DATA REQUIREMENTS DESCRIPTION

1a. DRD Title: Monthly Task Order Progress Reports **1b. Data Type: 2**	**2. Date of Current Version** February 6, 2015	**3. DRL Line Item No.** 8	**RFP/Contract No.** NND15520845R
4. Use (Define need for, intended use of, and/or anticipated results of data) Detailed data for use in invoicing.			**5. DRD Category** __ Technical X Administrative __ SR&QA
6. References (PWS, Clause, etc.) NFS 1852.216-80 Task Ordering Procedure, Alt I		**7. Interrelationships** (e.g., with other DRDs)	

8. PREPARATION INFORMATION:

FIRST SUBMISSION DATE: TBD

SUBMISSION FREQUENCY: Monthly

FORMAT: Excel spreadsheet

DISTRIBUTION:
(a) Contracting Officer's Representative
(b) Contracting Officer
(c) Resource Management Office

INSTRUCTIONS: In accordance with NFS 1852.216-80 Task Ordering Procedure, Alt I, the Contractor shall prepare and submit monthly task order progress reports.

CONTENTS: As a minimum, the reports shall contain the following information:

(1) Contract number, task order number, and date of the order.
(2) Task ceiling price.
(3) Cost and hours incurred to date for each issued task.
(4) Costs and hours estimated to complete each issued task.
(5) Significant issues/problems associated with a task.
(6) Cost summary of the status of all tasks issued under the contract.