

Sample Technical Analysis Report  
For Procurements over \$550,000

MEMORANDUM FOR RECORD

TO: \_\_\_\_\_/\_\_\_\_\_  
(Code) (Contract Specialist)

FROM: \_\_\_\_\_/\_\_\_\_\_  
(Code) (Project Engineer)

SUBJECT: Technical Analysis of \_\_\_\_\_  
Company Proposal No. \_\_\_\_\_ in response to RFP Number \_\_\_\_\_,  
under Contract Number \_\_\_\_\_

REF: Technical Analysis Request Dated \_\_\_\_\_

1. Background

To the extent applicable, discuss nature of procurement, variations from proposed work (SOW, WBS, specifications, deliverables), schedules, and unique features of the procurement.

2. Scope of Analysis

To the extent applicable, discuss extent of analysis, what was reviewed, what was not reviewed and why, nature and availability of supporting documentation, adequacy of supporting data, techniques, or approaches used in analysis such as use of historical costs, sampling, etc. and relative ability to analyze proposed costs.

3. Itemized Technical Analysis

For each major section of the SOW/WBS, identify the proposed and recommended resources, the proposal rationale, and the reasons for agreement or exception.

a. Material

- (1) Basis for Proposal. State the basis on which the contractor proposed the material such as historical bill of material, current quotes, recent purchase orders, plus escalation, etc.
- (2) Material Breakdown

<u>Material</u>	<u>Contractor Proposed</u>	<u>GRC Minimum</u>	<u>GRC Objective</u>	<u>Reference</u>
Task 1 (list items or groups of items of significance)	Record proposed quantities	GRC minimum quantities	GRC probable quantities	a. _____ b. _____  (as applicable)

Task 2, Task 3, etc. Use same format as for Task 1.

- (3) Discussion. State the reasons for recommended positions identified to specific line items or classes of material. The reference column may be used to refer to discussion notes when changes are recommended in either quantity or quality of the materials. Comment on the adequacy of the prime contractor's evaluation of subcontract proposals.

b. Direct Labor

- (1) Basis for Proposal. State the basis on which the contractor proposed his labor hours such as historical hours, complexity factors, engineering judgment, standard hours, realization rates, learning curve, etc.
- (2) Labor Breakdown

Labor

Classifications	Proposed Hours	GRC Minimum	GRC Objective	Reference
Task 1	Record proposed	GRC	GRC	Notes
Engr.	Hours for each	minimum	probable	
Mfg.	Bid category	hours	hours	(as applicable)
Qual. A.	_____	_____	_____	
Total				
Task 2				
Engr.				
Mfg.				
Qual. A.	_____	_____	_____	
Total				
Summary				
Engr.				
Mfg.				
Qual. A.	_____	_____	_____	
Total	_____	_____	_____	

- (3) Discussion. State the reasons for recommended positions. Identify to appropriate task' and labor classification by using reference column. Qualitative differences may also be shown by reference notes.

c. Travel

- (1) Basis for Proposal. State the basis on which the contractor proposed his number and duration of trips such as historical data, number of vendors, engineering judgment, etc.
- (2) Travel Breakdown

<u>Travel Destination/ Purpose</u>	<u>Proposed Man Trips</u>	<u>GRC Minimum</u>	<u>GRC Objective</u>	<u>Reference</u>
List Destinations applicable in groups by purpose and task	Record the proposed man trips	GRC minimum quantities	GRC Notes probable quantities	(as applicable)

- (3) Discussion. State the reasons for recommended positions. Identify to appropriate task and/or trips by use of reference notes.

d. Other Direct Costs(ODC)

- (1) Basis for Proposal. State the basis on which each proposed ODC cost was proposed.
- (2) ODC Breakdown

<u>ODC Item</u>	<u>Proposed Items</u>	<u>GRC Minimum</u>	<u>GRC Objective</u>	<u>Reference</u>
List items or groups of items by task	Record the proposed quantities	GRC minimum quantities	GRC probable quantities	Notes (as applicable)

- (3) Discussion. State the reasons for recommended positions. Identify to appropriate task and classification of ODC by use of reference notes.

4. Conclusions

This final paragraph may be titled as appropriate and used to summarize or address other issues not covered elsewhere in the report. It should, however, include a statement, which identifies supplemental supporting data, which is not included with the report and tells the reader where this material is filed. The numeric totals from the detailed technical analysis report should be summarized for the total contract in the Technical Analysis Summary section of the Cost Proposal Technical Analysis Request, NASA Form C-266. The report and the NASA Form C-266 should be signed by the project engineer, and optionally reviewed for adequacy by his supervisor who acknowledges the review by signing below the project engineer's signature.

## 5. Note to Technical Analyst

The foregoing format is designed to demonstrate one approach to providing an adequate technical analysis. The importance lies in the content and not in the format. Different contractor accounting and estimating systems necessitate the use of different formats. When repetitive procurement actions are expected to occur with a single contractor, it is strongly suggested that the project engineer work closely with the assigned price analyst in developing a mutually acceptable standardized format for reports on that contractor. On particularly complex proposals, the necessary numeric values can often be best shown by extracting and red-lining appropriate pages from the cost proposal. However, numeric values alone do not provide an adequate technical analysis. A report must still be prepared to comment on

- a. Nonnumeric issues such as the SOW, WBS, schedules, and other features of the procurement
- b. The bases used by the contractor for estimating each element of cost
- c. And most important the reasons the project engineer accepted or took exception to the proposed values