

## PROCUREMENT FORMS

### Part 2—Additional Forms for Negotiated Procurements

**16-200 Scope of Part.** This Part describes additional forms for use where appropriate in conjunction with negotiated procurements for supplies or services.

**16-201 Contractor Performance Evaluation Report (Development) (DD Form 1683).** DD Form 1683 is prescribed for use in accordance with 1-908.2. Pending revision of the 1 September 1968 edition of this form, delete "Director of Contractor Performance Evaluation" in lines 7 and 8 on the reverse thereof.

**16-202 Reserved.**

**16-203 Reserved.**

**16-204 Reserved.**

**16-205 General Provisions—Fixed-Price Supply Contracts (Standard Form 32).\*** Any negotiated contract to which Section VII, Part 1, is applicable will include Standard Form 32. The addition of other clauses set forth in Section VII, Part 1, or of other clauses not inconsistent with ASPR, shall be accomplished by including such clauses as "Additional General Provisions" numbered consecutively. The deletion or modification of clauses contained in the "Additional General Provisions" shall be accomplished by appropriate reference or provision in an Alterations in Contract clause. These instructions must be read in conjunction with Section VII, Part 1, to make certain that current clauses are in use at all times.

\*For ASPR clause substitutions on Standard Form 32, Nov. 1969 edition, and Standard Form 33A, Mar. 1969 edition, see 16-101.

### **16-206 Contract Pricing Proposal Forms.**

#### **16-206.1 General.**

(a) The DD Form 633 or the appropriate one or more of the forms in 16-206.2 shall be used except for negotiated final overhead rates and termination settlements whenever cost or pricing data (see 3-807.3(h)) is required. The data requirement set forth in 3-807 and 7-104.42, in connection with the pricing of contracts, subcontracts (including prospective subcontracts), and changes or modifications to contracts and subcontracts. In accordance with the provisions of 3-807.3(j), the DD Form 633-7 is required to be submitted whenever exemption from such cost or pricing data requirements is claimed for contracts or subcontracts by reason of established catalog or market price (see 3-807.1(b)(2)) or price set by law or regulation. The "Cost Elements" and estimates in DD Forms 633 and 633-1 through 633-6 may be presented in a different format acceptable to the contracting officer, when the contractor's or subcontractor's accounting system makes the use of the prescribed format impracticable or when required for a more effective and efficient presentation of cost or pricing information. In such cases, a signed DD Form 633 or one of the special forms in 16-206.2 is required to be submitted and fully accomplished as to all items except that the "Cost Elements" and the "Proposed Contract Estimate" may be accomplished by making reference to the contractor's format.

(b) When Contract Cost Data Reports are required by the purchase request, the contractor shall be required to submit DD Forms 1921 and/or 1921-1 to support the basic DD Form 633. The DD Forms 1921 shall be prepared in accordance with the Contractor Cost Data Reporting (CCDR) System (Army -

#### **16-206.1**

## ARMED SERVICES PROCUREMENT REGULATION

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AMCP 715-8, Navy - NAVMAT P5241, and Air Force - AFLCP/AFSCP 800-15). The contractor supporting data shall be prepared in such a manner as to support each cost element on the DD Form 1921-1.

(c) DD Form 783 (Royalty Report (Foreign and Domestic)) is approved for use as the separate schedule required by footnote 14 of DD Form 633, footnote 5 of DD Form 633-3, footnote 4 of DD Form 633-4 and footnote 18 of DD Form 633-5.

**16-206.2 Special Forms.** The following forms may be used as appropriate:

- (i) DD Form 633-1 (Contract Pricing Proposal (Technical Services)),
- (ii) DD Form 633-2 (Contract Pricing Proposal (Technical Publications)),
- (iii) DD Form 633-3 (Contract Pricing Proposal (Motion Pictures)),
- (iv) DD Form 633-4 (Contract Pricing Proposal (Research and Development)), and
- (v) DD Form 633-5 (Contract Pricing Proposal (Change Orders)).
- (vi) DD Form 633-6 (Contract Pricing Proposal - Price Redetermination (Including Final Pricing));
- and
- (vii) DD Form 633-7 (Claim For Exemption From Certified Cost or Pricing Data).

**16-206.3 Contract Pricing Proposal Supporting Schedules** may be devised by purchasing offices to require such supporting data to the foregoing forms as is considered necessary and reasonable through knowledge of industry, company or commodity practices.

**16-207 Reserved.**

**16-208 Weighted Guidelines Profit/Fee Objective (DD Form 1547).**

**16-208.1 General.** Weighted Guidelines Profit/Fee Objective (DD Form 1547) is to be used, as appropriate, to facilitate calculation of the Weighted Guidelines Profit/Fee Objective (see 3-808.2).

**16-208.2 Conditions for Use.** DD Form 1547 may be used in conjunction with the Record of Price Negotiation required by 3-811(b), *provided* that the rationale used in assigning the various rates is fully documented.