE cost file, only certain data elements that match data elements contained in DCAMIS. The following discussion focuses only on the data export functionality built in COMPARE. You should consult the users guide for DCAMIS for instructions on importing this data into DCAMIS.

7.1 USING THE DCAMIS DATA EXPORT

The following sections will explain how to use this feature and the various restrictions that are integrated to protect the integrity of the file.

7.1.1 Accessing the Export Feature

When creating a new COMPARE cost file, one of the steps requires you to select an Agency Type as discussed in Chapter 4. If “DoD” is selected as the Agency Type, then the *DCAMIS DATA EXPORT* button shown here will display on the Competition Information screen. This button does not display for Non-DoD agencies. After you create your file and have designated the Agency Type, the Agency Type field will be hidden on the Competition Information screen. The next section will explain how to change this field if you have accidentally selected the wrong agency type.

NOTE: It is recommended that you only perform the DCAMIS data export only once you are confident that your cost data is complete and accurate. This will prevent you from having to perform the export multiple times.

7.1.2 Changing the Agency Type

If you accidentally selected an incorrect Agency Type, you can change the Agency Type using the Database Admin function after you have opened your file. To change the Agency Type, click on the *DATABASE ADMIN* button on the Competition Information screen. On the COMPARE Database Administration Menu, click on button 4 – Change Agency Type. A picture of this Change Agency Type dialog box is shown in Figure 7-1. After you have made your selection in the Agency Type box, then click *OK* to close the Change Agency Type dialog box and return to the Database Admin menu. If you

selected DoD as the Agency Type, then the *DCAMIS DATA EXPORT* button will display on the Competition Information screen.



Figure 7-1. Change Agency Type Dialog.

7.1.3 Running the DCAMIS Data Export Feature

To initiate the DCAMIS data export process all you need to do is click on the *DCAMIS DATA EXPORT* button. After you have clicked on this button, COMPARE will display a warning message shown in Figure 7-2. The purpose of this message is to make sure you are ready to proceed with the export and to give you a chance to cancel the operation if you did not mean to invoke this feature. If you are ready to perform the export, click *YES* otherwise click *NO*.

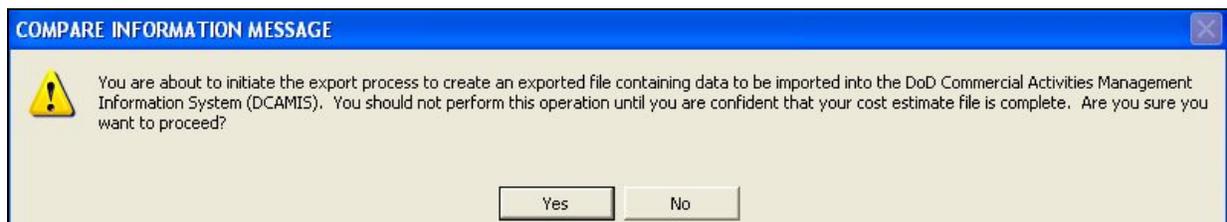


Figure 7-2. File Export Initiation Warning Message.

After clicking *YES*, a file save dialog box will be displayed that allows you to specify or change the location of the export file once the export process is completed. As you can see in Figure 7-3, the default location for this export file is the folder in which COMPARE was originally installed. If you wish to save the export file to a different location you can change to a different folder at this point. Once you are satisfied with the file location, click on the *OPEN* button to continue and start the data export process.

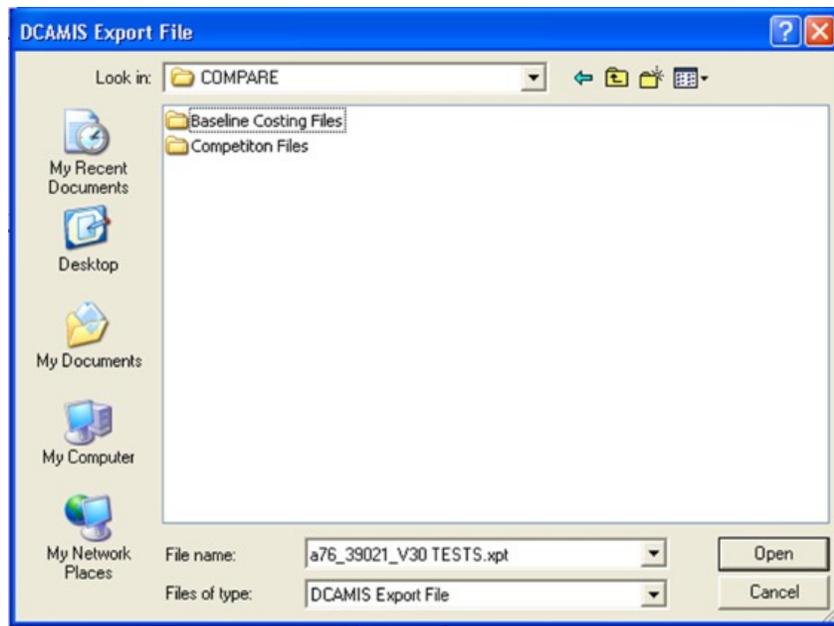


Figure 7-3. Export File Save Dialog Box.

The destination folder for the export file is the only option you are able to change in this process. COMPARE restricts the filename and file extension, which is discussed in more detail in the following section.

After you have selected a location for the file and clicked *OPEN*, the export process will automatically begin. If there are any data fields that are incomplete or zero in your COMPARE cost file, COMPARE will display individual messages for each data element as it performs the export process. Once the export is complete, COMPARE will display the message shown in Figure 7-4.



Figure 7-4. DCAMIS Data Export Successful Message.

7.1.4 Export File Security and Protection

Several features are integrated into COMPARE to protect the integrity of the export data file and to prevent unauthorized access or changes. First, the export file is automatically password protected with a password generated and controlled by the COMPARE software. Users have no way of determining the password for this file; only the DCAMIS and COMPARE software know the password.

The second feature is the filename and file extension. The export feature automatically generates a filename for the export file as shown in Figure 7-3. The filename starts with either p76_, b76_, or a76_ followed by a unique numerical equivalent of the date the file was created followed by an underscore and the Competition Number from the COMPARE cost file. The beginning of the filename is determined by the type of file you are exporting data from (p76 is Preliminary Planning Baseline Cost, b76 is Adjusted Baseline Costs, and a76 is Agency Cost Estimate) and is necessary to prevent overwriting one type with another. The file extension for the export file is *.xpt*. You cannot change the filename or the file extension. If you attempt to change the name or extension, COMPARE will display a message informing you that this is not allowed.

The third feature is that the file export save dialog box shown in Figure 7-3 only displays files with the *.xpt* extensions. You will notice that the “Files of Type” drop down list in the file save dialog box only allows selection of the “DCAMIS Export File” option.

The last feature is the file overwrite protection. If you attempt to export a file with the same name as a file that was previously exported, COMPARE will warn you that a file with this name already exists and then give you an opportunity to overwrite the existing file or to select a different location for the file. You should use caution in this situation to make sure that you do not accidentally overwrite a file that you did not intend to overwrite.

7.1.5 Updating DCAMIS Data Export File

You cannot edit or modify an existing DCAMIS data export file after the export process is complete. If for some reason you determine that you need to modify your COMPARE cost data after you have performed the export you must run the export again. If this is the case, you should delete the previous export data file and then edit your COMPARE cost file and then run the export again.

7.1.6 Export Log/History

Each time the DCAMIS export process is executed COMPARE records the date and time of the event. The last export date will display on the Competition Information screen. In addition, you can view a history of every time the export process was run by viewing the Competition File Characteristics report from the Individual Records report menu. This report will display a complete export history. This history is cleared out in a Preliminary Planning Baseline Cost file when it is converted to another file type so after the process the newly created file has a fresh export history.

CHAPTER 8: OTHER MENU OPTIONS

8.0 GENERAL

This section discusses additional features available to you from the Main Menu Screen and the Competition Information Screen. These are other file maintenance features that will be useful to you in maintaining your competition files. The Database Administration Menu is available only from the Competition Identification Screen.

8.1 EDIT FILE

Edit File

This option enables you to load an existing competition file from any storage device to which you have access. Simply select the file to be edited from the browse window provided after you click on *EDIT FILE* with the mouse (or press the key combination of *ALT + E*). The file browse dialog box, shown in Figure 8-1, will remember the last file you successfully opened as well as the location of the file. This dynamic memory is useful and prevents you from having to browse to the file location every time you open a file if you do not store files in the default directory.

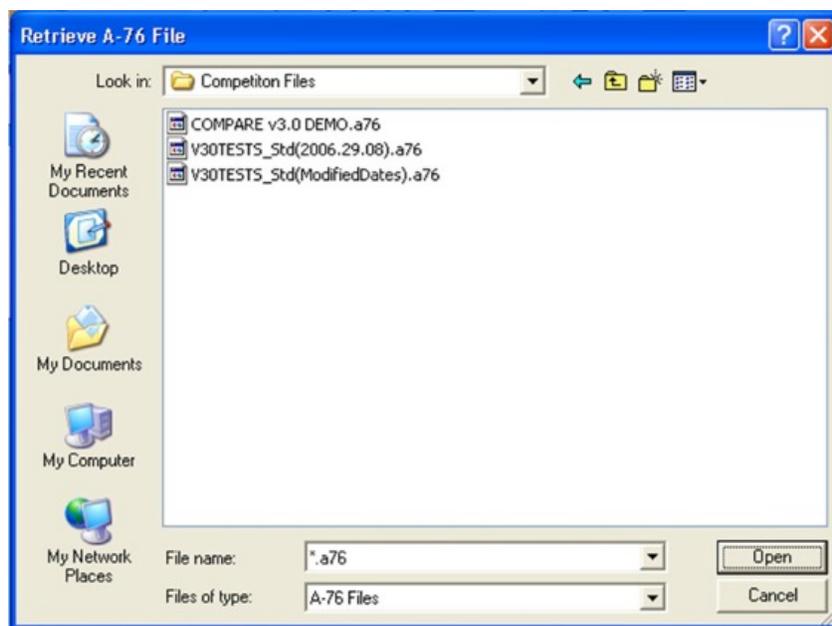


Figure 8-1. Browse Window for Opening a Competition File.

8.2 ABOUT COMPARE

The *About COMPARE* button displays essential information about the version of COMPARE being used. The About window, shown in Figure 8-2, displays the version number, the release date, the programming language information, the executive agent contact information and the vendor contact information. The About COMPARE option is also available as the first option on the Database Administration Menu. (See Figure 8-3)

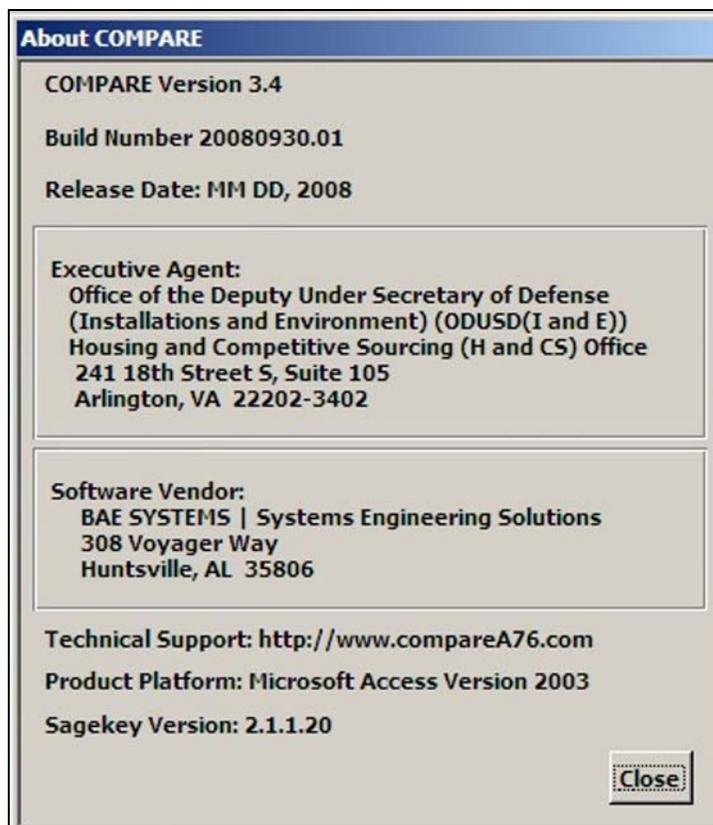


Figure 8-2. About COMPARE Window.

8.3 DATABASE ADMINISTRATION

The Database Administration Menu is available only from the Competition Information Screen. The COMPARE Database Administration Menu (Figure 8-3) provides an easily accessible and central location to accomplish general database upkeep and maintenance activities. From this menu, you can access the About COMPARE information, change your password, change the agency type, back-up the current file, and delete files.

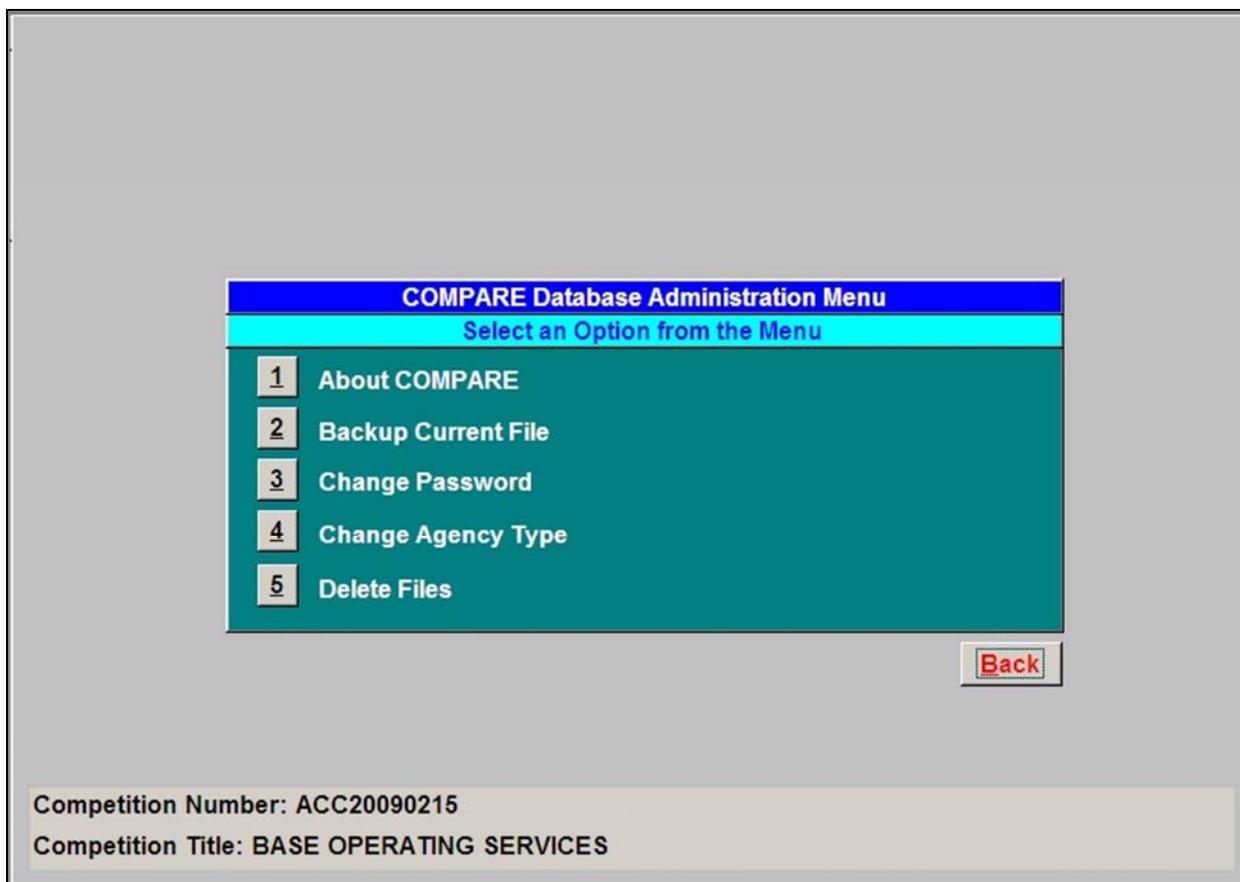


Figure 8-3. COMPARE Database Administration Menu.

8.3.1 Backup Current File

Option 2 enables you make a backup or copy of the current competition file. After you click on *BACKUP FILES* with the mouse (or press the key combination of *ALT + 4*), you will be prompted to indicate a path and file name for the copy on another browse window. After you click on the *SAVE* button, COMPARE will complete the copy action, and display a confirmation message. The dialog boxes that appear will be identical to the one shown in Figure 8-1.

NOTE: When you create a backup from an existing competition file, the backup copy retains the same password as the original file.

8.3.2 Change Password

If you need to change the password to a file, you must first open the COMPARE file using the old password. Once the file is open, click on button 3 – Change Password to enter a new password and confirm that password. A picture of this Change Password dialog box is shown in Figure 8-4. You must exit the COMPARE file before the new password will take effect.

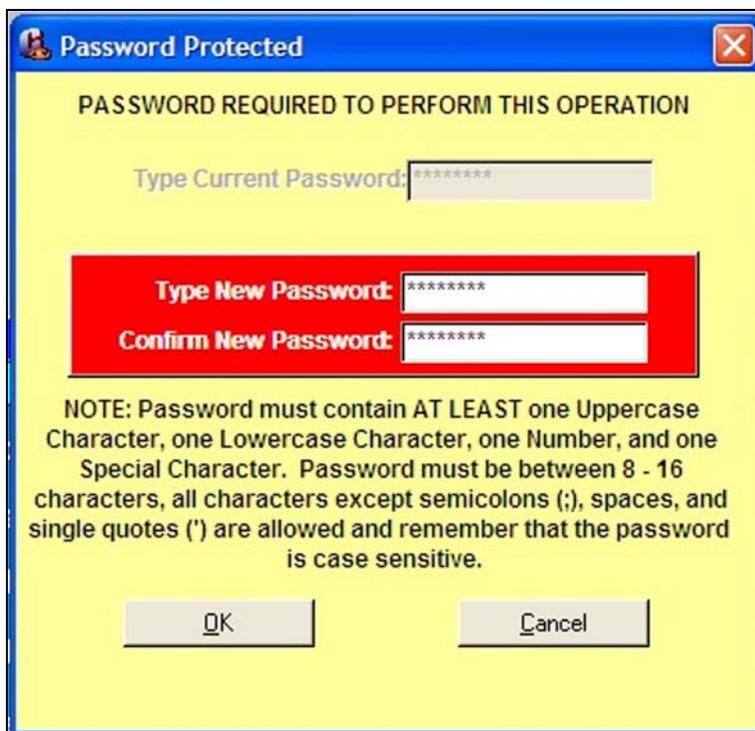


Figure 8-4. Change Password Dialog.

8.3.3 Change Agency Type

If you accidentally selected an incorrect Agency Type, you can change the Agency Type clicking on button 4 – Change Agency Type. A picture of this Change Agency Type dialog box is shown in Figure 8-5. After you have made your selection in the Agency Type box. If you selected DoD as the Agency Type, then the *DCAMIS DATA EXPORT* button will display on the Competition Information screen.



Figure 8-5. Change Agency Type Dialog

8.3.4 Delete Files

Option 5 – Delete Files enables you to delete an existing competition file from any storage device to which you have access. Simply select the file to be deleted from the browse window provided after you click on *DELETE FILE* with the mouse (or press the key combination of *ALT + 5*). In order to prevent unauthorized deletions, the competition file password is required to complete the deletion. The dialog box that appears will be identical to the one shown in Figure 8-1.

CHAPTER 9: USING ONLINE HELP

9.0 ONLINE TUTORIAL AND CONTEXT SENSITIVE HELP

The COMPARE help is designed to provide as much assistance to the new, inexperienced or expert user as possible. The help file provides many capabilities for finding the information you need about the program. The two primary ways of using the help file are as context sensitive help and as an online tutorial. Throughout COMPARE you will notice a “Press F1 for help” note that serves as a reminder that you can access the help file from anywhere within the software.

9.1 CONTEXT SENSITIVE HELP

Context sensitive help can be invoked throughout COMPARE by simply pressing the *F1* key. To return to COMPARE from HELP, press *ALT+Tab* or close the help window. The context sensitive help allows you to jump directly to a topic that matches your current position within the software where available. When a specific topic cannot be found for an item, you are directed to the parent topic. At anytime during your help session, you can use the other help features as described herein.

9.2 ONLINE TUTORIAL

The same help file doubles as an online tutorial. To assist the novice user in mastering COMPARE, an online manual has been developed to walk you through all of the COMPARE features and operations. This tool is integrated into the Online Help (it actually contains all of the Help Topics in its index). To use the help as a tutorial, simply click on the *CONTENTS* button on the toolbar and then click on the very first topic. Once you are on the first topic page you can use the forward and back arrow keys on the toolbar to scroll through the help page by page in a tutorial fashion. This is very similar to using the COMPARE Users Manual.

9.3 FEATURES OF COMPARE HELP

To help you navigate more successfully, note the following tools that are built in to the COMPARE help.

- *RELATED TOPICS* - Throughout many of the help topics there is a feature that allows you to jump directly to related topics. When available, click on the *RELATED TOPICS* button to display a list of related topics that you can view while on the current topic.

- *FIND TOPICAL HELP* - Click the *INDEX* tab to search for topics by using an index of Help subjects. In addition, click the *FIND* tab to use full-text search and look for specific words or phrases.
- *PRINT A HELP TOPIC* - In the Help topic window, click *FILE* on the menu bar and click *PRINT TOPIC* or click on the *PRINT* button on the toolbar.
- *RETURN TO THE PREVIOUS TOPIC* - Click the *BACK* tab to return to the previous topic. You can continue going back in this manner until you reach the very first topic read for the current help session.
- *OTHER OPTIONS* - Click on the *OPTIONS* tab to display the history window, which consists of a list of all topics read during the current Help Session. To return to one of the topics in the History Window, simply double-click on the desired topic. The History Window will remain open until you close it.
- *HYPERLINKED TEXT* - Hyperlinks are integrated throughout the help. Anytime you see green underlined text, you can click on it to jump to more information about that topic.

By default, the HELP window will stay on top of any open applications. To make the HELP window automatically minimize when you click outside the help window, set the “Keep Help On Top” option to “Not on Top” by clicking on the *OPTIONS* menu option. Also, the HELP window can be re-positioned by clicking on the blue bar that reads *COMPARE Help*, holding down the right mouse button, and moving the window to another position. When you release the mouse button, the window will remain in the new position.

You can also re-size the window to suit your needs by positioning the mouse cursor on any edge of the window and clicking the right mouse button; then expand or contract the window as desired. When you release the button, the window will hold the new size and shape.

CHAPTER 10: HOT BUTTONS

10.0 GENERAL

“Hot Buttons” are those shortcuts that you can take to access COMPARE functions more quickly. Most of these functions are accessed quickly by hitting the *ALT* key on your computer keyboard together with another designated key. Most hot buttons are easily identified within the COMPARE program. Letters or numbers underlined within the program indicate the key to be hit with the *ALT* key.

Example:

Web Update

The underlined “W” indicates that you should hit *ALT* and the “W” key in order to access the web. Therefore ***ALT+W*** is your hot button.

10.1 LIST OF HOT BUTTONS

10.1.1 COMPARE Main Menu

<i>ALT+C</i>	CREATE FILE
<i>ALT+E</i>	EDIT FILE
<i>ALT+T</i>	PRINT/UPDATE MASTER TABLES
<i>ALT+A</i>	About COMPARE
<i>ALT+X</i>	Exit COMPARE

10.1.2 Create File

<i>ALT+A</i>	ABORT creation of a competition file
<i>ALT+C</i>	Continue to next screen

10.1.3 Edit File: Competition Information Screen

<i>ALT+R</i>	Access COST RECORDS
<i>ALT+T</i>	Access FILE TABLES
<i>ALT+L</i>	Access LINE RATIONALE
<i>ALT+D</i>	Access DATABASE ADMIN
<i>ALT+M</i>	Access MAIN MENU
<i>ALT+P</i>	Access PRINT DOCS
<i>ALT+G</i>	Run GLOBAL UPDATE
<i>ALT+C</i>	Access DCAMIS DATA EXPORT
<i>ALT+O</i>	Access File Conversion Utility

10.1.4 Cost Records: Main Screen

<i>ALT</i> + #	Selects option
<i>ALT</i> +B	BACK to previous screen
<i>ALT</i> +C	Continue to next screen
<i>ALT</i> +F	Access SCF report
<i>ALT</i> +S	Access SIGNATURES screen
<i>ALT</i> +L	Access LINE RATIONALE

10.1.5 Agency: Lines 1-6

<i>ALT</i> +S	Save information
<i>ALT</i> +D	Document
<i>ALT</i> +P	PRINT
<i>ALT</i> +U	UPDATE
<i>ALT</i> +F	Access Functional Areas
<i>ALT</i> +C	Access Contract Administration Factors

10.1.6 Database Administration Menu

<i>ALT</i> +1	Access About COMPARE
<i>ALT</i> +2	Access CHANGE PASSWORD
<i>ALT</i> +3	Access CHANGE AGENCY TYPE
<i>ALT</i> +4	Access BACKUP CURRENT FILE
<i>ALT</i> +5	Access DELETE FILES

10.1.7 Other Hot Buttons, Line Specific**10.1.7.1 Line 3**

<i>ALT</i> +1	Print insurance report sorted by functional area
<i>ALT</i> +2	Print insurance report sorted by location
<i>ALT</i> +3	Print insurance report by location and functional area

10.1.7.2 Lines 4 and 6

<i>ALT</i> +1	Sort report by function
<i>ALT</i> +2	Sort report by location
<i>ALT</i> +3	Sort report by location and functional area

10.1.8 Private Sector Price or Public Reimbursable Cost: Lines 7-10

<i>ALT</i> +S	Save information
<i>ALT</i> +D	Document

<i>ALT+P</i>	PRINT
<i>ALT+U</i>	UPDATE
<i>ALT+F</i>	Access Functional Areas
<i>ALT+C</i>	Access Contract Administration Factors

10.1.9 Other Hot Buttons, Line Specific

10.1.9.1 Line 10

<i>ALT+1</i>	Print insurance report sorted by functional area
<i>ALT+2</i>	Print insurance report sorted by location
<i>ALT+3</i>	Print insurance report by location and functional area

10.1.10 Tables: Main Screen

<i>ALT+ # (0-9)</i>	Selects option
<i>ALT + letter</i>	Selects option underlined, 11-16
<i>ALT+B</i>	BACK to previous screen
<i>ALT+C</i>	CONTINUE to next screen

10.1.11 Tables, 1-16

<i>ALT+P</i>	PRINT
<i>ALT+O</i>	Option available when printing. Selects choice of printing or closing information
<i>ALT+S</i>	Save File
<i>ALT+C</i>	Continue to next screen
<i>ALT+B</i>	BACK to previous screen
<i>ALT+A</i>	Add new location
<i>ALT+D</i>	Delete new location
<i>ALT+W</i>	Access the web
<i>ALT+M</i>	Access the MASTER TABLES

10.1.12 Other Hot Buttons, Table Specific

10.1.12.1 Table 4 and 9

<i>ALT+4</i>	When in Table 9, this accesses partner Table 4
<i>ALT+9</i>	When in Table 4, this accesses partner Table 9

10.1.12.2 Table 5

<i>ALT+A</i>	Add new service
<i>ALT+D</i>	Delete new service

10.1.13 Line Rationale: Main Screen

<i>ALT+B</i>	BACK to previous screen
<i>ALT+P</i>	PRINT
<i>ALT+O</i>	Option available when printing. Selects choice of printing or closing information

10.1.14 Other Helpful Hot Buttons

<i>Tab</i>	Allows you to move right, from field to field, within a screen
<i>SHIFT+TAB</i>	Allows you to move left, from field to field, within a screen
<i>F1</i>	<i>Help</i> key
<i>F2</i>	Allows you to move from form to form within COMPARE

CHAPTER 11: COMPARE, ACCESS 2007, AND VISTA

11.0 GENERAL

Versions of COMPARE before version 3.5 do not operate consistently in Access 2007. These earlier versions should be installed using the Access runtime provided with the corresponding full installation package. COMPARE v3.5 will operate with the Access runtime provided with v3.4, or an installed version of either MS Access 2003 or MS Access 2007. Version 3.5 has been optimized to operate in both environments, unlike previous versions. Consequently, performing the full installation that includes an Access runtime engine is not necessary, unless you do not have MS Access 2003 or MS Access 2007 installed.

When using COMPARE version 3.5 with Access 2003 or Access 2007, the COMPARE interface is affected by the host application. In MS Access 2003, COMPARE will continue to look and operate the way it has since the release of version 3.0. In MS Access 2007, the interface inherits some native Access 2007 functionality without specific programming to enable these features. Described below are some of the more important elements of operating COMPARE using MS Access 2007 and Windows Vista.

11.1 COMPARE AND ACCESS 2007

11.1.1 Security and the Office 2007 Trust Center

A fundamental component of all MS Office 2007 products, and Vista to some extent, is the Trust Center used to provide a means of securely managing data content.

“The Trust Center is a dialog box that provides a single location for setting and changing security settings for Access. You use the Trust Center to create or change trusted locations and to set security options for Office Access 2007. Those settings affect how new and existing databases behave when they are opened in that instance of Access. The Trust Center also contains logic for evaluating the components in a database and for determining if the database is safe to open or whether the Trust Center should disable the database and let you decide to enable it. The idea behind the Trust Center is to provide greater ease of use. If you place database files (in either the new Office Access 2007 file format or the earlier file formats) in a trusted location, such as a file folder or network share that you designate as secure, those files will open and run without displaying warning messages or asking you to enable any disabled content. By default, if you open an Office Access 2007 database outside of a trusted location, you see only the Security Warning Message Bar. If you know that you can trust the contents of the database, you can use the Security Warning Message Bar to enable all disabled components — action queries (queries that add, delete, or change data), macros, ActiveX controls, expressions, and VBA code — when you open a database that contains one or more of those components.”¹

¹ Microsoft article “*Understand the Office Access 2007 security features and architecture*”; @ <http://office.microsoft.com/en-us/access/HA101980471033.aspx#5>

If you installed COMPARE into a folder that is not a Trusted Location, each time you launch COMPARE, you will either get a warning message about unsafe content (See Figure 11-1) or the content may be disabled. In the case of disabled content, you will see a Security Banner (See Figure 11-2) that has an options button on it. If you click the Options button, you have the choice of “Enabling the Content of this database.” (See Figure 11-3) This setting will be effective only for the duration of your session. When you exit COMPARE and launch it again, you will have to enable the content again.



Figure 11-1. Access 2007 Security Notice

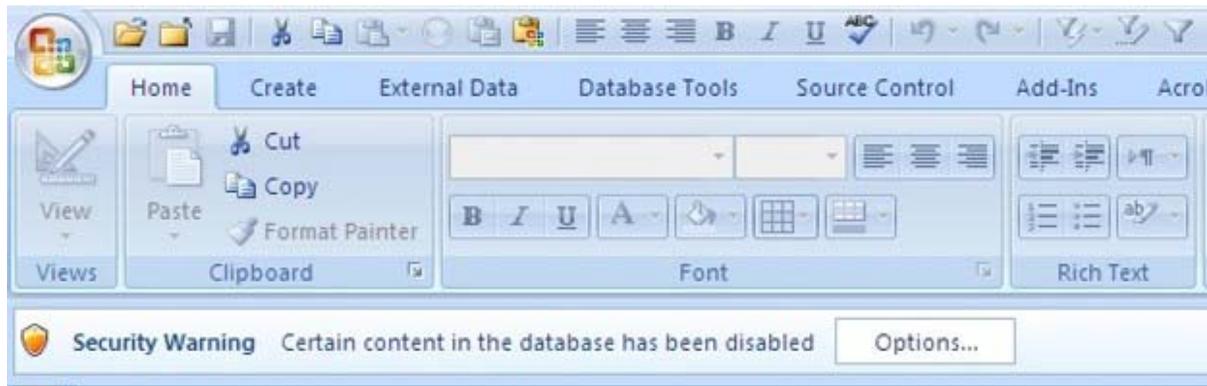


Figure 11-2. Access 2007 Security Warning Banner



Figure 11-3. Access 2007 Enable Content Dialog

The alternative to having to dismiss the security warning about unsafe content, or to enable the content each time, is to either place COMPARE in a folder designated as a Trusted Location, or designate the folder where you installed it as a Trusted Location. See the Microsoft Office 2007 and/or VISTA help file for information on how to manage Trust Center settings.

11.1.2 COMPARE's Appearance within the Access 2007 Interface

The most notable native functionality that is available in COMPARE resulting from operating within Access 2007 is the availability of filters that appear in column headings of datasheet interfaces. The Access 2007 search filter is also available. (See Figure 11-4) COMPARE v3.5 is able to employ these filters giving you considerable power in working with your data.

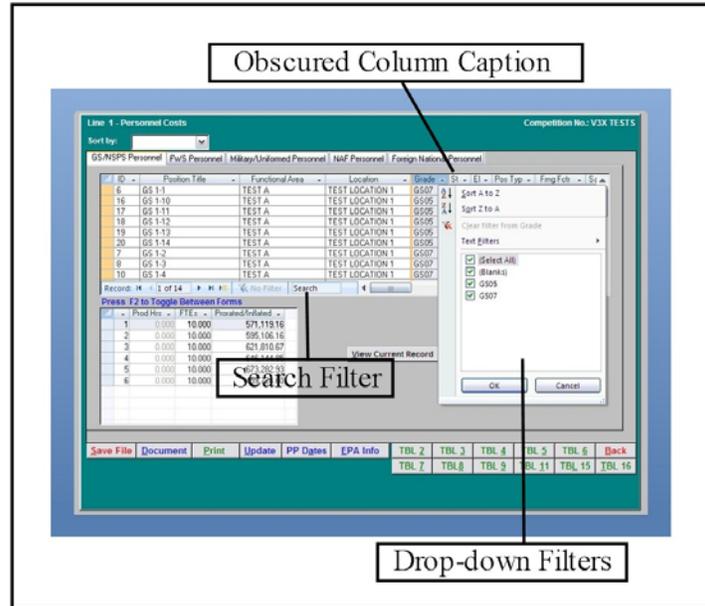


Figure 11-4. Access 2007 Filters

Another Access 2007 feature made available for COMPARE is the date selector. This makes entering dates much simpler. (See Figure 11-5)

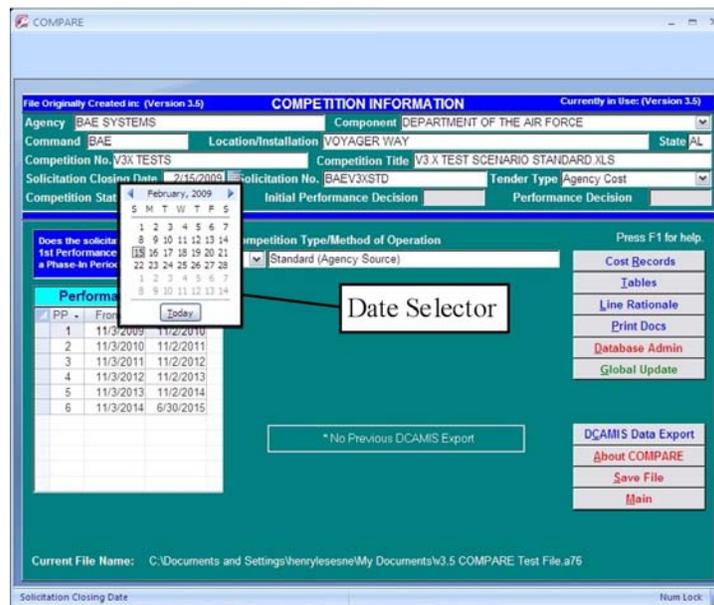


Figure 11-5. Access 2007 Date Selector

APPENDIX 1 – CALCULATION EXPLANATIONS

NOTE: The following equations are generalizations of the calculations in COMPARE. These formulas do not address every scenario nor do they provide sufficient detail in all cases to duplicate the calculations performed by COMPARE. These equations are provided for your insight and to help you understand the calculations in a general sense.

Line	Scenario Characteristics	English Equation
1	GS/NSPS – FT/PT – EPA no	$[(\text{Salary} + \text{Entitlements} + \text{Other Pay} + \text{Fringe Benefits} + \text{Overseas Allowance}) * \text{FTE}] * (1 + \text{Inflation Factor}) = \text{Annual Pay}$
1	GS/NSPS – FT/PT – EPA yes	$(\text{Salary} + \text{Entitlements} + \text{Other Pay} + \text{Fringe Benefits} + \text{Overseas Allowance}) * \text{FTE} = \text{Annual Pay}$
1	GS/NSPS – Temporary – EPA no	$[(\text{Salary} + \text{Entitlements} + \text{Other Pay} + \text{Fringe Benefits} + \text{Overseas Allowance}) * \text{FTE}] * (1 + \text{Inflation Factor}) = \text{Annual Pay}$
1	GS/NSPS – Temporary – EPA yes	$(\text{Salary} + \text{Entitlements} + \text{Other Pay} + \text{Fringe Benefits} + \text{Overseas Allowance}) * \text{FTE} = \text{Annual Pay}$
1	GS/NSPS – Intermittent – EPA no	$[(\text{Salary} + \text{Fringe Benefits}) / 2087] + \text{Entitlements} + \text{Other Pay} + \text{Fringe Benefits} + \text{Overseas Allowance}] * (1 + \text{Inflation Factor}) = \text{Annual Costs}$
1	GS/NSPS – Intermittent – EPA yes	$(\text{Salary} + \text{Fringe Benefits}) / 2087] + \text{Entitlements} + \text{Other Pay} + \text{Fringe Benefits} + \text{Overseas Allowance} = \text{Annual Costs}$
1	FWS – FT/PT – EPA no	$[(\text{FWS Hourly Pay} * 2087) + \text{Entitlements} + \text{Other Pay} + \text{Fringe Benefits} + \text{Overseas Allowance}) * \text{FTE}] * (1 + \text{Inflation Factor}) = \text{Annual Pay}$
1	FWS – FT/PT – EPA yes	$(\text{FWS Hourly Pay} * 2087) + \text{Entitlements} + \text{Other Pay} + \text{Fringe Benefits} + \text{Overseas Allowance}) * \text{FTE} = \text{Annual Pay}$
1	FWS – Temporary – EPA no	$[(\text{FWS Hourly Pay} * 2087) + \text{Entitlements} + \text{Other Pay} + \text{Fringe Benefits} + \text{Overseas Allowance}) * \text{FTE}] * (1 + \text{Inflation Factor}) = \text{Annual Pay}$
1	FWS – Temporary – EPA yes	$(\text{FWS Hourly Pay} * 2087) + \text{Entitlements} + \text{Other Pay} + \text{Fringe Benefits} + \text{Overseas Allowance}) * \text{FTE} = \text{Annual Pay}$
1	FWS – Intermittent – EPA no	$[(\text{FWS Hourly Pay} + \text{Fringe Benefits} * \text{Productive Hours}) + \text{Entitlements} + \text{Other Pay} + \text{Fringe Benefits} + \text{Overseas Allowance}] * (1 + \text{Inflation Factor}) = \text{Annual Costs}$
1	FWS – Intermittent – EPA yes	$(\text{FWS Hourly Pay} + \text{Fringe Benefits} * \text{Productive Hours}) + \text{Entitlements} + \text{Other Pay} + \text{Fringe Benefits} + \text{Overseas Allowance} = \text{Annual Costs}$
1	Military/Uniformed Services – EPA no	$(\text{Composite Pay} + \text{Overseas Allowance}) * (1 + \text{Inflation Factor}) = \text{Annual Pay}$
1	Military/Uniformed Services – EPA yes	$\text{Composite Pay} + \text{Overseas Allowance} = \text{Annual Pay}$
1	NAF – Regular – EPA no	$[(\text{NAF Salary} + \text{Entitlements} + \text{Other Pay} + \text{Fringe Benefits} + \text{Overseas Allowance}) * \text{FTE}] * (1 + \text{Inflation Factor}) = \text{Annual Pay}$
1	NAF – Regular – EPA yes	$(\text{NAF Salary} + \text{Entitlements} + \text{Other Pay} + \text{Fringe Benefits} + \text{Overseas Allowance}) * \text{FTE} = \text{Annual Pay}$
1	NAF – Flexible – EPA no	$[(\text{NAF Hourly Pay} * \text{Annual Pay Conversion Hours}) + \text{Entitlements} + \text{Other Pay} + \text{Fringe Benefits} + \text{Overseas Allowance}) * \text{FTE}] * (1 + \text{Inflation Factor}) = \text{Annual Pay}$
1	NAF – Flexible – EPA yes	$(\text{NAF Hourly Pay} * \text{Annual Pay Conversion Hours}) + \text{Entitlements} + \text{Other Pay} + \text{Fringe Benefits} + \text{Overseas Allowance}) * \text{FTE} = \text{Annual Pay}$

Line	Scenario Characteristics	English Equation
1	Foreign National – FT/PT – EPA no -	$[(\text{FN Salary} + \text{Entitlements} + \text{Other Pay} + \text{Fringe Benefits}) * \text{FTE}] * (1 + \text{Inflation Factor}) = \text{Annual Pay}$
1	Foreign National – FT/PT – EPA yes	$[(\text{FN Salary} + \text{Entitlements} + \text{Other Pay} + \text{Fringe Benefits}) * \text{FTE} = \text{Annual Pay}$
1	Foreign National – Temporary – EPA no	$[(\text{FN Salary} + \text{Entitlements} + \text{Other Pay} + \text{Fringe Benefits}) * \text{FTE}] * (1 + \text{Inflation Factor}) = \text{Annual Pay}$
1	Foreign National – Temporary – EPA yes	$[(\text{FN Salary} + \text{Entitlements} + \text{Other Pay} + \text{Fringe Benefits}) * \text{FTE} = \text{Annual Pay}$
1	Foreign National – Intermittent – EPA no	$[(\text{FN Hourly Pay} * \text{Annual Pay Conversion Hours}) + \text{Entitlements} + \text{Other Pay} + \text{Fringe Benefits}] * \text{FTE}] * (1 + \text{Inflation Factor}) = \text{Annual Pay}$
1	Foreign National – Intermittent – EPA yes	$[(\text{FN Hourly Pay} * \text{Annual Pay Conversion Hours}) + \text{Entitlements} + \text{Other Pay} + \text{Fringe Benefits}] * \text{FTE} = \text{Annual Pay}$
1	Inflation - Anniversary Date for each performance period	$[(\text{Annual Pay} * (1 + \text{inflation factor})) / 365] * (\# \text{ of days between the PPFD to (Anniversary date} - 1)) + [(\text{Annual Pay} * (1 + \text{inflation factor})) / 365] * (\# \text{ of days between the PPTD to Anniversary date})] * \text{FTE} = \text{Total Performance Period Costs}$
1	Proration	$(\text{Total Performance Period Costs} / \text{Length of year}) * \text{number of days in the performance period.}$
1	Insurance	$\text{Total Line 1 Personnel Costs} * \text{Insurance Rate}$
2	Materials – EPA no or yes	Refer to detailed description entitled “Inflation Calculation at a Daily Rate”, which follows this equation table.
2	Materials – Insurance	$(\text{Total Annual Material Costs} / 12 \text{ months}) * \text{Insurance Factor}$
3A	Capital Equipment – Annual Depreciation	$[(\text{Acquisition Cost} + \text{Transportation Cost} + \text{Installation Cost}) - \text{Residual Value}] / \text{Useful Life} = \text{Annual Depreciation}$
3A	Capital Equipment – Annual Depreciation with MEO Share less than 100%	$\text{Annual Depreciation} * \text{MEO Share Factor} = \text{Annual Performance Period Cost}$
3A	Capital Equipment – Net Book Value (NBV)	$(\text{Acquisition Cost} + \text{Transportation Cost} + \text{Installation Cost}) - (\text{Annual Depreciation} * \text{Asset Age from Acquisition Date to PPTD})$
3A	Capital Equipment – Insurance	$\text{NBV} * \text{Casualty Insurance Factor} = \text{Annual Insurance Cost}$
3A	Capital Equipment – Cost of Capital	$(\text{Acquisition Cost} + \text{Transportation Cost} + \text{Installation Cost}) * \text{Cost of capital factor} = \text{Annual Cost of capital}$
3A	Capital Equipment – Proration	$(\text{Annual Depreciation} / \text{Length of year}) * \text{number of days in performance period.}$ $(\text{Annual Cost of Capital} / \text{Length of year}) * \text{number of days in performance period.}$ $(\text{Annual Insurance} / \text{Length of year}) * \text{number of days in performance period.}$
3A	Capital Equipment – Maintenance	Refer to detailed description entitled “Inflation Calculation at a Daily Rate”, which follows this equation table.
3A	Capital Equipment – GFP no	$\text{Annual cost} = [\text{Annual Depreciation} * \text{MEO Share}]$
3A	Capital Equipment – GFP yes	$\text{Annual cost} = \text{zero}$
3B	Minor Items – 10% Annual cost	$10\% \text{ cost} = (\text{Uninflated Unit cost} * 10\%) * \text{quantity}$
3B	Minor Items – Maintenance	Refer to detailed description entitled “Inflation Calculation at a Daily Rate”, which follows this equation table.
3B	Minor Items – Proration	Refer to detailed description entitled “Inflation Calculation at a Daily Rate”, which follows this equation table.
3B	Minor Items - Insurance	$\text{Inflated minor items costs} * \text{casualty insurance factor}$

Line	Scenario Characteristics	English Equation
3C	Rental Costs – Annual Costs - Inflate yes or no	Refer to detailed description entitled “Inflation Calculation at a Daily Rate”, which follows this equation table.
3C	Rental Costs – Annual Costs - Prorate yes	$((\text{Base Year Cost} * \text{Quantity}) / \text{Length of Year}) * \# \text{ of days in the performance period}$
3C	Rental Costs – Annual Costs - Prorate no	Base Year Cost * Quantity
3D	Travel Costs – Annual Costs - Inflate yes or no	Refer to detailed description entitled “Inflation Calculation at a Daily Rate”, which follows this equation table.
3D	Travel Costs – Annual Costs - Prorate yes	$((\text{Base Year Cost} * \text{Quantity}) / \text{Length of Year}) * \# \text{ of days in the performance period}$
3D	Travel Costs – Annual Costs - Prorate no	Base Year Cost * Quantity
3E	MEO Subcontract: Existing Yes, No or IMPAC Inflate no or yes	Refer to detailed description entitled “Inflation Calculation at a Daily Rate”, which follows this equation table.
3E	MEO Subcontract: Existing Yes, No or IMPAC Prorate no	$[(\text{Contract value} - (1 - \text{tax rate}))]$
3E	MEO Subcontract: Existing Yes, No or IMPAC Prorate yes	$[(\text{Contract value} - (1 - \text{tax rate})) / \text{Length of year}] * \text{number of days in the performance period}$
3F	Utilities – Inflate yes or no	Refer to detailed description entitled “Inflation Calculation at a Daily Rate”, which follows this equation table.
3G	Other Attributable Costs – Inflate no or yes	Refer to detailed description entitled “Inflation Calculation at a Daily Rate”, which follows this equation table.
3G	Other Attributable Costs – Prorate no	Base Year Costs
3G	Other Attributable Costs – Prorate yes	$(\text{Base Year Costs} / \text{Length of Year}) * \text{Number of days in the performance period}$
4	Overhead Costs	$(\text{Total Line 1 Personnel Costs for Performance Period} - \text{Total Military/Uniformed Services Personnel for Costs for Performance Period}) * \text{Overhead Factor}$
5	Additional Costs – Inflate no or yes	Refer to detailed description entitled “Inflation Calculation at a Daily Rate”, which follows this equation table.
5	Additional Costs – Prorate no	Base Year Costs
5	Additional Costs – Prorate yes	$(\text{Base Year Costs} / \text{Length of Year}) * \text{Number of days in the performance period}$
6	Total Cost of Agency Performance	Total of Lines 1, 2, 3, 4 and 5
7	Private Sector Price or Public Reimbursable Cost – Taxable Offer	Private Sector Price or Public Reimbursable Cost * (1 – tax rate)
7	Private Sector Price or Public Reimbursable Cost – Adjusted Taxable Offer	Taxable Private Sector Price or Public Reimbursable Cost / (1 + * tax rate)
7	Private Sector Price or Public Reimbursable Cost –Tax Exempt Offer	Tax Exempt offer

Line	Scenario Characteristics	English Equation
7	Private Sector Price or Public Reimbursable Cost – Foreign Country Offer	Foreign Country offer
8	See Line 1 Personnel Costs calculations for EPA is “no”	
8	Determination of Number of Positions Allowed	Total Line 1 FTEs + MEO Subcontract CMEs
9	Additional Costs – Reference Line 5 explanation	
10A	Severance Pay – Appropriated Fund Civilians – Exceed MEO Positions	(Line 1 Basic Pay * Total number of MEO FTEs) * Severance Pay factor
10A	Severance Pay – Appropriated Fund Civilians – Less than MEO Positions	[Line 1 Basic Pay * (Eligible Employees expected to receive severance pay / Total number of MEO FTEs)] * Severance Pay factor
10A	Severance Pay – NAF Civilians – Exceed MEO Positions	(Line 1 Basic Pay * Total number of MEO NAF FTEs) * NAF Severance Pay <i>Reference approach when severance pay manually entered</i>
10A	Severance Pay – NAF Civilians – Less than MEO Positions	(Line 1 Basic Pay * (Total number of eligible NAF employees expected to receive severance pay / Total number of MEO NAF FTEs) * NAF Severance Pay OR the sum of the manually entered severance pay.
10A	Severance Pay – NAF Civilians – Manual Entry	Sum of the manually entered Severance Pay
10A	Severance Pay – FN Civilians – Exceed MEO Positions	(Line 1 Basic Pay * Total number of MEO FN FTEs) * FN Severance Pay <i>Reference approach when severance pay manually entered</i>
10A	Severance Pay – FN Civilians – Less than MEO Positions	(Line 1 Basic Pay * (Total number of eligible FN employees expected to receive severance pay / Total number of MEO FN FTEs) * FN Severance Pay OR the sum of the manually entered severance pay.
10A	Severance Pay – FN Civilians – Manual Entry	Sum of the manually entered Severance Pay
10B	Other One-Time Conversion Costs	Line 1 Basic Pay * Other One-Time Conversion Costs factor
11	Gain from Disposal or Transfer of Assets - Gain	Net Book Value at period of disposition = positive number <i>Note: COMPARE converts this number to a negative number when posting on the SCF</i>
11	Gain from Disposal or Transfer of Assets -- Loss	Net Book Value at period of disposition = negative number
12	Federal Income Tax Adjustment	Sum of associated taxes for Private Sector Price or Public Reimbursable Cost records which are for taxable organizations in Line 7
13	Adjusted Total Cost of Private Sector or Public Reimbursable Performance	Total of Lines 7, 8, 9, 10, (11) and (12)

Line	Scenario Characteristics	English Equation
14	Conversion Differential – Standard (Agency Source) Competition Type/Method of Operation	Total Line 1 Personnel Costs * 10% or \$10 million, whichever is less
14	Conversion Differential – Expansion/Mix Competition Type/Method of Operation	Line 14 = [(Line 1 Total cost x 10%) * (1 – Ratio of Added Personnel)] – [(Line 1 Total Cost x 10%) * Ratio of Added Personnel]
15	Adjusted Total Cost of Agency Performance – Standard (Agency Source) Competition Type/Method of Operation	Line 15 = Line 6
15	Adjusted Total Cost of Agency Performance – Standard (Private Sector/Public Reimbursable Source) Competition Type/Method of Operation	Line 15 = Line 6 + Line 14
15	Adjusted Total Cost of Agency Performance – Standard (Expansion) or Standard (Mix – Partial Conversion Private Sector to Agency) Competition Type/Method of Operation	Line 15 = Line 6
15	Adjusted Total Cost of Agency Performance – Standard (New Requirement) Competition Type/Method of Operation	Line 15 = Line 6 + Line 14
16	Adjusted Total Cost of Private Sector or Public Reimbursable Performance – Standard (Agency Source) Competition Type/Method of Operation	Line 16 = Line 13 + Line 14
16	Adjusted Total Cost of Private Sector or Public Reimbursable Performance – Standard (Private Sector/Public Reimbursable Source) Competition Type/Method of Operation	Line 16 = Line 13
16	Adjusted Total Cost of Private Sector or Public Reimbursable Performance – Standard (Expansion) or Standard (Mix – Partial Conversion Private Sector to Agency) Competition Type/Method of Operation	Line 16 = Line 13 + Line 14

Line	Scenario Characteristics	English Equation
16	Adjusted Total Cost of Private Sector or Public Reimbursable Performance – Standard (New Requirement) Competition Type/Method of Operation	Line 16 = Line 13
17	Cost Difference – Standard Competitions	Line 15 – Line 16
17	Cost Difference – Streamlined Competitions (No Conversion Differential)	Line 13 – Line 6
17	Cost Difference – Streamlined Competitions (Conversion Differential)	(Line 13 + Line 14) – Line 6
18	Low-Cost Provider – Accomplish Work	If Line 17 is negative then the work is performed by the selected contract offer. If Line 17 is positive then the work is performed by the agency source.

Additional Inflation Explanations and Samples

PPFD = Performance period start date

PPTD = Performance period last day

Anniversary Date = The date each year that pay increases or inflation is recognized.

Length of Year = The actual length of the year. This appropriately recognizes leap year.

The following cost Lines inflate the base year cost so it is current as of the 1st period even when inflate “no” is selected:

Lines 1, 2, 3-Maintenance, 3-Minor Items Insurance, 3-Rental Costs, 3-Travel Costs, 3-Utilities, 3-Other Attributable Costs, 5, and 9.

Inflation Calculation at a Daily Rate

COMPARE calculates inflation at a daily rate. Among the various methods available to do this, the method used in COMPARE is described below.

Term	Definition
<i>PPx</i>	Performance Period x
<i>ByrCst</i>	base year cost in dollars
<i>InFltn1</i>	inflation factor 1 representing the factor that applies to the period when applied to the <i>ByrCst</i>
<i>Expnt1</i>	Composition of exponent 1 as applied to <i>InFltn1</i>
<i>InFltnN</i>	the number of remaining inflation factors required to complete the inflated amount
<i>ExpntN</i>	exponent composition as applied to <i>InFltnN</i>
<i>POWER</i>	a function present in Excel

$$\text{Inflated Base Year Cost} = \text{ByrCst} * \text{POWER}(1+\text{InFltn1}^{\text{Expnt1}}) * \text{POWER}(1+\text{InFltnN}^{\text{ExpntN}})$$

Situation 1:

Price Current as of Date = a Date BEFORE 1st Performance Period FROM DATE

Example: Price Current as of 1/1/01
ByrCst: \$1,000

Performance Period	From	To
PP 1	7/1/01	6/30/02
PP 2	7/1/02	6/30/03

$$\text{Inflated Item Cost} = \text{ByrCst} * (1+0.02)^{181/365} * (1+0.02)^{92/365} * (1+0.021)^{273/365} = \$1030.82$$

Where, in

1. The first value of raising to a power, “0.02” is the Inflation Factor applicable to the period of 1/1/01 (Price Current as of Date) through 6/30/01 (day prior to start of PP1). Note that “181” is the number of calendar days from 1/1/01 to 6/30/01, and “365” is the number of days in a year.
2. The second value of raising to a power, “0.02” is the Inflation Factor applicable to the period of 7/1/01 (beginning of PP1) to 9/30/01 (the last day the factor is applicable to). Note that “92” is the number of calendar days from 7/1/01 to 9/30/01, and “365” is the number of days in a year.
3. The third value of raising to a power, “0.021” is the Inflation Factor applicable to the period of 10/1/01 through the end of PP1 (6/30/02). Note that “273” is the number of calendar days from 10/1/01 to 6/30/02, and “365” is the number of days in a year.

Since the “Price Current As of Date” occurs BEFORE the start of the 1st performance period, the cost MUST be inflated up to that point. The remaining factors then inflate the amount through the END of the first and subsequent performance periods. (Subsequent period inflation only applied if applicable to the record).

NOTE: Inflation is ALWAYS current as of the last day in the performance period.

Situation 2:

Price Current As of Date = a Date AFTER the START of the 1st Performance Period

Example: Price Current as of 2/25/02

ByrCst: \$1,000

Performance Period	From	To
PP 1	7/1/01	6/30/02
PP 2	7/1/02	6/30/03

$$\text{Item Cost} = (\{ [\text{ByrCst} / ((1+0.02)^{92/365} * (1+0.021)^{147/365})] * (1+0.02)^{92/365} * (1+0.021)^{273/365} \} / 365.25) * 126 = \$347.45$$

Where, in

1. The first value of raising to a power, “0.02” is the Inflation Factor applicable to the beginning of PP1 (7/1/01) to the next inflation anniversary date (10/1/01). Note that “92” is the number of calendar days from 7/1/01 to 9/30/01 (the last day the factor is applicable to), and “365” is the number of days in a year.
2. The second value of raising to a power, “0.021” is the Inflation Factor applicable to the period from 10/01/01 to 2/24/02. Note that “147” is the number of calendar days from 10/1/01 to 2/24/02, and “365” is the number of days in a year.
3. The third value of raising to a power, “0.02” is the Inflation Factor applicable to the period of 7/1/01 through 9/30/01. Note that “92” is the number of calendar days from 7/1/01 to 9/30/01, and “365” is the number of days in a year.
4. The fourth value of raising to a power, “0.021” is the Inflation Factor applicable to the period of 10/1/01 through the end of PP1 (6/30/02). Note that “273” is the number of calendar days from 10/1/01 to 6/30/02, and “365” is the number of days in a year.

Situation 2 Explanation:

Since the cost does not become effective until well into PP1, the inflation MUST be DISCOUNTED BACK to the beginning of PP1, hence, the action of dividing the cost by the appropriate inflation factors. You may have noticed that the divisor is composed of two values. The first value identifies the inflation calculation from the beginning of PP1 (7/1/01) until the occurrence of the next Inflation Anniversary Date on 10/1/01. Since the amount of time from October to February has not yet been accounted for, a second value is required to discount the amount back to October.

The next two values represent the amount of inflation to “slide” the discounted value from the beginning through the end of PP1, to include the point in time when the cost becomes effective on 2/25/02. Using this method ensures that on the last day of the performance period, full appropriate inflation has been applied. In all of the exponents of the inflation, the denominator will be either 365 or 366. COMPARE will determine the appropriate denominator to use based on whether the time period in question contains a LEAP DAY. If it does, the use of 366 in the denominator is used. The next unique element that you will have noticed in this formula is that the ENTIRE inflation calculation is then divided by “365.25” (used to “straight-line” the effects of leap years) and then MULTIPLIED by “126”. The multiplication process is the PRORATION that COMPARE will do to accurately reflect the amount of time the cost is actually in place (from 2/25/02 until 6/30/02, or 126 calendar days).

Software Advisory: A.2012.01.01 **Status:** Current **Date Released:** 13 Jan 2012

Title: Competition Title containing invalid characters for filename causes errors

Problem/Issue Description:

When creating a cost model and using characters which are invalid file name characters in the COMPETITION TITLE, the user cannot create/save the study file until they edit and remove the invalid characters. When the user tries to edit the characters, COMPARE bypasses the screen for filename entry and tells the user they aborted the operation, even though the user didn't actively terminate the save. Reported by user 6/16/2011.

Solution and/or Workaround:

The error is caused by invalid characters for a filename, which by default is based on the COMPETITION TITLE until the user enters their own competition title. When creating a filename for COMPARE, the following characters are not permitted as part of the filename.

<u>Symbol</u>	<u>Descriptive Name of Symbol</u>
\	Back Slash
-	Dash, Minus Sign
/	Forward Slash
	Pipe Symbol
"	Double Quotation Mark
<	Less Than Symbol
>	Greater Than Symbol
.	Period, Dot

Do not use the invalid characters in the COMPETITION TITLE when creating a study file to avoid the error caused when accepting the COMPETITION TITLE as the default filename.

Status:

Issue deferred for correction until next release.

Software Advisory: A.2012.01.02 **Status:** Current **Date Released:** 13 Jan 2012

Title: COMPARE does not function properly with Microsoft 2010

Problem/Issue Description:

Many functions on COMPARE do not work under Microsoft Access 2010. Symptoms may include inability to go to other screens, inability to print reports, file navigation, and unhandled error messages that necessitate the user having to CTRL+ALT+DEL to escape the program. Reported by user 7/20/2011.

The problem is twofold.

1. The shortcut that launches program may be improperly directed to the COMPARE executable file (*compare3.mde*). If user redirects the shortcut to the correct folder, the problem will be resolved.
2. If COMPARE was installed using the Full Installation (see User's Manual Chapter 2) and Microsoft Access 2010 was installed after the COMPARE Full Installation, the problem presents itself.

Solution and/or Workaround:

1. To redirect the shortcut, right-click and select 'Properties'. In the 'Target' box, enter the full pathname to the COMPARE executable file (*compare3.mde*).
2. Uninstall COMPARE. Re-install COMPARE using the Abbreviated Installation (see User's Manual Chapter 2).

Status:

Issue deferred for correction until next release.