

ATTACHMENT H

**NASA RESEARCH RANGE OPERATIONS
CONTRACT**

**FINANCIAL MANAGEMENT
REPORTING REQUIREMENTS**

September 2014

RFP NNG1547044R

CONTRACT TBD

**NASA Research Range Operations Contract II
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 all Requirements and Services Task Orders in accordance with the Work Breakdown Structure (WBS) to Level 4 by the elements of cost listed below in section d.

- WBS Level 1 – Total Contract (CORE + IDIQ Combined)
- WBS Level 2 – CORE + IDIQ Separately
- WBS Level 3 – CORE SOW 1.0 and IDIQ Portion by Summary of Task Order
- WBS Level 4 – CORE SOW 1.1 and IDIQ Portion by Individual Task Orders

Supplemental reports shall accompany the 533 Report to WBS Level 4 by the elements of cost listed below in section d. Supplemental reporting to include forecasts by Mission through the estimate at completion (EAC). Supplemental reporting requirements are subject to change as deemed necessary by the CO.

- WBS Level 1 – Total Contract (CORE + IDIQ Combined)
- WBS Level 2 – CORE + IDIQ Separately
- WBS Level 3 – CORE SOW 1.0 and IDIQ Portion by Summary of Task Order
- WBS Level 4 – CORE SOW 1.1 and IDIQ Portion by Individual Task Orders

b. Variance Narrative Reporting

The Contractor shall include narrative explanations for variances exceeding plus or minus 5 percent (+/- 5%)

- a. Variance between the Total Direct Labor Hours (prime and subcontractors) and Total Estimated Cost amount shown in the prior month NF 533M and the Actual Total Direct Labor Hours and Actual Total Cost amount shown in the current month NF 533M to WBS Level 2 by the elements of cost listed below in section d.
 - a. WBS Level 1 example, the Total Estimated Cost amount shown for June in column 8a of the May NF 533M compared to the Actual June Total Cost amount shown in column 7a of the June NF 533M.
 - b. WBS Level 2 example, the Total Estimated Cost amount shown for the June Task Order 2 page in column 8a of the May NF 533M compared to the Actual June Task Order 2 page in column 7a of the June NF 533M.
- b. Variance between the CORE RRS Funded Total Direct Labor Hours (prime and subcontractors) and CORE RRS Funded Total Estimated Cost amount shown in the Annual Phasing Plan (produced by the Contractor annually to support PPBE) and the Actual CORE RRS Funded Total Direct Labor Hours and Actual CORE RRS Funded Total Cost amount shown in the current month at WBS Level 1 by the elements of cost listed below in section d.
 - a. WBS Level 1 example, the Total Estimated Cost amount shown for June Phasing Plan compared to the Actual June CORE RRS Funded Total Cost.

Each variance narrative shall explain the: (1) reason for the variance, (2) impact(s) on the Core Requirements/Individual Missions and/or IDIQ Requirements, 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 Basic 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 15th day of the month proceeding the quarter being reported.

d. Reporting Requirements [Elements of Cost]

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

1. Prime Direct Labor Hours:

(Broken Down by Regular (REG) & Overtime Premium (OP))

2. Prime Direct Labor Dollars:

(Broken Down by Regular (REG) & Overtime Premium (OP))

3. Prime Labor Overhead Expenses:

4. Total Prime Labor Expenses:

(Broken Down by Regular (REG) & Overtime Premium (OP))

Sum of Prime Direct Labor Dollars + Overhead Dollars

5. Subcontractor Direct Labor Hours:

(Broken Down by Regular (REG) & Overtime Premium (OP))

6. Major Subcontractor Direct Fully Burdened Labor Dollars:

((Broken Down by Regular (REG) & Overtime Premium (OP))

Major Subcontracts (list separately)

7. Total Labor Hours (Prime and Subcontractor)

((Broken Down by Regular (REG) & Overtime Premium (OP))

8. Total Labor Dollars fully loaded (Prime and Subcontractor)

((Broken Down by Regular (REG) & Overtime Premium (OP))

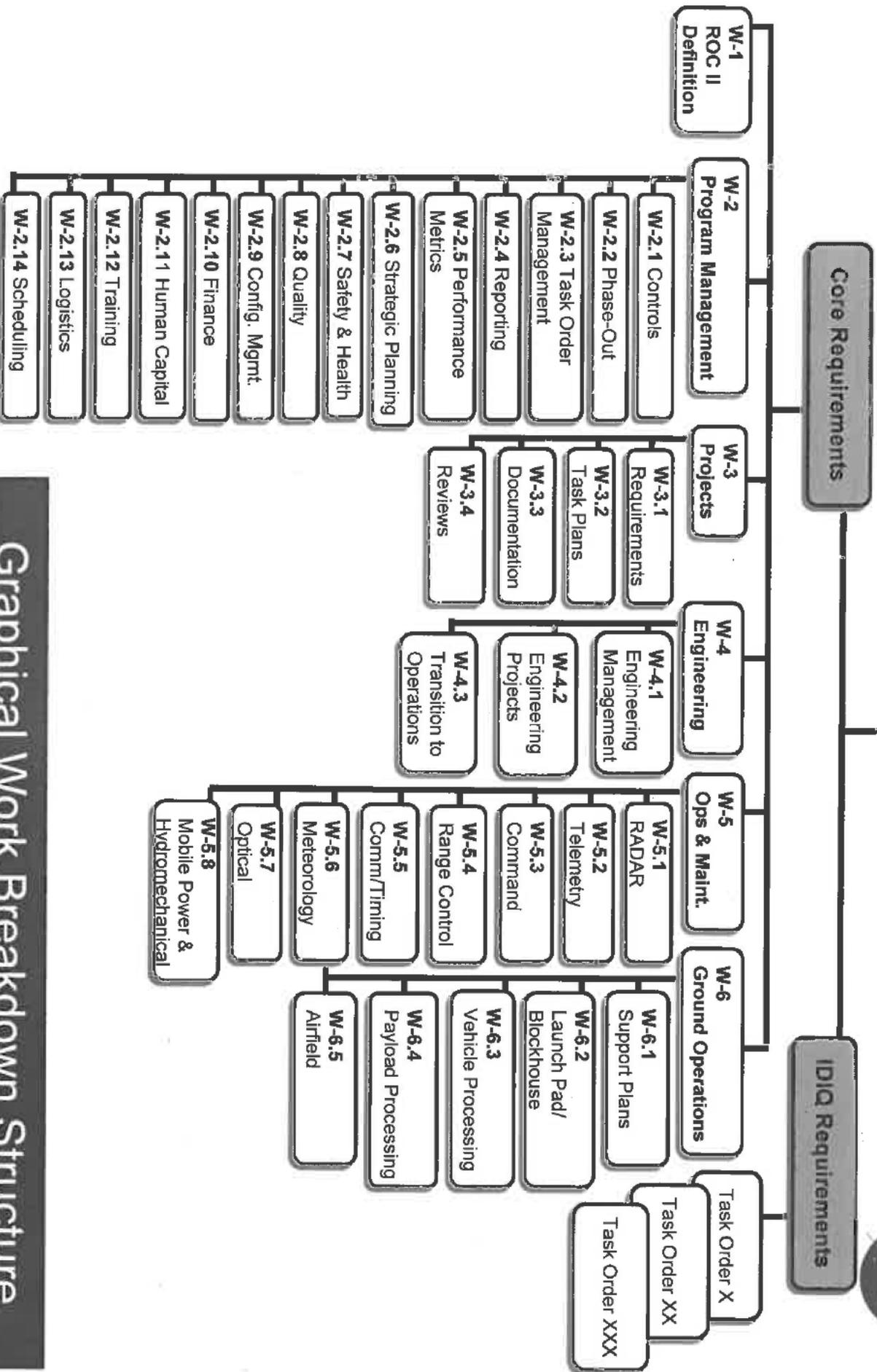
9. Other Direct Costs (ODCs):

- a. Surveillance
- b. Travel
 - a. Prime travel
 - b. Subcontractor travel
- c. Regular Materials
- d. Obsolescence Materials
- e. Training
- f. Other (List)

10 Total ODCs

Sum of all Other Direct Costs

11. Subtotal (Labor, Overhead & ODCs)
12. G&A Expense
13. Total Cost
14. Fixed Fee
15. Total Cost-Plus-Fixed-Fee (CPFF)



Graphical Work Breakdown Structure