Pre-Negotiation Objectives Memorandum (PNO)

Consolidated Multiple Award Schedule

Solicitation # [solicitation\_number]

Offer Number: [offer\_number]

Refresh #:\_[refresh\_number]

\_\_\_\_\_Monthly Reporting ([Applicable Clauses](https://docs.google.com/document/d/18uYJnYeiFHGo7L_JLd8g-oaO7w8VJr_hDqy7OJhUdEw/edit?usp=sharing))

\_\_\_\_\_Quarterly Reporting ([Applicable Clauses](https://docs.google.com/document/d/18uYJnYeiFHGo7L_JLd8g-oaO7w8VJr_hDqy7OJhUdEw/edit?usp=sharing))

\_\_\_\_\_Streamlined Offer ([PAP 2016-05 Rev 2/4/2016](https://hallways.cap.gsa.gov/app/#/gateway/fas-acquisition-policy-library/18085/pap-2016-05-streamlined-offer-requirements-for-successful-fss-program-contractors-revised-2-4-2016))

**I. EXECUTIVE SUMMARY:**

This acquisition will result in a non-mandatory, indefinite delivery/indefinite quantity, fixed-price, multiple award schedule contract. The commercial products and/or services offered herein will be procured from responsible sources at fair and reasonable prices in accordance with Federal Acquisition Regulation (FAR) 15.402.

The purpose of this memorandum is to make an affirmation as to whether or not the offeror is responsible and responsive in accordance with FAR 9.104 and to establish pre-negotiation objectives. These objectives should be based on the results of the Contracting Officer’s or Contract Specialist’s (hereafter “CO”)analysis (see FAR 15.406-1) and are set out in detail herein. An acceptable format for objectives is to establish a high-end, target, and low-end objective for each element to be negotiated or to establish technical objectives for negotiations. This document also demonstrates that the Government has performed an administrative review, technical evaluation, and a price analysis of the offer. The CO's evaluation and determination is discussed in the subsequent sections.

**II. CONTRACTOR AND OFFER INFORMATION:**

Name: [company\_name]

Address: [business\_street]

City, State ZIP: [business\_city], [business\_state], [business\_zipcode]

Phone: [business\_phone]

DUNS: [duns\_number]

1. Parent Company [if applicable]: [parent\_company]

2. NAICS offered: [naics\_code]

Preponderance of Work NAICS: [prePonderanceOfWork]

3. Business Size and Socio-Economic Status: [business\_type]

4. Category: ☐ Manufacturer /☐ Dealer/Reseller /☐ Retailer /☐ Service Provider

☐ Other:\_\_\_\_\_\_\_\_\_\_\_\_\_[specify]

5. Estimated 20 year Contract Value ([PAP 2019-05](https://hallways.cap.gsa.gov/app/#/gateway/fas-acquisition-policy-library/40034/pap-2019-05-estimating-contract-dollar-value-on-federal-supply-schedule-fss-contracts)): $ [base\_period\_options\_value]

6. Contract Period:

Effective date of award through five years with three five-year options for a possible 20 year total contract period.

This solicitation is a standing solicitation with no closing date.

7. Type of Contract:

Indefinite Delivery Indefinite Quantity (IDIQ) Multiple Award Schedule, Fixed-Price with Economic Price Adjustment (EPA).

8. Points of Contact:

[Authorized Negotiators](https://www.gsa.gov/buying-selling/purchasing-programs/gsa-schedules/selling-through-schedules/roadmap-for-new-schedule-offerors/assemble-your-offer#complete) (K-FSS-1):

[negotiator\_administrators], [negotiator\_title], authorized to Negotiate on behalf of contractor.

Contact for Contract Administration (G-FSS-900-C):

[admin\_contract\_contact]

Contact for Industrial Funding Fee (IFF) Administration:

[iff\_administrators]

9. Scope of Contract is Worldwide - 552.238-113 Scope of Contract (Eligible Ordering Activities): See SIN Offerings for delivery terms.

**III. DESCRIPTION OF THE ACQUISITION:**

[company\_name] submitted a proposal dated [offer\_date]. The following Special Item Numbers (SINs) were offered:

[SIN\_info]

Preponderance of Work NAICS: [prePonderanceOfWork]

The Price Proposal(s) for Products or Services and Training, Travel, and/or Transportation and Logistics Services (as applicable) and Labor Category Matrix (if applicable) submitted in response to this solicitation have been reviewed and comply with the requirements of SCP-FSS-001 Section III - Price Proposal. ☐ Yes ☐ No

The CO verified that the Price Proposal(s) submitted includes correctly calculated pricing inclusive and exclusive of the Industrial Funding Fee (IFF) and verified that other required fees were calculated correctly.

Minimum Order Limit offered: [minimum\_limit\_value]

Offer is current to the latest refresh number:\_\_\_\_\_\_\_\_\_\_ ☐ Yes ☐ No - provide explanation below:

Yes: *[Insert date refresh accepted]*

No: *[Provide explanation as to why the award will be made without updating to current refresh.]*

Products / Services offered are within the scope of the solicitation and SIN(s) proposed: ☐ Yes ☐ No

If No, explain action taken on products / services which are not within scope of the solicitation:

Disaster Recovery Purchasing (Pursuant to 42 U.S.C. 5121, et seq.)): [recovery\_purchase]

Cooperative Purchasing (as authorized in Section 211 of the E-Government Act of 2002, verify applicability on the [Schedule of Offerings](https://docs.google.com/spreadsheets/d/1EndCCwRbXCzTx79pVnBa_vEpPhcSgTclCYeUPqFcBK4/edit?usp=sharing)): ☐ N/A ☐ Yes ☐ No

Order-Level Materials: Are [SINs](https://www.gsa.gov/buying-selling/purchasing-programs/gsa-schedules/schedule-features/orderlevel-materials-olms)/Subcategories proposed covered by the [OLM Authority](https://www.federalregister.gov/documents/2018/01/24/2018-01232/general-services-administration-acquisition-regulation-gsar-federal-supply-schedule-order-level?utm_campaign=subscription%20mailing%20list&utm_source=federalregister.gov&utm_medium=email)? ☐ Yes ☐ No

If Yes, the contractor will be directed to review GSAR Clause [552.538-115](https://www.acquisition.gov/content/552238-115-special-ordering-procedures-acquisition-order-level-materials), Special Ordering Procedures for the Acquisition of Order-Level Materials in order to determine whether they want to include the OLM SIN in their contract concurrent with award. Contractor will be advised that after contract award, they will receive a Mass Modification inviting them to add SIN OLM to their contract. Contractor will be cautioned that this will be their only opportunity to add SIN OLM to their contract until future eMod system enhancements are completed.

**IV. KEY DOCUMENTS AND OFFER RESPONSES:**

1. Small Business Subcontracting Plan (lAW FAR 19.702, [PAP 2018-02, Small Business Subcontracting Under the Federal Supply Schedules (FSS) Program](https://hallways.cap.gsa.gov/app/#/gateway/fas-acquisition-policy-library/18069/pap-2018-02-small-business-subcontracting-under-the-federal-supply-schedule-fss-program)):

☐N/A

☐ Pending Initial Review by SBTA (GSAM 519.705-4(e)

☐ Initial Review by SBTA Completed on [insert date]. See Section VIII Basis of Negotiations, for proposed goals and negotiation objectives for proposed goals.

☐ A Commercial Plan dated [insert date] approved by [Federal Agency and Approving CO name] was provided and is determined acceptable for this offer (GSAM 519-704-4(i)-(k)).

Type Plan Submitted: ☐ Commercial ☐ Individual Contract ☐ Master Plan

2. Representations and Certifications Completed (lAW FAR Subpart 4.12): [RepAndCertComplete]

2a. Representations and Certifications regarding prohibited telecommunications and video surveillance service or equipment sources and covered telecommunications equipment or services. Select ONE of the three options below:

☐ The offeror indicated in their Representations and Certifications that it “does not” provide covered telecommunications equipment or services to the Government. Therefore, no further action is necessary;

OR

☐ The offeror indicated in their Representations and Certifications that it “does” provide covered telecommunications equipment or services to the Government, but indicated that it “will not” provide covered telecommunications equipment or services to the Government noted in FAR 52.204-24 and/or GSAR 552.204-70. Therefore, no further action is necessary;

OR

☐ The offeror represented that it “will” provide covered telecommunications equipment or services to the Government noted in FAR 52.204-24 and/or GSAR 552.204-70. The offeror provided the disclosures required by FAR 52.204-24(e).

*[Document actions taken when an offeror represents it will provide covered telecommunications equipment or services to the Government.]*

See [FAS Acquisition by Topic - Prohibited Sources and Supply Chain Risk Management (SCRM) page](https://insite.gsa.gov/employee-resources/acquisition-purchases-and-payments/acquisition-portal/acquisition-by-topic/prohibited-sources-and-supply-chain-risk-management-scrm) and [Frequently Asked Questions](https://insite.gsa.gov/employee-resources/acquisition-purchases-and-payments/acquisition-portal/acquisition-by-topic/prohibited-sources-and-scrm/prohibited-sources-and-scrm-frequently-asked-questions) (Question 8).

3. [System for Award Management](http://www.sam.gov) (SAM)(IAW FAR 4.11): Registration valid until

[expiration\_date]

4. Pathway to Success Certificate: [*Person completed by and date. NOTE: Training must be completed / dated within one year of the date of offer submission]*  OR ☐ N/A for streamlined offers per [PAP 2016-05 Rev 2/4/2016](https://hallways.cap.gsa.gov/app/#/gateway/fas-acquisition-policy-library/18085/pap-2016-05-streamlined-offer-requirements-for-successful-fss-program-contractors-revised-2-4-2016))

5. Readiness Assessment for Prospective Offerors: *[Person completed by and date.] [NOTE: Assessment must be completed / dated within one year of the date of offer submission.]*  OR ☐ N/A for streamlined offers per [PAP 2016-05 Rev 2/4/2016](https://hallways.cap.gsa.gov/app/#/gateway/fas-acquisition-policy-library/18085/pap-2016-05-streamlined-offer-requirements-for-successful-fss-program-contractors-revised-2-4-2016))

6. [Agent Authorization Letter](http://www.gsa.gov/mascategoryrequirements): ☐N/A ☐ Yes

7. Warranty information ☐ Yes ☐ N/A

8. Were Commercial Supplier Agreements (CSAs) or End User License Agreements (EULAs) (see [PAP 2018-02, Unenforceable Commercial Supplier Agreement (CSA) Terms](https://hallways.cap.gsa.gov/app/#/gateway/fas-acquisition-policy-library/19944/pap-2018-04-unenforceable-commercial-supplier-agreement-csa-terms)) identified through review of the offer? ☐ Yes ☐ No

If yes: A CSA was submitted for [insert software name/product name/service type]. A review of the CSA was completed on [insert date] by the CO. Results of initial Legal review were received on [insert date].

No terms or conditions were identified that may conflict with or are incompatible with Federal law or are not in the best interests of the Government.

OR

Terms and conditions were identified that may conflict with or are incompatible with Federal law, or are not in the best interests of the Government. The CO will discuss these terms and conditions during negotiations utilizing recommendations from Counsel. Final resolution will be documented in the PNM. See Section VIII - Basis of Negotiations for negotiation objectives established.

9. Professional Compensation and Uncompensated Overtime Plans were provided (if required) and determined acceptable: ☐ N/A ☐ Yes

10. Identify date / type of all clarifications requested and revisions made to the offer:

*[Insert date of request, clarifications requested, and date revisions were received. Annotate clarification made directly in eOffer. Alternatively, provide a link to clarifications or annotate where all clarification requests and revisions can be located in the contract file.]*

11. Pre-Award Audit: The company ☐ has ☐ has not been selected for a pre-award audit.

Summarize Audit Findings below (See PAP 2019-02 and the [FAS Acquisition by Topic - Audit page](https://hallways.cap.gsa.gov/app/#/gateway/fas-acquisition-policy-library/28606/mas-pre-and-post-award-contract-audits)).

Audit Number:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date Issued:\_\_\_\_\_\_\_\_\_\_\_

● Finding 1: *[summarize finding and add additional lines as appropriate]*

● Finding 2:

● Finding 3: etc.

Date Decision Record signed:

CO Agreed\_\_\_\_\_\_ Partially Disagreed\_\_\_\_\_ Fully Disagreed\_

Funds Put to Better Use identified in Audit: $

Questioned Costs identified in Audit: $

Date Initial CO/Auditor Meeting was held:

[*Include a brief synopsis of the conference and reference attachment for further info.*]

See Section VIII - Basis of Negotiations for a discussion of how the audit findings were utilized in establishing negotiation objectives. Discuss resolution of audit Findings in the Price Negotiation Memorandum or Audit Resolution Memorandum (See PAP 2019-02.)

12. Office of Congressional Affairs Notification (Substantial Award Notice, GSAM 505.303-70)

Required: ☐ N/A ☐ Yes

13. Did the Contractor provide the following information:

Delivery time(s) for the item(s) offered ☐ Yes ☐ N/A

(see Offer Response Document for specific times)

Production point(s) for the item(s) offered ☐ Yes ☐ N/A

(see Offer Response Document for specific locations)

Hazardous Material information ☐ Yes ☐ N/A

14. Any information requested by Clause 52.212-3, Contractor Representations and Certifications—Commercial Items, that may be necessary to assure compliance with Foreign, FTA, Canadian, Israeli, and other end products ☐ Yes ☐ N/A

The offeror ☐ identified ☐ did not identify foreign end products. The country of origin for foreign end products is/are (list country(ies) of origin or provide link to listing elsewhere in the offer):\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

☐ N/A

15. The Trade Agreements Act (TAA) is applicable to this schedule: In accordance with FAR 52.225-5, all solicitations over the TAA threshold (25.402(b)) are subject to compliance with the TAA. Therefore, all offers submitted must be in compliance with this regulation. The CO has verified that all production points are in compliance with the TAA and, for services, the country in which the firm was established is the U.S. or a designated country (FAR 25.402(a)(2)). Therefore this firm is in compliance with the TAA.

The contractor ☐ identified the following designated country(ies) of origin for products or services offered \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ OR ☐ N/A.

16. If other than the manufacturer, the offeror has ☐ submitted prior to award of a contract, an acceptable [Letter of Supply](http://www.gsa.gov/mascategoryrequirements) as described in the solicitation (see [MAS Roadmap](https://www.gsa.gov/buying-selling/purchasing-programs/gsa-schedules/selling-through-schedules/guide-to-preparing-a-schedule-offer) for additional information).

17. If marketing through Participating Dealers (552.238-85, Contractor’s Billing Responsibilities),

Evidence of written agreement from Dealer agreeing to comply with billing responsibilities. ☐ Yes ☐ N/A

List of dealer(s)/reseller(s) ☐ Yes ☐ N/A

18. Did the contractor propose any exceptions to the solicitation terms or conditions? (See [IL 2010-08 Implementation of Contracts Online – Phase II (a.k.a. Goldstar Initiative); Compliance with Utilizing the Solicitation Writing System (SWS); and How to Review and Award Proposed Exceptions](https://hallways.cap.gsa.gov/app/#/gateway/fas-acquisition-policy-library/18508/il-2010-08-implementation-of-contracts-online-phase-ii-a-k-a-goldstar-initiative-compliance-with-utilizing-the-solicitati).) ☐ Yes ☐ No

*[If yes, discuss exceptions taken, your evaluation of the proposed exceptions IAW IL 2010-08 and resolution made]*

19. If offering services: Labor Categories Description Document (link to document or refer to where the document can be viewed in the offer) - The CS/CO has reviewed the labor category descriptions to determine if they are within the scope of the SINs proposed; the minimum education and experience requirements were stated and correspond to the Price Proposal Template (PPT); and the contractor identified a substitution methodology if applicable.

*[Are the firm’s labor category descriptions within scope of the offered SINs?  Are the minimum education and experience requirements stated?  Do the minimum education and experience requirements correspond with those identified on the Price Proposal Template (PPT)? Is a substitution methodology being proposed?  If so, does the substitution methodology make sense (i.e. is there a notable progression)?  Note:  If the firm has administrative, clerical and CEO type labor categories, the CS / CO will need to confirm and document that these labor categories are not included in the firm’s overhead and that they have invoiced for these types of labor categories.]*

☐ The labor category description document is considered acceptable.

☐ The labor category description document is not considered acceptable and clarifications and or negotiations are required. Deficiencies are noted below. Results will be documented in the PNM.

*[document deficiencies to be addressed]*

Pricing Support Documentation: The Contractor ☐ has ☐ has not submitted pricing support documentation that consists of [Insert, e.g., invoices, quote sheets, awarded contract prices, other]. The pricing support documentation validates ☐ all, ☐ some, or  
☐ none of the [Insert, e.g. labor categories, training courses, support products] proposed. If only some invoices were received, explain why that was acceptable or not acceptable.

20. Economic Price Adjustments (EPA) proposed / applicable:

☐ 552.216-70 Economic Price Adjustment – FSS Multiple Award Schedule Contracts – (SEP 1999)(DEV II - JULY 2016) (Monthly Reporting)

The proposed EPA is based on:

Commercial Pricelist dated:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

☐ 552.216-70 Economic Price Adjustment – FSS Multiple Award Schedule Contracts (SEP 1999)(ALT 1 - SEP 1999) (Quarterly Reporting)

The proposed EPA is based on:

Commercial Pricelist dated:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

I-FSS-969 Economic Price Adjustment – FSS Multiple Award Schedule (OCT 2014)(ALT II - JUL 2016) (Monthly Reporting)

☐ (b)(1) - Proposed annual escalation rate:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*[If vendor proposes an annual escalation rate, the determination of fair and reasonableness of the rate must be included as part of the price analysis. Pricing for the contract must be determined fair and reasonable for the 20-year contract period. If an annual escalation rate is awarded, adjustments will automatically become effective on the anniversary date of the contract and no modification will be issued.]*

☐ (b)(2) - Proposed market indicator:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

[*Insert proposed market indicator, which must be the originally released index, survey, or market indicator, not seasonally adjusted. Include the publishing entity, where published, and date of publication.*]

I-FSS-969 Economic Price Adjustment – FSS Multiple Award Schedule (OCT 2014) (Quarterly Reporting)

☐ (b)(1) - Proposed annual escalation rate:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*[If vendor proposes an annual escalation rate, the determination of fair and reasonableness of the rate must be included as part of the price analysis. Pricing for the contract must be determined fair and reasonable for the 20-year contract period. If an annual escalation rate is awarded, adjustments will automatically become effective on the anniversary date of the contract and no modification will be issued.]*

☐ (b)(2) - Proposed market indicator:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

[*Insert proposed market indicator, which must be the originally released index, survey, or market indicator, not seasonally adjusted. Include the publishing entity, where published, and date of publication.*]

Solicitation EPA Maximum Limitations:

* Human Capital Category - 4%
* Professional Services Category - 5%
* Travel Category - 5%
* All Other Large Categories - 10%

**V. RESPONSIBILITY DETERMINATION**

Based on the fact that this is a Multiple Award Schedule contract that can be cancelled by either party pursuant to 552.238-79, Cancellation, the firm is determined to:

1. Have adequate financial resources to perform the contract or the ability to obtain them.

A financial review was conducted on [date], where it was determined that the company  
 ☐ has ☐ does not have adequate financial resources, or the ability to obtain them, to perform the anticipated work (FAR 9.104-1).

[*If an internal financial analysis is conducted, discuss how it was determined the company was financially responsible – may include analysis of a company's financial statements, reference to a Certificate of Competency (small business), etc. If after conducting the financial review the CO is unable to determine financial capability, use of other means may be justified*.]

2. FAPIIS (See [IL 2011-06, Implementation of the Requirement for Federal Awardee Performance and Integrity Information System (FAPIIS)](https://hallways.cap.gsa.gov/app/#/gateway/fas-acquisition-policy-library/18505/il-2011-06-implementation-of-the-requirement-for-federal-awardee-performance-and-integrity-information-system-fapiis) and [IL 2011-06 Supplement 1](https://hallways.cap.gsa.gov/app/#/gateway/fas-acquisition-policy-library/17843/pin-2011-06-requirements-for-acquisitions-pursuant-to-multiple-award-contracts-supplement-no-1-dated-march-13-2012)) was checked on [date].

The system ☐ did ☐ did not reflect any information that could be used to determine that the company does not have adequate financial resources to perform the anticipated work.

[*If FAPIIS reflects relevant information on the company that may result in a determination of non-responsibility, discuss how it was determined the company was financially responsible – may include any additional information the company submitted to demonstrate its responsibility, reference to a Certificate of Competency (small business), etc*. *Include copies of all relevant documents in the contract file.*]

3. Be able to comply with the required or proposed performance schedule taking into consideration all existing commercial and governmental business commitments.

[*Discuss the company's personnel, facilities, quality control plan, past performance information, etc*.]

4. Have a satisfactory performance record.

CPARS ([IL 2011-06, Implementation of the Requirement for Federal Awardee Performance and Integrity Information System (FAPIIS)](https://hallways.cap.gsa.gov/app/#/gateway/fas-acquisition-policy-library/18505/il-2011-06-implementation-of-the-requirement-for-federal-awardee-performance-and-integrity-information-system-fapiis) and [IL 2011-06 Supplement 1](https://hallways.cap.gsa.gov/app/#/gateway/fas-acquisition-policy-library/17843/pin-2011-06-requirements-for-acquisitions-pursuant-to-multiple-award-contracts-supplement-no-1-dated-march-13-2012)) (NOTE: As of January 15, 2019, PPIRS was enfolded into CPARS) was checked [date].

The system ☐ did ☐ did not reflect any information that could be used to determine that the company does not have adequate financial resources to perform the anticipated work.

[*Discuss past performance results obtained from FAPIIS (specifically CPARS ), Dun & Bradstreet Past Performance Report, other past performance surveys/questionnaires, performance on other FSS contracts, CAR reports, etc. Include copies of all relevant documents in the contract file. Sample language includes the following: 1) CPARS includes a total of [#] performance evaluation reports on the company. [#] of the reports are from acquisitions of similar scope and complexity to the present acquisition, from the past year. [Summary of the reports – positive, neutral, negative]. Based on the information in CPARS, indicate whether company's past performance ☐ is ☐ is not satisfactory. 2) Open Ratings - has completed a Past Performance Evaluation on [company] as of [date]. A total of [# of respondents] references were surveyed and the evaluation determined that the summary performance rating was [%] which is satisfactory to the Contracting Officer. Past performance ☐ is ☐ is not satisfactory. Address performance reported. 3) Reference Checks: Reference checks were conducted on [date] and based on the feedback, the company ☐ has ☐ does not have satisfactory performance*]

5. Have a satisfactory record of integrity and business ethics.

[*Include FAPIIS (*[*SAM*](https://www.sam.gov/SAM/)*) and references to other supporting documentation*.  *Include copies of all relevant documents in the contract file*.]

In accordance with FAR 9.404 and clause 52.203-13, Company has a written code of business ethics and is not presently debarred, suspended, proposed for debarment or declared ineligible for the award of contracts by any Federal agency. They have not been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a Federal, state, or local government contract or subcontract; violating a Federal, state, or local antitrust statute relating to the submission of offers; committing embezzlement, theft, forgery, bribery, falsification, or destruction of records; making false statements; tax evasion, or receiving stolen property. They are not presently indicted for, or otherwise criminally or civilly charged by a Government entity with commission of any of the aforementioned offenses.

6. Have the necessary organization, experience, accounting and operational controls, and technical skills or the ability to obtain them.

[*Discuss organizational structure, key personnel, accounting controls, marketing strategy, etc*.]

7. Have the necessary production, technical equipment and facilities or the ability to obtain them.

[*Discuss production schedules, equipment, etc*.]

8. Be otherwise qualified and eligible to receive an award under applicable laws and regulations.

In accordance with FAR Part 9.104-6, [SAM](http://www.sam.gov) was queried for exclusions on [exclusion\_check\_date]. The offeror [on\_excluded\_list] appear in SAM as having an "active exclusion". This database will be reviewed again on the day of contract award, immediately prior to awarding the contract in the Offer Registration System (ORS).

Nothing was noted in FAPIIS that would demonstrate the offeror was unqualified or ineligible for award.

9. [SAM](http://www.sam.gov) (IAW FAR 4.11) did not indicate anything that would demonstrate the offeror was unqualified or ineligible for award. SAM ☐ reflects ☐ does not reflect Delinquent Federal *Debt*.

*[If SAM reflects Delinquent Federal Debt, the firm must contact the Financial Management Service (FMS) of the U.S. Treasury at 800-304-3107 regarding its debt. The Contract Specialist should seek clarification regarding the circumstances/status of the firm’s Delinquent Federal debt and document the firm’s response and the Contract Specialist’s findings in this section.*

*In addition, the vendor must provide a statement with regard to their Delinquent Federal Debt acknowledging their understanding on the restriction of the Government wide commercial purchase card as a method of payment for vendors with debts subject to the Treasury Offset Program (TOP) and the consequences of the Debt Collection Improvement Act of 1996 (DCIA). This information shall be notated within the PNM and on the GSA Schedule award.]*

10. EEO Clearance: [eeo\_clr] (IAW FAR 22.805.) Provide evidence of online approval OR A request was submitted to the Department of Labor on *[date].* Clearance granted on *[date]*.

Based on the elements of responsibility reviewed above, Company ☐ is ☐ is not determined to be responsible in accordance with FAR 9.104.

**VI. TECHNICAL EVALUATION**

Each technical factor identified in the solicitation was defined, and standards written, so that all proposals would be objectively and impartially evaluated against those standards and not against one another. The Government determined that each technical proposal would be evaluated and rated on an Acceptable / Unacceptable basis.

An overall evaluation of the Company's technical proposal has been performed. The firm's previous experience and past performance were assessed in order to determine the depth of its understanding of Solicitation # 47QSMD-20-R-0001 requirements. Factors may or may not include the Factors listed below. The evaluation should be tailored to the specific Major Category, Sub-Category, or SIN offered as needed.

Factor One – Corporate Experience (not applicable to Streamlined Offers, per [PAP 2016-05 Rev 2/4/2016](https://hallways.cap.gsa.gov/app/#/gateway/fas-acquisition-policy-library/18085/pap-2016-05-streamlined-offer-requirements-for-successful-fss-program-contractors-revised-2-4-2016)):

[*Discuss years in business, experience, number of employees, parent/subsidiary information, etc. and a statement that the company was rated Acceptable or Unacceptable for Factor One.*]

Factor Two – Relevant Project Experience (if applicable, also not applicable to Streamline Offers, per [PAP 2016-05, Streamlined Offer Requirements for Successful FSS Program Contractors](https://hallways.cap.gsa.gov/app/#/gateway/fas-acquisition-policy-library/18085/pap-2016-05-streamlined-offer-requirements-for-successful-fss-program-contractors-revised-2-4-2016)):

[*May include language, such as, "The submitted projects (or substitution of relevant projects of predecessor companies or the company's key personnel that will be performing major aspects of the work as applicable) demonstrate that the offeror has successful experience in performing projects within the general scope of this contract. The work described also demonstrates that the offeror has performed tasks, which are of similar complexity to those contemplated under the proposed SIN(s). For a complete description of submitted projects/key personnel descriptions, refer to Tab 17. Narrative should also include a statement that the company was rated Acceptable or Unacceptable for Factor Two.*]

Factor Three – Past Performance ([PAP 2019-04, Evaluating and Reporting Past Performance](https://hallways.cap.gsa.gov/app/#/gateway/fas-acquisition-policy-library/34189/pap-2019-04-evaluating-and-reporting-past-performance)):

Select the Past Performance method applicable to this offer (as shown in order of preference in SCP-FSS-001(j)(2)(ii):

☐ Offeror has verified in eOffer that they have three or more CPARS that meet solicitation criteria (SCP-FSS-001(j)(2)(ii)(A))

☐ Offeror submitted a Past Performance Evaluation or a neutral letter from Open Ratings, Inc. (SCP-FSS-001 (j)(2)(ii)(B). NOTE: Dun and Bradstreet discontinued the Open Ratings Service effective December 6, 2019. Offers submitted prior to or after this date may include a completed Open Ratings Report which can be accepted as long as the report is dated within one year of the offer submission and the offeror did not have CPARS assessments that satisfy the solicitation criteria outlined in SCP-FSS-001 (j)(2)(ii)(A).

☐ Offeror submitted a Past Performance Narrative with a list of customer references (SCP-FSS-001(j)(2)(ii)(C))

*[Must include a statement that the company was rated “Acceptable” or “Unacceptable” for Factor Three.]*

Factor Four – Quality Control:

[*Discuss quality control plan and a statement that the company was rated “Acceptable” or “Unacceptable” for Factor Four.*]

Pursuant to an in-depth assessment of technical factors described herein, [company\_name] ☐ is ☐ is not determined to be technically acceptable.

*[If offeror is a small business and has been determined non-responsible (Factor 3), document offeror’s agreement to seek a CoC from SBA (see* [*FAR 19.6 Certificates of Competency and Responsibility Determinations*](https://www.acquisition.gov/content/part-19-small-business-programs#i1100603)*) and any additional information relevant to the non-responsibility determination.*

*[If not determined to be technically acceptable, discuss further actions to be taken in order to determine the contractor technically acceptable.]*

**VII. PRICING ANALYSIS**

Solicitation #47QSMD-20-R-0001 seeks products/services that are commercial in nature from responsible contractors at fair and reasonable prices IAW FAR 15.402. FAR 15.403-1(c)(3)(i) exempts commercial items from the requirement for submission of certified cost or pricing data. Therefore, certified cost or pricing data are not required. However, FAR 15.403-1(b)(3)(1) provides for the request of other than certified cost or pricing data to support a fair and reasonable pricing determination. See FAR 15.403-3, Requiring data other than certified cost or pricing data for additional information.

If a pre-award audit has been conducted, the CO shall utilize all information contained in the audit report as well as specific findings provided therein when establishing negotiation objectives (See Section VIII, sub-section A below) as well as in determining the pricing fair and reasonable. Price analysis documentation should clearly demonstrate how negotiation objectives established utilizing the pre-award findings as well as all other information obtained and utilized by the CO will result in pricing that is fair and reasonable and forms a good basis for negotiations.

COs are reminded that pricing tools utilized to establish negotiation objectives or determine pricing fair and reasonable should be used as part of a larger evaluation process which seeks to obtain fair and reasonable prices IAW FAR 15.402. For additional assistance in establishing negotiation objectives and completing the price analysis, refer to the following guidance:

* [PIN 2006-06, Federal Government as the MFC](https://hallways.cap.gsa.gov/app/#/gateway/fas-acquisition-policy-library/17899/pin-2006-06-how-to-handle-offers-when-the-mfc-is-the-federal-government),
* [PIN 2012-04, Verification of MFC Pricing](https://hallways.cap.gsa.gov/app/#/gateway/fas-acquisition-policy-library/17834/pin-2012-04-verification-of-most-favored-customer-mfc-pricing),
* [PIN 2011-07 - Standardizing Wage Rate Negotiation Objectives under EPA Clauses,](https://hallways.cap.gsa.gov/app/#/gateway/fas-acquisition-policy-library/17841/pin-2011-07-standardizing-wage-rate-negotiation-objectives-under-fss-economic-price-adjustment-epa-clauses)
* [PIN 2011-08 - Negotiating Volume Discounts on MAS contracts,](https://hallways.cap.gsa.gov/app/#/gateway/fas-acquisition-policy-library/17840/pin-2011-08-negotiating-volume-discounts-on-federal-supply-schedule-fss-contracts)
* [PA](https://hallways.cap.gsa.gov/app/#/gateway/fas-acquisition-policy-library/18054/pap-2018-03-proper-documentation-of-price-analysis-decisions-federal-supply-schedule-fss-program)P [2018-03 - Proper Documentation of Price Analysis Decisions in MAS](https://hallways.cap.gsa.gov/app/#/gateway/fas-acquisition-policy-library/18054/pap-2018-03-proper-documentation-of-price-analysis-decisions-federal-supply-schedule-fss-program),
* [PIN 2012-03 - EPAs in Multiyear Pricing](https://hallways.cap.gsa.gov/app/#/gateway/fas-acquisition-policy-library/17838/pin-2012-03-economic-price-adjustments-when-a-vendor-s-commercial-price-list-contains-multiyear-pricing),
* [PAP 2012-05 - Use of Cost Analysis when Evaluating MAS Offers](https://hallways.cap.gsa.gov/app/#/gateway/fas-acquisition-policy-library/17833/pin-2012-05-use-of-cost-analysis-when-evaluating-federal-supply-schedule-offers),
* FAR 15.404 - Price Analysis Techniques
* FAR 15.404-3 - Negotiation Documentation and Requiring Data Other than Certified Cost or Pricing Data
* GSAM 515.408 - MAS Requests for Information Other than Certified Cost or Pricing Data
* GSAR 538.270-1 Evaluation of Offers without Access to Transactional Data
* GSAR 538.270-2 Evaluation of Offers with Access to Transactional Data

When conducting price or cost analysis, the following should be considered and fully documented at a minimum:

**A. FOR QUARTERLY REPORTING CONTRACTS:**

Per [SCP-FSS-001 (j)(3) Section III - Price Proposal](https://hallways.cap.gsa.gov/app/#/gateway/fas-acquisition-policy-library/39652/pap-2019-03-revised-updated-offeror-instruction-and-offer-evaluation-provisions-for-the-consolidated-fss-solicitation), GSA's pricing goal is to obtain equal to or better than the offeror's Most Favored Customer (MFC) pricing under the same or similar terms and conditions. GSA seeks to obtain the offeror's best price based on its evaluation of discounts, terms, conditions, and concessions offered to commercial customers. However, offers that propose Most Favored Customer pricing that is not highly competitive will not be determined fair and reasonable and will not be accepted. The U.S. Government Accountability Office has specifically recommended that "the price analysis GSA does to establish the Government's MAS negotiation objective should start with the best discount given to any of the vendor's customers."

The evaluation should be tailored to the specific Major Category, Sub-Category, or SIN offered as needed and include the following: (Reference FAR Subpart 12.209 Determination of price reasonableness, FAR 15.404-1(b) Price analysis for commercial and non-commercial items and GSAR 538.270-1 Evaluation of Offers without Access to Transactional Data)

* a) an analysis of the Contractor’s pricing structure (Commercial Price List or Commercial Market Pricing);
* b) analysis of the proposed economic price adjustment method;
* c) analysis of the offered quantity discounts (if applicable);
* d) comparison of the Contractor’s MFC pricing /discounts with the pricing /discounts offered to GSA;
* e) identification of the BOA customer IAW Clause 552.238-81 Price Reductions;
* f) analysis of the pricing support documentation;
* g) a horizontal price comparison/ market survey utilizing available horizontal price analysis tools;
* h) analysis of any other relevant pricing information available to the CO, (e.g., other Schedule contract pricing), as applicable;
* i) analysis of any data other than certified cost or pricing data requested from the vendor (describe info provided and explain how it was utilized)
* j) prices paid transactional data (if relevant and available).

When evaluating Quarterly Reporting offers, in addition to the above, remember that pricing tools are used only as part of a larger negotiation objective development strategy that seeks fair and reasonable pricing. Output from pricing tools should clearly support the pricing comparisons made. COs should ensure that comparisons with same or similar products or services included in establishing negotiation objectives or price analyses are detailed and fully documented in order to demonstrate that the pricing comparisons relied upon are the same or similar to the products or services offered. .

Proposed prices are based on the following documents [list each document or report utilized, include all documents as attachments to this PNO or refer to the location where documentation can be reviewed in the Contract file].

☐ Commercial Pricelist dated:

☐ Price Proposal Template submitted via eOffer dated:

☐ Horizontal Pricing utilized in evaluating pricing:

☐ Other (specify)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Quantity discounts were offered (Refer to [PIN 2011-08 Negotiating Volume Discounts on Federal Supply Schedule (FSS) Contracts](https://hallways.cap.gsa.gov/app/#/gateway/fas-acquisition-policy-library/17840/pin-2011-08-negotiating-volume-discounts-on-federal-supply-schedule-fss-contracts) for additional information):

☐ Yes ☐ No

[*If quantity discounts were offered, explain the offered discounts*]

Most Favored Customer (MFC): The Contractor’s MFC pricing was disclosed on the CSP and Price Proposal Template submitted on [date].  *[If CSP required clarification or revision, provide information or refer to location of the revisions in the contract file.]* The Contractor’s MFC(s) is/are identified as [insert.].  The discount / prices offered to GSA excluding the required .75%, are [less than, equal to, or greater than] the prices offered to the MFC.

The Contractor’s MFC(s) discounts/pricing are [insert discount, chart or link] from/as shown on the Contractor’s commercial market rates/commercial price list. Fully explain how the price offered is equal to, better than, less than, or not comparable to the MFC pricing. If MFC pricing isn’t offered, explain why GSA is not being offered equal to or better than the MFC.

Basis of Award (BOA): In order to fulfill clause 552.238-81 Price Reductions, the Government intends to establish [customer/class of customers] as [Company’s] Basis of Award (BOA). This will be discussed and confirmed with the vendor during negotiations and will be documented in the PNM. GSA prices, excluding the required .75% Industrial Funding Fee (IFF) are [insert discount, chart or link] less than the prices charged to the BOA.

In addition to the CSP provided, the following horizontal price analysis, market research, data other than certified cost or pricing data, or pre-award audit findings (if applicable) were utilized to determine price reasonableness:

*[Insert full discussion of all information utilized, any adjustments made to similar items in or to make comparisons, and any other relevant information utilized to determine initial price reasonableness and to develop negotiations objectives.]*

Based on all available information evaluated, the offered discounts/prices are considered fair and reasonable and form a good basis for negotiations to seek additional discounts, terms or conditions. Pricing/discounts which could not be determined fair and reasonable upon initial review will be addressed in negotiations. If a price/discount for a specific product or service, or prices/discount for the entire proposal which are considered fair and reasonable cannot be negotiated, the products/services will be excluded from award or the proposal will be rejected as not in the best interests of the Government. See Section

VI. Negotiation Objectives below.

**B. FOR MONTHLY REPORTING CONTRACTS:**

GSA seeks to obtain the offeror's best price based on its evaluation of discounts, terms, conditions, and concessions offered to commercial customers. Pricing that is not highly competitive will not be determined fair and reasonable and will not be accepted. The price analysis done to establish the Government's negotiation objective should start with the best price or discount identified for the products or services offered. .

The evaluation should be tailored to the specific Major Category, Sub-Category, or SIN offered as needed and include the following: (Reference FAR Subpart 12.209 Determination of price reasonableness, FAR 15.404-1(b) Price analysis for commercial and non-commercial items and GSAR 538.270-2 Evaluation of Offers with Access to Transactional Data)

* a) an analysis of the Contractor’s pricing structure (Commercial Price List or Commercial Market Pricing);
* b) analysis of the proposed economic price adjustment method;
* c) analysis of the offered quantity discounts (if applicable);
* d) analysis of the pricing support documentation provided;
* e) a horizontal price comparison/market survey utilizing available horizontal price analysis tools;
* f) analysis of any other relevant pricing information available to the CO (e.g., other Schedule contract pricing), as applicable;
* g) analysis of any data other than certified cost or pricing data requested from the vendor (describe info provided and explain how it was utilized);
* h) prices-paid transactional data (if relevant and available).

When evaluating Monthly Reporting offers, in addition to the above, remember that pricing tools are used only as part of a larger negotiation objective development strategy that seeks fair and reasonable pricing. Output from pricing tools should clearly support the pricing comparisons made. COs should ensure that comparisons with same or similar products or services included in establishing negotiation objectives or price analyses are detailed and fully documented in order to demonstrate that the pricing comparisons relied upon are the same or similar to the products or services offered.

When evaluating Monthly Reporting offers and establishing negotiation objectives use information according to the following order of preference;

(1) Readily available data such as transactional prices-paid data and contract-level prices

(2) Market research such as pricing on other government-wide or multi-agency IDIQ contracts and prices published on commercial websites/catalogs

(3) Other than certified cost or pricing data

The following horizontal price analysis, market research, data other than certified cost or pricing data, and pre-award audit findings (if applicable) were utilized to determine price reasonableness:

Proposed prices are based on the following documents: [list each document or report utilized, include all documents as attachments to this PNO or refer to location where documentation can be reviewed in the Contract file].

☐ Commercial Pricelist dated:

☐ Price Proposal Template submitted via eOffer dated:

☐ Horizontal Pricing utilized in evaluating pricing:

☐ Other (specify)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*[Fully explain how horizontal price analysis results are sufficiently similar to the pricing on offered items; whether material differences exist between results returned on offered items; how prices-paid data (if available) was adjusted for a valid comparison; and how any other information obtained by the CO was utilized to determine pricing fair and reasonable and to develop negotiation objectives. All analysis should be fully documented, including detailed output from pricing tools utilized.]*

Based on all available information evaluated, the offered discounts/prices are considered fair and reasonable and form a good basis for negotiations. Pricing/discounts which could not be determined reasonable upon initial review will be addressed in negotiations. If a price/discount for a specific product or service, or prices/discounts for the entire proposal which are considered fair and reasonable cannot be negotiated, the products/services will be excluded from award or the proposal will be rejected as not in the best interests of the Government. See Section VI Negotiation Objectives below.

*[Refer to PAP 2016-11 Transactional Data Reporting – Federal Supply Schedule Program Implementation for detailed guidance on the evaluation of pricing and price-related factors for offers subject to the TDR Pilot.]*

Quantity discounts were offered (Refer to [PIN 2011-08 Negotiating Volume Discounts on Federal Supply Schedule (FSS) Contracts](https://hallways.cap.gsa.gov/app/#/gateway/fas-acquisition-policy-library/17840/pin-2011-08-negotiating-volume-discounts-on-federal-supply-schedule-fss-contracts) for additional information):

☐ Yes ☐ No

[*If quantity discounts were offered, explain the offered discounts*]

**C. FOR BOTH QUARTERLY AND MONTHLY REPORTING OFFERS:**

The Service Contract Labor Standards (SCLS) are ☐ applicable or ☐ are not applicable to this offer. In accordance with FAR Part 22, service contracts over $2,500 shall contain mandatory provisions regarding minimum wages and fringe benefits, safe and sanitary working conditions, notification to employees of the minimum allowable compensation, and equivalent Federal employee classifications and wage rates. The SCLS is applicable to the labor categories/services proposed by the firm and the following Wage Determination numbers were reviewed: [complete table]

|  |  |  |
| --- | --- | --- |
| Wage Determination No. | Locality | Offered Prices Compliant? |
|  |  |  |

The SCLS are applicable to this contract and includes SCLS applicable labor categories. The prices for the cited SCLS labor categories are based on the U.S. Department of Labor Wage Determination Number(s) identified in the SCLS matrix. The prices proposed *[are / are not]* in line with the geographic scope of the contract (i.e. nationwide). Pricing which is not in line with the geographic scope of the contract will be addressed during negotiations. See Section VIII - Basis of Negotiations.

**-OR-**

☐ No SCLS labor categories or services are offered. However, the SCLS is applicable to this contract as it applies to the entire Schedule and all services provided. While no specific labor categories have been identified as being subject to SCLS due to exemptions for professional employees (FAR 22.1101, 22.1102 and 29 CFR 541.300), this contract still maintains the provisions and protections for SCLS eligible labor categories. If and / or when the contractor adds SCLS labor categories / employees to the contract through the modification process, the contractor must inform the CO and establish an SCLS matrix identifying the GSA labor category titles, the occupational code, SCLS labor category titles and the applicable WD number.

**VIII. Basis of Negotiations**

By submission of the offer, [company\_name] has certified that all information is correct.

A. The Government has developed the following negotiation objectives for proposed prices, discounts, terms or conditions, or technical negotiation objectives:

*[Insert or link to a list of discounts / pricing offered by model number, labor hour fixed price, or technical factors as well as the Government’s negotiation objectives.*

*Could also consolidate and list by brand or other groupings OR utilize chart format. Please Note - Negotiation Objectives chart can be itemized / customized to the eOffer submission.]*

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Term | Offered | Low Objective | Target Objective | High Objective |
| Basic Discounts |  |  |  |  |
| Quantity/Volume |  |  |  |  |
| FOB Terms |  |  |  |  |
| Prompt Payment Terms |  |  |  |  |

*Discuss what data was utilized in developing objectives (e.g. horizontal pricing tools, market research [fully describe], other than certified cost or pricing data [fully describe], and any other data utilized.) What prices should the government get and why? How did you arrive at your negotiation objectives? What additional discounts or concessions are you seeking? What is your basis?*

*If [Company] has gone through pre-award audit, the audit findings must be utilized in developing negotiation objectives. Fully discuss how the audit findings were utilized in developing negotiation objectives.*

B. Subcontracting Plan Goals - ☐ N/A - no Subcontracting Plan required

OR

The Government has developed the following negotiation objectives for Subcontracting Plan Goals required IAW FAR 52.219-9(d)(1), FAR 19.705-4(c), and 519.705-4(f) - (h) (see [PAP 2018-02, Small Business Subcontracting Under the Federal Supply Schedules (FSS) Program](https://hallways.cap.gsa.gov/app/#/gateway/fas-acquisition-policy-library/18069/pap-2018-02-small-business-subcontracting-under-the-federal-supply-schedule-fss-program), Paragraph D (1)):

Type Plan Submitted: ☐ Commercial ☐ Individual Contract ☐ Master Plan

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Term - expressed as % of total planned subcontracting dollars\* | Proposed | Low Objective | Target Objective | High Objective |
| Other Small Business Concerns (i.e., those not listed below) |  |  |  |  |
| Veteran-Owned Small Business |  |  |  |  |
| Service-Disabled Veteran-Owned Small Business |  |  |  |  |
| HUBZone Small Business |  |  |  |  |
| Small Disadvantaged Business |  |  |  |  |
| Woman-Owned Small Business Concerns. |  |  |  |  |

*[Discuss data utilized in developing subcontracting goal objectives (e.g., prior plans on Schedule Contracts, current plans on other Federal contracts, review of eSRS data, etc..) What goals should the government get and why? How did you arrive at your negotiation objectives? What is your basis?*

*If the Subcontracting Plan was negotiated and received final approval prior to preparing the PNO, note the date the plan was approved and provide the link or reference where the approved plan and documentation containing negotiation objectives and results for the plan can be found in the contract file.]*

C. Commercial Supplier Agreements - ☐ N/A - CSA included

OR

The Government has developed the following Negotiation Objectives for Commercial Supplier Agreements (see PAP 2018-04, Unenforceable Commercial Supplier Agreement (CSA) Terms)

|  |  |  |
| --- | --- | --- |
| Term or Condition | Conflict with / Incompatibility with Federal law or not in the best interest of the Government | Negotiation Strategy |
|  |  |  |
|  |  |  |
|  |  |  |

*[Discuss data utilized in developing CSA objectives (e.g., compliance with Clause 552.212-4(w), recommendations received from Legal review, etc..) What changes to the CSA terms should the government get and why? How did you arrive at your negotiation objectives? What is your basis?*

*If the CSA was negotiated and received final approval prior to preparing the PNO, note the date CSA was approved and provide the link or reference where the approved CSA and documentation containing negotiation objectives and results for the CSA can be found in the contract file.]*

D. Additional Points of Negotiation:

*[Provide as appropriate; for example assumptions/clarifications of the offer, related to the commercial marketplace]*

**Government Commercial Credit Card**:  *[Accepted]*

**Foreign Items: *[****N/A*]

**Delivery in days after receipt of order (DARO) by SIN as required in solicitation: *[****60 DARO]*

**Expedited Delivery:** *[Contact Contractor]*

**Warranty:**  *[Standard Commercial Warranty].*

**Other Terms and/or Concessions:**  *[None]*

**Exclusions to price list if any: *[****No]*

**Exceptions to Solicitation terms and conditions, if any:** [exceptionsTerms\_value]

**Sub K Plan Status** (if applicable): [SubKContractingPlan]

**Disaster Recovery:** [recovery\_purchase]

**Cooperative Purchasing (if applicable to new SIN offered):**

[purchase\_cooperative]

**Vendor Minimum Order Limit:** [minimum\_limit\_value]

**IX. Negotiations**

Upon approval of the Pre-Negotiation Objectives Memorandum, negotiations will be initiated. If negotiation objectives to resolve audit findings are included the Audit Team will be invited to participate in negotiations. Once negotiations have concluded, the Government will request a Final Proposal Revision to confirm all agreed upon changes from the initial offer received. Upon review of the Final Proposal Revision, the Government intends to make award without obtaining further revisions. Any revisions submitted after the noted due date will not be considered, unless it is determined to be in the best interest of the Government.

A Pre-Negotiation Clearance Panel (PNCP) will ☐ will not ☐ be conducted. ([See IL 2011-15 and Supplement 1, Revision of the Acquisition Quality Measurement and Improvement Program {PNCP Guidance](https://hallways.cap.gsa.gov/app/#/gateway/fas-acquisition-policy-library/18842/il-2011-15-revision-of-the-acquisition-quality-measurement-and-improvement-program-il-2011-15-supplement-no-1)}).

*[If subject to a PNCP, address the following: Date PNCP occurred, PNCP participants, summary of PNCP comments, and whether or not PNCP approval was attained. NOTE: In addition to FAS guidance, follow Portfolio or Center procedures in determining whether a PNCP is required.]*

Prepared By:

Name Date   
Contract Specialist

Acquisition Center, Organizational Code

Approved By:

Name Date   
Contracting Officer

Acquisition Center, Organizational Code

Attachments:

*[List any attachment which are relevant to the Pre-Negotiation Memorandum but which have not already been linked or referenced within the document.]*