

Financial Management Reporting Requirements

General

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 (including subtasks) and a cumulative 533 sheet summarizing all Task Orders issued. The reports shall contain a breakdown of each service area by the elements of cost listed below.

b. Distribution

The Contractor shall distribute 533 reports to each addressee indicated in the Basic Contract Clause G.5 "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 preceding the quarter being reported. The NF 533M need not be submitted in months in which an NF 533Q is submitted.

c. Reporting Requirements

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

1. Prime Direct Labor Hours:

Onsite

(List applicable labor categories)

Offsite

(List applicable labor categories)

Total Direct Labor Hours Onsite

Total Direct Labor Hours Offsite

Total Prime Direct Labor Hours

2. Subcontractor Direct Labor Hours:

Onsite

(List applicable labor categories)

Offsite

(List applicable labor categories)

Total Direct Labor Hours Onsite

Total Direct Labor Hours Offsite

Total Subcontractor Direct Labor Hours

3. Prime Direct Labor Dollars:

Onsite

(List according to applicable labor categories)

Offsite

(List according to applicable labor categories)

Total Direct Labor Dollars Onsite

Total Direct Labor Dollars Offsite

Total Prime Direct Labor Dollars

4. Overhead Expenses:

Onsite Overhead

Offsite Overhead

Total Prime Overhead

5. Other Direct Costs (ODCs):

a. Subcontracts (list separately)

b. Material

c. Travel

d. Other (specify)

Total ODCs

6. Subtotal (Labor, Overhead & ODCs)

7. G&A Expense

8. Total Estimated Cost

9. Fixed Fee

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

d. Other Special Reports

The Contractor shall submit as required, special cost or workforce reports either in the areas of actuals, projections or both. These reports may take the form of labor, overhead, other direct charges, billing analyses or other business information. Specific instructions will be provided by the Contracting Officer when required.

e. Additional Requirements

1. Before the summary 533 sheet, the Contractor shall submit a financial summary containing a one-line summary for all Task Orders on the contracts. It shall include the following columns:

- Task Order Number
- Status
- Cumulative to Date Actual \$
- Cumulative to Date Actual \$ Plus Month 1 planned \$
- Contractor Estimate \$
- Cumulative to Date Planned Hours
- Cumulative to Date Actual On-site Hours (Including Subs)
- Cumulative to Date Actual Off-site Hours (Including Subs)

2. In addition to the hardcopy of the summary sheet, the Contractor shall provide the summary sheet in an e-mail file or on a CD as a comma-delimited text file. Below are the requirements:

The contractor cost data for import into the CORTS application will come from the contractor as a comma-delimited text file. The layout of this import file is shown in the table below.

Only one contract can be included in one import file.

Two types of data will be included in the import file: column title and column data.

Column titles must be provided in the first row for each data column in the **import file**. The name and order of each column title must be exactly the same as illustrated in the “**Column Title in File**” column in the table below, with a comma as a delimiter. **NOTE:** Do not use the names in the “Data Element Name” column as the column titles for the data columns in the file being sent for import.

Column data will be provided beginning with the second row. A data element must be in each column/row in the import file. The order of each column data must be exactly the same as illustrated in the “Column Title in File” column in the table below, with a comma as a delimiter.

The Report Ending Date is in the MM/YYYY format and must be the previous month of the current import date. If it’s not, no data will be imported into CORTS.

When a Task Order number exists, the associated subtask accrued cost amount fields will be overwritten with the corresponding amounts in the import file. The pro-rate rules will then be applied to all subtask detail records

When a subtask number does not exist, a new subtask record and associated subtask detail record will be created.

No deletion will be performed in this process.

| Data Element Name | Column Title In File | Type | Size | Value (0-optional, 9- mandatory) | Mandatory | Comments |
|--------------------------|-----------------------------|-------------|-------------|---|------------------|--|
| Report Ending Date | Report Date | Text | 7 | “99/9999” | Yes | Must be the previous month of the current import date. |
| Contract Number | Contract Number | Text | 10 | "NNG099999" | Yes | |
| Task Order Number | Task Order Number | Text | 4 | “0009” | Yes | |
| Subtask Number | Subtask | Text | 4 | “0009” | Yes | |
| Cumulative Cost | Cumulative Cost | Numeric | 15.2 | 000000009 | Yes | 0 if no cumulative cost |
| Accrued Cost | Accrued Cost | Numeric | 15.2 | 000000009 | Yes | 0 if no accrued cost |
| Cost Estimate | Cost Estimate | Numeric | 15.2 | 000000009 | Yes | 0 if no cost estimate |
| Hours Estimated | Estimated Hours | Numeric | 9.2 | 000000009 | Yes | 0 if no hours estimated |
| On Site Hours | On-Site Hours | Numeric | 9.2 | 000000009 | Yes | 0 if no on-site hours |
| Off Site Hours | Off-Site Hours | Numeric | 9.2 | 000000009 | Yes | 0 if no off-site hours |

The contractor will use the NASA Task Order Management System (NASATOMS) for submitting individual Task Plans in PDF format and possibly individual Task Order 533's in the future.