Price Negotiation Memorandum

This Price Negotiation Memorandum is in accordance with [insert company P&P reference here]:

1. Acquisition Details

|  |  |
| --- | --- |
| a. PO/Subcontract Number:  |  |
| b. Supplier/Subcontractor Name:  |  |
| c. RFP/RFQ #:  |  |
| d. RFP/RFQ Date:  |  |
| e. Supplier/Subcontractor’s Proposal #:  |  |
| f. Proposal Date:  |  |
| g. Price/Cost Analysis Report Dated:  |  |
| h. Description of Item/Work being Procured:  |  |

1. Participants and Dates:
	1. Date of Negotiation(s):
	2. Place of Negotiation(s):
	3. Participants in Negotiation(s) (include names and titles)
		1. For Prime Contractor:
		2. For Supplier/Subcontractor:
	4. Significant Factor(s) in Negotiations[[1]](#footnote-1):
2. Current Cost or Price Data
	1. Certificate of Current Cost or Pricing Data Required (Y/N):
	2. If no, identify exception where applicable:
	3. Submission of CCPD in Table 15.2 format:
	4. Extent of reliance on CCPD submitted:
	5. Identification of additional CCPD submitted by Subcontractor:
	6. Extent of analysis/reliance on additional information submitted:
	7. Identification of inaccurate, incomplete, or non-current CPD;
	8. Is signed CCPD obtained (Y/N):
3. Offer Summary and Details



*(Example shown below:)*



1. Price Analysis
	1. Data Source
	2. Analysis Methodology
2. Explanation of Negotiated Amounts
3. Explanation of Negotiated Items
	1. Statement of Work
	2. Terms & Conditions
	3. Contract Clauses
	4. Special Terms & Conditions
	5. Other
4. Date of Final Agreement on Price
5. Documentation of Fair & Reasonable Pricing

|  |
| --- |
| Signatures |
|  |  |  |
| *Signature* |  | *Signature* |
| Name:  |  | Name:  |
| Title:  |  | Title:  |
| Date:  |  | Date:  |

1. Examples: Price, Cost, Fee/Profit, Business Systems, Statement of Work, Deliverables [↑](#footnote-ref-1)