

CONTRACT DELIVERABLE DESCRIPTION

Deliverable Number:	FN02		
Title/Description:	Contract Funds Status Report		
Frequency of Submission:	Yearly	Number of Copies:	5
First Submission Due:	September 30, 2003		
Subsequent Submissions Due:	September 30		
Government Acceptance Required:	Yes		
Government Response Due:	Thirty (30) days after receipt		
Remarks:			
Format/Content Requirements and Instructions:			
<p>The Contract Funds Status Report is designed to supply funding data to the PTO Project Manager and the COTR for: 1) updating and forecasting contract funding requirements through Task orders, 2) planning and decision making on funding changes in contracts, 3) developing funding requirements and budget estimates in support of approved Task Orders, 4) determining funds in excess of contract needs and available for deobligations, and 5) obtaining rough estimates of termination costs.</p>			
<u>Application/Interrelationship:</u>			
<p>The Contract Funds Status Report shall be submitted to the PTO on a yearly basis no later than 25 calendar days following the end of the month of May.</p> <p>Data reported in the Contract Funds Status Report will pertain to all authorized Task Orders, including both priced and unpriced efforts and forecasted tasks not yet authorized.</p> <p>The level of detail to be reported will be Task Order for Labor/ODCs.</p>			
<u>Preparation Instructions:</u>			
<p>The Contract Funds Status Report shall be submitted in accordance with the following format and the following requirements:</p>			
<p><u>Item 1: Contract Line Item Task Order:</u> For Labor, data is to be entered by individual Task Order number and the period of performance.</p>			

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Item 2: Funding Authorized to Date: Contract funding authorized through reporting period.

Item 3: Accrued Expenditures and Open Commitments: For this report the following definitions will apply:

Accrued Expenditures. For this report, include recorded or incurred costs as defined within the Allowable Cost, Fee, and Payments Clause for cost type contracts or the Progress Payments Clause for fixed price contracts, plus the estimated fee or profit earned. Such costs include:

Actual payments for services or items purchased directly for the contract.

Progress payments made to subcontractors.

Open Commitments. For this report, open commitments are costs incurred (issued purchase orders and subcontract modifications, if any subcontractors are utilized), but not necessarily paid.

Item 4: Authorized Work - Definitized: Enter the estimated price for the authorized and signed Task Orders in accordance with Standard Form 1411 burdened costs. Amounts for contract changes will not be included in this item until they have been priced and incorporated in the contract through a formal modification to the contract.

Item 5: Authorized Work - Not Definitized: Enter the contractor's estimate of the funding requirements (burdened costs) for performing required work (Task Orders) for which firm contract prices have not yet been agreed to in writing by the parties to the contract. Report values only for Task Order work for which written authorization has been received. Enter in Narrative Remarks a brief, but complete, explanation of the reason for the change in funds, if required.

Item 6: Authorized Work - Subtotal: Enter the total estimated price for each Task Order and CLIN authorized.

Item 7: Forecast: Enter an estimate of funding requirements for Task orders, provisional tasks, and changes proposed by the Government or by the contractor, but not yet directed by the Contracting Officer. Provide an estimate for FCCOM. In the Narrative Remarks, state each Task Order and Task Order number or change document number and estimated value of each.

Item 8: Total Requirements: Enter an estimate of total fund requirements for Task Orders authorized and forecast. This will be the sum of Items 6 and 7.

Item 9: Funds Carryover: The Item 9 column is applicable to only CLINs for acquired hardware and acquired software. Report the amount by which the prior fiscal year funding was in excess of the prior year's requirement. If there is no carryover, report zero. Specific instructions for the use of this Item may be made a part of the contract.

Item 10: Total Funds Required: Enter the total funds required by subtracting Funds Carryover (Item 9) from Total Requirements (Item 8).

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Item 11: Estimate at Completion: The contractor's best estimate of the price of each CLIN/Task Order. This column will be updated on June 25.

Item 12: Budget at Completion: Provide burdened costs and fee for each authorized CLIN/Task Order. Budget at Completion is based on the period of performance and not a single Government Fiscal Year.

Narrative Remarks: A separate sheet will be used to submit any additional information or remarks which support or explain data submitted in this report. Information changes will be reported in the Narrative Remarks Item.