RFP NNH14496602R

ATTACHMENT C

FINANCIAL MANAGEMENT

REPORTING REQUIREMENTS

SEPTEMBER 2014

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9/2014
FINANCIAL MANAGEMENT REPORTING REQUIREMENTS

Financial Management Reports shall be submitted by the Contractor on the NASA 533 series reports, in accordance with the instructions on the reverse of the forms, NASA Procedural Requirements NPR 9501.2E entitled "NASA Contractor Financial Management Reporting," dated May 27, 2011 and additional instructions issued by the Contracting Officer.

a. Level of Detail

An individual 533 Report shall be provided for each Task Order in addition to a cumulative 533 Report summarizing all Task Orders issued. The reports shall contain a breakdown of hours and costs by the elements of cost categories listed in Section d below.

b. Variance Narrative Reporting

In accordance with Section 3.6 of NPR 9501.2, the Contractor shall include a narrative explanation for variances exceeding plus or minus 10 percent (+/- 10%) between the Total Direct Labor Hours (prime and subcontractors) and/or Total Estimated Cost amount shown in the prior month and the Actual Total Direct Labor Hours and/or Actual Total Cost amount shown in the current month for each individual task order. (For example, the Total Estimated Cost amount shown for June in column 8a in the May NF 533M and the Actual June Total Cost amount shown in column 7a in the June NF 533M.)

Each variance narrative shall explain the: (1) reason for the variance, (2) impact(s) on the individual task order, and (3) specific corrective action(s) being taken or to be taken.

c. Distribution

The Contractor shall distribute 533 reports to each addressee indicated in the contract clause entitled, "Financial Management Reporting." The Contractor shall submit an initial report in the NF 533Q format within 30 working days after contract award.

After the initial report, the NF 533M reports shall be distributed not later than the tenth (10th) working day following the close of the contractors' monthly accounting period. The 533Q reports shall be distributed not later than the fifteenth (15th) day of the month preceding the quarter being reported. The NF 533M need not be submitted in months in which an NF 533Q is submitted.

d. Reporting Requirements

Each individual report shall, at a minimum, provide cost data by the following elements of cost categories:

1. Prime Direct Labor Hours:

   Prime Direct Labor Hours - Onsite
   (List applicable labor categories)

   Prime Direct Labor Hours – Offsite
   (List applicable labor categories)

   Total Prime Direct Labor Hours

2. Subcontractor Direct Labor Hours:

   Subcontractor A Direct Labor Hours – Onsite
   (List applicable labor categories)
   Subcontractor A Direct Labor Hours – Offsite
   (List applicable labor categories)

   Subcontractor B Direct Labor Hours – Onsite
   (List applicable labor categories)
   Subcontractor B Direct Labor Hours – Offsite
   (List applicable labor categories)

   Subcontractor C Direct Labor Hours – Onsite
   (List applicable labor categories)
   Subcontractor C Direct Labor Hours – Offsite
   (List applicable labor categories)

   Total Subcontractors Direct Labor Hours

3. Total Prime and Subcontractors Direct Labor Hours:

   Total Prime and Subcontractors Hours – Onsite
   Total Prime and Subcontractors Hours – Offsite

   Total Prime and Subcontractors Direct Labor Hours

4. Prime Direct Labor Costs:

   Prime Direct Labor Costs - Onsite
   (List applicable labor categories)

   Prime Direct Labor Costs – Offsite
   (List applicable labor categories)

   Total Prime Direct Labor Costs

5. Prime Overhead Expenses:

   Onsite Overhead
   Offsite Overhead

   Total Prime Overhead

6. Other Direct Costs (ODCs):

   a. Subcontracts (list separately, Subcontractor A, B, C, etc.)

   b. Material

   c. Travel

   d. Other (specify)

   Total ODCs

7. Subtotal (Direct Labor, Overhead & ODCs)

8. G&A Expense

9. Total Estimated Cost

10. Fixed Fee

11. Total Cost-Plus-Fixed-Fee (CPFF)