

2. Amendment/Modification No. 24	3. Effective Date 17 Sep 1998	4. Requisition/Purchase Req No. 193C98C0002	5. Project No. (if applicable)
6. Issued By U.S. Dept. of Commerce, PTO International Tech. Contracts 4 Washington, DC 20231	CODE Procure	7. Administered By (if other than item 6)	

8. Name and Address of Contractor (No., street, city, county, State, ZIP) PRC INC. 1500 Planning Research Drive McLean, VA 22102	<input type="checkbox"/>	9A. Amendment of Solicitation No.
	<input type="checkbox"/>	9B. Dated (see item 11)
	<input type="checkbox"/>	10A. Modification of Contract/Order No. 50PBPT800005 /
	<input type="checkbox"/>	10B. Dated (see item 13) 11 Dec 1997
CODE	FACILITY CODE	

11. THIS ITEM ONLY APPLIES TO AMENDMENTS OF SOLICITATIONS

The above numbered solicitation is amended as set forth in item 14. The hour and date specified for receipt of Offers: is extended. is not extended.

Offers must acknowledge receipt of this amendment prior to the hour and date specified in the solicitation or as amended, by one of the following methods:
 (a) By completing Items 8 and 15, and returning copies of the amendment; (b) By acknowledging receipt of this amendment on each copy of the offer submitted; or (c) By separate letter or telegram which includes a reference to the solicitation and amendment numbers. FAILURE OF YOUR ACKNOWLEDGMENT TO BE RECEIVED AT THE PLACE DESIGNATED FOR THE RECEIPT OF OFFERS PRIOR TO THE HOUR AND DATE SPECIFIED MAY RESULT IN REJECTION OF YOUR OFFER. By virtue of this amendment you desire to change an offer already submitted, such change may be made by telegram or letter, provided each telegram or letter makes reference to the solicitation and this amendment, and is received prior to the opening hour and date specified.

12. Accounting and Appropriation Data (if required)

13. THIS ITEM APPLIES ONLY TO MODIFICATIONS OF CONTRACTS/ORDERS. IT MODIFIES THE CONTRACT/ORDER NO. AS DESCRIBED IN ITEM 14.

<input type="checkbox"/>	A. THIS CHANGE ORDER IS ISSUED PURSUANT TO: (Specify authority) THE CHANGES SET FORTH IN ITEM 14 ARE MADE IN THE CONTRACT ORDER NO. IN ITEM 10A.
<input type="checkbox"/>	B. THE ABOVE NUMBERED CONTRACT/ORDER IS MODIFIED TO REFLECT THE ADMINISTRATIVE CHANGES (Such as changes in paying office, appropriation date, etc.) SET FORTH IN ITEM 14, PURSUANT TO THE AUTHORITY OF FAR 43.103(B).
<input type="checkbox"/>	C. THIS SUPPLEMENTAL AGREEMENT IS ENTERED INTO PURSUANT AUTHORITY OF:
<input type="checkbox"/>	D. OTHER (Specify type of modification and authority)

E. IMPORTANT: Contractor is not, is required to sign this document and return copies to the issuing office.

14. DESCRIPTION OF AMENDMENT/MODIFICATION (organized by UCF section headings, including solicitation/contract subject matter where feasible)
 The purpose of this modification is to revise format requirements in which data is to be submitted for contract deliverables. The following are revised:
 Section J.1, Attachment 1.1, FN01, - Replace Page 6 and 7 (see attachment 1)
 Section J.1, Attachment 1.7, TM02, - Replace Page 4 and 5 (see attachment 2)
 Section J.1, Attachment 1.7, TM02, - Replace Page 6 and 7 (see attachment 3)

Except as provided herein, all terms and conditions of the document referenced in item 9A or 10A, as heretofore changed, remains unchanged and in full force and effect.

15A. Name and Title of Signer (type or print)	16A. Name and Title of Contracting Officer (Type or print) Sylvia Van Dyke
15B. Contractor/Offeror	16B. United States of America <i>Sylvia Van Dyke</i> (Signature of Contracting Officer)
(Signature of person authorized to sign) EXCEPTION TO SF 30 APPROVED BY OIRM 11-84	15C. Date Signed
30-105-04	16C. Date Signed 17 Sep 1998

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Task Order Actual Cost Download Requirements (FN01)

June 1997

This document explains the requirements for submitting task order actual costs (hours and dollars) electronically. An example of the format is provided.

Overview

A cost download is due by the 18th of each month for the previous month. A hard copy of the monthly status report must accompany the download for data verification. The download must be submitted as a flat ASCII data file and cannot contain any special word processing or other characters. No double or single quotes (",') are to be present in the file.

Actual cost data is provided using comma separated values (CSV) format. i.e., each value in the line is separated from the others by a comma. Submit actuals only for those tasks orders that have actuals that month. The data can be contained in multiple files provided the files are numbered as shown below.

File Naming Convention

Each file must be named using the following convention:

code<number>.<month><year>

- The *code* prefix identifies the contractor submitting the file. Use the following convention for identifying the contractor:

PRC signifies Planning Research Corp, Inc.

- The <number> identifies the sequence for groups of multiple files. This is optional if only one file is being submitted.
- The <month> identifies the calendar month for which the actuals are submitted. It must be a single character, numeric for the first nine months, and alphabetic for the last three months, of the calendar year. For example:

January	1
February	2
March	3
April	4
May	5
June	6
July	7
August	8
September	9
October	O (the letter O not the number 0)
November	N
December	D

- The <year> is a two digit number identifying the calendar year for which the actuals are submitted.

For example: PRC1.897 First of two files for August 1997, submitted by PRC
 PRC2.n97 Second of two files for November 1997, submitted by PRC

File Data

Each line in the file represents a single record consisting of a total of 6 fields, separated by commas, as follows:

- | | |
|--------------------------------------|--|
| 1. Task Number | Example: 97-13.1 (include the dash) |
| 2. Contractor Code | A complete list of contractor codes is available from your COTR. This field differentiates between prime and subcontractor efforts. A null value indicates the prime contractor; however, a comma <i>must</i> be provided as a place holder for the value. |
| 3. Cost Element Code | A complete list of cost element codes is available from your COTR. |
| 4. Current Month Actual Hours | |
| 5. Current Month Actual Dollars | |
| 6. Cumulative to Date Committed Cost | |

Example:

97-13.1.,01,57,4378.62,9871.00
97-23.1.SOL.02,40,3673.00,5978.00

Task Order Budget Download Requirements (TM02)

June 1997

This document explains the requirements for submitting task order budget data electronically. An example of the format is provided.

Overview

A budget download is submitted with each approved Task Management Plan. A hard copy of the TMP must accompany the download for data verification. The download must be submitted as a flat ASCII data file and cannot contain any special word processing or other characters. No double or single quotes (" ;) are to be present in the file.

- Budget data is provided using comma separated values (CSV) format. i.e., each value in the line is separated from the others by a comma.
- Each line in the file represents one fiscal year's worth of dollars or hours for a given task, year, contractor, and cost element combination.
- The file must contain the entire budget for the task order.

File Naming Convention

Each file must be named using the following convention:

x<task order code>.<month><day>

- The 'x' prefix identifies the contractor submitting the file. Use the following convention for identifying the contractor:

P signifies PRC

- The <task order code> is a four digit code and does not contain a dash. For example, use "9713" for task order 97-13 or "9701" for 97-1.
- The month and day combination identify the effective date of the Task Management Plan.

The <month> must be a single character: numeric for the first nine months, and alphabetic for the last three months, of the calendar year. For example:

January	1
February	2
March	3
April	4
May	5
June	6
July	7
August	8
September	9
October	O (the letter O not the number 0)
November	N
December	D

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Attachment 2

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The <day> is a two digit number identifying the day of the month.

For example: P9701.811 Budget for 97-1, effective August 11th, from PRC
 P9713.d01 Budget for 97-13, effective December 1st, from PRC

File Data

The first line of the file must be a comment indicating the effective date of the Task Management Plan. Use a pound sign (#) to start the comment line.

For example: #Effective 8/11/97

Each budget record is a single line containing 12 monthly dollar or hour values; each line consists of a total of 17 fields, separated by commas, as follows:

- | | |
|--|--|
| 1. Data type flag | Either D (dollar values) or H (hours values) |
| 2. Task number | Example: 97-13.1 (include the dash) |
| 3. Fiscal Year | Format YYYY, i.e. 1997 |
| 4. Contractor Code | A complete list of contractor codes is available from your COTR. This field differentiates between prime and subcontractor efforts. A null value indicates the prime contractor; however, a comma <i>must</i> be provided as a place holder for the value. |
| 5. Cost Element Code | A complete list of cost element codes is available from your COTR |
| 6-17. Budget values for each month of the fiscal year, starting with the October value. Do not use commas, dollar signs, or spaces in the values. Negative numbers are not allowed. An example of a series of budget values follows: | |

0.00,9064.88,12000.22,15000.65,0.00,etc...

Example:

D,97-1.1,1997,,01,0.00,263.59,3183.84,0.00,1382.30,1202.00,0.00,0.00,0.00,0.00,0.00,0.00
 H,97-15.1,1997,SOL,02,159.52,27.00,00,00,45,58,00,00,00,00

CDRL Download Requirements

July 1997

The USPTO tracks contract deliverables using the Automated Program Management System (APMS). Specifically, an APMS application called the Product Deliverables Acceptance Management System (PDAMS) is used to enter, update, report, and archive information about each contract deliverable.

Whenever a Task Management Plan (TM02) is accepted for a new Task Order, the contractor provides a CDRL Download, an electronic file listing all scheduled deliverables for that Task Order. The download must be provided before any other deliverables are submitted for that Task Order. The information contained in the download is loaded to the PDAMS database; it is then updated by the PTO as each deliverable is received.

This document explains how to prepare a CDRL Download file.

A. File Format

- ASCII data with Comma Separated Values.
- Quotation Marks surrounding the values are optional.
- No spaces are permitted within the values, except within the title.
- No commas are allowed within any value, *including the title*.
- Each line represents ONE record and must contain values or place holders for all ten of the data elements identified in section C.

B. File Naming

- Format: `cdrl<task order code>.<first 3 chars of contractor code>`
- Omit any dashes from the task order code. Example: `cdrl9520.prc`
- See your COTR if you do not know your contractor code. PRC contractor code is PRCI.

C. File Contents

The file is to contain *one* record for *each* scheduled deliverable. Deliverables that are submitted "As Required" are *not* included in the file.

If a deliverable is to be submitted multiple times, e.g., monthly, it is treated as multiple deliverables. In other words, the file will contain one record for *each* of the dates the deliverable is due.

The following fields are provided for each record/line of the file.

1. **New Record Flag** - must equal "NEW". This is provided to support a planned capability to submit updated deliverable information. Not case sensitive.
2. **Deliverable ID** - unique identifier number from the contractor's database. This identifies which deliverables were provided via CDRL download; it also supports the planned capability to submit updated deliverables. This field holds up to eight alpha-numeric characters.

3. **Activity Code** - The TASK Activity Code (as opposed to the network activity code) with which the deliverable is associated. This code also identifies the Task Order and Task Code.

Example: 95-13.1.1.

4. **PE Code** - the NETWORK activity code (as opposed to the task activity code) with which the deliverable is associated. Provide a null value ("") for LOE Task Order deliverables.

Example: "GLOPAT-100-022"

5. **Negotiated Labor** - the negotiated staff months associated with the network activity. A staff month is 21.5 days. Used for earned value calculations. Provide a null value ("") for LOE Task Order deliverables.
6. **CDRL Code** - The deliverable category, e.g., "QA01". A complete list of codes is available from the COTR.
7. **Title** - The title of the deliverable.
8. **Draft/Final Flag** - identifies the deliverable as "d" (Draft) or "f" (Final). Not case sensitive.
9. **Due Date** - the deliverable due date, in the format DD-MMM-YY or MM/DD/YY. *If the deliverable is not scheduled with a due date it should not be provided in the download.*
10. **Primary Deliverable Flag** - Provide "y" if the deliverable represents completion of a network activity. Provide a null value ("") if the deliverable is not a primary deliverable or is for an LOE Task Order.

D. Example

"NEW","1232","95-14.3.1","PTCSOM-OEM-130","1.7","GD16","Letter of Completion for Setup and Establish Configuration Management Control for OEMS","F","10/21/97","y"

E. Validations

The following must be true on each line, or the entire download file is rejected:

1. Column 1 *must* say "NEW" - capability to update revised deliverables is not yet because a unique key is required.
2. Column 2 *must* contain the Contractor's deliverable ID (a unique numeric that the contractor assigns).
3. Column 3 *must* contain the task activity code.

The following must be true or the given line within the file is rejected:

1. Deliverable ID cannot already be present in the PDAMS database.
2. CDRL Code *must* be a valid code as stored in the PDAMS database.