

Contract Number NNG09EK34C  
Attachment B

**MARS ATMOSPHERE AND VOLATILE  
EVOLUTION MISSION (MAVEN)**

**FINANCIAL MANAGEMENT REPORTING  
REQUIREMENTS**

Date: March 26, 2009

## 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) 9501.2D entitled "NASA Contractor Financial Management Reporting" dated May 23, 2001, and additional instructions issued by the Contracting Officer.

### a. Level of Detail

The Contractor's 533 reports shall be provided at the contract summary level during Risk Reduction Phase, and also at WBS Level II (subsystem level) during Phase B. The Contracting Officer may direct the Contractor to provide 533 reports at WBS Level III for select WBS elements. The 533 reports shall contain a breakdown of each element of cost, i.e., direct labor hours/dollars, benefits and/or overhead, subcontracts, other direct cost, general and administrative expense. The Contractor shall provide the same report for all subcontracts in excess of \$500,000.

### b. Distribution

The Contractor shall distribute 533 reports to each addressee indicated in the contract clause G.16 FINANCIAL MANAGEMENT REPORTING. The 533 reports shall be distributed not later than the tenth (10<sup>th</sup>) working day following the close of the Contractor's monthly accounting period. The 533Q reports shall be distributed not later than the fifteenth (15<sup>th</sup>) day of the month preceding the quarter being reported.

The Contractor may be asked to provide an electronic version of the 533 details or summary information during the life of this contract, at which time compatibility issues can be defined.

### c. Reporting Requirements

Each report sheet shall provide cost data for reporting categories presented below:

1. Direct Labor Hours
2. Direct Labor Dollars
3. Overhead Expense (Including Fringe Benefits, if applicable)
4. Subcontracts, with major subcontracts identified separately
5. Other Direct Costs
  - a. Travel
  - b. Materials and Miscellaneous Expense
  - c. Consultants
6. Subtotal (Direct Cost Plus Overhead)
7. G&A Expense
8. Total Cost
9. Award Fee
10. Total Cost Plus Award Fee (CPAF)