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)