



<p>1. Access the DCAA Service Request Form/TiN Non-compliance Lead by clicking the weblink or scanning the QR code.</p>	<p><b>Website link:</b> <a href="https://forms.osi.apps.mil/r/uhzsgmf7Wq">https://forms.osi.apps.mil/r/uhzsgmf7Wq</a></p> <p><b>QR code:</b></p> 
<p>2. Click the “Start Now” button at the bottom of the screen to complete the request form.</p>	
<p>3. Complete the service request form:</p> <ul style="list-style-type: none"> <li>• All fields denoted by (*) are required.</li> <li>• Final step review and submit on last page of the form.</li> </ul>	<p>When you submit this form, it will not automatically collect your details like name and email address unless you provide it yourself.</p> <p>* Required</p> <p><b>Requestor Info</b></p> <p>This information will be used to contact you if we have any further questions.</p> <p>Requestor Name <input type="text"/> *</p> <p>Enter your answer</p> <p>Requestor Email <input type="text"/> *</p> <p>Please enter an email</p>
<p>4. Select the Service Type Request and click Next. For TiN, the second option will require you to select Pre-Award or Post Award.</p>	<p><b>Audit Request Issuance, Engagement, and Status (ARIES)</b></p> <p>* Required</p> <p><b>Service Request Type</b></p> <p>Is this related to a new <b>DCAA Service Request</b> or for indicators of potential noncompliance with <b>Truth in Negotiations (TiN)</b>? *</p> <p><input type="radio"/> Truth in Negotiations (TiN) Noncompliance Lead</p> <p><input type="radio"/> Other DCAA Service Request</p> <p>Back Next</p>



**DCAA Service Request Form/TIN Non-Compliance  
Lead – Instructions**

**1. Service Request Questions:**

<b><u>Question</u></b>	<b><u>Response</u></b>	<b><u>Explanation</u></b>
1. Requestor Name *	Single-row textbox	The requestor’s full name should be provided to ensure that DCAA personnel address the requestor appropriately in letters, memos, reports, and other official correspondence. Max character length is 300.
2. Requestor Email Address*	Single-row textbox	The requestor’s <b>EMAIL ONLY</b> should be provided to ensure all DCAA correspondence is sent to the correct person.
3. Requestor Title *	Single-row textbox	The requestor’s title should be provided to ensure that DCAA personnel address the requestor appropriately in letters, memos, reports, and other official correspondence. Max character length is 300.
4. Requestor Phone	Single-row textbox	This field will be prefilled with the phone number from the PIV/CAC that was used during the login/authentication process. You may edit the text in the textbox.
5. Requestor DoDAAC *	Single-row textbox	The requestor should enter the appropriate Activity Address Code (DoDAAC or AAC) for the procurement activity associated with the request. Max character length is 6.
6. Requestor Organization *	Single choice	The requestor should choose the appropriate parent level organization. If none of the DoD options are appropriate, select Other DoD. If non-DoD, select Non-DoD.
7. Known DCAA point of contact (POC) *	Yes/No choice	If you have a DCAA point of contact you would like to provide, select “Yes” to be routed to question 7a; otherwise select “No” to be routed to question 8.
7a. DCAA POC Email(s)	Single-row textbox	Enter the <b>EMAIL address only</b> for the DCAA point of contact you would like to provide. For multiple email addresses, please separate them using a semicolon ‘;’. Max character length is 300.
8. Contractor UEI	Single-row textbox	Enter the contractor’s 12-digit alphanumeric UEI code. This field will be used to transmit attention to the correct cognizant audit office. Max character length is 12.



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<u>Question</u>	<u>Response</u>	<u>Explanation</u>
9. Contractor CAGE Code(s)	Single-row textbox	Enter the contractor’s 5-digit alphanumeric CAGE code. If there are multiple CAGE codes, enter all CAGE codes associated with the procurement activity and separate them with a semi-colon ( ; ). This field will be used to transmit attention to the correct cognizant audit office. Max character length is 50.
10. Contractor Zip Code	Single-row textbox	Enter the contractor’s 5-digit zip code. This field will be used to transmit attention to the correct cognizant audit office if the CAGE and UEI are not in the system. Max character length is 5.
11. Requested Due Date *	Date	Enter the customer’s requested due date. This date reflects when the customer would like to receive DCAA’s final product (letter, memo, report) for the requested service.
12. Service Type Requested *	Multiple choice	Select one of the service types listed or select Other and fill in the blank.
13. What is the contract classification? *	Single choice	Select whether the request includes a prime contract, subcontract, or NA.
14. Identify Contract Type(s) *	Multiple choice	Select whether the request includes a CPFF, T&M, FFP, NA, or Other, fill in. Select all that apply.
15. Are there any additional team members you would like to include on communications with you?	Multi-row textbox	Enter the <b>email address only</b> of any individuals and/or groups that you would like to be included in communications between you and DCAA regarding the requested service. Separate email addresses with semicolon (;). Enter “N/A” if not applicable. Max character length is 4000.
16. If known at this time, the request should identify the specific procurement needs and address any special concerns/issues. Consider adding the following details if available: RFP number, proposal type, period of performance, etc.	Multi-row textbox	<b>DO NOT include CUI information in this field as the request system is only approved up to U//FOUO.</b> This box is used to communicate some basic request details up front to assist the Customer Specialist and cognizant branch office with preliminary research and developing questions for initial discussions with the requestor. Max character length is 4000.
17. The request should identify the specific procurement needs and address any special concerns/issues. *	Multi-row textbox	Add details if available: proposal type, period of performance. Note: do not include CUI information such as estimated dollar value.



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<b><u>Question:</u></b>	<b><u>Response</u></b>	<b><u>Explanation</u></b>
18. What additional fields would you like to see included in this form?	Multiple choice	This is a developmental question not specific to the service request. Responses may be used to modify the service request form in future versions.
19. Please provide any additional feedback pertaining to this request form at this time. If none, put “N/A”.	Multi-row textbox	This is a developmental question not specific to the service request. Responses may be used to modify the service request form in future versions. Enter “N/A” if not applicable.
20. How pleased were you with the usability of this request form?	Single Choice	Likert Scale
21. Estimation of saved hours.	Numeric textbox.	Please provide an estimation, in hours, of the time saved using this new process to submit your request. Consider the average hours taken to complete one request using the traditional pdf. If unknown, put 0. Max character length is 50.

**2. TiN Pre-Award Questions:**

<b>Category</b>	<b>Data Elements</b>
<b>Contractor Identification</b>	*Name, *CAGE Code, UEI,
<b>Proposal Details</b>	Contractor Proposal No, *Proposal Amount
<b>Contract Information</b>	Program Name, Solicitation No., Prime/Sub, Product/Service

<p><b>Objective:</b> To identify indicator during pre-award phase for potential noncompliance with 10 U.S.C. Chapter 271: Truthful Cost or Pricing Data (Truth in Negotiations). This checklist highlights key pre-award indicators of Truth in Negotiations (TiN) noncompliance that may surface during proposal pricing reviews.</p>
<p>Reporting a defective pricing lead does not replace requirements for notifying the Contracting Officer of proposal inadequacies or business system deficiencies. Follow your organization’s established procedures when these instances occur. Additionally, this is not a substitution for properly documenting a pricing report. The pricing case point of contact (POC) must document:</p>



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<ul style="list-style-type: none"> <li>Any business system deficiencies, or noncompliance with CAS, FAR Part 31, or DFARS Part 231.</li> <li>Results of the proposal adequacy review, including actions taken to resolve deficiencies.</li> <li>These details must be recorded in the case file and the official Cost and Pricing Analysis Report (“pricing report”).</li> </ul>
<p><b>Noncompliance Risk Indicator Strata (&lt; 7 = Low, 7 – 10 = Moderate, &gt; 10 = High)</b> <b>Maximum Score = 20</b></p>
<p><b>Is this related to a new DCAA Service Request or indicators of potential noncompliance with TiN?</b> <b>Has the contract action been awarded: Yes or No (Drop down box)</b></p>

<u>QUESTIONS</u>	<u>COMMENTS</u>
<p>1. In what range is the total proposed amount?</p> <p><i>If &lt; \$2.5M, STOP. This should not be a TIN noncompliance lead.</i></p>	<p>&gt; \$75M (Score = 2). \$2.5M-\$75M (Score = 1) &lt; \$2.5M = not covered by TINA (end survey)</p>
<p>2. What is the proposed contract type?</p> <p><i>If FPI, provide the incentive share ratio in the comments box.</i></p> <p><i>If mixed type, provide the dollar amounts by type in the comments box.</i></p>	<p>FFP (Score = 3) FPI (Score = 2) Cost Type (Score = 1)</p> <p>Mixed type (Score = 2)</p>
<p>3. Was certified cost or pricing data required?</p> <p><i>If No, stop. Contract is not subject to TiN since certificated cost or pricing data was not required.</i></p>	<p>Yes = 1   No = End Survey</p>
<p>4. Are you aware of any indicators of potential noncompliance with TiN that should be assessed further?</p> <p><i>If Yes, Summarize any indicators (i.e., inadequate disclosure) of potential noncompliance with TiN in the comments box. Include details (e.g., dates, timeframe) if available.</i></p>	<p>Yes = 14   No = 0</p> <p><i>Yes – box is required</i></p>



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<p><b>If Yes, STOP</b> – further evaluation not required. A Yes indicates that there is sufficient perceived risk to forgo the remainder of the questionnaire and receives a risk weighting to ensure proper consideration.</p> <p><b>If No</b>, then continue with the remaining questions.</p>	
<p>5. Are you aware of any previous TiN noncompliance that pertains to the prime contractor/contract or subcontractors/subcontracts?</p> <p><b>If Yes</b>, provide details for each separate issue in the comments box.</p>	<p>Yes = 1   No = 0</p>
<p>6. For follow-on contracts, did the contractor:</p> <ul style="list-style-type: none"> <li>• Disclose relevant historical cost experience,</li> <li>• Address prior deficiencies, and/or</li> <li>• Submit an amended proposal if required?</li> </ul> <p><b>If No</b>, provide details in the comments box.</p>	<p>Yes = 0   No = 1   N/A= 0</p>
<p>7. Are there any performance issues that could impact this pricing action?</p> <p><i>For example, lack of cost control, duplicated cost estimates, a history of cost overruns, or unreliable estimates.</i></p> <p><b>If Yes</b>, provide details for each separate issue in the comments box.</p>	<p>Yes = 1   No = 0</p>
<p>8. Does the proposal provide a clear and traceable basis for all estimated costs?</p> <p><b>If No</b>, identify all applicable issues from the examples below and provide details in the comments. The score will be based on the number of issues identified.</p> <p><i>Below are examples of potential issues to consider:</i></p> <p><i>Labor: Outdated estimates; labor-mix estimates lacking actual labor usage data from similar contracts; estimates based on actuals of prior contracts that do not consider the entire period of performance or provide an explanation;</i></p>	<p>Yes = 0   No = #</p>



<p><i>reliance on vague explanations for labor hours such as “similar program” or “engineering judgment”; failure to account for improvement (learning) curves on labor hours; contract efforts requiring highly skilled personnel or state-of-the-art machinery; undisclosed production changes; unexplained cost changes compared to previous efforts; incurred costs significantly lower than proposed on a prior contract; or complex estimates that require multiple layers of data extraction or have undisclosed business volume projections.</i></p> <p><i>Material Costs or Other Direct Costs: Failure to provide a Consolidated Bill of Material (CBOM); incorrect quantity estimates due to outdated or misinterpreted drawings; failure to account for inventory on hand (not dedicated to other work); incomplete or inadequate cost/price analyses; errors in inventory computation/valuation; missing vendor quote evaluations; unexplained cost changes compared to previous efforts; unsupported scrap/attrition factors; failure to consider discounts; duplicate proposals of items in a separate component; inadequate sole-source justification; incurred costs significantly lower than projected; complex proposal estimates requiring multiple layers of data extraction or undisclosed projected increases in business volume; historical contracts used as a basis for an estimate are not identified; no explanation for why all relevant historical contracts were not considered in the estimate; or no explanation provided for not using the entire period of performance on historical contracts.</i></p> <p><b>If No</b>, select the number of issues, up to 3, provide details for each separate issue in the comments box.</p>	
<p>9. Were there any instances where the contractor failed to properly estimate or evaluate vendors/subcontractor/intercompany or interdivisional costs &gt; \$2.5M in the contractor’s proposal?</p>	<p>Yes = 1   No = 0</p>



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<p><i>For example, inadequate subcontract proposals, failure to provide complete, adequate, or required cost or price analysis (CAPA) documentation in accordance with FAR 15.404-8(a)(1) lack of negotiation evidence, inadequate justification for commercial price exceptions, or failure to disclose intercompany relationships at the time of the price agreement.</i></p> <p><b>If Yes</b>, provide details for each separate issue in the comments box.</p>	
<p>10. Were there any unresolved Business System findings that could negatively impact this proposal?</p> <p><i>For example, undisclosed purchase order cancellations, undisclosed quantity discount, Grouping, Pegging, and Distribution (GPD) to achieve economy of scale material discounts, place direct material on company owned inventory WBS' then transfer them at lower unit costs without proper disclosure, deficiencies in estimating procedures for cost or pricing data, undisclosed estimating factors (e.g. CERs) or rates, failures to account for the probability of future awards in FPRP,</i></p> <p><b>Business System Deficiency:</b> A shortcoming in the system that materially affects the ability of Department of Defense officials to rely upon information produced by the system that is needed for management purposes.</p> <p><b>If Yes</b>, provide details for each separate issue in the comments box.</p>	<p>Yes = 1   No = 0   N/A = 0</p>
<p>11. Are you aware of any other conditions that may indicate higher TiN noncompliance risk?</p> <p><b>If Yes</b>, select the number of issues, up to 8 corresponding to the number of conditions and provide details for each separate condition in the comments box.</p> <p><i>For example,</i></p> <ul style="list-style-type: none"> <li>• <i>Delays in data submission, incomplete or unclear records, or nondisclosures that required follow-up to clarify or confirm information? Changes in design, production method, or make-or-buy decisions, any contract type or method factors.</i></li> </ul>	<p>Yes = #   No = 0</p>



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<ul style="list-style-type: none"> <li>• <i>Were there any changes in design, production method, or make-or-buy decisions that could indicate higher TiN noncompliance risk?</i></li> <li>• <i>Contract types or methods that create high-risk conditions (e.g. letter contracts*, Undefined Contract Action (UCA), first buys in production spares contracts**.)</i></li> <li>• <i>Contractor pricing personnel stating, either formally or informally, that they failed to follow contractor internal pricing policy or estimating/purchasing manual instructions</i></li> <li>• <i>Any unusual circumstances in proposal preparation or submission (e.g., accelerated timelines)</i></li> </ul> <p><i>*Letter contracts allow contractors to begin work before final pricing is negotiated. These create a high-risk condition for defective pricing because the contractor may lock in cost estimates early and later withhold updated actuals.</i></p> <p><i>**If this is the final buy in a production spares contract, the contractor may inflate estimates due to uncertainty of future buys.</i></p> <p><b>If Yes</b>, select the number of issues, up to 8, provide details for each separate issue in the comments box.</p>	
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**3. Tin Post-Award Questions:**

Category	Data Elements
<b>Contractor Identification</b>	*Name, *CAGE Code, UEI
<b>Proposal Details</b>	Contractor Proposal No, *Proposal Amount
<b>Contract Information</b>	Program Name, Contract Number, Solicitation No., Negotiated Amount, Date of Price Agreement, Prime/Sub, Period of Performance, Product/Service



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**Objective:**  
To identify contracts that may indicate a noncompliance with 10 U.S.C. Chapter 271: Truthful Cost or Pricing Data (Truth in Negotiations). This checklist highlights key indicators of Truth in Negotiations (TiN) noncompliance.

**\*\*All comment boxes are to be required.**

**Noncompliance Risk Indicator Strata (< 7 = Low, 7 – 10 = Moderate, > 10 = High)**  
**Maximum Score = 20**

**Is this related to a Service Request or to indicators of potential noncompliance with TiN?**  
**Has the contract action been awarded: Yes or No (Drop down box)**

<u>QUESTIONS</u>	<u>COMMENTS</u>
<p>1. In What Strata is the total proposed amount?</p> <p><i>If &lt; \$2.5M, STOP. This should not be a TiN noncompliance lead.</i></p>	<p>&gt; \$75M for major contractors (Score = 2). \$2.5M-\$75M M for major contractors (Score = 1) &lt; \$2.5M = not covered by TINA (end survey)</p>
<p>2. What is the proposed contract type?</p> <p><i>If FPI, provide the incentive share ratio in the comments box.</i></p> <p><i>If mixed type, provide the dollar amounts by type in the comments box.</i></p>	<p>FFP (Score = 3) FPI (Score = 2) Cost Type (Score = 1) Mixed type (Score = 2)</p>
<p>3. Was certified cost or pricing data required?</p> <p><i>If No, stop. Contract is not subject to TiN since certificated cost or pricing data was not required.</i></p>	<p>Yes =1   No = End Survey</p>
<p>4. Are you aware of any indicators of potential noncompliance with TiN that should be assessed further?</p>	<p>Yes = 14   No = 0</p>



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<p><b>If Yes,</b> Summarize any indicators (i.e., inadequate disclosure) of potential material noncompliance with TiN in the comments box. Include details (e.g., dates, timeframe) if available.</p> <p><i>Merely letting the Government know about change in design etc. without providing the impact of such changes is not considered adequate disclosure. The disclosed data must be in a usable and understandable format where the relationship to the proposal can be understood.</i></p> <p><b>If Yes, STOP</b> – further evaluation not required. A Yes indicates that there is sufficient perceived risk to forgo the remainder of the questionnaire and receives a risk weighting to ensure proper consideration.</p> <p><b>If No,</b> then continue with the remaining questions.</p>	
<p>5. Are you aware of any previous TiN noncompliance that pertains to the prime contractor/contract or subcontractors/ subcontracts?</p> <p><b>If Yes,</b> provide details for each separate issue in the comments box.</p>	<p>Yes = 1   No = 0</p>
<p>6. Did the contractor submit updated certified cost/pricing data or “sweeps” data, after the date of agreement on price?</p> <p><i>For example, new Basis of Estimates (BOEs), rates, Consolidated Bill of Materials (CBOMs), intercompany/divisional work, subcontract costs, Cost Estimating Relationship (CER) factors Etc.</i></p> <p><i>“Sweep” is a process whereby a contractor reviews its records to determine if more current cost or pricing data exist and needs to be disclosed to the Government. The additional data reflects cost or pricing data that were reasonably available at the time of the price agreement but not submitted or disclosed before the price agreement.</i></p> <p><b>If Yes,</b> provide details on the updated certified cost/pricing data or “sweeps” data, including the date, scope, and amount of data provided in the comments box.</p>	<p>Yes = 1   No = 0</p>



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<p>7. Were there any unusual circumstances in proposal preparation or submission (e.g., accelerated timelines or significant delays between proposal submission and price agreement)?</p> <p><b>If yes</b>, provide details for each issue in the comments box.</p>	<p>Yes = 1   No = 0</p>
<p>8. For follow-on contracts, did the contractor:</p> <ul style="list-style-type: none"> <li>• Disclose relevant historical cost experience,</li> <li>• Address prior deficiencies, or</li> <li>• Submit an amended proposal if required?</li> </ul> <p><b>If No</b>, provide details in the comments box.</p>	<p>Yes = 0   No = 1   N/A= 0</p>
<p>9. Are there any known performance issues that could impact this contract?</p> <p><i>For example, lack of cost control, duplicated cost estimates, a history of cost overruns, or unreliable estimates.</i></p> <p><b>If Yes</b>, provide details for each separate issue in the comments box.</p>	<p>Yes = 1   No = 0</p>
<p>10. Were there any labor, material, subcontractor, or intercompany costs that were improperly estimated, inadequately evaluated, or based on unsupported Basis of Estimate (BOE)?</p> <p><b>If Yes</b>, select the number of issues, up to 3 corresponding to the number of cost elements [labor, materials, ODCs] impacted, and provide details for each separate issue in the comments box.</p> <p><i>Below are examples of potential issues to consider:</i></p> <p><i>Labor: Outdated estimates; labor-mix estimates lacking actual labor usage data from similar contracts; estimates based on actuals of prior contracts that do not consider the entire period of performance or provide an explanation; reliance on vague explanations for labor hours such as “similar program” or “engineering judgment”; failure to account for improvement (learning) curves on labor hours; contract efforts requiring highly</i></p>	<p>Yes = #   No = 0</p>



<p><i>skilled personnel or state-of-the-art machinery; undisclosed production changes; unexplained cost changes compared to previous efforts; incurred costs significantly lower than proposed on a prior contract; or complex estimates that require multiple layers of data extraction or have undisclosed business volume projections.</i></p> <p><i>Material Costs or Other Direct Costs: Failure to provide a Consolidated Bill of Material (CBOM); incorrect quantity estimates due to outdated or misinterpreted drawings; failure to account for inventory on hand (not dedicated to other work); incomplete or inadequate cost/price analyses; errors in inventory computation/valuation; missing vendor quote evaluations; unexplained cost changes compared to previous efforts; unsupported scrap/attrition factors; failure to consider discounts; duplicate proposals of items in a separate component; inadequate sole-source justification; incurred costs significantly lower than projected; complex proposal estimates requiring multiple layers of data extraction or undisclosed projected increases in business volume; historical contracts used as a basis for an estimate are not identified; no explanation for why all relevant historical contracts were not considered in the estimate; or no explanation provided for not using the entire period of performance on historical contracts.</i></p> <p><b>Proposal Deficiency:</b> <i>A material failure of a proposal to meet a government requirement (FAR 15.408 Table 15-1-Submitting Cost/Price Proposals) or a combination of significant weaknesses in a proposal that increases the risk of unsuccessful contract.</i></p>	
<p>11. Were there any instances where the contractor failed to properly estimate or evaluate vendors/subcontractor/intercompany or interdivisional costs &gt; \$2.5M?</p> <p>For example, inadequate subcontract proposals, failure to provide complete, adequate, or required cost or price analysis (CAPA) documentation in accordance with FAR 15.404-8(a)(1) lack of negotiation evidence, inadequate justification for commercial price exceptions, or failure to</p>	<p>Yes = 1   No = 0</p>



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<p>disclose intercompany relationships at the time of the price agreement.</p> <p>Proposal Deficiency: A material failure of a proposal to meet a government requirement (FAR 15.408 Table 15-1- Submitting Cost/Price Proposals) or a combination of significant weaknesses in a proposal that increases the risk of unsuccessful contract.</p> <p><b>If Yes</b>, provide details for each separate issue in the comments box.</p>	
<p>12. Are you aware of any other conditions that may indicate higher TiN noncompliance risk?</p> <p><b>If Yes</b>, select the number of issues, up to 8 corresponding to the number of conditions and provide details for each separate condition in the comments box.</p> <p>For example,</p> <ul style="list-style-type: none"> <li>• Were there any changes in design, production method, or make-or-buy decisions that could indicate TiN noncompliance risk?</li> <li>• Subcontracts &gt; \$2.5 million where negotiations of the subcontract were finalized after the prime contractor’s COPD certification date.</li> <li>• Delays in data submission, incomplete or unclear records, or nondisclosures that required follow-up to clarify or confirm information?</li> <li>• Any unresolved Business System findings that could negatively impact this proposal?</li> <li>• Changes in design, production method, or make-or-buy decisions, any contract type or method factors.</li> <li>• Contract types or methods that create high-risk conditions (e.g. letter contracts*, Undefined Contract Action (UCA), first buys in production spares contracts**.)</li> </ul> <p>*Letter contracts allow contractors to begin work before final pricing is negotiated. These create a high-risk condition for</p>	<p>Yes = #   No = 0</p>



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<p>defective pricing because the contractor may lock in cost estimates early and later withhold updated actuals.</p> <p>**If this is the final buy in a production spares contract, the contractor may inflate estimates due to uncertainty of future buys.</p>	
<p>13. Were any steps taken by the contractor to mitigate risk factors identified in any questions above?</p> <p>For example, submission of an amended proposal?</p> <p><b>If Yes</b>, provide details for each separate mitigating factor in the comments box.</p>	<p>Yes = -1   No = 0</p>