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	<b>PREPARED BY:</b> Avery Wright	<b>APPROVED BY:</b>
<b>DOCUMENT TITLE:</b> Cert Current Cost Data Job Aid	<b>DEPARTMENT:</b> Proposals & Negotiations	<b>EFFECTIVE DATE:</b> October 29, 2020

## Purpose


To guide Research Advancement (RA) staff and Grant and Contract Officers (GCO) through the process for completing and executing a “Certificate of Current Cost or Pricing Data.”

## Scope

- A Certificate of Current Cost or Pricing Data is required by **all Federal Agencies** (except Department of Defense) that will award via contract **equal to or exceeding \$2,000,000**.
  - For contracts less than the threshold, a Contracting Officer may request a Certificate.
  - For contracts entered into before July 1, 2018, the applicable threshold remains in effect for any modifications to contract. (The \$2,000,000 threshold will not apply to any modification during life of the contract.)
- Sponsor requirement for a “Certificate of Current Cost or Pricing Data” is stated in funding opportunity announcement or in the list of Federal Acquisition Regulations clauses.
- The Department of Defense (DOD) does NOT require a Certificate of Current Cost or Pricing Data from non-profit educational institutions and other non-profit organizations awarded via cost-reimbursement contracts or subcontracts. However, non-profits that subcontract DOD funds to industry/commercial entities are required to obtain Certificates from the for-profit subcontractors (at all lower tiers).

## Definitions

Cost	The amount of money for elements/line items (e.g., personnel, materials/supplies) required to implement project activities and produce deliverables, e.g., research results, instruments, other contract outcomes. As a non-profit institution ASU does not budget fees or profit.
Price	Cost plus fee/profit. ASU industry/commercial subcontractors’ proposal budgets include fee/profit
Cost or pricing data	All facts that can reasonably contribute to the soundness and validity of estimates of future costs and, thereby, can be considered during price negotiations.
FAR	The acronym for Federal Acquisition Regulations, a set of principles that govern the government procurement process. It regulates purchasing of goods and services, including

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Request form

research and development, technical assistance, and other activities, the Federal Government procures

The ASU internal document [“Request for Execution of Certificate of Current Cost or Pricing Data”](#) used to document that PI and RA developed proposal budget-budget justification (BU-BJ) according to standard ASU practices and 2 CFR 200 “Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards”. The PI-signed form is supporting documentation the ASU authorized signatory uses to determine if acceptable to sign the certification

Certificate

The “Certificate of Current Cost or Pricing Data” specified in FAR Subpart 15.406-2, which lays out the format and content of the Certificate. The Certificate will be processed after ASU and Sponsor agree on cost for finalized statement of work. It may be included with proposal (if requested by Sponsor).

## Responsibilities

- A “Certificate of Current Cost or Pricing Data” is required before contract is awarded. It may be requested with proposal submission; a new Certificate will be required after cost is agreed upon in order to execute contract.
- The proposal Principal Investigator and Research Administrator initiate the process
- The Grant and Contract Officer and Assistant Director (or designee) complete the process.

## Requirements / Steps

1. The Research Advancement Administrator (RA):
  - 1.1. Notifies GCO of sponsor requirement;
  - 1.2. Develops budget-budget justification (BU-BJ) in level of detail required by sponsor.
  - 1.3. Once BU-BJ is final, downloads the “Request for Execution of Certificate of Current Cost or Pricing Data” (“Request”) form, places on unit letterhead, obtain PI signature, and signs the RA signature block;
  - 1.4. Downloads the “Certificate of Current Cost or Pricing Data” (“Certificate”) and enters project specific information (FP number and proposal title); and
  - 1.5. Uploads signed “Request” (pdf), and “Certificate” (Word) documents to ERA via “Notify PNT” activity.
2. Upon receipt of the completed documents, the GCO:
  - 2.1. Reviews Request for completeness;

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- 2.2. Confirms BU-BJ provides level of detail required by sponsor;
- 2.3. Confirms content of Certificate is correct (no modifications other than addition of project specific information), enters institutional information, and obtains signature from individual authorized to execute Certificate (Assistant Director or designee);
- 2.4. Uploads scan of signed Certificate to ERA
  - 2.4.1. If Certificate is required for proposal submission, forward to RA via "Email RA" activity.
  - 2.4.2. If Certificate is required for contract execution, forward to "GCO Agreement Reviewer" via "Email" activity.

## **References / Related Documents**

**Job Aid:** Request for Execution of Certificate of Current Cost or Pricing Data Job Aid (This document)

**Template:** [Request for Execution of Certificate of Current Cost or Pricing Data](#)

**Template:** [Certificate of Current Cost or Pricing Data](#)

## **Attachments**

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