**Carnegie Mellon University (CMU)**

**Software Engineering Institute (SEI)**

**Project Number: X-XXXX**

**Technical Evaluation Report  
5 December 2018**

**Summary**

As requested by the CMU-SEI Contracting Officer, we have performed a technical evaluation of the CMU-SEI’s cost estimate and technical approach to project number **X-XXXX**. The evaluation was conducted by the requiring activity, **YOUR OFFICE/AGENCY HERE**.

**Fact Finding**

Fact finding was conducted between the sponsor’s program office and CMU-SEI. Joint government and CMU-SEI discussions were held and both parties shaped and agreed to the Project Work Plan (PWP).

**Work Plan**

The proposed technical approach has been reviewed and determined to be technically acceptable. The PWP represents a jointly constructed government and CMU-SEI document. The PWP adequately captures this joint framework, describes the problem statement, the desired end-state, the technical approach, and the material/labor necessary to meet the government’s requirement.

**Labor**

The CMU-SEI estimate of Full Time Equivalents (FTEs) has been evaluated by the sponsor’s program office and the sponsor agrees with CMU-SEI’s estimate. The sponsor took into account the scope of the work, the technical complexity, the number of FTE and the duration of effort while making the determination that the FTE as estimated for this requirement is adequate and reasonable for the type of effort that supports this requirement.

**Equipment and/or Material**

Any equipment and/or material that CMU-SEI has estimated has been evaluated by the sponsor’s program office and the sponsor agrees with CMU-SEI’s estimate. The sponsor took into account the scope of the work, the technical complexity, and the jointly developed PWP for this requirement and has determined that any equipment and/or material estimated is adequate and reasonable for the type of effort to support this requirement.

**Subcontracts**

Any subcontracts that CMU-SEI has estimated have been evaluated by the sponsor’s program office and the sponsor agrees with CMU-SEI’s estimate. The sponsor took into account the scope of the work, the technical complexity, and the jointly developed PWP for this requirement and has determined that any subcontracts estimated are adequate and reasonable for the type of effort to supports this requirement.

**Travel**

Any travel that CMU-SEI has estimated has been evaluated by the sponsor’s program office and the sponsor agrees with CMU-SEI’s estimate. The sponsor took into account the scope of the work, the FTEs, and the jointly developed PWP for this requirement and has determined that any travel estimated is adequate and reasonable for the type of effort to support this requirement.

**GFP/Base Support**

All Government Furnished Property is handled via the terms and conditions of the base IDIQ contract. The AZS program office has an Administrative Contracting Officer that monitors Government Furnished Property in accordance with agency procedures, to ensure compliance.

**Data Rights**

All data rights are handled via the terms and conditions of the base IDIQ contract.

**Schedule**

The schedule that CMU-SEI has estimated has been evaluated by the sponsor’s program office and the sponsor agrees with CMU-SEI’s schedule as estimated. The sponsor took into account the scope of the work, the FTEs, and the jointly developed PWP for this requirement and has determined that the estimated schedule is deemed appropriate for this requirement.

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Name of Sponsor’s Authorized Representative

(Must be USG, not a contractor)

Title

Email

Phone