

DATA REQUIREMENT

CONTRACT APPLICATION INFORMATION FOR DRL						A. ITEM NO. DR-17	
B. LINE ITEM TITLE: Contractor Financial Management Reports							
C. OPR.	D. TYPE	E. INSPECT/ ACCEPT	F. FREQ.	G. INITIAL SUB.	H. AS OF DATE		
OP, GG-C-A3	3	6	See Section J	See Section J	See Section J		
J. REMARKS: Block F, Frequency – Pre-533 – Monthly – See Paragraph L below for specific dates -- 533M – Monthly – See Paragraph L below for specific dates -- 533Q – Quarterly -- See Paragraph L below for specific dates -- Contract Baseline Reports – Quarterly -- Contract Rate Analysis -- Quarterly -- Facilities performance report – As required -- Information Technology Security Report – as required -- Software Capitalization Report – Quarterly -- Congressional District Mapping Report -- As required							
K. DISTRIBUTION						TOTALS	
Per Contracting Officer's letter.						NO.	TYPE
DATA REQUIREMENT DESCRIPTION							
1. TITLE Reports, Contractor Financial Management					2. NUMBER DR-17		
3. USE Provides monthly and quarterly accumulated expenditures and projections of program costs and workforce to ensure that the contractor's cost and schedule performance are efficiently planned, effectively monitored and properly reported.					4. DATE		
					5. ORGANIZATION KSC		
7. INTERRELATIONSHIP DR-16, Work Breakdown Structure Dictionary					6. REFERENCES NPG 9501.2D SOW 2.2.1		
8. PREPARATION INFORMATION							
8.1 SCOPE: This DR establishes the requirements for the content and format of the financial reports.							
8.2 APPLICABLE DOCUMENTS: See CONTENTS.							
8.3 CONTENTS:							
A. See Section "J. Remarks" for a list of the required reports							
B. The reports shall segregate, accumulate, and categorize costs for each element of cost as required by the latest version of NPG 9501.2D and as supplemented herein, for each item identified in the latest Work Breakdown Structure.							

8. Preparation information (Continued)

C. **Pre-533.** The contractor shall submit the Pre-533 reports on the schedule identified in Paragraph "L". Two formats are required. The first format provides bottom line (no Elements of Cost data) cost and workforce numbers. This document provides the government with the following data: Cumulative contract inception-to-date costs through the month preceding the reporting month, reporting months (last closed accounting month) planned costs, reporting months actual costs, reporting month plus one estimated costs and new cumulative contract inception-to-date costs through the reporting month plus one. The report also contains equivalent headcount, listing straight time separate from overtime, for the reporting month and the reporting month plus one. This data is reported at the WBS third level (Example 4.2.3) and contains subtotals at the WBS first (Example 4.0) and second level (Example 4.2). The format for this report is provided in Enclosure 1. The second format provides elements of cost data for each WBS level 1 through 3 item (see format 1A)

D. **533M (Contractor's Monthly Financial Management Report).** This report is due on the dates identified in Paragraph "L". The 533M will be in the format required by the latest version of NPG 9501.2D and as supplemented herein. This report will provide 1st level through 4th level WBS financial data by element of cost, workforce hours and equivalent headcount. Workforce hours will show straight time separate from overtime. Equivalent headcount will show Prime, each individual subcontractor and intercompany workforce details. Separate sheets showing summary information for inception to date data and current fiscal year only data in the required format shall be provided for each 1st level WBS item reported.

The data submitted in the 533M should match the data submitted in the Pre-533. The contractor shall provide as part of this report variance explanations for elements of cost (see Enclosure 2) at the contract summary level. Variance explanations are required for each contract summary element of cost, including equivalent headcount when monthly actual labor and/or cost (col 7a) deviates from the estimate (col 7b) by 5% for headcount/labor hours or by both +/- 10% and +/- \$50K for cost (note column 7b in the current report equals column 8a from previous months 533M form. It is the previous month's estimate, not contract value.)

Variance explanations will be provided for any first level WBS item when the total monthly actual cost (column 7a) for that first level WBS item deviates from the total estimated cost (column 7b) by both +/- 10% and +/- \$50K. Supporting details shall be submitted upon government request.

The contractor shall include as part of this report a one-page summary showing the reporting months planned vs. actual equipment bookings at the WBS second level and shall provide variance explanations when the variance is both +/- 10% and +/- \$20K.

The contractor shall report in the 533M any items that have/will materially affect historical (actual) and/or projected contract costs and/or contract performance. The contractor should identify corrective actions where appropriate to bring costs back to government plan levels. See Section 305 Narrative Remarks of NPG 9501.2D for additional guidance.

E. **533Q (Contractor's Quarterly Financial Management Report).** This report is due on the date specified in paragraph "L". The 533Q will be in the format required by the latest version of NPG 9501.2D and as supplemented herein. Quarterly 533 reporting will be at WBS 1st level (contract summary and major program) with supplemental reporting at the 2nd level at NASA's request. In months where a quarterly 533 report is required, both monthly and quarterly 533 reports will be provided.

F. **Elements of Cost** Enclosure 2 describes the workforce and cost elements requirements to be reported on the 533 series of reports.

G. **Workforce** Reporting instructions for labor hours and equivalent persons are provided in Enclosure 3.

H. **Level of Reporting** Costs will be reported to the nearest thousand dollars. Labor hours will be reported in thousands of hours to one decimal point. Headcount will be reported to the nearest tenth of an equivalent person. Percentages will be reported to the nearest tenth.

I. **"Initial" Document Due Dates** The contractor shall submit an initial report in the NF533Q format within 30 working days after authorization to proceed has been granted. This initial report shall reflect the original negotiated contract value in the format identified above and shall be the original contract baseline. With the initial 533Q, the contractor shall furnish the contractor's reporting calendar which lists the contractor's accounting months, number of workdays included in each month, all holidays applicable to the contractor for the duration of the contract, and the applicable productive hours per month. Subsequent revisions to the contractor's reporting calendar will be provided to distribution as they occur. The initial Pre-533 and 533M reporting must begin no later than 30 days after incurrence of cost.

J. Prior Period Adjustments Adjustments to prior period's costs and/or workforce, recorded during the reporting period, will be included in the reporting month's (i.e., last closed accounting period) actual cost and cumulative cost columns of the applicable report. The adjustment shall be itemized/explained in an addendum to the report. Contractor will provide detailed data by element of cost upon request.

K. Contract Baseline Reports This section identifies two required quarterly reports. Both reports track contract modification activity. The first report provides time phased hours, costs and fees from the initial negotiated contract value to current contract value and then from the current contract value to the "contractor's Estimate". The format for this report is identified in Enclosure 4. Separate sections will be prepared for each level 1 WBS element.

The second report tracks the same contract modification activity by elements of cost. The format for this report is shown in Enclosure 5. Separate sections will be prepared for each level 1 WBS item

The contractor shall submit the "initial" reports not later than 30 days after contract authorization to proceed. These reports shall be updated and submitted quarterly. Mods shall be reconciled first to the present contract value (column 9b of the monthly 533M) by including only negotiated changes and then to the Contractor's Estimate (Column 9a of the monthly 533M) by including changes authorized but not finalized. If the Contractor's Estimate includes any overruns or underruns or changes which have not been approved by NASA but for which tentative costs have been determined, they should be fully identified and explained on these reports.

L. Form 533 Delivery Dates The contractor shall provide the Pre-533, 533M and 533Q on the following dates for FY 2002: The delivery dates for each subsequent fiscal year will be negotiated with and must be approved by the government. The contractor shall initiate these negotiations on a timeline that allows these dates to be approved by the government and in place prior to the beginning of each fiscal year.

FY 2002 REPORTING MONTH	<u>PRE-533M</u>	<u>FINAL 533M</u>	<u>533Q</u>
OCT			
NOV			
DEC			
JAN			
FEB			
MAR	Anticipated Contract Award Month		
APR	****	****	****
MAY	13 JUN	20 JUN	
JUN	12 JUL	19 JUL	26 JUL
JUL	13 AUG	20 AUG	
AUG	16 SEP	22 SEP	
SEP	11 OCT	21 OCT	28 OCT

**** The initial 533Q will be due no later than 30 working days after authorization to proceed has been granted.

**** The initial Pre-533 will be due no later than 30 working days after incurring costs

**** The initial 533M will be due no later than 30 working days after incurring costs

M. Labor Rate Analysis: On a quarterly basis, under separate cover, the contractor shall provide an analysis of hourly labor rates by elements of cost in the format shown as Enclosure 6. This analysis will forecast probable cost impacts for the fiscal year and through contract run-out.

N. Functional Performance Metrics – Facility Maintenance: The contractor's reporting systems shall be capable of tracking and reporting facility, construction, operation, maintenance, repairs, sustaining engineering, environmental and demolition costs and the associated equivalent workforce by fiscal year, by major subsystem, by facility and by fund source. The government shall periodically review and approve the algorithm used to allocate cost to fund sources for the various facilities. The cost and workforce numbers provided in any non- 533 reports shall reconcile to the facilities costs reported in the various 533 series of reports. Enclosure 7 shows one such non-533 report that will be required by the government. The Facility Maintenance Metric report will generally be required annually. In order to complete this report additional schedules/records will have to be maintained capturing the backlog of maintenance and repair, preventive maintenance items, predictive testing and inspection, system failures, etc. shown on the report.

O. Information Technology Security Report: The contractor's reporting system shall be capable of tracking and reporting Information Technology (IT) costs. IT security must be separately identifiable. Refer to OMB Circular A-11.

P. Software Capitalization Report: This report is required by the Statement of Federal Financial Accounting Standards No. 10. Under the provisions of the standard, internal use software is classified as general property, plant and equipment (PP&E). Therefore the cost of such software must be capitalized if: 1) the projected cost after September 30, 2000 is \$100,000 or more and 2) The expected useful life of the software is 2 years or more. The required format is provided as Enclosure 8. Additional guidance is contained in the bidders library.

Q. Congressional District Mapping Report: The contractor's accounting system must be capable of tracking and reporting disbursements to vendors and subcontractors by zip code, by month. Further these vendors & subcontractors must be identified by type of business (large business, small business, veteran owned small business, service-disabled veteran- owned small business, HUBZone small business, small disadvantaged business and women owned small business, etc) as identified in FAR section 19.

8.4 FORMAT: See CONTENTS.

8.5 MAINTENANCE: As Required

CHECKOUT, ASSEMBLY AND PAYLOAD PROCESSING SERVICES (CAPPS) CONTRACT
 DR 17 ENCLOSURE 1
 PRE-533 - 1ST FORMAT

FUNDING ORG	LINE NUMBER	WBS		DESCRIPTION	REPORTING	REPORTING	REPORTING	REPORTING	REPORTING	REPORTING	REPORTING	REPORTING	REPORTING
		ELEMENT	UPN		ACN	MONTH -1 INCEPTION TO DATE COST	MONTH ESTIMATED COST	MONTH ACTUAL COST	MONTH +1 ESTIMATED COST	MONTH +1 ESTIMATED COST	MONTH +1 INCEPTION TO DATE ACCRUED COST	MONTH ST HDCT	MONTH OT HDCT

NOTES: THE " REPORTING MONTH" IS THE LAST CLOSED ACCOUNTING MONTH

ONCE THE FOLLOWING ITEMS HAVE BEEN LINKED TO THE WBS ELEMENT THEY SHOULD NOT CHANGE:

"FUNDING ORG" IS NASA FUND SOURCE MANAGER 'S ORGANIZATION AND WILL BE PROVIDED BY NASA

"LINE NUMBER" IS THE NASA ACCRUAL DOCUMENT NUMBER AND WILL BE PROVIDED BY NASA

"UPN" IS UNIQUE PROJECT NUMBER AND WILL BE PROVIDED BY NASA

"ACN" IS THE ACCOUNTING CLASSIFICATION NUMBER AND WILL BE PROVIDED BY NASA

THIS DATA IS REPORTED AT LEVEL 3 OF THE WBS STRUCTURE WITH SUBTOTALS AT THE WBS LEVEL 1

CHECKOUT, ASSEMBLY & PAYLOAD PROCESSING SUPPORT
DR 17 ENCLOSURE 1A
PRE-533 – 2ND FORMAT

ELEMENTS OF COST

WBS WBS WBS WBS TOTAL

PRIME KSC TOTAL HOURS
PRIME OVERTIME HOURS

PRIME PGOCT HDCT
SUB A – HEADCOUNT TOTAL TIME
SUB B - HEADCOUNT TOTAL TIME
ICWO - HEADCOUNT TOTAL TIME
MISC HEADCOUNT TOTAL TIME
TOTAL HEADCOUNT

KSC TOTAL DIRECT LABOR
OVERHEAD
OVERTIME PREMIUM
TRAVEL/TRAINING
OTHER VALUE ADDED
COST OF MONEY

GENERAL & ADM
ICWO
EQUIPMENT
SPARES,SUP & MAT
MAINTENANCE
SUBCONTRACTOR DOLLARS
ICWO DOLLARS

TOTAL COST

FEE

TOTAL COST AND FEE

INSTRUCTIONS:

SIX CUTS OF THE DATA ARE REQUIRED:

- REPORTING MONTH BY LEVEL 1 WBS ELEMENTS
- REPORTING MONTH BY LEVEL 2 WBS ELEMENTS
- REPORTING MONTH BY LEVEL 3 WBS ELEMENTS
- REPORTING MONTH +1 BY LEVEL 1 WBS ELEMENT
- REPORTING MONTH +1 BY LEVEL 2 WBS ELEMENT
- REPORTING MONTH +1 BY LEVEL 3 WBS ELEMENT

SUBMITTED ON THE DATES IDENTIFIED IN PARAGRAPH "L"
SHALL BE SUBMITTED ON A FLOPPY DISK

NOTE: "ELEMENTS OF COST" ARE FOR ILLUSTRATION PURPOSES ONLY. ACTUAL ELEMENTS WILL BE BASED ON THE CONTRACTOR'S ACCOUNTING SYSTEM AND GOVERNMENT REPORTING REQUIREMENTS
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CHECKOUT, ASSEMBLY & PAYLOAD PROCESSING SERVICES (CAPPS) CONTRACT
 DR 17 ENCLOSURE 2
 ELEMENTS OF COST

SUMMARY OF THE ELEMENTS OF COST FOR 533 REPORTS

PRODUCTIVE HOURS

Direct Labor Straight Time Hours
 Overtime Hours
 Total Hours

DOLLARS

Direct Labor
 Overhead
 Overtime Premium
 Supplies & Materials
 Equipment
 Subcontractors
 Other Direct Costs
 Travel
 Training
 Licenses & Certifications
 Recruitment
 Relocation
 Other
 General & Administration
 Cost of Money
 ICWO Labor
TOTAL COST

NOTE: "ELEMENTS OF COST" ARE FOR ILLUSTRATION PURPOSES ONLY. ACTUAL ELEMENTS WILL BE BASED ON THE CONTRACTOR'S ACCOUNTING SYSTEM AND GOVERNMENT REPORTING REQUIREMENTS

Fee

TOTAL COST & FEE

EQUIVALENT HEAD COUNT	REPORTING MONTH ACT			REPORTING MONTH +1	REPORTING MONTH +2	REPORTING MONTH +3	EST
	ST	OT	OT%	EST	EST	EST	
DIRECT HEADCOUNT	X	X	X%	X	X		X
SUB A	X	X	X%	X	X		X
SUB B	X	X	X%	X	X		X

Contract NAS 10-02007

SUB C	X	X	X%	X	X	X
ICWO A	X	X	X%	X	X	X
ICWO B	X	X	X%	X	X	X
OTHER	X	X	X%	X	X	X

CHECKOUT, ASSEMBLY & PAYLOAD PROCESSING SERVICES (CAPPS) CONTRACT
DR 17 ENCLOSURE 3
ELEMENTS OF COST DEFINITIONS

Elements of cost are defined in general in NHB 9501.2B and are further clarified below.

1. Straight Time Hours

Those hours, exclusive of non-productive hours, which are worked by direct labor personnel. No paid overtime hours are to be reported in this category.

2. Overtime Hours

Those premium hours incurred by direct labor personnel. Non-paid overtime hours are not to be reported in this category.

3. Non-Productive Hours

Those hours incurred for vacation, sick leave, holiday, and other non-work periods. This only includes those hours for which the direct labor personnel are paid.

4. Equivalent Straight Time Headcount

Equivalent Straight Time Headcount = $\frac{\text{Actual Straight Time Hours}}{\text{Applicable Productive Factor}}$

5. Equivalent Overtime Headcount

Equivalent Overtime Headcount = $\frac{\text{Actual Overtime Hours}}{\text{Applicable Productive Factor}}$

6. Overtime Rate (%)

Overtime Rate (%) = $\frac{\text{Overtime Hours (Expended)}}{\text{Straight Time Hours + Non-productive Hours}}$

CHECKOUT, ASSEMBLY & PAYLOAD PROCESSING SERVICES (CAPPS) CONTRACT
 DR 17 ENCLOSURE 4
 FORMAT FOR CONTRACT BASELINE REPORT – TIME PHASED

LEVEL 1 WBS _____	CUM THRU FY_____	OCT	NOV	DEC	CURRENT FISCAL YEAR _____ RATE DATA												TOTAL FY	CURRENT FY + 1 _____ RATE DATA					CONTRA TOTAL
					JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	1ST QTR	2ND QTR	3RD QTR		4TH QTR	TOTAL FY	FY _____	FY _____		

CONTRACT AWARD BASELINE
 (DATE OF AWARD)
 HOURS
 COST \$
 FEE \$
 TOTAL \$

DEFINITIZED MODS:
 (MOD TITLE)
 (DATE DEFINITIZED)
 MOD #
 HOURS
 COST \$
 FEE \$
 TOTAL \$

(MOD TITLE)
 (DATE DEFINITIZED)
 MOD #
 HOURS
 COST \$
 FEE \$
 TOTAL \$

(MOD TITLE)
 (DATE DEFINITIZED)
 MOD #
 HOURS
 COST \$
 FEE \$
 TOTAL \$

TOTAL DEFINITIZED MODS
 HOURS
 COST \$
 FEE \$
 TOTAL \$

CURRENT CONTRACT VALUE
 BASELINE PLUS DEFINITIZED
 HOURS
 COST \$
 FEE \$
 TOTAL \$

AUTHORIZED/UNDEFINITIZED WORK

Contract NAS 10-02007

(CHANGE TITLE) HOURS
(DATE AUTHORIZED) COST \$
(AUTHORIZATION AUTHORITY) FEE \$
TOTAL \$

(CHANGE TITLE) HOURS
(DATE AUTHORIZED) COST \$
(AUTHORIZATION AUTHORITY) FEE \$
TOTAL \$

(CHANGE TITLE) HOURS
(DATE AUTHORIZED) COST \$
(AUTHORIZATION AUTHORITY) FEE \$
TOTAL \$

TOTAL AUTHORIZED/UNDEFINITIZED HOURS
COST \$
FEE \$
TOTAL \$

CONTRACTOR'S ESTIMATE HOURS
CONTRACT VALUE PLUS COST \$
UNDEFIINITIZED FEE \$
TOTAL \$

CHECKOUT, ASSEMBLY & PAYLOAD PROCESSING SERVICES (CAPPS) CONTRACT
 DR 17 ENCLOSURE 5
 CONTRACT BASELINE REPORT - BY ELEMENTS OF COST

ELEMENTS OF COST	CONTRACT BASELINE	-----DEFINITIZED CONTRACT MODS -----				CURRENT CONTRACT VALUE	-----UNDEFINITIZED CONTRACT ACTIONS-----					CURRENT CONTRACTOR'S ESTIMATE
		MOD 1	MOD 2	MOD 3	ETC		CHG 1	CHG 2	CHG 3	CHG 4	ETC	

PRODUCTIVE HOURS

Direct Labor Straight Time Hours
 Overtime Hours
 Total Hours

DOLLARS

Direct Labor
 Overhead
 Overtime Premium
 Supplies & Materials
 Equipment
 Subcontractors
 Other Direct Costs
 Travel
 Training
 Licenses & Certifications
 Recruitment
 Relocation
 Other

NOTE: "ELEMENTS OF COST" ARE FOR ILLUSTRATION PURPOSES ONLY. ACTUAL ELEMENTS WILL BE BASED ON THE CONTRACTOR'S ACCOUNTING SYSTEM AND GOVERNMENT REPORTING REQUIREMENTS

General & Administration
 ICWO
 Cost of Money
TOTAL COST

Fee

TOTAL COST & FEE

Contract NAS 10-02007

CHECKOUT, ASSEMBLY & PAYLOAD PROCESSING SERVICES (CAPPS) CONTRACT
 DR 17 ENCLOSURE 6
 FORMAT FOR CONTRACTOR RATE ANALYSIS

<u>ELEMENTS OF COST</u>	NEGOTIATED FORWARD PRICING RATE	RATE DELTA	CONTRACTOR'S OPS PLAN RATE RATE	RATE DELTA	CONTRACTOR'S FORECAST RATE
<u>DOLLARS</u>					
Direct Labor					
Overhead					
Overtime Premium					
Supplies & Materials					
Equipment					
Subcontractors					
Other Direct Costs					
Travel					
Training					
Licenses & Certifications					
Recruitment					
Relocation					
Other					
General & Administration					
ICWO					
Cost of Money					
<u>TOTAL COST</u>					
Fee					
<u>TOTAL COST & FEE</u>					

GUIDELINES FOR REPORTING:
 THIS REPORT PROVIDES CURRENT FISCAL YEAR DATA
 THE REPORT IS SUBMITTED QUARTERLY
 EACH DELTA SHALL BE FULLY EXPLAINED
 COST IMPACTS BY SPECIFIC DELTA SHALL BE FULLY QUANTIFIED
 COST IMPACTS FOR OUTYEARS, IF APPLICABLE, SHALL BE DISCUSSED

NOTE: "ELEMENTS OF COST" ARE FOR ILLUSTRATION PURPOSES ONLY. ACTUAL ELEMENTS WILL BE BASED ON THE CONTRACTOR'S ACCOUNTING SYSTEM AND GOVERNMENT REPORTING REQUIREMENTS

CHECKOUT, ASSEMBLY & PAYLOAD PROCESSING SERVICES (CAPPS) CONTRACT
 DR 17 ENCLOSURE 7
 FORMAT FOR GOVERNMENT'S FACILITY MAINTENANCE METRIC REPORT

Functional Performance Metrics - Facilities Maintenance

Fiscal Year - _____

Center or Site - _____

The figures below should not contain any type of "new work" or Service Requests. Replacements "in-kind" in lieu of repair should be included, unless the work falls into the CoF work category.

Not included, should be any costs associated with machine/production/research tools and equipment.

		For FY Just Unit Completed
4.1.	BMAR (includes CoF Requirements)	\$ M _____
4.2.	Unconstrained Annual M&R Requirement (Without CoF) (1) (5)	\$ M _____
4.3.	Initial Operating Plan for M&R (1) (FOR THE FY JUST STARTING)	\$ M _____
4.4.	Annual M&R Funding (Without CoF) (1)	\$ M _____
4.5.	Cost Of Scheduled Work (2)	\$ M _____
4.6.	Number of PT&I "Finds"	# _____
4.7.	PM and PT&I completed/PM and PT&I sched.	% _____

4.8.	Breakdown Repair Cost/Total M&R Costs	% _____
4.9.	List of Significant Facilities and Systems Failures, including estimated costs (3)	
4.10.	List of Significant Facilities and Systems Failures AVOIDED, including estimated costs (4):	

- (1) Annual center level maintenance & repair funding consisting of PM, PT&I, ROI, PGM, non-CoF repair, and TC.
- (2) Scheduled Work consisting of PM, PT&I, PGM, ROI, and PT&I "Finds" repair costs.
- (3) Due to or influenced by constrained resources (Includes direct repair costs and other Center cost impacts).
- (4) Includes reduced repair costs and other Center cost impacts that were avoided by use the of PT&I.
- (5) The center level funding amount that represents a reasonable manager's estimate of the full annual requirement that would maintain the center's facility inventory in a "good commercial" level of condition, while not allowing BMAR to grow further, and providing a level of reliability that the supported programs find acceptable for their missions. A minor amount of BMAR reduction could be included in this figure. (Also, this amount is a subset of total M&R that is in line with the NFIC M&R metric work content)

BMAR	Backlog of maintenance and repair
CoF	Construction of Facilities
M	Millions of dollars
M&R	Maintenance and repair
NRC	National Research Council (of the National Academy of Sciences)
PM	Preventive maintenance
PT&I	Predictive testing and inspection
PGM	Programmed maintenance
ROI	Replacement of obsolete items
TC	Trouble call

FMPperfMetrics 9/18/1998

CHECKOUT, ASSEMBLY AND PAYLOAD
 PROCESSING SERVICES (CCAPS) CONTRACT
 DR 17 ENCLOSURE 8
 SOFTWARE CAPITALIZATION REPORT FORMAT

Center	Software Name	Software Type	Contract No. under which SW acquired	Projected useful life of Software	Projected/Actual Acceptance Date (mm/dd/yy)	Projected Total Cost incurred after 9/30/00 (\$K)	Actual Costs Incurred since 9/30/00 (\$K)	Center Point of Contact (POC)	POC Phone Number

NOTE -- REFER TO THE BIDDER'S LIBRARY FOR GUIDANCE ON DETERMINING WHICH SOFTWARE MUST BE REPORTED AND INSTRUCTIONS FOR COMPLETING THIS FORMAT.

