



Interim Instructions

for

COMPARE Version 2.0

July 2, 2003

INTRODUCTION.....	2
SECTION I. STANDARD COMPETITION INSTRUCTIONS.....	3
STEP 1. CREATING THE COMPARE FILE(S).....	3
STEP 2. CREATING THE SCF	4
SECTION II. STREAMLINED COMPETITION INSTRUCTIONS.....	8
STEP 1. CREATING THE COMPARE FILE(S).....	8
STEP 2. CREATING THE SLCF	9
SECTION III. TERMINOLOGY CROSSWALK.....	11
ATTACHMENTS	
1. STANDARD COMPETITION FORM (SCF) IN MICROSOFT EXCEL.....	12
2. STREAMLINED COMPETITION FORM (SLCF) IN MICROSOFT EXCEL	14

INTRODUCTION

The Department of Defense is issuing these Interim Instructions to ensure the COMPARE software is in compliance with OMB Circular A-76 issued on May 29, 2003, and available to all agencies (see paragraph 5a in OMB Circular A-76). The update of this software is called COMPARE Version 2.0. COMPARE Version 2.0 automates the majority of software changes necessary to meet the new guidance in the circular. A user will perform a minimal number of manual calculations and may be required to create one or two COMPARE files.

These Interim Instructions apply until COMPARE Version 2.1 is released. Software coding changes pending automation in Version 2.0 are: second performance periods of less than twelve months, automatic calculation of the Other One-time Conversion Costs, automation of the standard and streamlined competition forms, and terminology changes consistent with the new Circular.

Agencies must use this version of COMPARE in conjunction with these Interim Instructions for streamlined and standard competitions that are performed in accordance with the new circular. Agencies continuing to perform cost comparisons under the previous circular must not use these Interim Instructions but must complete these cost comparisons using win.COMPARE² Version 1.6.

REMINDER. The following definition is an extract from Attachment D to OMB Circular A-76, May 29, 2003:

***First Period of Full Performance.** The performance period following the phase-in period when the service provider becomes fully responsible for performing the activity. The first performance period is used to implement the new service provider's phase-in plan; therefore, full performance of the service provider does not occur until the second performance period, which may be referred to as the base period, full performance, or the first period of full performance. This first period of full performance may be less than or more than 12 months. The first period of full performance is the second performance period (the performance period immediately following phase-in period) regardless of the second performance period's length.

SECTION I. STANDARD COMPETITION INSTRUCTIONS

In conjunction with Attachment C to OMB Circular A-76, agencies must follow these Interim Instructions using COMPARE Version 2.0 to develop the SCF in Microsoft Excel. The agency cost estimate and SCF are developed using a two-step approach. The first step creates the appropriate COMPARE file(s), and the second step creates the SCF in Microsoft Excel.

A summary of any special data entry required to complete the COMPARE file(s) is provided below. Agencies must follow the data entry instructions provided in Attachment C to OMB Circular A-76, May 29, 2003, and, unless otherwise noted in these Interim Instructions, the COMPARE User’s Manual, February 15, 2002. Only the SCF Lines in Table 2-1 require special instructions for entering data. All other SCF Lines are automatic calculations or not affected by these Interim Instructions.

Table 2-1. Summary of SCF Lines Requiring Workarounds		
SCF Line	Title	Instruction
3B	Other Specifically Attributable Costs: Minor Items Cost	If a minor item is not GFP but is used by the MEO and shared with another Government organization, enter only the MEO’s prorated share of cost in the unit price entry. For example, if the share is 50% for the MEO, and the unit price is \$100,000 then enter \$50,000 as the unit price on Line 3B.
3B	Other Specifically Attributable Costs: Minor Item Maintenance and Repair Cost	If the MEO shares a minor item with another Government organization, enter only the MEO’s share of the annual maintenance and repair cost.
10	One-Time Conversion Costs	An additional 1% Other One-Time Conversion Cost is required. This additional one-time conversion cost will be captured in the SCF line entry.
11	Gain From Disposal or Transfer of Assets	The quantity for each asset identified on Line 11 is entered in the first period of full performance*. This is the second performance period if using only one COMPARE file, or the first performance period in the COMPARE SCF PP file as defined in the section 2.2. There is no entry for Line 11 for the COMPARE SCF Phase-In file as defined in section 2.2.

STEP 1. Creating the COMPARE File(s)

The following scenarios require the creation of COMPARE file(s).

Scenario 1: When labor escalation is required in accordance with paragraph B.2.k.(2) of Attachment C to OMB Circular A-76, create two COMPARE files using Table 2-2 .

Scenario 2: If the first period of full performance* is less than 12 months, create two COMPARE files using Table 2-2.

Scenario 3: If the first period of full performance* is 12 months and labor escalation is required in accordance with paragraph B.2.k.(1) of Attachment C to OMB Circular A-76, create one COMPARE file. No special instructions are required to create this COMPARE file.

Table 2-2. Creating COMPARE Files for Scenario 1 and 2	
Steps	Instructions
Create the Phase-in Period COMPARE File	Create a COMPARE cost file (<i>COMPARE SCF Phase-in Period File</i>) for the phase-in period costs.
First Step	Create a COMPARE cost file for the phase-in costs as follows: (1) Begin the <i>CAMIS Title</i> with "Phase-In:" (e.g., Phase-In: Admin Support); (2) Enter the first performance period dates to match the solicitation phase-in dates; (3) Designate the first performance period as a "Phase-In Period"; (4) Continue entering performance period dates for the next 3 performance periods to meet the 3-year minimum required by OMB policy (a minimum of 3 total years across all periods).
Second Step	Enter COMPARE cost record information applicable to the agency tender's performance of the phase-in period into Lines 1, 2, 3, 5, 7 and 8 relevant to the MEO's phase-in approach. Only enter cost information into the appropriate COMPARE cost records for the first performance period (i.e., phase-in period).
Create the PP COMPARE File	Create a second COMPARE cost file (<i>COMPARE SCF PP File</i>) for all the remaining performance periods except the phase-in period.
First Step	Create a COMPARE cost file for the performance period costs as follows: (1) Begin the <i>CAMIS Title</i> with "PP:" (e.g., PP: Admin Support); (2) Enter the first performance period dates to match the solicitation performance period dates for the second performance period (i.e., exclude the phase-in period and begin with the second period); (3) Do not designate the first performance period as a "Phase-In Period". NOTE: Disregard COMPARE warning to <u>not</u> create a file without a phase-in period that will display when phase-in is set to "no."
Second Step	Enter COMPARE cost record information applicable to the agency tender's performance for the remaining performance periods into Lines 1, 2, 3, 5, 8, 9, 10, and 11 relevant to the MEO's performance following the specific instructions provided for each SCF Line.

When these COMPARE files are created and all cost record information is entered, print the following three reports from each COMPARE file that was created. These three reports are required to create the SCF following the Interim Instructions at Table 2.3.

- (1) Standard Competition Form (SCF)
- (2) SCF Line 3 Totals Report (*NOTE: Sort option is irrelevant*)
- (3) SCF Line 10 Severance Pay Report (*NOTE: Sort option is irrelevant*)

STEP 2. Creating the SCF

If two COMPARE files were created based on Scenario 1 or 2, create the SCF using Table 2-3 and the three reports referenced above. If one COMPARE file was created based on Scenario 3, create the SCF using Table 2-4 and the three reports referenced above.

Table 2-3. Creating the SCF for Scenarios 1 or 2 (Two COMPARE Files)		
Line	Title	Instructions
1, 1a	Personnel Cost	(1) Insert PP1 Cost from COMPARE SCF Phase-In Period (2) Insert remaining PP Costs from COMPARE SCF PP inserting COMPARE SCF PP Performance Period 1 into SCF Performance Period 2, etc.
2, 2a	Material and Supply Costs	(1) Insert PP1 Cost from COMPARE SCF Phase-In Period (2) Insert remaining PP Costs from COMPARE SCF PP Performance Period 1 into SCF Performance Period 2, etc.

Table 2-3. Creating the SCF for Scenarios 1 or 2 (Two COMPARE Files)

Line	Title	Instructions
3, 3a	Other Specifically Attributable Costs	(1) Insert PP1 Cost from COMPARE SCF Phase-In Period (2) Insert remaining PP Costs from COMPARE SCF PP Performance Period 1 into SCF Performance Period 2, etc.
4, 4a	Overhead Costs	(1) Insert PP1 Cost from COMPARE SCF Phase-In Period (2) Insert remaining PP Costs from COMPARE SCF PP Performance Period 1 into SCF Performance Period 2, etc.
5, 5a	Additional Costs	(1) Insert PP1 Cost from COMPARE SCF Phase-In Period (2) Insert remaining PP Costs from COMPARE SCF PP Performance Period 1 into SCF Performance Period 2, etc.
6, 6a	Total Cost of Agency Performance or Public Reimbursable Performance	Sum each column (Lines 1-5 or 1a-5a) on the SCF
7	Private Sector or Public Reimbursable Cost Estimate	(1) Insert PP1 Cost from COMPARE SCF Phase-In Period (2) Insert remaining PP Costs from COMPARE SCF PP Performance Period 1 into SCF Performance Period 2, etc.
8	Contract Administration Costs	(1) Insert PP1 Cost from COMPARE SCF Phase-In Period (2) Insert remaining PP Costs from COMPARE SCF PP Performance Period 1 into SCF Performance Period 2, etc.
9	Additional Costs	Insert remaining PP Costs from COMPARE SCF PP
10	One-Time Conversion Costs	An additional computation is required to account for the 1% other one-time conversion cost (see paragraph C.4. in Attachment C to OMB Circular A-76). No Line 10 costs are permitted in the COMPARE SCF Phase-In Period file. Create a Line 10 cost breakdown as follows (as a separate computation <u>not</u> performed in the SCF): (1) Export the Line 10 Severance Pay Report into Microsoft Word using the "Publish It with Microsoft Word" Print Option feature on the report preview menu bar (2) Once in Microsoft Word, copy and paste the Grand Total page from the report into a Microsoft Excel file (3) Insert two new columns after the Severance Pay column titling the first column Other Costs and the second column Total . (4) For the first period of full performance* multiply the MEO Basic Pay by 1% and enter the result in the Other Costs column. (5) Compute total Line 10 costs by summing entries in the Severance Pay and Other Costs column (6) Enter this total in the first period of full performance* on the SCF. NOTE: Retain this file for audit/tracking purposes as SCF backup documentation.
11	Gain From Disposal or Transfer of Assets	Insert PP1 Costs from COMPARE SCF PP NOTE: This is entered into the first period of full performance* on Line 11 of the SCF
12	Federal Income Tax Adjustments	(1) Insert PP1 Cost from COMPARE SCF Phase-In Period (2) Insert remaining PP Costs from COMPARE SCF PP Performance Period 1 into SCF Performance Period 2, etc.
13	Total Adjusted Cost of Private Sector or Public Reimbursable Performance	Sum each column (Lines 7-12) on the SCF
14	Conversion Differential	(1) Insert PP1 Cost from COMPARE SCF Phase-In Period (2) Insert remaining PP Costs from COMPARE SCF PP Performance Period 1 into SCF Performance Period 2, etc. (3) If the total exceeds \$10 million, then enter \$10,000,000 on the SCF

Table 2-3. Creating the SCF for Scenarios 1 or 2 (Two COMPARE Files)		
Line	Title	Instructions
15	Adjusted Total Cost of Agency Performance	On the SCF, follow the guidance in paragraph E, Attachment C to OMB Circular A-76, to calculate this entry. For example: (1) If the incumbent provider is the government, copy the value on Line 6 to this line entry. (2) If the incumbent provider is private sector, add the values on Line 6 and Line 14 together to form this line entry.
16	Adjusted Cost of Private Sector or Public Reimbursable Performance	On the SCF, follow the guidance in paragraph F of Attachment C to OMB Circular A-76, to calculate this entry. For example: (1) If the incumbent provider is the government, add the values on Line 13 and Line 14 together to form this line entry. (2) If the incumbent provider is private sector, copy the value on Line 13 to this line entry.
17	Cost Difference	Subtract SCF Line 16 from SCF Line 15.
18	LOW-Cost Provider	Follow Attachment C, Paragraph H to determine how to complete SCF Line 18.

Table 2-4. Creating the SCF for Scenario 3 (One COMPARE File)		
Line	Title	Instructions
1, 1a	Personnel Cost	Insert each PP cost onto the SCF
2, 2a	Material and Supply Costs	Insert each PP cost onto the SCF
3, 3a	Other Specifically Attributable Costs	Insert each PP cost onto the SCF
4, 4a	Overhead Costs	Insert each PP cost onto the SCF
5, 5a	Additional Costs	Insert each PP cost onto the SCF
6, 6a	Total Cost of Agency Performance or Public Reimbursable Performance	Insert each PP cost onto the SCF
7	Private Sector or Public Reimbursable Cost Estimate	Insert each PP cost onto the SCF
8	Contract Administration Costs	Insert each PP cost onto the SCF
9	Additional Costs	Insert each PP cost onto the SCF
10	One-Time Conversion Costs	An additional computation is required to account for the 1% other one-time conversion cost (see paragraph C.4. in Attachment C to OMB Circular A-76). No Line 10 costs are permitted in the COMPARE SCF Phase-In Period file. Create a Line 10 cost breakdown as follows (as a separate computation <u>not</u> performed in the SCF): (1) Export the Line 10 Severance Pay Report into Microsoft Word using the “Publish It with Microsoft Word” Print Option feature on the report preview menu bar (2) Once in Microsoft Word, copy and paste the Grand Total page from the report into a Microsoft Excel file (3) Insert two new columns after the Severance Pay column titling the first column Other Costs and the second column Total . (4) For the first period of full performance* multiply the MEO Basic Pay by 1% and enter the result in the Other Costs column. (5) Compute total Line 10 costs by summing entries in the Severance Pay and Other Costs column (6) Enter this total in the first period of full performance* on the SCF. NOTE: Retain this file for audit/tracking purposes as SCF backup documentation.
11	Gain From Disposal or Transfer of Assets	Insert each PP cost onto the SCF
12	Federal Income Tax Adjustments	Insert each PP cost onto the SCF

Table 2-4. Creating the SCF for Scenario 3 (One COMPARE File)

Line	Title	Instructions
13	Total Adjusted Cost of Private Sector or Public Reimbursable Performance	Sum each column (Lines 7-12) on the SCF
14	Conversion Differential	Insert the conversion differential onto the SCF
15	Adjusted Total Cost of Agency Performance	On the SCF, follow the guidance for paragraph E in Attachment C to OMB Circular A-76 to calculate this entry. For example: (1) If the incumbent provider is the government, copy the value on Line 6 to this line. (2) If the incumbent provider is private sector, add the value on Line 6 and Line 14 together to form this line.
16	Adjusted Cost of Private Sector or Public Reimbursable Performance	On the SCF, follow the guidance for paragraph F in Attachment C OMB Circular A-76 to calculate this entry. For example: (1) If the incumbent provider is the government, add the value on Line 14 and Line 13 together to form this line entry. (2) If the incumbent provider is private sector, copy the value on Line 13 to this line.
17	Cost Difference	Subtract SCF Line 16 from SCF Line 15.
18	Low-Cost Provider	Follow the guidance for paragraph H in Attachment C to OMB Circular A-76 to complete SCF Line 18.

SECTION II. STREAMLINED COMPETITION INSTRUCTIONS

In conjunction with Attachment C to OMB Circular A-76, agencies must follow these Interim Instructions using COMPARE Version 2.0 to develop the SLCF in Microsoft Excel. The agency cost estimate and SLCF are developed using a two-step approach. The first step creates the appropriate COMPARE file(s), and the second step creates the SLCF in Microsoft Excel.

Agencies must follow the data entry instructions provided in Attachment C to OMB Circular A-76, May 29, 2003, and, unless otherwise noted in these Interim Instructions, the COMPARE User’s Manual, February 15, 2002.

STEP 1. Creating the COMPARE File(s)

The following scenarios require the creation of COMPARE file(s).

Scenario 1: When labor escalation is required in accordance with paragraph B.2.k.(2) of Attachment C to OMB Circular A-76, create two COMPARE files using Table 3-1.

Scenario 2: If the first period of full performance* is less than 12 months, create two COMPARE files using Table 3-1.

Scenario 3: If the first period of full performance* is 12 months and labor escalation is required in accordance with paragraph B.2.k.(1) of Attachment C to OMB Circular A-76, create one COMPARE file. No special instructions are required to create this COMPARE file.

Table 3-1. Creating COMPARE Files for Scenario 1 and 2	
Step	Instructions
Create the Phase-in Period COMPARE File	Create a COMPARE cost file (<i>COMPARE SLCF Phase-in Period File</i>) for the phase-in period costs.
First Step	Create a COMPARE cost file for the phase-in costs as follows: (1) Begin the <i>CAMIS Title</i> with “Phase-In:” (e.g., Phase-In: Admin Support); (2) Enter the first performance period dates to match the solicitation phase-in dates; (3) Designate the first performance period as a “Phase-In Period”; (4) Continue entering performance period dates for the next 3 performance periods to meet the 3-year minimum required by OMB policy (a minimum of 3 total years across all periods).
Second Step	Enter COMPARE cost record information applicable to the agency tender’s performance of the phase-in period into Lines 1, 2, 3, 7 and 8 relevant to the MEO’s phase-in approach. Only enter cost information into the appropriate COMPARE cost records for the first performance period (the phase-in period).
Create the PP COMPARE File	Create a second COMPARE cost file (<i>COMPARE SLCF PP File</i>) for all the remaining performance periods except the phase-in period.
First Step:	Create a COMPARE cost file for the performance period costs as follows: (1) Begin the <i>CAMIS Title</i> with “PP:” (e.g., PP: Admin Support); (2) Enter the first performance period dates to match the solicitation performance period dates for the second performance period (i.e., exclude the phase-in period and begin with the second period); (3) Do not designate the first performance period as a “Phase-In Period”. NOTE: Disregard COMPARE warning to <u>not</u> create file without a phase-in period that will display when phase-in is set to “no.”
Second Step	Enter COMPARE cost record information applicable to the agency tender’s performance of the remaining performance periods into Lines 1, 2, 3, 7, 8, and 12 relevant to the MEO’s performance following the specific instructions provided for each SLCF Line.

When these COMPARE files are created and all cost record information is entered, print the following three reports from each COMPARE file that was created. These three reports are required to create the SLCF following the Interim Instructions at Table 3.2.

- (1) Streamlined Competition Form (SLCF)
- (2) SLCF Line 3 Totals Report (*NOTE: Sort option is irrelevant*)
- (3) SLCF Line 10 Severance Pay Report (*NOTE: Sort option is irrelevant*)

STEP 2. Creating the SLCF

If two COMPARE files were created based on Scenario 1 or 2, create the SLCF using Table 3-2 and the three reports referenced above. If one COMPARE file was created based on Scenario 3, create the SLCF using Table 3-3 and the three reports referenced above.

Table 3-2. Creating the SLCF for Scenario 1 or 2 (Two COMPARE Files)		
Line	Title	Instructions
1, 1a	Personnel Cost	(1) Insert PP1 Cost from COMPARE SLCF Phase-In Period (2) Insert remaining PP Costs from COMPARE SLCF PP inserting COMPARE SLCF PP Performance Period 1 into SLCF Performance Period 2, etc.
2, 2a	Material and Supply Costs	(1) Insert PP1 Cost from COMPARE SLCF Phase-In Period (2) Insert remaining PP Costs from COMPARE SLCF PP Performance Period 1 into SLCF Performance Period 2, etc.
3, 3a	Other Specifically Attributable Costs <u>(Limited to awarded contracts)</u>	(1) Insert PP1 Cost from COMPARE SLCF Phase-In Period (2) Insert remaining PP Costs from COMPARE SLCF PP Performance Period 1 into SLCF Performance Period 2, etc.
4, 4a	Overhead Costs	(1) Insert PP1 Cost from COMPARE SLCF Phase-In Period (2) Insert remaining PP Costs from COMPARE SLCF PP Performance Period 1 into SLCF Performance Period 2, etc.
5, 5a	Additional Costs	Not Allowed
6, 6a	Total Cost of Agency Performance OR Total Cost of Public Reimbursable Performance	Sum each column (Lines 1-3 or 1a-3a) on the SLCF
7	Private Sector or Public Reimbursable Cost Estimate	(1) Insert PP1 Cost from COMPARE SLCF Phase-In Period (2) Insert remaining PP Costs from COMPARE SLCF PP Performance Period 1 into SLCF Performance Period 2, etc.
8	Contract Administration Costs	(1) Insert PP1 Cost from COMPARE SLCF Phase-In Period (2) Insert remaining PP Costs from COMPARE SLCF PP Performance Period 1 into SLCF Performance Period 2, etc.
9	Additional Costs	Not allowed
10	One-Time Conversion Costs	Not allowed
11	Gain From Disposal or Transfer of Assets	Not allowed
12	Federal Income Tax Adjustments	(1) Insert PP1 Cost from COMPARE SLCF Phase-In Period (2) Insert remaining PP Costs from COMPARE SLCF PP Performance Period 1 into SLCF Performance Period 2, etc.
13	Total Adjusted Cost of Private Sector or Public Reimbursable Performance	Sum each column (Lines 7-12) on the SLCF
14	Conversion Differential	Not allowed

Table 3-2. Creating the SLCF for Scenario 1 or 2 (Two COMPARE Files)		
Line	Title	Instructions
15	Adjusted Total Cost of Agency Performance	On the SLCF, follow the guidance in paragraph E of Attachment C to OMB Circular A-76 to calculate this entry.
16	Adjusted Cost of Private Sector or Public Reimbursable Performance	On the SLCF, follow the guidance in paragraph F of Attachment C to OMB Circular A-76 to calculate this entry.
17	Cost Difference	Subtract SLCF Line 16 from SLCF Line 15.
18	Low-Cost Provider	On the SLCF, follow the guidance in paragraph H of Attachment C to OMB Circular A-76 to complete SLCF Line 18.

Table 3-3. Creating the SLCF for Scenario 3 (One COMPARE File)		
Line	Title	Instructions
1, 1a	Personnel Cost	Insert each PP cost onto the SLCF
2, 2a	Material and Supply Costs	Insert each PP cost onto the SLCF
3, 3a	Other Specifically Attributable Costs	Insert each PP cost onto the SLCF
4, 4a	Overhead Costs	Insert each PP cost onto the SLCF
5, 5a	Additional Costs	Not allowed
6, 6a	Total Cost of Agency Performance or Public Reimbursable Performance	Insert each PP cost onto the SLCF
7	Private Sector or Public Reimbursable Cost Estimate	Insert each PP cost onto the SLCF
8	Contract Administration Costs	Insert each PP cost onto the SLCF
9	Additional Costs	Not allowed
10	One-Time Conversion Costs	Not allowed
11	Gain From Disposal or Transfer of Assets	Not allowed
12	Federal Income Tax Adjustments	Insert each PP cost onto the SLCF
13	Total Adjusted Cost of Private Sector or Public Reimbursable Performance	Sum each column (Lines 7-12) on the SLCF
14	Conversion Differential	Not allowed
15	Adjusted Total Cost of Agency Performance	On the SLCF, follow the guidance in paragraph E of Attachment C to OMB Circular A-76 to calculate this entry.
16	Adjusted Cost of Private Sector or Public Reimbursable Performance	On the SLCF, follow the guidance in paragraph F of Attachment C to OMB Circular A-76 to calculate this entry.
17	Cost Difference	Subtract SLCF Line 16 from SLCF Line 15.
18	Low-Cost Provider	On the SLCF, follow the guidance in paragraph H of Attachment C to OMB Circular A-76 to complete SLCF Line 18.

SECTION III. TERMINOLOGY CROSSWALK

The following table provides a crosswalk of terms used in the previous circular terms and COMPARE to the new terms used in the OMB Circular A-76 issued on May 29, 2003.

Terminology Crosswalk	
New Terminology	Old Terminology
Agency Cost Estimate	In-house Cost Estimate (IHCE)
Agency Source	In-house
Agency Tender Official	MEO Certifying Official
Ceiling Cost	Plug Cost
COMPARE	win.COMPARE2
Competition Number	CAMIS Number
Competition Title	CAMIS Title
Conversion Differential	Minimum Conversion Differential
First Period of Full Performance*	First Full Performance Period
OMB Circular A-76	OMB Circular A-76 Revised Supplemental Handbook
Performance Decision	Tentative Decision, Final Decision, and Cost Comparison Decision
Private Sector Performance	Contract Performance
Standard Competition	Cost Comparison
Streamlined Competition	Streamlined Cost Comparison
Standard Competition Form (SCF)	Cost Comparison Form (CCF)
Streamlined Competition Form (SLCF)	Cost Comparison Form (CCF)
Total Adjusted Cost of Private Sector or Public Reimbursable Performance (Line 13)	Total Contract of ISSA Cost (Line 13)
Total Cost of Agency Performance (Line 6) Total Cost of Public Reimbursable Performance (Line 6a)	Total In-house Cost (Line 6)

1. STANDARD COMPETITION FORM (SCF) IN MICROSOFT EXCEL

STANDARD COMPETITION FORM								
Agency:		Agency Component:		Competition Number:		Competition Title:		
Solicitation Closing Date:		Solicitation Number:		Competition Location:				
Line #	Line Title	1st Performance Period (Phase-In Period)	2nd Performance Period	3rd Performance Period	4th Performance Period	5th Performance Period	6th Performance Period	Total
COST OF AGENCY PERFORMANCE								
1	Personnel Costs	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
2	Material and Supply Costs	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
3	Other Specifically Attributable Costs	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
4	Overhead Costs	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
5	Additional	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
6	Total Cost of Agency Performance	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<p>AGENCY TENDER CERTIFICATION: I certify, to the best of my knowledge, that this agency tender (1) meets the requirements of the solicitation; (2) reflects a most efficient organization (MEO) that is fully capable of performing the requirements of the solicitation; (3) includes an agency cost estimate that is accurate and calculated in accordance with OMB Circular A-76; and (4) has the approval of the agency, allowing for implementation of the organizational structure, the personnel requirements, capital investments, and budgetary requirements.</p>								
Agency Tender Official's Signature:						Date:		
Printed Full Name:			Title:		Agency (Component):		Phone #:	
COST OF PUBLIC REIMBURSABLE PERFORMANCE								
1a	Personnel Costs	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
2a	Material and Supply Costs	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
3a	Other Specifically Attributable Costs	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
4a	Overhead Costs	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
5a	Additional Costs	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
6a	Total Cost of Public Reimbursable Performance	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<p>PUBLIC REIMBURSABLE TENDER CERTIFICATION: I certify, to the best of my knowledge, that this public reimbursable tender (1) meets the requirements of the solicitation; (2) reflects an organization that is fully capable of performing the requirements of the solicitation; (3) includes a cost estimate that is accurate and calculated in accordance with OMB Circular A-76; and (4) has the approval of my agency, allowing for implementation of the organizational structure, the personnel requirements, capital investments, and budgetary requirements.</p>								
Official's Signature:						Date:		
Printed Full Name:			Title:		Agency (Component):		Phone #:	
ADJUSTED COST OF PRIVATE SECTOR OR PUBLIC REIMBURSABLE PERFORMANCE								
7	Private Sector Price or Public Reimbursable Cost Estimate	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
8	Contract Administration Costs	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
9	Additional Costs	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
10	One-Time Conversion Costs	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
11	Gain From Disposal or Transfer of Assets	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
12	Federal Income Tax Adjustment	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
13	Total Adjusted Cost of Private Sector or Public Reimbursable Performance	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

DECISION CALCULATIONS

14	Conversion Differential				\$	-
15	Adjusted Total Cost of Agency Performance				\$	-
16	Adjusted Total Cost of Private Sector or Public Reimbursable Performance				\$	-
17	Cost Difference (Enter: Line 16- Line 15)				\$	-
18	LOW-COST PROVIDER	<input type="checkbox"/> Agency Provider	<input type="checkbox"/> Private Sector Provider	<input type="checkbox"/> Public Reimbursable Provider		

PERFORMANCE DECISION

SEALED BID ACQUISITION

CONTRACTING OFFICER'S CERTIFICATION: I certify that to the best of my knowledge (1) the agency tender meets the requirements of the solicitation; (2) the private sector offer meets the requirements of the solicitation, the offeror is responsible, and the contract price is reasonable [include only if contract price is entered on Line 7] **or** the public reimbursable tender meets the requirements of the solicitation [include only if a public reimbursable cost estimate is entered on both SCF Line 6a and 7]; and (3) the costs on SCF Lines 8-18 are accurate and calculated in accordance with OMB Circular A-76; and (4) the performance decision is a low-cost decision supported by SCF Line 17.

Contracting Officer's Signature:			Date:		
Printed Full Name:		Title:	Agency (Component):	Phone #:	

NEGOTIATED ACQUISITION

CONTRACTING OFFICER'S CERTIFICATION: I certify that price analysis and cost realism (as defined in FAR part 2) was performed on all offers and tenders; and that, to the best of my knowledge (1) the agency tender meets the requirements of the solicitation; (2) the agency cost estimate reflected on SCF Lines 1-6 is accurate and calculated in accordance with OMB Circular A-76; (3) the private sector offer meets the requirements of the solicitation, the offeror is responsible, and the contract price is reasonable [include only if contract price(s) is entered on Line 7] **and/or** the public reimbursable tender meets the requirements of the solicitation and the cost estimate reflected on SCF Lines 1a-6a is accurate and calculated in accordance with OMB Circular A-76 [include only when a public reimbursable cost estimate is entered on SCF Line 6a]; and (4) the costs on SCF Lines 8-18 are accurate and calculated in accordance with OMB Circular A-76.

Contracting Officer's Signature:			Date:		
Printed Full Name:		Title:	Agency (Component):	Phone #:	

SOURCE SELECTION AUTHORITY'S CERTIFICATION:

FOR A LOW-COST PERFORMANCE DECISION: I certify that the performance decision on SCF Line 18 is (1) is based on evaluating offers and tenders in accordance with Attachment B to OMB Circular A-76, and (2) a low-cost performance decision supported by SCF Line 17.

Source Selection Authority's Signature:			Date:		
Printed Full Name:		Title:	Agency (Component):	Phone #:	

FOR AN OTHER-THAN-LOW-COST PERFORMANCE DECISION: I certify that the performance decision on this SCF (1) is based on evaluating offers and tenders in accordance with Attachment B to OMB Circular A-76, and (2) an other-than-low-cost performance decision is supported by my source selection decision document as summarized below.

Summary of Source Selection Decision Document:			Date:		
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Narrative of Trade-offs Performed:			Date:		
---	--	--	-------	--	--

Rationale for an Other-Than-Low-Cost Provider:					
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Source Selection Authority's Signature:			Date:		
Printed Full Name:		Title:	Agency (Component):	Phone #:	

2. STREAMLINED COMPETITION FORM (SLCF) IN MICROSOFT EXCEL

STREAMLINED COMPETITION FORM								
Agency:		Agency Component:		Competition Number:			Competition Title:	
Solicitation Closing Date (if applicable):		Solicitation Number (if applicable):			Competition Location:			
Line #	Line Title	1st Performance Period (Phase-in Period)	2nd Performance Period	3rd Performance Period	4th Performance Period	5th Performance Period	6th Performance Period	Total
ESTIMATED COST OF AGENCY PERFORMANCE								
1	Personnel Costs	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
2	Material and Supply Costs	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
3	Other Specifically Attributable Costs	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
4	Overhead Costs	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
6	Total Cost of Agency Performance	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<p>AGENCY TENDER CERTIFICATION: I certify, to the best of my knowledge, that this agency cost estimate on SLCF Lines 1,2,3,4 and 6 is (1) based on the scope and requirements of the activity being competed and (2) is calculated in accordance with OMB Circular A-76.</p>								
Agency Official's Signature:					Date:			
Printed Full Name:			Title:		Agency (Component):		Phone #:	
ESTIMATED COST OF PUBLIC REIMBURSABLE PERFORMANCE								
1a	Personnel Costs	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
2a	Material and Supply Costs	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
3a	Other Specifically Attributable Costs	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
4a	Overhead Costs	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
6a	Total Cost of Public Reimbursable Performance	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<p>PUBLIC REIMBURSABLE TENDER CERTIFICATION: I certify, to the best of my knowledge, that the cost estimate on SLCF Line 7 is based on (1) calculating SLCF Lines 1a, 2a, 3a, 4a, and 6a in accordance with OMB Circular A-76; and (2) the scope and requirements of the activity being competed.</p>								
Agency Official's Signature:					Date:			
Printed Full Name:			Title:		Agency (Component):		Phone #:	
ESTIMATED COST OF PRIVATE SECTOR OR PUBLIC REIMBURSABLE PERFORMANCE								
7	Private Sector Price or Public Reimbursable Cost Estimate	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<p>CERTIFICATION OF ESTIMATED COST OF PRIVATE SECTOR PERFORMANCE: I certify, to the best of my knowledge, that the cost estimate on SLCF Line 7 is based on (1) documented market research or soliciting cost proposals in accordance with the FAR [OR a public reimbursable source estimate as reflected on SLCF Line 6a]; and (2) the scope and requirements of the activity being competed.</p>								
Agency Official's Signature:					Date:			
Printed Full Name:			Title:		Agency (Component):		Phone #:	

ADJUSTED COST OF PRIVATE SECTOR OR PUBLIC REIMBURSABLE PERFORMANCE							
8	Contract Administration Costs	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
12	Federal Income Tax Adjustment	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
13	Total Adjusted Cost of Private Sector or Public Reimbursable Performance	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

DECISION CALCULATIONS

17	Cost Difference (Enter: Line 13 - Line 6)						\$ -
18	LOW-COST PROVIDER	<input type="checkbox"/> Agency Provider	<input type="checkbox"/> Private Sector Provider	<input type="checkbox"/> Public Reimbursable Provider			

PERFORMANCE DECISION

CERTIFICATION OF ADJUSTED COSTS: I certify that to the best of my knowledge, the costs on SLCF Lines 8, 12, 13, and 17 are accurate and calculated in accordance with OMB Circular A-76; and that the performance decision reflected on SLCF Line 18 is cost effective.

Agency Official's Signature:			Date:		
Printed Full Name:		Title:	Agency (Component):		Phone #: