Instructions for FN01, Monthly Status Report

Deliverable Number: FN01

Title/Description: Monthly Status Report

Frequency of Submission: Monthly

No. of Copies: 5

Submission is Due: Due 18th day of the month following the end of the reporting month.

Government Assistance Required: Yes

Government Response Due: 10 working days after receipt.

Format/Content Requirements and Instructions: 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 USPTO 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 order status information to USPTO executive management.

Application/Interrelationship: 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 Task Orders. If no specific Task Order specific variance is specified, cost variance analysis and explanation will be provided at the task order level if the current month actual cost variance is more than (+/-) 10% of the planned budget unless the collar variance is within (+/-) $2,500 of the planned budget or if the cumulative variance is more than (+/-) 10% of planned budget unless the dollar variance is within (+/-) $10,000 of the planned budget.

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

Section 1 Executive Summary
Section 2 Active Task Order Status
For each task order the following will be provided:
--Task Order Summary
--Task Status
--Outlook for Next Month
Appendix A--Hours by Task and Individual Name

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 the task orders. Monthly and cumulative budget vs. actual cost and cost variance shall be provided at the task order level.

In addition, 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 (by title, status, and PTO point of contact)
Task Orders completed during month (by Title and completion date)

Section 2--Active Task Order Status: Cost and technical status will be reported at the task order level unless specified in the task order.

Cost Status (see sample)--
A cost summary will be provided at the task order level that depicts the following:

Current and cumulative budgeted hours 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.

Current and cumulative budgeted and actual subcontractor labor hours By labor category.

Current and cumulative budgeted and other actual costs (if any).

Task Order budget at completion.

Task Order estimate at completion and variance at completion. The Frequency of providing a revised estimate at completion will be Subject to negotiation between PTO and the contractor.

Technical Status: Technical status will be reported in terms of 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.

Variance Analysis: Variance analysis shall include:

Nature of the variance (dollars/percentage over or under budget)
Reason(s) for the variance

Impact on the 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 Order and Individual Name (see sample): The contractor shall report hours worked by task order and by individual names, including company name.

Electronic Submissions: The contractor may be required to report cost information contained in the monthly status report in electronic format (i.e., CSV file format), in a format to be provided by USPTO.