

|  |  |                                  |  |                                |
|--|--|----------------------------------|--|--------------------------------|
| 2. Amendment/Modification No.<br>35  |  | 3. Effective Date<br>02 Dec 1998 | 4. Requisition/Purchase Req No.<br>193C98C0002 - 030 | 5. Project No. (if applicable) |
| 6. Issued By<br>U.S. Dept. of Commerce, PTO<br>Information Tech. Contracts<br>14<br>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 )<br>PRC INC.<br>1500 Planning Research Drive<br><br>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.<br>50PBPT800005 / |
|  | <input type="checkbox"/> | 10B. Dated (see item 13)<br>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. If 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)  
1999-A-195200-195200-2527-M50046-\$38,100.00

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)<br>Unilateral - 52.232-22 Limitation of funds   |

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 obligate additional funds to this contract and replace the format requirements in Section J.1.

Additional funds are hereby obligated to the contract as follows:

|                  |              |               |
|------------------|--------------|---------------|
| Previous Funding | Increased By | Total Funding |
| \$9,203,224      | \$38,100.    | \$9,241,324   |

Replace Section J.1, Attachment 1.1, Attachment 1.7 (See Attachments)

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)<br>Sylvia G. Van Dyke |  |                                 |
| 15B. Contractor/Offeror                       | 15C. Date Signed   | 16B. United States of America<br><i>Sylvia G. Van Dyke</i><br>(Signature of Contracting Officer) | 16C. Date Signed<br>02 Dec 1998 |

APPROVED BY OIRM 11-84      30-105-04      STANDARD FORM 30 (Rev. 10- Prescribed by GSA FAR (48 CFR) 53.243

000156

## CONTRACT DELIVERABLE DESCRIPTION

|  |  |                          |    |
|--|--|--------------------------|----|
| <b>Deliverable Number:</b>                           | FN01   |                          |    |
| <b>Title/Description:</b>                            | Monthly Status Report  |                          |    |
| <b>Frequency of Submission:</b>                      | Monthly  | <b>Number of Copies:</b> | 10 |
| <b>First Submission Due:</b>                         | November 10, 1997  |                          |    |
| <b>Subsequent Submissions Due:</b>                   | Ten (10) calendar days after the end of the calendar month   |                          |    |
| <b>Government Acceptance Required:</b>               | Yes  |                          |    |
| <b>Government Response Due:</b>                      | Ten (10) working days after receipt  |                          |    |
| <b>Remarks:</b>                                      |  |                          |    |
| <b>Format/Content Requirements and Instructions:</b> | <p>This report is prepared by the contractor to provide a comprehensive review and analysis of cost, schedule, and technical performance of each contract task. Status report data will be used by the PTO Program Management to: (1) evaluate task performance; (2) identify the magnitude and impact of actual and potential problem areas causing significant cost and schedule variances from plan; and (3) provide valid, timely, and auditable task status information to PTO executive management.</p>  |                          |    |
| <b>Application/Interrelationship:</b>                | <p>Data reported in the Monthly Status Report will pertain to all authorized tasks. The level of detail to be reported normally will be limited to individual tasks within a Task Order. However, if individual tasks are not identified in the Task Order, the reporting will be at the Task Order level. If a problem area is indicated at the Task Order level, more detailed data will be provided at the activity level until the problem is resolved. Specific variance thresholds, if exceeded, shall require detailed analysis and explanation and will be subject to negotiation between the PTO and the contractor. Results of the negotiations will be formally specified in each Task Order issued to the contractor. If no Task Order specific variance is specified, cost variance analysis and explanation will be provided at the task level if the current month actual cost variance is more than (+/-) 10% of the planned budget unless the dollar variance is within (+/-) \$2,500 of the planned budget or if the cumulative variance is more than (+/-) 10% of the planned budget unless the dollar variance is within (+/-) \$10,000 of the planned budget.</p> |                          |    |

**FORMAT/CONTENT REQUIREMENTS AND INSTRUCTIONS (Continued)****DELIVERABLE NUMBER:** FN01 page 2Preparation Instructions:

The Monthly Status Report shall be submitted in accordance with the following format requirements:

- Section 1            Executive Summary
- Section 2-N        Active Task Order Status
  - For each active Task Order the following will be provided:
    - Task Order Summary
    - Task Status
    - Outlook for Next Month
- Appendix A        Hours By Task and By Individual Name
- Appendix B        Financial Reports for Closed Task Orders
  - For each closed Task Order the following will be provided:
    - Task Order Summary
- Appendix C        Semi-Annual Financial Reports for Inactive Task Orders
  - For each inactive Task Order the following will be provided:
    - Task Order Summary

Section 1 - Executive Summary:

The contractor shall provide a brief narrative of the accomplishments, problems, and issues regarding all formally authorized tasks. This section should reflect the contractor's assessment of overall task status (cost, schedule, and technical) in relation to planned performance. Schedule performance should be discussed in terms of the key milestones associated with automated systems development and maintenance. Monthly and cumulative budget vs. actual cost and cost variance shall be provided at the total Task Order level, monthly for active Task orders, and bi-annually for inactive Task Orders.

The contractor shall report on the monthly status of the Task Order development and implementation process in accordance with the following:

- Task Orders in process (by title, budget value, and period of performance)
- Task Orders under development
  - Title
  - Status
  - PTO/Contractor Point-of-Contact

**FORMAT/CONTENT REQUIREMENTS AND INSTRUCTIONS (Continued)**
**DELIVERABLE NUMBER:** FN01 page 3

- Task Orders completed during the month
  - Title
  - Completion Date

Sections 2-N - Task Order Status:

Cost and technical status will be reported at both a summary (Task Order) and detail (task level) for all active Task Orders.

**Task Order Summary**
Cost Status:

A cost summary will be provided at the Task Order level that depicts the following:

- \* Current and cumulative budgeted direct labor hours by labor category
- \* Current and cumulative actual direct labor hours expended on the Task Order by labor category
- \* Current and cumulative variances between budgeted and actual labor hours by labor category
- \* If subcontractors are used, current and cumulative budgeted and actual subcontractor labor hours (cost-shared and non-cost-shared). Subcontractor actual labor hours must reflect the current report period
- \* Current and cumulative budgeted and actual costs (labor, material, other direct costs, travel, documentation, subcontractor costs)
- \* Current and cumulative variances between budgeted and actual direct costs
- \* Task Order budget at completion
- \* Percentage of cumulative actual costs to the Task Order budget at completion

Technical Status:

Technical status will be reported in terms of the objectives established in the Task Order. The contractor shall, whenever possible, establish objective criteria for evaluating technical progress in relation to the plan for accomplishing the technical objectives of the contract.

**FORMAT/CONTENT REQUIREMENTS AND INSTRUCTIONS (Continued)****DELIVERABLE NUMBER:** FN01 page 4Task Status:**Cost and Technical Status**

The cost and technical status reporting provisions pertaining to Task Orders will apply to the task level. Reporting at the task level will generally constitute the lowest level of reporting. In cases where cost and schedule variances exceed established thresholds, reporting will, at the discretion of the PTO, be required at the activity level until such time as performance problems are resolved.

**Variance Analysis**

Detailed analysis of cost and schedule variances from plan will be required whenever variances exceed a threshold established in the Task Order. Cost variance thresholds will be expressed in terms of dollars and percent. Schedule variance thresholds will be expressed in terms of deliverables or task end-dates that are days ahead of, or behind, the schedule established in the Task Management Plan.

Variance thresholds will vary according to the size, scope, and criticality of the effort. Variance thresholds will be specified in the Task Order and will be subject to negotiation between the PTO and the contractor.

Variance analysis shall include:

- \* Nature of the variance (dollars/percentage over or under costs baseline; days ahead of or behind schedule)
- \* Reason(s) for the variance
- \* Impact on the immediate Task Order
- \* Corrective action taken

**Outlook for Next Month**

This section will contain a compilation of all significant activities and events to be addressed in the next Monthly Status Report. The contractor will specifically address workarounds and other planning efforts undertaken to resolve problems identified in the current month's Status Report.

**Appendix A - Hours by Task and by Individual Name:**

The contractor shall report for both discrete and level of effort Task Orders. The report shall include hours by Task Order, task and/or activity levels, and by individual names (including the names of subcontractors working on the task).

**FORMAT/CONTENT REQUIREMENTS AND INSTRUCTIONS (Continued)****DELIVERABLE NUMBER:** FN01 page 5Mechanized Data Submissions:

The contractor shall submit cost and labor hour data via electronic media in ASCII flat files (a copy of the electronic format is attached). A listing of the file names, file size, and other pertinent data accompany the submission to expedite data processing by the PTO. Two electronic data downloads will be provided on a monthly basis. One download will reflect cost and labor hour actuals at the task level for all tasks. The second download will include actuals by WBS level 7 program codes for activities for which program codes have been assigned.

Appendix B - Financial Reports for Closed Task Orders:**Cost Status**

Cost status will be reported at a summary (Task Order) level. The cost status provisions pertaining to active Task Orders will apply to the closed Task Orders.

Appendix C - Semi-Annual Financial Reports for Inactive Task Orders:**Cost Status**

Cost status will be reported at a summary (Task Order) level on a semi-annual basis. The cost status provisions pertaining to active Task Orders will apply to the closed Task Orders.

**Variance Analysis**

Detailed analysis of cost from plan will be required on all inactive Task Orders.

**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 task 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.

PRCS signifies Litton/PRC

- 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: PRCS1.897 First of two files for August 1997, submitted by PRC  
 PRCS2.n95 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 Order
2. Contractor Code

Example: 97-13.1 (include the dash)

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 must be provided as a place holder for the value.

3. Cost Element Code

A complete list of cost element codes is available on pages 13 and 14.

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

**USPTO/TPPOS Contractor Actuals Data File Requirements**  
November 1997

**A. Actuals are provided monthly via flat ASCII file.**

1. The file is due on the 18th of each month and contains data for the previous month.
2. The format is Comma Separated Values.
3. Quotation marks surrounding individual values are optional.
4. Do not format dollar values with commas (,) or dollar signs (\$).

**B. The following fields must be provided in the order shown:**

1. Contractor Code - Contact TPPOS, who will assign a four-character code. Some acceptable values:

PRCS - Planning Research Corp, Inc.  
SAIC - SAIC  
LEAD - Leads  
SGNL - Signal Corporation  
FEDS - Fedsim

GALX - Galaxy Scientific Corporation  
COMP - Compass  
TROY - Troy Systems  
MITE - Mitech

2. Month and Year (Format MMM-YY)
3. Program Code
4. Actual Hours
5. Actual Labor Dollars (Fully Loaded)
6. Actual Non-Labor Dollars (ODC's, Material, Services)

Sample data is provided in Section E.

- C. If a contractor needs to re-submit a revised or corrected file, re-submission will be accepted provided the corrected file contains data for a single reporting period, e.g., September 1995, and contains all actuals for that period.**

**D. Files are named using the following convention:**

`<code>_act.<month>`

The `<code>` is an acceptable contractor code, as shown under section B above.

The `<month>` is a three letter code identifying the reporting month. i.e., the month identified to the data contained in the file.

For example: file `prcs_act.sep` contains September actuals from PRC, i.e., actuals reported *against* the month of September, *not* actuals that were provided *in* the month of September.

Using this convention, even if a re-submission is required several months later, the file name always identifies *what* the file contains, not *when* the file was created.

**E. Sample Data File:**

PRCS,OCT-97,ABCGB0,148,1327.8,1200.50  
PRCS,OCT-97,ABCGB0,227,2582.25,2218.72  
PRCS,OCT-97,ABCGA0,33,570.67,65748.87  
PRCS,OCT-97,ABCGA0,122,1199.4,418.22

## HOURS BY TASK AND INDIVIDUAL NAME

REPORT PERIOD: DECEMBER 1991

TASK ORDER 90-8 U.S. PATENT IMAGE BACKFILE LOAD

TASK ORDER 90-8.1 PLANNING AND TECHNICAL SUPPORT

150.50  
 160.00  
15.00  
 325.50

E4

TASK ORDER 90-8.2 SOFTWARE MODIFICATION/SYSTEM SUPPORT

5.00  
45.00  
 50.00

E4

TASK ORDER 90-8.3 LOAD AND INSTALL U.S. PATENT BACKFILE IMAGES

155.00  
 160.00  
 178.00  
 190.00  
 165.00  
 183.00  
 151.50  
 155.00  
 131.00  
 156.00  
 152.00  
 135.00  
 143.00  
 160.00  
 142.00  
 133.00  
 101.00  
132.00  
 2,722.50

E4

TASK ORDER 90-8.4 DEVELOP RAD LOAD PLAN

19.50  
 19.50

E4

TOTAL TASK ORDER 90-8

3,175.50

As of 02-JAN-92:1718

**SAMPLE**

AUTOMATED PATENT SYSTEM  
 TASK ORDER SUMMARY  
 REPORT PERIOD: AUGUST 1995

TASK ORDER 96-XX TASK ORDER TITLE

| LABOR HOURS<br>Category     | Current     |             | Cumulative-To-Date |             | At Completion |             |
|-----------------------------|-------------|-------------|--------------------|-------------|---------------|-------------|
|                             | Budget      | Variance    | Budget             | Variance    | Budget        | Variance    |
| CATEGORY A LABOR HOURS      | 0.00        | 0.00        | 0.00               | 0.00        | 0.00          | 0.00        |
| CATEGORY B LABOR HOURS      | 0.00        | 0.00        | 0.00               | 0.00        | 0.00          | 0.00        |
| CATEGORY C LABOR HOURS      | 0.00        | 0.00        | 0.00               | 0.00        | 0.00          | 0.00        |
| CATEGORY D LABOR HOURS      | 0.00        | 0.00        | 0.00               | 0.00        | 0.00          | 0.00        |
| CATEGORY E LABOR HOURS      | 0.00        | 0.00        | 0.00               | 0.00        | 0.00          | 0.00        |
| NON-EXEMPT                  | 0.00        | 0.00        | 0.00               | 0.00        | 0.00          | 0.00        |
| <b>TOTAL HOURS</b>          | <b>0.00</b> | <b>0.00</b> | <b>0.00</b>        | <b>0.00</b> | <b>0.00</b>   | <b>0.00</b> |
| SUBCONTRACTOR HOURS         | 0.00        | 0.00        | 0.00               | 0.00        | 0.00          | 0.00        |
| <b>GRAND TOTAL HOURS</b>    | <b>0.00</b> | <b>0.00</b> | <b>0.00</b>        | <b>0.00</b> | <b>0.00</b>   | <b>0.00</b> |
| LABOR COST                  | 0.00        | 0.00        | 0.00               | 0.00        | 0.00          | 0.00        |
| OTHER COST                  |             |             |                    |             |               |             |
| ODCs                        | 0.00        | 0.00        | 0.00               | 0.00        | 0.00          | 0.00        |
| TRAVEL                      | 0.00        | 0.00        | 0.00               | 0.00        | 0.00          | 0.00        |
| DOCUMENTATION               | 0.00        | 0.00        | 0.00               | 0.00        | 0.00          | 0.00        |
| MATERIALS                   | 0.00        | 0.00        | 0.00               | 0.00        | 0.00          | 0.00        |
| SERVICES                    | 0.00        | 0.00        | 0.00               | 0.00        | 0.00          | 0.00        |
| OTHER                       | 0.00        | 0.00        | 0.00               | 0.00        | 0.00          | 0.00        |
| <b>SUBTOTAL OTHER COSTS</b> | <b>0.00</b> | <b>0.00</b> | <b>0.00</b>        | <b>0.00</b> | <b>0.00</b>   | <b>0.00</b> |
| <b>TOTAL TASK ORDER</b>     | <b>0.00</b> | <b>0.00</b> | <b>0.00</b>        | <b>0.00</b> | <b>0.00</b>   | <b>0.00</b> |

0.00%      0.00%

Percentage of Budget Used to Date: 0.00%

000166

## SAMPLE

PTO Monthly Status Report Ending December 31, 1991

Page B-1

## APPENDIX B

## EXPLANATION OF THE MONTHLY STATUS REPORT BUDGET BASELINE

The December Monthly Status Report budget baseline has been updated to include one contract modification. A summary of the current budget baseline updates follows:

- The budget baseline for Task Order 92-1 has been updated to incorporate UNIX Support per Contract Modification 116, dated November 27, 1991
- The budget baseline for Task Order 92-3 has been updated to incorporate Fujitsu Tape Drive Maintenance per Contract Modification 116, dated November 27, 1991
- The budget baseline for Task Order 92-5 has been revised to delete the disapproved PCs per Contract Modification 116, dated November 27, 1991

Exhibit B-1 documents the revised budget baseline by citing the source budget document(s), listing both the original proposed budget and the Monthly Status Report budget for each Task Order, and identifying the reasons for any differences between the two budgets.

Normally a Task Order is added or modified in the budget baseline upon issuance of a new Task order or a formal contract modification to an existing Task Order. Handling of some special cases is described in footnotes (3), (6), (7), (10), (13), (14), (52), (54), and (58) that follow.

The following notes apply to Exhibit B-1:

- (1) The Monthly Status Report budget baselines for Task Orders issued in GFY89 were calculated using forward pricing rates current at the time of submission. The proposal budgets were calculated at earlier rates. The difference between the effective rates when the proposal was submitted and the current rates at the time that the budget baselines were calculated results in a small difference in burdened cost between the baseline and the proposals.
- (2) The Monthly Status Report budget baseline is calculated in Artemis which allows only three decimal place accuracy. Some budget submissions were calculated in LOTUS using four decimal places. There is a difference of .0004 in the rate used to calculate escalation beginning in April 1990.
- (3) These amounts reflect changes that were submitted in the respective Task Management Plans.
- (4) This amount represents changes to the budget baseline per Contract Modification No. 73 (issued March 27, 1989) for space to house the Maintenance and Technical Support Facility. Burdened costs were added retroactively from March 1989 through September 1989.
- (5) This amount represents changes to the budget baseline per Contract Modification No. 75 (issued May 10, 1989) for a 60-month LTOP of 6 Sony Library Storage Units. Burdened costs were added to the July 1989 through September 1989 budgets. A lump payment for the 7 months from January 1989 through July 1989 is budgeted in July. Single-month payments are budgeted in August and September. The balance of the burdened costs provided in Contract Modification No. 75 represents 4 months of payments prior to January 1989 to the Phase II contracts.

**SAMPLE**

December 23, 1991

**BUDGET BASELINE SUMMARY  
ACTIVE TASK ORDERS**

| Task Order | DESCRIPTION                  | TOTAL PROPOSED BUDGET | MONTHLY STATUS REPORT BUDGET | ADJUSTMENT AMOUNT | REMARKS   |
|------------|------------------------------|-----------------------|------------------------------|-------------------|---|
| 91-14      | TEXT SEARCH                  | 000,000 (***)         | 000,000                      | (0,000)           | Reprice using rates - PTO ltr 7/20/90 (81)(26)          |
| 91-15      | BASELINE DELIVERY 1.7        | 0,000,000 (***)       | 0,000,000                    | (0,000)           | Reprice using rates - PTO ltr 7/20/90 (81)(26)          |
| 91-16      | REENGINEERING FOR DEPLOYMENT | 000,000 (***)         | 000,000                      | 0                 |   |
| 91-17      | BASELINE DEVELOPMENT         | 000,000 (***)         | 000,000                      | 0                 |   |
| 92-1       | PROGRAM MANAGEMENT           | 0,000,000 (***)       | 0,000,000                    | 0,000             | Add H/W Maintenance Support - Modification 112 (23)(91) |
| 92-2       | SYSTEM-WIDE DEVELOPMENT      | 0,000,000 (***)       | 0,000,000                    | 0                 |   |
| 92-3       | OPERATIONS AND MAINTENANCE   | 0,000,000 (***)       | 0,000,000                    | 00,000            | Add Samsung Tape Drive Main - Modification 112 (23)(91) |

\*\*\* Issued Task Order without fee and FCOM

000168

**Contract Task Order Accounting Cost Element Codes**  
September 16, 1998

These codes are used to identify hours and/or dollars as appropriate.

**Labor Codes**

- \* 01 Program Manager
- 02 Project Manager
- 03 Principal Transition Project Manager
  
- 04 Principal Software Engineer
- \* 05 Senior Software Engineer
- \* 06 Junior Software Engineer
  
- \* 07 Senior Communications Engineer
- \* 08 Operations Research Analyst
  
- \* 09 Principal Systems Engineer
- \* 10 Senior Systems Engineer
  
- 11 Principal Information Engineer
- 12 Principal Business Process Engineer
- 13 Senior Info Engineer /Bus Pro Engineer
- 14 Junior Info Engineer /Bus Pro Engineer
  
- 15 Database Specialist
- 16 Senior Info Systems Specialist
- 17 Junior Info Systems Specialist
  
- 18 Principal Systems Analyst/ Programmer
- \* 19 Senior Systems Analyst/ Programmer
- \* 20 Junior Systems Analyst/ Programmer
- 21 Systems Programmer
  
- 22 Subject Matter Specialist
- 23 Library Scientist or Computer Specialist
- \* 24 Technical Writer/Editor
- \* 25 Administration and Clerical Staff
  
- 26 Senior Business Support Admin
- 27 Junior Business Support Admin
  
- 28 Reserved
- 29 Reserved
  
- \* 50 Principal Systems Architect
  
- \* 55 Principal IT Security Engineer
- \* 56 Senior IT Security Engineer
  
- \* 60 Principal Network Engineer
- \* 61 Senior Network Engineer
- \* 62 Junior Network Engineer

\* 65 Acquisition Support Staff

\* These Task Order Cost Element Codes apply to the SETA contract.

Accounting Adjustment Codes

30 Miscellaneous Accounting Adjustment  
31 Year End Accounting Adjustment

Non-Labor Codes

32 Documentation  
33 Materials  
34 Travel  
35 Services / Other Subcontractor  
36 Other Direct Costs (ODCs)  
37 Indirect Costs

Notes

1. Code 25, Administrative and Clerical Staff, includes the CSC labor category Courier.
2. Code 37, Indirect Costs, includes G&A, Benefits, Facility Costs, and ODMS.
3. Code 28, Senior Business Support Admin, includes the following CSC labor categories:

Mgr Program Control  
Member Professional Staff Sr  
Director Finance & Admin  
Computer Scientist/Sys Admin (presumably this is a temporary requirement)  
Subcontracts Administrator

4. Code 27, Junior Business Support Admin, includes the following CSC labor categories:

Member Professional Staff Program Control  
Member Professional Staff

## CONTRACT DELIVERABLE DESCRIPTION

|  |  |
|--|--|
| <b>Deliverable Number:</b>   | TM02   |
| <b>Title/Description:</b>  | Task Management Plan (TMP)   |
| <b>Frequency of Submission:</b>  | See Remarks  |
| <b>Number of Copies:</b>   | 10 + Magnetic Media  |
| <b>First Submission Due:</b>   | See Remarks  |
| <b>Subsequent Submissions Due:</b>   | As required, following approval of a Resource Estimate (FN07)  |
| <b>Government Acceptance Required:</b>   | Yes  |
| <b>Government response Due:</b>  | Ten (10) working days after receipt  |
| <b>Remarks:</b>  | For Level of Effort (LOE) Task Orders, a Task Management Plan shall be prepared by the contractor within thirty (30) days after Government approval of a Task Description. For Discrete Task Orders, a Task Management Plan shall be prepared within ten (10) days of the Government providing an Activity Description download. |
| <b>Format/Content Requirements and Instructions:</b>   |  |
| A Task Management Plan (TMP) shall be prepared by the contractor to describe the work scope, schedule, technical requirements, and resources required for the performance of each Task Order proposed by either the Government or the contractor.  |  |
| The TMP shall fully describe the technical scope, schedule, resources, and costs associated with executing a Task Order.   |  |
| <u>Preparation Instructions:</u>   |  |
| The TMP shall, as a minimum, consist of the following:   |  |
| <b><u>Section 1. Introduction</u></b>  |  |
| The Introduction shall consist of the following:   |  |
| <ul style="list-style-type: none"> <li>-- A brief description of the Scope of the Task Order and the Period of Performance</li> <li>-- Identification of the applicable Statement of Work reference from Section C of the Contract that applies to the effort described in the TMP</li> <li>-- Responsibility Assignment Matrix for the Task Order, at the task level</li> </ul> |  |

**FORMAT/CONTENT REQUIREMENTS AND INSTRUCTIONS (Continued)****DELIVERABLE NUMBER:** TM02 page 2

- Task Management Plan organization.

**Section 2. Task Description**

The Task Description section shall consist of the following:

- A brief introduction to the technical effort.
- Assumptions that may be appropriate to the effort. Every attempt will be made to include assumptions and constraints in the task descriptions.
- Work Breakdown Structure (WBS).
- Task-by-Task Description and Schedule.
  - For LOE Task Orders, descriptions will be provided that include an Objective, Task-level Assumptions/Constraints, descriptions of the Activities identified in the WBS, Deliverables, Schedule, Task Manager, PTO Dependencies, and Other Task Dependencies. The Task Order schedule will normally be the period of performance for the Task Order.
  - For Discrete Task Orders, the descriptions will consist of the Network Activity Descriptions provided by the PTO in a download of activity network and narrative description data. Schedule information will be included with the individual Activity Descriptions and baselined activity network.

The Task Order schedule will serve as the baseline against which Task Order schedule performance will be reported in contract deliverable FN01 (Monthly Status Report).

**Section 3. Cost Proposal**

An estimate of contractor and subcontractor (if a subcontractor is utilized) labor hours and costs shall be provided with each TMP. Resource estimates shall be provided at the task level for each month of the task period of performance. Contractor labor requirements shall be expressed in staffhours required by labor category. If a subcontractor is used, subcontractor requirements shall be expressed in total staffhours required per task.

The Cost Proposal section shall consist of the following:

- Pricing Assumptions, including direct and indirect rate references (not the specific rates will not be included in the TMP), accounting calendar
- Facilities Capital Cost of Money (FCCOM) calculation at the total Task Order level
- Task Order Level
  - Task Order costs by cost element by month

**FORMAT/CONTENT REQUIREMENTS AND INSTRUCTIONS (Continued)****DELIVERABLE NUMBER:** TM02 page 3

- Task Order labor hours by month (roll-up labor categories)
- Task Order labor hours by month (detailed labor categories)
- Supporting Schedules for Documentation, Other Direct Costs, Local Travel, Distant Travel, and Bill of Materials
- Task Level
  - Task costs by cost element by month
  - Task labor hours by month (roll-up labor categories)
  - Task labor hours by month (detailed labor categories)

The Task Order cost estimate will serve as the baseline against which Task Order actual costs will be reported in deliverable FN01, Monthly Status Report.

Mechanized Data Submissions

The contractor shall submit cost proposal information in accordance with the data format attached.

Section 4. Contract Deliverables

The contractor shall, in the TMP, reference the appropriate contract deliverable number and title from the contract Statement of Work for all deliverables to be provided during the course of Task Order execution. Deliverables may be tailored, subject to PTO approval, by the contractor to meet any unique Task Order requirements. In the event that a description of the proposed data deliverable is not contained in the Contract Statement of Work, the contractor shall provide a recommended description to be approved by the PTO and incorporated in the contract Statement of Work through a modification to the contract.

The Contract Deliverables section shall consist of the following:

- CDRL Number
- Deliverable Title
- Task/Activity Number
- Program Code, as applicable
- Delivery Date

Mechanized Data Submission

The contractor shall submit contract deliverables information in accordance with the attached format.

**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:

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

- The 'xxxx' prefix identifies the contractor submitting the file.

PRCS 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                                  |

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

For example: PRCS9701.811 Budget for 97-1, effective August 11th. from PRC  
 PRCS9713.d01 Budget for 98-13, 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 (Hour 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<br>COTR. This field differentiates between prime and<br>subcontractor efforts. A null value indicates the prime<br>contractor; however, a comma must be provided as a place<br>holder for the value. |
| 5. Cost Element Code | A complete list of cost element codes is available on pages 15<br>and 16.   |
| 6-17                 | Budget values for each month of the fiscal year, starting with the October value. Do not<br>use commas, dollar signs, or spaces in the values. Negative numbers are not allowed. An<br>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 (TM02)**

July 1997

The PTO 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 PRCS.

**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 data base. 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.

**SAMPLE**

**TOTAL COSTS  
TASK ORDER LEVEL  
TASK ORDER: 99-1 EXAMPLE TASK ORDER**

GFY: 1995

|                               | OCT         | NOV         | DEC         | JAN         | FEB         | MAR         | APR         | MAY         | JUN         | JUL         | AUG         | SEP         | GFY         |
|-------------------------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|
| <b>CONTRACTOR LABOR COSTS</b> |             |             |             |             |             |             |             |             |             |             |             |             |             |
| <b>FACILITY A</b>             |             |             |             |             |             |             |             |             |             |             |             |             |             |
| LABOR CATEGORY A              | 0.00        | 0.00        | 0.00        | 0.00        | 0.00        | 0.00        | 0.00        | 0.00        | 0.00        | 0.00        | 0.00        | 0.00        | 0.00        |
| LABOR CATEGORY B              | 0.00        | 0.00        | 0.00        | 0.00        | 0.00        | 0.00        | 0.00        | 0.00        | 0.00        | 0.00        | 0.00        | 0.00        | 0.00        |
| LABOR CATEGORY C              | 0.00        | 0.00        | 0.00        | 0.00        | 0.00        | 0.00        | 0.00        | 0.00        | 0.00        | 0.00        | 0.00        | 0.00        | 0.00        |
| LABOR CATEGORY D              | 0.00        | 0.00        | 0.00        | 0.00        | 0.00        | 0.00        | 0.00        | 0.00        | 0.00        | 0.00        | 0.00        | 0.00        | 0.00        |
| LABOR CATEGORY E              | 0.00        | 0.00        | 0.00        | 0.00        | 0.00        | 0.00        | 0.00        | 0.00        | 0.00        | 0.00        | 0.00        | 0.00        | 0.00        |
| LABOR CATEGORY F              | 0.00        | 0.00        | 0.00        | 0.00        | 0.00        | 0.00        | 0.00        | 0.00        | 0.00        | 0.00        | 0.00        | 0.00        | 0.00        |
| <b>SUBTOTAL FACILITY A</b>    | <b>0.00</b> |
| <b>TOTAL LABOR COSTS</b>      | <b>0.00</b> |
| <b>DOCUMENT</b>               |             |             |             |             |             |             |             |             |             |             |             |             |             |
| TRAVEL                        | 0.00        | 0.00        | 0.00        | 0.00        | 0.00        | 0.00        | 0.00        | 0.00        | 0.00        | 0.00        | 0.00        | 0.00        | 0.00        |
| OTIHERDIR                     | 0.00        | 0.00        | 0.00        | 0.00        | 0.00        | 0.00        | 0.00        | 0.00        | 0.00        | 0.00        | 0.00        | 0.00        | 0.00        |
| MATERIAL                      | 0.00        | 0.00        | 0.00        | 0.00        | 0.00        | 0.00        | 0.00        | 0.00        | 0.00        | 0.00        | 0.00        | 0.00        | 0.00        |
| SERVICES                      | 0.00        | 0.00        | 0.00        | 0.00        | 0.00        | 0.00        | 0.00        | 0.00        | 0.00        | 0.00        | 0.00        | 0.00        | 0.00        |
| G&A/ODMS                      | 0.00        | 0.00        | 0.00        | 0.00        | 0.00        | 0.00        | 0.00        | 0.00        | 0.00        | 0.00        | 0.00        | 0.00        | 0.00        |

000178

1995 TOTAL DOLLARS

0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00

GRAND TOTAL DOLLARS

0.00

SAMPLE

LABOR HOURS  
 TASK ORDER LEVEL BY GFY  
 TASK ORDER: 99-1 EXAMPLE TASK ORDER

GFY: 1995

|                                     | OCT  | NOV  | DEC  | JAN  | FEB  | MAR  | APR  | MAY  | JUN  | JUL  | AUG  | SEP  | GFY  |
|-------------------------------------|------|------|------|------|------|------|------|------|------|------|------|------|------|
| <b>CONTRACTOR LABOR HOURS</b>       |      |      |      |      |      |      |      |      |      |      |      |      |      |
| <b>FACILITY A</b>                   |      |      |      |      |      |      |      |      |      |      |      |      |      |
| LABOR CATEGORY A                    | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| LABOR CATEGORY B                    | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| LABOR CATEGORY C                    | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| LABOR CATEGORY D                    | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| LABOR CATEGORY E                    | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| LABOR CATEGORY F                    | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| <b>SUBTOTAL</b>                     | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| <b>CONTRACTOR TOTAL HOURS</b>       | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| <b>1995 TOTAL HOURS</b>             | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| <b>1995 CONTRACTOR STAFF MONTHS</b> | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| <b>GRAND TOTAL HOURS</b>            |      |      |      |      |      |      |      |      |      |      |      |      | 0.00 |
| <b>GRAND TOTAL STAFF MONTHS</b>     |      |      |      |      |      |      |      |      |      |      |      |      | 0.00 |

000179

**SAMPLE**

**HOURS BY LABOR CATEGORY  
TASK ORDER LEVEL  
TASK ORDER: 99-1 EXAMPLE TASK ORDER**

GFY: 1995

|                             | OCT  | NOV  | DEC  | JAN  | FEB  | MAR  | APR  | MAY  | JUN  | JUL  | AUG  | SEP  | GFY  |
|-----------------------------|------|------|------|------|------|------|------|------|------|------|------|------|------|
| <b>FACILITY A</b>           |      |      |      |      |      |      |      |      |      |      |      |      |      |
| <b>LABOR CATEGORY A</b>     |      |      |      |      |      |      |      |      |      |      |      |      |      |
| COM-PRINCIPAL               | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| <b>SUBTOTAL: CATEGORY A</b> | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| <b>LABOR CATEGORY B</b>     |      |      |      |      |      |      |      |      |      |      |      |      |      |
| COM-SENIOR                  | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| <b>SUBTOTAL: CATEGORY B</b> | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| <b>LABOR CATEGORY C</b>     |      |      |      |      |      |      |      |      |      |      |      |      |      |
| COM-MID LEVEL               | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| <b>SUBTOTAL: CATEGORY C</b> | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| <b>LABOR CATEGORY D</b>     |      |      |      |      |      |      |      |      |      |      |      |      |      |
| COM-ASSOCIATE               | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| <b>SUBTOTAL: CATEGORY D</b> | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |

000180

**SAMPLE**

**HOURS BY LABOR CATEGORY  
TASK ORDER LEVEL  
TASK ORDER: 99-1 EXAMPLE TASK ORDER  
(Page 2)**

GFY: 1995

|                      | OCT  | NOV  | DEC  | JAN  | FEB  | MAR  | APR  | MAY  | JUN  | JUL  | AUG  | SEP  | GFY  |
|----------------------|------|------|------|------|------|------|------|------|------|------|------|------|------|
| LABOR CATEGORY E     |      |      |      |      |      |      |      |      |      |      |      |      |      |
| COM-ASSISTANT        | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| SUBTOTAL: CATEGORY E | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| LABOR CATEGORY F     |      |      |      |      |      |      |      |      |      |      |      |      |      |
| NON-SR-SECRETARY     | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| SUBTOTAL: CATEGORY F | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 1995 TOTAL DOLLARS   | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| GRAND TOTAL HOURS    |      |      |      |      |      |      |      |      |      |      |      |      | 0.00 |

000181

**SAMPLE**

**DOCUMENTATION  
TASK ORDER LEVEL  
TASK ORDER: 99-1 EXAMPLE TASK ORDER**

| ACTIVITY                    | MONTH  | CDRL | TYPE | DOCUMENT NAME | PAGES | ART PAGES | FOLDOUT PAGES | VOLUMES | INTERNAL COPIES | CLIENT COPIES | TOTAL COST |
|-----------------------------|--------|------|------|---------------|-------|-----------|---------------|---------|-----------------|---------------|------------|
| 99-1.1.1                    | JUL 95 | N/A  | F    | SAMPLE        | 0     | 0         | 0             | 0       | 0               | 0             | 0.00       |
| GFY 1995 TOTAL TASK: 99-1.1 |        |      |      |               |       |           |               |         |                 |               |            |

TOTAL DOCUMENTATION FOR TASK: 99-1.1

0.00

TOTAL DOCUMENTATION FOR TASK ORDER: 99-1

0.00

000182

**SAMPLE**

**OTHER DIRECT COSTS  
TASK ORDER LEVEL  
TASK ORDER: 99-1 EXAMPLE TASK ORDER**

| ACTIVITY | MONTH  | ITEM NAME   | QUANTITY | UNIT | COST PER UNIT | COST |
|----------|--------|-------------|----------|------|---------------|------|
| 99-1.1.1 | JUL 95 | ODC EXAMPLE | 0        | 0    | 0.00          | 0.00 |

GFY 1995 TOTAL FOR TASK: 99-1.1

|   |      |
|---|------|
| TOTAL OTHER DIRECT COSTS FOR TASK: 99-1.1 | 0.00 |
|---|------|

TOTAL ODCs FOR TASK ORDER: 99-1

0.00

000183

SAMPLE

LOCAL TRAVEL  
TASK ORDER LEVEL  
TASK ORDER: 99-1 EXAMPLE TASK ORDER

| ACTIVITY                        | MONTH  | # TRIPS | R/T MILES | PARKING FEE | TOLL | COST |
|---------------------------------|--------|---------|-----------|-------------|------|------|
| 99-1.1.1                        | JUL 95 | 1       | 0.00      | 0.00        | 0.00 | 0.00 |
| GFY 1995 TOTAL FOR TASK: 99-1.1 |        |         |           |             |      |      |

TOTAL LOCAL TRAVEL FOR TASK: 99-1.1

0.00

TOTAL LOCAL TRAVEL FOR TASK ORDER: 99-1

0.00

000184

**SAMPLE**

**DISTANT TRAVEL  
TASK ORDER LEVEL  
TASK ORDER: 99-1 EXAMPLE TASK ORDER**

| ACTIVITY | MONTH  | FROM | TO    | # TRIPS | # PEOPLE | # DAYS | # NIGHTS | # CARS | # CAR DAYS | RENTAL FEE | PER DIEM | HOTEL | AIR FARE | COST |
|----------|--------|------|-------|---------|----------|--------|----------|--------|------------|------------|----------|-------|----------|------|
| 99-1.1.1 | JUL 95 | HERE | THERE | 0       | 0        | 0      | 0        | 0      | 0          | 0.00       | 0.00     | 0     | 0.00     | 0.00 |

GFY 1995 TOTAL TASK: 99-1.1

|                                       |      |
|---------------------------------------|------|
| TOTAL DISTANT TRAVEL FOR TASK: 99-1.1 | 0.00 |
|---------------------------------------|------|

TOTAL DISTANT TRAVEL FOR TASK ORDER: 99-1

0.00

000185

**SAMPLE**

**BILL OF MATERIALS  
TASK ORDER LEVEL  
TASK ORDER: 99-1 EXAMPLE TASK ORDER**

| ACTIVITY | MONTH  | ITEM NAME        | QUANTITY | PARKING UNIT | PER UNIT | COST |
|----------|--------|------------------|----------|--------------|----------|------|
| 99-1.1.1 | JUL 95 | MATERIAL EXAMPLE | 0        | 0            | 0.00     | 0.00 |

GFY 1995 TOTAL FOR TASK: 99-1.1

|                                 |      |
|---------------------------------|------|
| TOTAL MATERIAL FOR TASK: 99-1.1 | 0.00 |
|---------------------------------|------|

TOTAL MATERIAL FOR TASK ORDER: 99-1

0.00

000186

**Contract Task Order Accounting Cost Element Codes**  
**September 16, 1998**

These codes are used to identify hours and/or dollars as appropriate.

**Labor Codes**

- \* 01 Program Manager
- 02 Project Manager
- 03 Principal Transition Project Manager
  
- 04 Principal Software Engineer
- \* 05 Senior Software Engineer
- \* 06 Junior Software Engineer
  
- \* 07 Senior Communications Engineer
- \* 08 Operations Research Analyst
  
- \* 09 Principal Systems Engineer
- \* 10 Senior Systems Engineer
  
- 11 Principal Information Engineer
- 12 Principal Business Process Engineer
- 13 Senior Info Engineer /Bus Pro Engineer
- 14 Junior Info Engineer /Bus Pro Engineer
  
- 15 Database Specialist
- 16 Senior Info Systems Specialist
- 17 Junior Info Systems Specialist
  
- 18 Principal Systems Analyst/ Programmer
- \* 19 Senior Systems Analyst/ Programmer
- \* 20 Junior Systems Analyst/ Programmer
- 21 Systems Programmer
  
- 22 Subject Matter Specialist
- 23 Library Scientist or Computer Specialist
- \* 24 Technical Writer/Editor
- \* 25 Administration and Clerical Staff
  
- 26 Senior Business Support Admin
- 27 Junior Business Support Admin
  
- 28 Reserved
- 29 Reserved
  
- \* 50 Principal Systems Architect
  
- \* 55 Principal IT Security Engineer
- \* 56 Senior IT Security Engineer
  
- \* 60 Principal Network Engineer
- \* 61 Senior Network Engineer
- \* 62 Junior Network Engineer

- \* 65 Acquisition Support Staff
- \* These Task Order Cost Element Codes apply to the SETA contract.

**Accounting Adjustment Codes**

30 Miscellaneous Accounting Adjustment  
31 Year End Accounting Adjustment

**Non-Labor Codes**

32 Documentation  
33 Materials  
34 Travel  
35 Services / Other Subcontractor  
36 Other Direct Costs (ODCs)  
37 Indirect Costs

**Notes**

1. Code 25, Administrative and Clerical Staff, includes the CSC labor category Courier.
2. Code 37, Indirect Costs, includes G&A, Benefits, Facility Costs, and ODMS.
3. Code 28, Senior Business Support Admin, includes the following CSC labor categories:

Mgr Program Control  
Member Professional Staff Sr  
Director Finance & Admin  
Computer Scientist/Sys Admin (presumably this is a temporary requirement)  
Subcontracts Administrator

4. Code 27, Junior Business Support Admin, includes the following CSC labor categories:

Member Professional Staff Program Control  
Member Professional Staff