

PRICE/COST ANALYSIS WORKSHEET

Name of Subcontractor: _____
 Subaward Number: _____
 Total Estimated Cost: \$ _____
 Amount Funded This Action: \$ _____
 Price/Cost Analysis Conducted By: _____

	YES	NO	N/A
1. Subaward is less than \$150K:	_____	_____	_____
a. VT has had successful prior experience with subcontractor?	_____	_____	_____
b. PI verified amount of effort is reasonable to perform the work?	_____	_____	_____
c. Copy of latest fringe benefit rates obtained or certification from authorized representative that fringe rate information is true and correct?	_____	_____	_____
d. Obtain copy of approved federally recognized cost rate agreement. If none, did the subcontractor request to charge a de minimus rate of 10%?	_____	_____	_____
2. Subaward is between \$150K and \$700K:	_____	_____	_____
a. Salaries & Wages:			
(1) PI verified amount of effort is reasonable to perform the work?	_____	_____	_____
(2) Hourly rates or salary have been verified?	_____	_____	_____
(3) Documentation to support escalation factor obtained?	_____	_____	_____
(4) In the absence of supporting documentation obtained certification from authorized representative that information provided is true and correct.	_____	_____	_____
b. Copy of latest fringe benefit rates obtained or certification from authorized representative that fringe rate information is true and correct?	_____	_____	_____
c. Equipment will be purchased?			
(1) Obtain list of equipment with estimated cost	_____	_____	_____
d. Travel will be required?			
(1) For each trip, obtain location, # of days, # of travelers, & estimated cost	_____	_____	_____
e. Materials and Supplies will be purchased?			
(1) Obtain estimated cost for each item costing \$500 or more	_____	_____	_____
f. Other Direct Costs:			
(1) Obtain supporting documentation for rates and costs	_____	_____	_____
g. Obtain copy of approved federally recognized cost rate agreement. If none, did the subcontractor request to charge a de minimus rate of 10%?	_____	_____	_____
3. Subaward is over \$700K:	_____	_____	_____
a. Subcontractor must complete Certifications	_____	_____	_____

NOTE: Attach all supporting documentation to this form.