DATA ITEM DESCRIPTION

Title: Contracting Officer's Management Report

Number: DI-MGMT-81864
Approval Date: 20120628
AMSC Number: N9268
Limitation: N/A
DTIC Applicable: N/A
GIDEP Applicable: N/A
Office of Primary Responsibility: SH/NSWCDD
Applicable Forms: N/A

Use/Relationship: This report indicates the progress of work and the status of the program and of the assigned tasks, reports costs, identifies and informs of existing or potential problem areas.

1. This Data Item Description (DID) contains the format and content preparation instruction for the data product generated by the specific and discrete task requirement delineated in the contract.

2. This DID may be applied in any contract and during any program phase.

Requirements:

1. Format. This report shall be in Contractor's format.

2. General instructions. The Contracting Officer's Report shall describe work accomplished in terms of technical accomplishments and expenditure data for each project area/task/technical instruction funded under the contract.

3. Content. The Report shall contain a title page identifying the following:

   a. Contractor's name and address;
   b. Name and telephone number of preparer of the report;
   c. Contract number;
   d. Nomenclature of the system or program;
   e. Date of the report;
   f. Period covered by the report;
   g. The title of the report;
   h. Either the serial number of the report or the Contract Data Requirements List (CDRL) sequence number;
   i. The security classification;
   j. The name of the issuing Government activity.

3.1 The report shall also contain the following sections:

3.1.1 Section - 1 Work Summary. A brief summary of all funded tasks/projects/technical instructions under the contract. The summary shall identify Task Order period (Base, Option 1, etc.) and shall include the following:

   a. Project name;
   b. TI number (if applicable);

c. Funded amount;
d. Expenditures to date;
e. Funding balance.

3.1.1.2 The report shall include tables that demonstrate:

a. ceiling hours;
b. funded hours;
c. current and cumulative hours separately identifying regular hours from UT/TTA hours) charged to the labor category for current and completed CLINs;
d. subtotals for key and non-key categories.

3.1.2 Section 2 - Invoice Information shall identify the following:

3.1.2.1 Direct labor. The report shall identify:

a. current and cumulative expenditures (both labor hours and dollars) invoiced by Cost Center where charges originated;
b. totals for current and cumulative invoiced amounts by cost center.

3.1.2.2 Indirects. The report shall identify:

a. indirect rate being invoiced with applicable Cost Center as well as current and cumulative dollar amounts by Cost Center;
b. total current and cumulative indirect costs.

3.1.2.3 Subcontractors/Consultants. The report shall include copies of invoices received for current "as of" date.

3.1.2.4 Fixed Fee. The report shall specify:

a. each fee rate applied, together with current and cumulative dollar amounts;
b. the base to which each fee rate was applied.

3.1.2.5 Other Direct Costs. The report shall include:

a. list of expenses by category (airfare, per diem, supplies, etc.);
b. current and cumulative expenditures for each category.

3.1.2.6 Total Expenditures. The report shall include total expenditures compared to those invoiced for the same period and differences explained.

3.1.2.7 Current CLIN. The report shall identify the current CLIN being performed and its period of performance.

3.1.2.8 The report shall contain the current CLIN modifications and shall be listed by number, date issued and description.

3.1.2.9 The report shall include a table that identifies the following:

a. technical instructions/funded projects/work areas by number (where applicable);
b. date issued;
c. description;
d. amount funded;
e. total expenditures;
g. funding balance;
h. total invoiced to date;
j. grand total.

3.1.3 Section 3 - Detailed Information By Project/Work Area/Technical Instruction. This section shall contain:

a. Description of the progress made against milestones during the reporting period. Specifically address the value-added tasks performed by the prime contractor when work is performed by a subcontractor; clearly identify the key and non-key personnel performing the tasks described.

b. Identification of problem areas affecting technical, scheduling or costs elements, with background and any recommendations for solutions beyond the scope of the contract. Specifically, address results, positive or negative, obtained related to previously-identified program areas, with conclusions and recommendations for solutions.

c. Whether the task is on schedule, ahead of schedule, or behind schedule. Discuss what steps are being or will be taken to complete all requirements on time if possible, or provide a proposed revised schedule based on best current estimates if behind schedule.

d. The status of all assigned deliverables, including title, CDRL number, due date, date delivered, Contractor point of contact and description or title of deliverable(s). The report for each contract period shall include a cumulative list of all deliverable items provided.

e. A table of approved personnel identifying labor category, key or non-key, individual's name, employer, fully burdened labor rate, location (on-site/off-site), date resume submitted, date resume approved, and date removed shall be included. If a resume was submitted as a replacement for a Key Person approved at time of award, the name of the individual being replaced shall also be provided.

f. Include current and cumulative expenditures of both hours and dollars. Separately show expenditures by CLIN and SubCLIN (labor and ODC). Identify the amount funded and compute a funding balance. Present the current and cumulative total percentage of ODCs to labor;

g. Include graphs showing cumulative expenditures of both hours and dollars. Line graphs shall show planned cumulative expenditures as well as cumulative funded level(s). Include numerical values for all points graphed; quantities of labor hours shall show rounded to the nearest hour;

h. Include the names of all personnel charging. Organize these data by labor category, fully burdened labor rate (e.g. fee and prime pass-through, where applicable), and show current and cumulative hours charged for each individual. Separately show uncompensated hours/total time accounting (TTA) hours worked (if applicable). Labor categories shall be identified as to whether they are key or non-key categories. Subtotals shall be provided for key and non-key categories as well as total current and cumulative hours. Provide average hourly rates (fully burdened) for each labor category (applicable only for cost plus incentive fee (CPIF) contracts). These data shall include subcontractor/consultant hours in appropriate labor categories;

i. Include spend rates compared to average bid rate averages. Any variation of actual-to-bid rate averages greater than 10% shall be addressed; Fully burdened rates (e.g. fee and prime pass-through, where applicable) that exceed $260K shall be addressed.

j. Identify of all items charged. Include description of item, quantity, purpose, vendor, unit price, extended price and disposition;

k. Identify all travel direct-charged during the period, for each:

(1) Destination
(2) purpose of trip
(3) number of travelers
(4) length of trip
(5) estimated cost of the trip;

l. Identify any new subcontractors approved during the reporting period and any proposed subcontractors/consultants for the next reporting period. Their capability set and areas of expertise shall be thoroughly addressed.

m. Record of significant telephone calls and any commitments made by telephone shall be included;

n. Plans and recommendations for activities during the next reporting period;

o. Appendixes for any necessary tables, references, photographs, illustrations, and charts.

4. END OF DI-MGMT-81864.