



OFFICE OF THE UNDER SECRETARY OF DEFENSE

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WASHINGTON, DC 20301-3000

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ACQUISITION,  
TECHNOLOGY  
AND LOGISTICS

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

SUBJECT: Contract Business Analysis Repository Update

Reference: (a) Director, Defense Pricing Memorandum, "Contract Business Analysis  
Repository," March 12, 2013  
(b) Director, Defense Contract Management Agency Memorandum, Contract  
Business Analysis Repository Implementation," April 2, 2013

As outlined in my March 12, 2013, memorandum (reference (a)), our contracting officers have begun to add their business clearance information to the Contract Business Analysis Repository (CBAR) database. This database will be a critical source of information to better prepare our negotiation teams to secure sound business deals. Although our contracting officers and contract specialists will upload documents to the system, senior contracting leaders must ensure timeliness of the submissions and accuracy of the information to be shared.

The Defense Contract Management Agency (DCMA) is managing this DoD database and have conducted training via webinars for the contracting workforce. Taped training sessions and self-guided training courses are now available on the CBAR website and may be accessed at: [http://www.dcma.mil/ITCSO/cbt/CBAR\\_1\\_6/index.cfm](http://www.dcma.mil/ITCSO/cbt/CBAR_1_6/index.cfm). Contracting officers and contract specialists who were not able to participate in the training sessions previously offered should complete the web-based training.

During the training sessions, several questions arose suggesting that additional clarification is necessary. The following supplemental guidance will be incorporated in the Defense Federal Acquisition Regulation Supplement (DFARS) Procedures, Guidance and Information (PGI) 215.406-3:


- The requirement to upload pre and post business clearance documentation into CBAR applies to all sole-source negotiated actions exceeding \$25M and awarded on or after June 24, 2013,

and to all sole-source negotiated actions exceeding \$100M awarded after October 1, 2012. This includes sole source actions using the procedures at FAR Part 12, Acquisition of Commercial Items, as well as actions using the procedures at FAR Part 15, Contracting by Negotiation.

- The business clearance documents uploaded to CBAR must be signed by the contracting officer and must include all other signatures required by local policy/procedure.
- Business clearance documentation shall be uploaded to CBAR no later than 30 days after award of the contract action associated with the negotiation and shall include both the pre-negotiation objective and post-negotiation documentation. The comments section of the business clearance record in CBAR must be completed to summarize the unique features and aspects of the negotiation in order to prompt other contracting teams to inquire further to learn from their peers' prior experience.
- Business clearance documents contain sensitive information from both the Government and the contractor and must be safeguarded. In accordance with DoD Manual 5200.01, Volume 4, business clearance documents uploaded to CBAR must be marked "For Official Use Only" (FOUO) at the top and bottom of the face or cover page, and on the bottom of each page containing FOUO, including the back page or cover.
- To the extent individual task or delivery orders entail a negotiation (i.e. did not simply incorporate prices established at the basic contract level) a business clearance record for the individual task or delivery orders that exceed the prescribed dollar thresholds must be uploaded to CBAR. If an initial IDIQ task or delivery order contract contemplates issuance of task or delivery orders that will invoke negotiated rates or values from the basic contract, then the business clearance record for the basic IDIQ contract shall be uploaded if the estimated value of the contract (e.g. ceiling price) exceeds the prescribed dollar thresholds.

The CBAR database is an information tool that will provide contracting officers with timely and accurate data to better prepare them for negotiations. Our objective as acquisition business professionals is to provide world-class capabilities to our warfighters at the best prices and this powerful tool is one way to ensure our success in that pursuit.

The Department's point of contact for CBAR is Mr. John Tenaglia, who can be reached at [john.m.tenaglia2.civ@mail.mil](mailto:john.m.tenaglia2.civ@mail.mil) and 703-697-8334.



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