

## DATA REQUIREMENTS DESCRIPTION (DRD)

<b>1a DRD Title</b> <b>Contract Close-out Plan</b>  <b>1.b Data Type: 1</b>	<b>2. Date of current version</b>  <b>June 5, 2012</b>	<b>3. DRL Line Item No.</b>  <b>MPIC-PM-03</b>	<b>RFP/Contract No. (Procurement completes)</b>  <b>NNJ12414367L</b>
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<b>4. Use (Define need for, intended use of, and/or anticipated results of data)</b>  Documents how the work performed by the MPIC contractor will be managed and staffed, and how the quality of work performed will be controlled	<b>5. DRD Category: (check one)</b> <input type="checkbox"/> Technical <input checked="" type="checkbox"/> Administrative <input type="checkbox"/> SR&QA
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<b>6. References (Optional)</b>  SOW 1.1.1.B	<b>7. Interrelationships (e.g., with other DRDs) (Optional)</b>
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<p><b>8. Preparation Information (Include complete instructions for document preparation)</b></p> <p><b>SCOPE:</b> Document the information necessary to transition the MPIC contract to any follow-on contract and to close out the existing contract.</p> <p><b>CONTENT:</b> The content of the deliverables shall include:</p> <ul style="list-style-type: none"> <li>(a) Implementation Strategy</li> <li>(b) Task description and schedule</li> <li>(c) Staffing profile</li> <li>(d) Cost Estimate, including the following:           <ul style="list-style-type: none"> <li>1. Labor resources:               <ul style="list-style-type: none"> <li>a. List of all direct labor skills by labor category segregated by current Work Breakdown Structure (WBS)</li> <li>b. An estimate of the number of indirect labor skills such as business or computer support normally charged through an indirect expense pool or through a service center expense</li> <li>c. Current annual average wage rates for each labor category and when these wages were last adjusted for escalation. Also indicate whether any adjustments are projected to be made prior to contract expiration</li> <li>d. The number of FTEs (Full Time Equivalents) and the estimated number of productive hours for each labor category currently on contract, segregated by current WBS</li> <li>e. Seniority level of all skills on the current contract</li> </ul> </li> <li>2. Non-labor resources:               <ul style="list-style-type: none"> <li>a. List of all materials, equipment, travel, supplies, etc., and the incurred annual cost by WBS</li> <li>b. Provide a discussion associated with the major items identified above, such as the materials estimate includes a prompt payment discount of TBD% due to large volume discounts you have negotiated with your vendors.</li> </ul> </li> <li>3. The projected liability cost associated with unused accrued paid leave associated with non-exempt personnel. Provide a copy of any Collective Bargaining Agreements in place and a current status of any upcoming negotiations with a union.</li> <li>4. Equipment (additional information to that listed in #2, a., above):                List of all contractor-owned equipment (at the time of delivery of this DRD) being used in the performance of the contract. The list of equipment shall include:               <ul style="list-style-type: none"> <li>a. Description of the equipment (include make and model #)</li> <li>b. Location of the equipment (address, building and room #)</li> <li>c. Date purchased</li> </ul> </li> </ul> </li> </ul>
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- d. Purchase price of the equipment
- e. Current depreciated value of the equipment

**FORMAT:** Contractor's format is acceptable

**DELIVERY:** Delivery is one time at CO's discretion.

**9. OPR:** Contracting Officer

**10. FIRST SUBMISSION DATE:** : Six months prior to the end of the contract

**Frequency of Submission:** Once

**Additional Submissions:** N/A

**11. MAINTENANCE:** Electronically

**12. COPIES/DISTRIBUTION:**

**1 copy (electronic):** Program authorized repository

**Program Authorized Repository Upload Notification:** MPCV Data Management

**Program Authorized Repository Upload Notification:** Contracting Officer

**Program Authorized Repository Upload Notification:** Contracting Officer's Representative

**13. REMARKS:** None