

Date: 10/25/2001

Replaces: 6015-1 9/01/82

Issuing Office: OA/OAMP 496-4401

Release Date: 10/25/2001

6015-1 - Financial Analysis of Contract Proposals and Modifications

PROJECT OFFICER'S TECHNICAL QUESTIONNAIRE

Contractor:

RFP/Contract No.:

Proposal Date:

This questionnaire should serve as the basis for communication between the contracting officer/specialist and the project officer relative to the technical aspects of each element of cost. It should be filled out only after careful review of the instructions on the last page of this form. Further guidance for completion of this form can be found in **NIH Manual 6015-1 Financial Analysis of Contract Proposals and Modifications**.

YES NO N/A **Direct Labor**

1. Is the proposed mix/type of labor effort appropriate for the work/research to be performed?
2. Are the proposed number of hours/percents of effort reasonable for the work to be performed?

Direct Materials/Supplies

3. Are the following appropriate as compared to the contract workscope:
 - a. Proposed type of materials/supplies?
 - b. Proposed quality of materials/supplies?
 - c. Proposed number of units of each type of material/supply?

Equipment

4. Is the proposed equipment necessary for the work/research to be performed?

5. Is the proposed equipment “project specific” rather than a type that would be required for the work/research normally performed by the contractor i.e., inherent to the business?
6. Is use of the proposed type of equipment limited only to research, medical, scientific or other technical activities?
7. To your knowledge, are the same or similar types of equipment (ones that may be used for comparable purposes) currently unavailable at the institution?

Travel

8. Are the following appropriate or reasonable taking into consideration the purpose of the travel and the contract work scope:
 - a. Proposed number of trips?
 - b. Proposed duration of trips?
 - c. Proposed destination of trips?
 - d. Proposed number and types of people traveling?

Computer

9. Are computer services required for the work/research to be performed?
10. Are the proposed computer and related services reasonable from a quantitative standpoint e.g. CPU hours, I/O lines, number of runs?
11. Is the proposed type of computer equipment appropriate for the work/research to be performed?

Consultants

12. Are the proposed consultants’ services essential to the project?
13. Are the proposed consulting hours/effort reasonable compared to the work/research to be performed?
14. Is the proposed travel for consultants reasonable (i.e. number of trips, destination of trips, duration of trips, etc)?

Alterations and renovations

15. Are the proposed alterations and renovations essential to the proposed project?

Patient Care

16. Are the proposed number and/or types of tests reasonable considering the work/research to be performed?

17. If the proposed tests are considered to be in the nature of routine patient care, should the contractor be expected to obtain reimbursement for these services from third party carriers?

18. Are the proposed number of patient days reasonable considering the work/research to be performed?

Animal Tests/Care

19. Are the proposed number and/or types of tests reasonable considering the work/research to be performed?

20. Are the proposed number of animal-care days reasonable considering the work/research to be performed?

Subcontracts

21. An additional Project Officer's Technical Questionnaire should be completed for each subcontract.

Space for Additional Comments: Indicate question number to which comments apply if applicable:

Project Officer:

Date:

I certify that responses to these questions are based on communications with the Project Officer

Contracting Officer/Specialist:

Date:

NOTES:

1. If sufficient technical detail (quantities, mixes, etc.) is not included in the business proposal to allow for analysis, the contracting officer/specialist should obtain it prior to discussing the technical aspects of the proposal with the project officer.

2. In answering the questions on the questionnaire, emphasis must be placed on the reasonableness of the technical aspects of the element being reviewed.

Recommended adjustments should be entered on page 3 in the space provided, and comments should be keyed to the particular question being answered. Be specific when noting changes that should be made (e.g. designate positions/FTE's/individuals to be deleted/reduced or added/increased; quantities to be adjusted, etc.). If a dollar amount is recommended in lieu of a specific recommendation relative to the technical aspects (e.g., "materials/supplies should be reduced to \$30,000), a justification for the recommended dollar amount must be included on page 3.

3. All questions on the technical questionnaire must be answered.