# PRICE/COST ANALYSIS WORKSHEET

<table>
<thead>
<tr>
<th></th>
<th>YES</th>
<th>NO</th>
<th>N/A</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Name of Subcontractor:</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Subaward Number:</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Total Estimated Cost:</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Amount Funded This Action:</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Price/Cost Analysis Conducted By:</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

## 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.