

# Remedial Action Contract 2 Reports of Work for Task Orders Attachment B

## 1.0 Introduction

### 1.1 Overview

EPA requires Remedial Action Contractors to submit various types of information on their work, ranging from Task Order Work Plans to project deliverables. The purpose of this Appendix is to describe the categories of reports of work Contractors shall be required to provide routinely to EPA under a Remedial Action Contract 2 (RAC 2). Required report format, content, and submission instructions are also presented here.

### 1.2 Report Categories

The required standard categories of RAC reports are (1) Progress Reports; (2) National Reports; (3) Electronic Reporting; (4) Electronic Invoicing; (5) Work Plans; (6) Project Reports (i.e., RI/FS report); (7) Cost Recovery Documentation; (8) Non-CLP Analytical Services Tracking; and (9) Region Specific Reporting Requirements.

Report Title	Frequency	Number of Copies	Recipients
(1) Progress Reports* • Executive Summary (Narrative and Backup Overall Contractual Reports)	Monthly	2 Paper 2 CD ROMs	CO & PO CO & PO
• Task Order (TO) Reports (Narrative and Financial Status)*	Monthly	PDF of TO Rpts*	TOMs
• Contract Invoice Backup Reports*	Monthly	PDF w/TO Rpts*	TOMs
(2) National Reports • Executive Summary (Narrative and Backup Overall Contractual Reports)	Monthly	1 PDF each via e-mail	HQ - OSRTI HQ - OAM
(3) Electronic Reporting	Monthly	Data loaded via EDI See Section 6	
(4) Electronic Invoicing	Monthly	Data loaded via EDI See Section 6	
(5) Work Plans/Cost Estimates	In Response to Task Orders	1 PDF each via e-mail	CO& PO
(6) Project Reports	As Specified in Task Orders	As Requested	As Requested
(7) Cost Recovery Documentation	As Requested	As Requested	As Requested
(8) Non-CLP Analytical Services Tracking	Monthly	See Section 11	See Section 11
(9) Region Specific Reporting Requirements	As Requested	See Section 12	See Section 12

\* Sent as PDF files via e-mail to Task Order Managers. Entire Monthly Progress Report to be submitted on CD ROM to CO and PO. At the end of each Contract Year, consolidate year's reports on to one (1) CD ROM. Provide both PO and CO with copy of yearly consolidation.

TOM = Task Order Manager

PO = EPA Project Officer

CO = EPA Contracting Officer

HQ - OSRTI = Headquarters, Office of Superfund Remediation and Technology Innovation, Contracts Management Branch

HQ - OAM = Headquarters, Office of Acquisition Management

RTP = Research Triangle Park

- Note: RTP Receives Invoice Backup only as part of Invoice Submission.

### **1.3 General Reporting Instructions**

Reports shall be submitted in hardcopy and/or electronically as specified. These report formats are a national standard and shall be followed explicitly (i.e., columns, field lengths, and data elements). All documents shall be inspected and accepted in accordance with the Contract Section E, Inspection and Acceptance Clause.

While the Report descriptions serve as a baseline for the **required standard** reports, additional reporting requirements may be imposed to meet EPA's contractual or programmatic information needs, such as for cost recovery documentation purposes. The EPA may request additional information and/or reports as required.

**The Contractor shall provide an electronic data system that shall be capable of delivering the electronic reporting files (see Section 6.0) as well as progress and financial reports for Task Orders. Submissions on CD-ROMs shall be indexed numerically by Task Order Number. Electronic reporting files shall be submitted as defined in Section 6.0. The e-mails to the TOMs shall provide separate PDF files for the monthly progress report, financial reports and a voucher review sheet. Subject line of e-mail to TOM should include Contractor Name and Task Order Number. The TOM voucher review sheet shall indicate the performance period, the voucher number for that month and shall include the TOMs name. No hard copies shall be furnished to TOMs; one bound hard copy each of the monthly progress reports and financial reports shall be provided to the CO and to the PO. Each of the CD-ROMs provided to the PO and CO shall contain PDF files of each Task Order monthly progress and financial report. The CD-ROMs labels shall indicate that the disk contains confidential business information. Each Regional PO shall provide the format and informational requirements to the contractor for the TOM voucher review sheet and the e-mail address for each TOM. One bound hard copy of the monthly progress reports and financial reports shall be delivered to the Contracting Officer for each contract. At the discretion of the Project Officer, a hard copy may be provided to the Project Officer.**

## **2.0 RAC Progress Reports**

### **2.1 Overview**

This section describes the requirements for the monthly Progress Report. The Progress Report consists of four parts: (1) Executive Summary; (2) Task Order (TO) Reports; (3) Contract Financial Status Reports; and (4) Contract Invoice Backup Reports.

### **2.2 General Instructions**

The Contractor shall prepare Monthly Progress Reports providing EPA with information on the financial and technical status of individual Task Orders and the overall contract. The Progress Report shall include narrative discussions of work performed as well as financial data to enable the Agency to assess Contractor progress and compliance with work schedules and budgets

Monthly Progress Reports and invoices shall cover the same calendar period, the first of the month to the end of the month, to enable POs and TOMs to use both documents for invoice and progress reviews. Data elements used in both documents must be calculated using the same method to ensure that contract data presented in the monthly progress report match the same information presented in the monthly invoice. **All reports shall reflect Contract Period in**

**which work occurred (i.e., Base Period, Option Period). Do not combine Contract Periods. (The ONLY reports that cover more than one Contract Period are Reports 8, 9 and 11.)**

The Contractor shall submit the complete Monthly Progress Report and copy of the invoice to the Project Officer and Contracting Officer concurrently with invoice submittal to Research Triangle Park (RTP) [see Attachment 6 of the Contract]. In addition, the contractor shall submit via regular mail the Monthly Progress Report and copy of the invoice so the Regional Office shall have them no later than 20 days after the end of the reporting period. This submission shall comprise of one (1) bound paper copy to the Contracting Office and one (1) CD ROM to the Contracting Officer and two (2) CD ROMs to the Project Officer (who may also request a paper copy). The CD ROM shall contain PDFs of each Task Order Monthly Progress Report, financial back up sheets, Executive Summary, etc. These PDFs shall be indexed numerically by Task Order

The Contractor shall e-mail each Task Order's Monthly Progress Report as PDFs to the applicable TOM. The subject line of the e-mail shall clearly identify the contract number and TO/Task Order Number. The Monthly Progress Report shall have a voucher review sheet and the financial information for each Task Order included with the narrative for that Task Order, i.e. Reports 1, 1A, 2T or 2C (as appropriate). The voucher review sheet shall indicate the performance period, the voucher number for that month and shall include the TOM's name. The Project Officer shall provide the format and information requirements to the contractor for the TOM Voucher Review Sheet. No paper reports shall be sent to the TOMs.

These procedures shall ensure that officials responsible for invoice approval have adequate and timely information available to review and approve the invoice. Note that progress reports shall be sent via regular mail (i.e., the cost of express mailing or delivery shall not be billable to the contract).

### **2.3 Executive Summary**

Contractors shall use the Executive Summary section of the Progress Report to provide EPA with an overview narrative that describes contract level activities and utilization. It shall highlight key activities, deviations from planned schedules and budgets, and corrective actions taken and planned, including changes of personnel. The Contracting Officer and Project Officer may choose to limit number of pages for the narrative section.

The Executive Summary shall also include Financial Backup Reports 4T, 4C, as well as Related Backup Reports -- Contacts, Report 8 through Report 11 as defined in the RAC Reports Definitions, Section 3.3, Executive Summary Backup Reports. Also include a copy of Report 7T and 7C.

If a Task Order does not have any activity during a given a reporting period, do not submit a Monthly Progress report for the respective period for that Task Order. A Task Order, which did not have activity during that month, must be cited in the Executive Summary indicating that a Monthly Progress Report was not prepared for the reporting period. The Monthly Progress Report includes the Financial Backup Report; therefore, the Narrative, Reports 1, 1A, and 2T/2C are not submitted for months in which a Task Order does not have any activity.

Numbered reports in the Executive Summary shall be sent as a PDF to EPA Headquarters via e-mail. Subject of e-mail shall have Contractors Name, Region number, and name "Executive Summary" for Month and Year. Do not send the overview narrative to Headquarters.

### **2.4 Task Order Level Reports**

Contractors shall use the Task Order Level Reports to provide EPA with Task Order

level technical and financial information. A Task Order is site-specific and covers one (1) Work Area as defined in the Work Breakdown Structure in the Statement of Work. **Combining sites or Work Areas is not allowed.** Technical information is reported by the Contractor in narrative format, while the financial data is captured in Report 1 through Report 5T and 5C. FR Task Orders shall be covered on Reports 1, 1A, 2T, 4T, 5T, and 7T, FRI Task Orders shall be covered on Reports 1, 1A, 2C, 4C, 5C, and 7C. FFP/FP Task Orders shall be covered in Reports 2C, 4C, 5C, and 7C. The narrative statement for each Task Order shall address the following:

- A summary and highlights of progress and problems experienced on the Task Order during the reporting period.
- A detailed progress activity report for the Task Order.
- A tabular summary showing planned and actual start and completion dates for each of the Task Order Tasks, percent complete for each active Task, and schedule variances.
- Discussion of schedule variances and corrective actions taken and planned.
- Projected Task Order activities by Task for the next reporting period.
- Travel - purpose of travel. Lag in Subcontractor Travel submission (purpose/destination)
- Utilization of Team Subcontractors and Subpool Contractors
- Track Change Orders against the Contracting Officer reserve (for Fund-lead RAs)

Financial data for each Task Order shall be presented in standard Reports 1, 1A, 2T, and 2C. Reports 4T, 4C, 5T, and 5C reflect total financial data Task Orders. See RAC Reports Definitions, Section 3.1, Financial Backup in Monthly Progress Report, for detail on these reports. Note: Reports 1 through Report 2C/2T shall be included with the narrative for each respective Task Order. Reports 4T, 4C, 5T, and 5C shall be included in the Executive Summary. [Note: These Reports shall not be prepared if there is no activity during the month. Notification of no activity shall be summarized in the Executive Summary.]

**2.5 Contract Financial Status Reports** -- See Section 3.0.

### **2.6 Contract Invoice Backup Reports**

The Contractor shall submit a single monthly invoice per Task Order for all costs claimed. The invoice backup reports (Reports 7T and 7C) shall segregate those costs associated with FR Task Orders from those costs associated with FRI and FFP/FP Task Orders. (See Section 3.2, Invoice Backup Related Reports for Reports 7T and 7C definition.) Applicable site-specific invoicing instructions apply (See Section 5.0, Site-Specific Invoicing Requirements.)

### **3.0 RAC Financial and Status Reports Definitions**

This is a summary of the reports and invoices required on a monthly basis. Refer to the **Data Element Dictionary** (Section 6.0) for further clarification of Data Element Name, Field Name, Type, Size, Field Definition, and Values of any element, i.e. contract number, fiscal year, Hours, Cumulative, etc.) Reports ending with a "T" are used for FR work while reports ending with a "C" are used for FRI and FFP/FP work. If a report does not have either a "T" or a "C" in the number, it is used for both types of work or is a contract level report. [Exception to this: Report 1 and Report 1A shall not be used for FFP/FP Task Orders.] While expended Hours, and costs for ODCs are tracked on both FR, FRI and FFP/FP Task Orders, any expenditures incurring under

FRI and FFP/FP Work apply solely to the Ceilings established in the Contract; expenditures incurred under FR Work apply to the applicable contract ceilings. In addition, while the Approved Budget is identified on several reports, Expenditure Limits of each Task Order cannot be exceeded [see Section B of the contract].

The following Overview of the RAC 2 Reports provides an overall picture of how reports relate to each other.

### **3.1 Financial Backup in Monthly Progress Report**

These reports are used to monitor, on a monthly basis, Task Order resources expended during the reporting period. **NOTE: If no activity occurred during reporting period, do not submit Reports 1, 1A, and 2T/2C (or the narrative). Summarize in Executive Summary narrative Task Orders that did not have any activity. Once activity resumes these reports shall then be submitted.**

#### **Report 1 - Task Order -- Task Level Specific Detail Report**

This report captures information for a Task Order (TO) on a per Task basis. Under each Task all current and cumulative expenditures (Costs and Hours, as appropriate) are reported for Prime Contractor and each Team Subcontractor. Task Order Approved Budget and Expenditure Limit are reflected at bottom of Report. [This report may reflect the Approved Budget and Expenditure Limit on a task by task basis if required by the Region.] Task Totals are carried over to *Report 2T, Current Month & Cumulative Status Report - Task Level Totals Within FR TO* for FR TO or *Report 2C, Current Month & Cumulative Status Report – Task Level Totals Within FRI or FFP/FP TO* for FRI/FFP/FP TO. **Report shall reflect Contract Period in which work occurred (i.e. Base Period, Option Period). Do not combine Contract Periods.**

#### NOTES:

(1) A Task Order is site-specific and covers one (1) Work Area as defined in the Work Breakdown Structure in the Statement of Work. Combining Work Areas is not allowed at all. Combining sites within a Work Area is not allowed **except for the following approved work areas ONLY:** Community Involvement (Work Area CR); Sampling and Analytical Support (Work Areas AN or AO or AP); and Five Year Review (Work Area FR). When sites are combined the last two numbers in the Work Assignment shall end in ZZ (the site ID part of the WA number shall end in ZZ, i.e. 01ZZ). A separate Report 1 must be done for each site with the applicable SSID number assigned for that specific site reported under SSID. Funds shall be reallocated site specifically via funds reallocation (See Section 5.0 – Site Specific Invoicing Requirements)

(2) Show Hours each person worked but not related dollars. Dollars for work shall be reflected as a total within each task level and then a Grand Total shall be reflected at end of report.

(3) If Contractor is a Large Business, all costs incurred by Team Subcontractors must be reimbursed by the Prime to the Team Sub in order for the Prime to claim them.

(4) Report task level expenditures only if there are current month expenditures. If there were no current expenditures, report only totals for that task so Cumulative Dollars and Hours, and Approved Budget Dollars and Hours are reflected. In other words, if there are no expenditures for the current month, report bottom line total for cumulative expenditures (and approved budget and expenditure limit, if tracked to that level) as a single line entry. During the month in which the Task Order Completion Report (TOCR) is prepared, the contractor shall prepare a complete Report 1 which shall reflect all the details for actual costs incurred. The contractor shall include this Report 1 version as its monthly submission for the TOCR'd TO.

(5) The report shall show the indirect rate and applicable base used to compute each claimed indirect cost by cost center in the Indirect Costs portion column of the report. This may be shown as a footnote to report.

### **Report 1A - Task Order Supplemental Detail Report -- Travel**

This TO level report covers *Travel Breakdown* where both the Prime Contractor and each Team Subcontractor provide an accounting for all costs incurred for travel during the reporting period. Elements covered include: Traveler's Name, Travel From, Travel To, Departure Date, Return Date, Transportation, Lodging, Per Diem, Other, Total and Travel Purpose. Lodging and Per Diem Rates are not to exceed the Federal Government limits [as established in Contract Section H].

#### NOTES:

(1) A Task Order is site-specific and covers one (1) Work Area as defined in the Work Breakdown Structure in the Statement of Work. Combining Work Areas is not allowed at all. Combining sites within a Work Area is not allowed **except for the following approved work areas ONLY**: Community Involvement (Work Area CR); Sampling and Analytical Support (Work Areas AN or AO or AP); and Five Year Review (Work Area FR). When sites are combined the last two numbers in the Task Order shall end in ZZ (the site ID part of the TO number shall end in ZZ, i.e. 01ZZ). A separate Report 1A must be done for each site with the applicable SSID number assigned for that specific site reported under SSID. Funds shall be reallocated site specifically via funds reallocation (See Section 5.0 – Site Specific Invoicing Requirements)

(2) If contractor is a Large Business, all costs incurred by Team Subcontractors must be reimbursed by the Prime to the Team Sub in order for the Prime to claim them.

### **Report 2T - Current Month & Cumulative Status Report -- Task Level Totals within FR Task Order**

This report reflects both *Current Month* and *Cumulative To-date* data on Task subtotals taken from Report 1 for FR Task Orders. Tasks, identified by both Task Number and Task Category Code, have expenditures identified by Hours, Labor Dollars, ODCs, Subpool and Fees. Totals are shown for each Task total as well as on a Total TO basis for each cost element. Any Fee (other than Base Fee) is shown only upon TO completion and when the EPA Contracting Officer and/or Fee Determining Official have notified Contractor to bill for it. Cost elements apply to appropriate established Contract Ceilings for Dollars and Subpool under this part of the Contract. The second part of this report, *Adjustments/Disallowed Costs*, reflects on a Task Level any costs that have been Suspended, Re-Billed, and Disallowed and is based on EPA Form 1900-68 as initially submitted to the Contractor by the EPA paying official. If costs have been Suspended, Re-Billed, and Disallowed on a task on different Invoice Numbers, the contractor shall reflect each invoice as a separate line. Guidance for Contractor response to EPA Form 1900-68 is provided on the form. **Report shall reflect Contract Period in which work occurred (i.e. Base Period, Option Period). Do not combine Contract Periods. Separate 2T Reports are required for each site ID on a multi-site Task Order. Combining sites within a Work Area is not allowed except for the following approved work areas ONLY: Community Involvement (Work Area CR); Sampling and Analytical Support (Work Areas AN or AO or AP); and Five Year Review (Work Area FR).**

### **Report 2C- Current Month & Cumulative Status Report -- Task Level Totals within**

### ***FRI or FFP/FP Task Order***

This report reflects both *Current Month* and *Cumulative To-date* data on Task subtotals for FRI or FFP/FP TOs. Tasks, identified by both Task Number and Task Category Code, have expenditures identified by Hours, Labor Dollars, ODCs, Subpool, Indirects, Fees. Totals are shown for each Task Total as well as on Total TO basis for each cost element. Any Fee (other than Base Fee) is shown only upon TO completion and when the EPA Contracting Officer and/or Fee Determining Official have notified the Contractor to bill for it. Total for FRI and FFP/FP TOs applies to established Contract Ceiling. The second part of this report, *Adjustments/Disallowed Costs*, reflects on a Task Level any costs that have been Suspended, Re-Billed, and Disallowed and is based on EPA Form 1900-68 as initially submitted to the Contractor by the EPA paying official. If costs have been Suspended, Re-Billed, and Disallowed on a task on different Invoice Numbers, the contractor shall reflect each invoice as separate line. Guidance for Contractor response to EPA Form 1900-68 is provided on the form. **Report shall reflect Contract Period in which work occurred (i.e. Base Period, Option Period). Do not combine Contract Periods. Separate 2C Reports are required for each site ID on a multi-site Task Order. Combining sites within a Work Area is not allowed except for the following approved work areas ONLY: Community Involvement (Work Area CR); Sampling and Analytical Support (Work Areas AN or AO or AP); and Five Year Review (Work Area FR).**

***Report 3T – Left Blank Intentionally – NO REPORT***

***Report 3C - Left Blank Intentionally – NO REPORT***

**Report 4T - Variance Based on Expended To-Date --- Task Order Level --- FR Task Orders**

This report is for FR TOs: *Variance based on expended to-date*. The *Variance Based on Expended To-Date Report* reflects on a TO by TO basis, identifying TOs by TO Number, Work Area Code, TO Status, PBC status, and TO Title, Hours Expended to Date, Total Loaded Costs Invoiced to Date, Dollars Incurred but not Invoiced, Approved Budget Hours and Dollars, Variance Based on Approved Budget, Expenditure Limit Hours and Dollars, and Variance Based on Expenditure Limit. These TO Totals reflect the Total of each respective Term Form TO. **Report shall reflect Contract Period in which work occurred (i.e. Base Period, Option Period). Do not combine Contract Periods.**

NOTE: Expenditure Limit must be tracked at the TO level. However, some Regions may require tracking Expenditure Limit at the Task Level.

**Report 4C - Variance Based on Expended To-Date Report --- Task Order Level --- FRI and FFP/FP Task Orders**

This report is for FRI and FFP/FP TOs: *Variance based on expended to-date*. The *Variance Based on Expended To-Date Report* reflects on a TO by TO basis, identifying TO by TO Number, Work Area Code, TO Status, PBC status, and TO Title, Hours Expended to Date, Total Loaded Costs Invoiced to Date, Dollars Incurred but not Invoiced, Approved Budget Dollars, Variance Based on Approved Budget, Expenditure Limit Dollars, and Variance Based on Expenditure Limit. **Report shall reflect Contract Period in which work occurred (i.e. Base Period, Option Period). Do not combine Contract Periods.**

NOTE: Expenditure Limit must be tracked at the TO level. However, some Regions may require tracking Expenditure Limit at the Task Level.

**Report 5T - Monthly Subpool Subcontract Summary --- Task Order Level --- FR Task Orders**

This report reflects Subpool Subcontract Status under FR TOs by tracking Subpool Subcontract issuance by TO Number. Also tracked are Subpool Subcontractor Name, Subpool Subcontract Number, Brief Description of Work, Subpool Period of Performance Start and Subpool Period of Performance End, Business Status, PBC, Subpool Contract Type, Cumulative Dollars Expended, Subpool Value. These Subpool Contract costs and values, incurred under a FR TO, are applied only to the Subpool ceilings established in the Contract.

NOTE: Subpool totals under FR TOs are applied to Subpool ceilings established in the Contract. **Report shall reflect Contract Period in which work occurred (i.e. Base Period, Option Period). Do not combine Contract Periods.**

**Report 5C - Monthly Subpool Subcontract Summary --- Task Order Level --- FRI and FFP/FP Task Orders**

This report reflects Subpool Subcontract Status under FRI and FFP/FP TOs by tracking Subpool Subcontract issuance by TO Number. Also tracked are Subpool Subcontractor Name, Subpool Subcontract Number, Brief Description of Work, Subpool Period of Performance Start and Subpool Period of Performance End, Business Status, PBC, Subpool Contract Type, Cumulative Dollars Expended, Subpool Value. These Subpool Contract costs and values, incurred under a FRI and FFP/FP TO, are applied only to the ceilings established in the Contract.



NOTE: Subpool totals under FRI and FFP/FP TOs are applied to ceilings established in the Contract. **Report shall reflect Contract Period in which work occurred (i.e. Base Period, Option Period). Do not combine Contract Periods.**

# REPORT 1 TASK ORDER -- Task Level Specific Detail Report

Task Order Number:  
 Task Order Title:  
 Contractor Name:  
 Contract Number:  
 SSID:  
 State:  
 Region:

Work Area Code:  
 Action Code:  
 Operable Unit:  
 TO Type:  
 Type Site:  
 Task Order Status:  
 Performance Based:

Contract Period:  
 TO Period of Performance Start:  
 TO Period of Performance End:  
 Reporting Period From:  
 Reporting Period To:  
 Invoice Date:  
 Invoice Number:  
 Invoice Purpose:

*Task Number: 1*  
*Task Title:*

*Task Category Code:*

Name	Job Category	Current		Cumulative		Approved Budget	
		Hours	Dollars	Hours	Dollars	Hours	Dollars

**PRIME CONTRACTOR**

Direct Labor

Frank Jones		9,999.00		9,999.00			
Mary Smith		9,999.00		9,999.00			
Sophie Gray		9,999.00		9,999.00			
Stoli Razzberri		9,999.00		9,999.00			
Libby Tortise		9,999.00		9,999.00			
Joe Bussier		9,999.00		9,999.00			
Jim Dean		9,999.00		9,999.00			
Sandy Beech		9,999.00		9,999.00			
TOTAL, PRIME DIRECT LABOR		9,999.00	999,999.00	9,999.00	999,999.00	9,999.00	999,999.00

# REPORT 1 TASK ORDER -- Task Level Specific Detail Report

Task Number: 1

Task Category Code:

Task Title:

Name	Job Category	Current		Cumulative		Approved Budget	
		Hours	Dollars	Hours	Dollars	Hours	Dollars

**TEAM SUBCONTRACTOR NAME (EA.)**

Direct Labor

Charlie Brown		9,999.00		9,999.00			
Sylvester T. Feline		9,999.00		9,999.00			
Seymour Fundingsoon		9,999.00		9,999.00			
Terry Kloth		9,999.00		9,999.00			
Fanny Mae		9,999.00		9,999.00			
Frank Mayknot		9,999.00		9,999.00			
Buz L. Year		9,999.00		9,999.00			
Franky Valet		9,999.00		9,999.00			
TOTAL, TEAM SUB DIRECT LABOR		9,999.00	999,999.00	9,999.00	999,999.00	9,999.00	999,999.00

**SUBTOTALS FOR TASK 1 (PRIME + TEAM SUBCONTRACTORS)**

Cost Elements	Current		Cumulative		Approved Budget	
	Hours	Dollars	Hours	Dollars	Hours	Dollars

SUBTOTAL, DIRECT LABOR (Professional)	9,999.00	999,999.00	9,999.00	999,999.00	9,999.00	999,999.00
SUBTOTAL, DIRECT COSTS						
SUBTOTAL, TASK 1 COSTS		999,999.00		999,999.00		999,999.00

*NOTE: Repeat process above (for Prime, each Team Sub, and combined) for EACH and EVERY TASK.*

**TASK ORDER TOTALS (ALL TASKS)**

Cost Elements	Current		Cumulative		Approved Budget	
	Hours	Dollars	Hours	Dollars	Hours	Dollars
TOTAL, DIRECT LABOR	9,999.00	999,999.00	9,999.00	999,999.00	9,999.00	999,999.00
TASK ORDER TOTAL, DIRECT COSTS						
Other Direct Costs		999,999.00		999,999.00		999,999.00
Subpool		999,999.00		999,999.00		999,999.00
PLI (Pollution Liability Insurance) Premium		999,999.00		999,999.00		999,999.00
TOTAL, INDIRECT COSTS (Fringe, O/H, G&A) (if applicable)		999,999.00		999,999.00		999,999.00
TOTAL, TEAM SUB FEES (as negotiated) (if applicable)		999,999.00		999,999.00		999,999.00
BASE FEES (Prime)* (if applicable)		999,999.00		999,999.00		999,999.00
PERFORMANCE (AWARD) FEE (Prime)* (if applicable)		999,999.00		999,999.00		999,999.00
INCENTIVE/DISCENTIVE FEE* (if applicable)		999,999.00		999,999.00		999,999.00
FIXED FEE* (if applicable)		999,999.00		999,999.00		999,999.00
TOTAL, TASK ORDER		999,999.00		999,999.00		999,999.00
	Average Hourly Rate	999.00		999.00		
	Expenditure Limit Dollars			999,999.00		

***\* Use Applicable Fee Structure only in accordance with the Contract. (Do not reflect fees not applicable.)***

Note:

FR Task Orders will reflect any Indirect Costs or Fees

FRI Task Orders will reflect Indirect Costs and incentive fee

FFP/FP Task Orders will reflect any Indirect Costs

## REPORT 1A: Task Order Supplemental Detail Report - Travel

Task Order Number:  
 Task Order Title:  
 Contractor Name:  
 Contract Number:  
 SSID:  
 State:  
 Region:

Work Area Code:  
 Action Code:  
 Operable Unit:  
 TO Type:  
 Type Site:  
 Task Order Status:  
 Performance Based:

Contract Period:  
 TO Period of Performance Start:  
 TO Period of Performance End:  
 Reporting Period From:  
 Reporting Period To:  
 Invoice Date:  
 Invoice Number:  
 Invoice Purpose:

### **TRAVEL BREAKDOWN**

#### ***Prime Contractor***

Traveler's Name	Travel From	Travel To	Departure Date	Return Date	Transportation	Lodging	Per Diem	Other	Total	Travel Purpose
Sophie Gray	Denver, CO	Boulder, CO	XX/XX/XXXX	XX/XX/XXXX	9,999.00	9,999.00	9,999.00	9,999.00	9,999.00	Meeting with EPA RPM
Stolie Razzberri	Denver, CO	Washington, DC	XX/XX/XXXX	XX/XX/XXXX	9,999.00	9,999.00	9,999.00	9,999.00	9,999.00	Health & Safety Training

**Total, Prime Travel Costs** 9,999.00 9,999.00 9,999.00 9,999.00 9,999.00

#### ***Team Subcontractor\*\****

Traveler's Name	Travel From	Travel To	Departure Date	Return Date	Transportation	Lodging	Per Diem	Other	Total	Travel Purpose
Libby Tortise	Denver, CO	Washington, DC	XX/XX/XXXX	XX/XX/XXXX	9,999.00	9,999.00	9,999.00	9,999.00	9,999.00	Health & Safety Training

**Total, Team Subcontractor Travel Costs** 9,999.00 9,999.00 9,999.00 9,999.00 9,999.00

\*\* Provide travel breakout for each Team Sub

**REPORT 2T:**

**Current Month & Cumulative Status Report ---  
Task Level Totals within FR Task Order**

Task Order Number:  
Task Order Title:  
Contractor Name:  
Contract Number:  
SSID:  
State:  
Region:

Work Area Code:  
Action Code:  
Operable Unit:  
TO Type:  
Type Site:  
Task Order Status:  
Performance Based:

Contract Period:  
TO Period of Performance Start:  
TO Period of Performance End:  
Reporting Period From:  
Reporting Period To:  
Invoice Date:  
Invoice Number:  
Invoice Purpose:

**Current Month**

TASK		Prime/Team Hours	Prime/Team Labor \$	ODCs	Subpool	Fees	Total \$
NO	CAT. CODE						
01	XX	9,999.00	999,999.00		9,999,999.00		99,999,999.00
02	XX	9,999.00	999,999.00		9,999,999.00		99,999,999.00
03	XX	9,999.00	999,999.00		9,999,999.00		99,999,999.00
04	XX	9,999.00	999,999.00		9,999,999.00		99,999,999.00
Task Order Subtotal				99,999.00			
Team Sub Fees						99,999.00	
Base Fee - Prime*						99,999.00	
Incentive/Discentive Fee*						99,999.00	
Fixed Fee*						99,999.00	
Performance Fee*						99,999.00	
Total		999,999.00	999,999.00	99,999.00	9,999,999.00	99,999.00	99,999,999.00

*\* Use applicable Indirect Costs and Fee Structure in accordance with the Contract*

**Cumulative To-Date**

TASK		Prime/Team Hours	Prime/Team Labor \$	ODCs	Subpool	Fees	Total \$
NO	CAT. CODE						
01	XX	9,999.00	999,999.00	99,999.00	9,999,999.00		99,999,999.00
02	XX	9,999.00	999,999.00	99,999.00	9,999,999.00		99,999,999.00
03	XX	9,999.00	999,999.00	99,999.00	9,999,999.00		99,999,999.00
04	XX	9,999.00	999,999.00	99,999.00	9,999,999.00		99,999,999.00
Task Order Subtotal				99,999.00			
Subteam Fees						99,999.00	
Base Fee - Prime*						99,999.00	
Incentive/Discentive Fee*						99,999.00	
Fixed Fee*						99,999.00	
Performance Fee*						99,999.00	
Total		999,999.00	999,999.00	99,999.00	9,999,999.00	99,999.00	99,999,999.00

Total Expenditure Limit Dollars 99,999,999.00

*\* Use applicable Indirect Costs and Fee Structure in accordance with the Contract*

**Adjustments/Disallowed Costs**

TASK Number	Category Code	Invoice Number	Suspended		Re-Billed		Disallowed	
			Date	Amount	Date	Amount	Amount	Amount
01	xx		xx-xx-xxxx	99,999.00	xx-xx-xxxx	99,999.00	xx-xx-xxxx	99,999.00
02	xx		xx-xx-xxxx	99,999.00	xx-xx-xxxx	99,999.00	xx-xx-xxxx	99,999.00
03	xx		xx-xx-xxxx	99,999.00	xx-xx-xxxx	99,999.00	xx-xx-xxxx	99,999.00
Total				99,999.00		99,999.00		

# REPORT 2C: Current Month & Cumulative Status Report --- Task Level Totals within FRI or FFP/FP Task Order

Task Order Number:  
Task Order Title  
Contractor Name:  
Contract Number:  
SSID:  
State:  
Region:

Work Area Code:  
Action Code:  
Operable Unit:  
TO Type:  
Type Site:  
Task Order Status:  
Performance Based:

Contract Period:  
TO Period of Performance Start:  
TO Period of Performance End:  
Reporting Period From:  
Reporting Period To:  
Invoice Date:  
Invoice Number:  
Invoice Purpose:

**Current Month**

TASK		Prime/Team Hours	Prime/Team Labor \$	ODCs	Total \$
NO	CAT. CODE				
01	XX	9,999.00	999,999.00		99,999,999.00
02	XX	9,999.00	999,999.00		99,999,999.00
03	XX	9,999.00	999,999.00		99,999,999.00
04	XX	9,999.00	999,999.00		99,999,999.00
Total		9,999.00	999,999.00	99,999.00	99,999,999.00

**Cumulative To-Date**

TASK		Prime/Team Hours	Prime/Team Labor \$	ODCs	Total \$
NO	CAT. CODE				
01	XX	9,999.00	999,999.00		99,999,999.00
02	XX	9,999.00	999,999.00		99,999,999.00
03	XX	9,999.00	999,999.00		99,999,999.00
04	XX	9,999.00	999,999.00		99,999,999.00
Total		9,999.00	999,999.00	99,999.00	99,999,999.00

Expenditure Limit 99,999,999.00

**Adjustments/Disallowed Costs**

TASK		Invoice Number	Suspended		Re-Billed		Disallowed	
Number	Category Code		Date	Amount	Date	Amount	Date	Amount
			01	xx	xx-xx-xxxx	99,999.00	xx-xx-xxxx	99,999.00
02	xx	xx-xx-xxxx	99,999.00	xx-xx-xxxx	99,999.00	xx-xx-xxxx	99,999.00	
03	xx	xx-xx-xxxx	99,999.00	xx-xx-xxxx	99,999.00	xx-xx-xxxx	99,999.00	
Total			99,999.00		99,999.00		99,999.00	

# REPORT 4T: Variance Report --- Task Order Level --- FR Task Orders

Contractor Name:  
 Contract Number:  
 Region:

Reporting Period From:  
 Reporting Period To:  
 Contract Period:

Invoice Date:  
 Invoice Number:  
 Invoice Purpose:

### Task Order Specific Funded

TASK ORDER NUMBER	WORK AREA CODE	TO STATUS	P B C	TASK ORDER TITLE	CUMULATIVE HOURS	CUMULATIVE TOTAL LOADED \$ INVOICED	DOLLARS INCURRED BUT NOT INVOICED	TOTAL INV'D + INCUR'D BUT NOT INV'D	APPROVED BUDGET		VARIANCE BASED ON APPROVED BUDGET			EXPENDITURE LIMIT		VARIANCE BASED ON EXPENDITURE LIMIT	
									HOURS	DOLLARS	% HOURS INVOICED	% \$ INVOICED	% INV'D+INCUR'D BUT NOT INV'D	HOURS	DOLLARS	% HOURS INVOICED	% \$ INVOICED
XXX-XXXX-XXXX	XX				9,999.00	999,999.00	999,999.00	999,999.00	9,999.00	999,999.00	999.00	999.00	999.00	9,999.00	999,999.00	999.00	999.00
XXX-XXXX-XXXX	XX				9,999.00	999,999.00	999,999.00	999,999.00	9,999.00	999,999.00	999.00	999.00	999.00	9,999.00	999,999.00	999.00	999.00
XXX-XXXX-XXXX	XX				9,999.00	999,999.00	999,999.00	999,999.00	9,999.00	999,999.00	999.00	999.00	999.00	9,999.00	999,999.00	999.00	999.00
XXX-XXXX-XXXX	XX				9,999.00	999,999.00	999,999.00	999,999.00	9,999.00	999,999.00	999.00	999.00	999.00	9,999.00	999,999.00	999.00	999.00
XXX-XXXX-XXXX	XX				9,999.00	999,999.00	999,999.00	999,999.00	9,999.00	999,999.00	999.00	999.00	999.00	9,999.00	999,999.00	999.00	999.00
TOTAL					9,999.00	999,999.00	999,999.00	999,999.00	9,999.00	999,999.00	999.00	999.00	999.00	9,999.00	999,999.00	999.00	999.00

PBC = Performance Based Contracting Form (Yes = Y; No = N)  
 TO Status = O or C (O = Ongoing; C = Closed)



# REPORT 4C: Variance Report --- Task Order Level -- FRI and FFP/FP Task Orders

Contractor Name: Reporting Period From: Invoice Date:  
 Contract Number: Reporting Period To: Invoice Number:  
 Region: Contract Period: Invoice Purpose:

TASK ORDER NUMBER	WORK AREA CODE	TO Status	PBC	TASK ORDER TITLE	CUMULATIVE HOURS*	CUMULATIVE TOTAL LOADED \$ INVOICED	DOLLARS INCURRED BUT NOT INVOICED	TOTAL INV'D + INCUR'D BUT NOT INV'D	APPROVED BUDGET DOLLARS	VARIANCE BASED ON APPROVED BUDGET		EXPENDITURE LIMIT DOLLARS*	VARIANCE BASED ON EXPENDITURE LIMIT % \$ INVOICED
										% \$ INVOICED	% INV'D+INCUR'D BUT NOT INV'D		
FRI													
XXX-XXXX-XXXX	XX				9,999.00	999,999.00	999,999.00	999,999.00	999,999.00	999.00	999.00	999,999.00	999.00
XXX-XXXX-XXXX	XX				9,999.00	999,999.00	999,999.00	999,999.00	999,999.00	999.00	999.00	999,999.00	999.00
XXX-XXXX-XXXX	XX				9,999.00	999,999.00	999,999.00	999,999.00	999,999.00	999.00	999.00	999,999.00	999.00
TOTAL FRI Task Orders					9,999.00	999,999.00	999,999.00	999,999.00	999,999.00	999.00	999.00	999,999.00	999.00
FFP/FP													
XXX-XXXX-XXXX	XX					999,999.00	999,999.00	999,999.00	999,999.00	999.00	999.00		999.00
XXX-XXXX-XXXX	XX					999,999.00	999,999.00	999,999.00	999,999.00	999.00	999.00		999.00
XXX-XXXX-XXXX	XX					999,999.00	999,999.00	999,999.00	999,999.00	999.00	999.00		999.00
TOTAL FFP/FP Task Orders						999,999.00	999,999.00	999,999.00	999,999.00	999.00	999.00		999.00
GRAND TOTAL					9,999.00	999,999.00	999,999.00	999,999.00	999,999.00	999.00	999.00	999,999.00	999.00

\* Note: No Hours or Expenditure Limit under FFP/FP

TO Status = O or C (O = Ongoing; C = Closed)  
 PBC = Yes or No

# REPORT 5T: Monthly Subpool Subcontract Summary --- Task Order Level FR Task Orders

Contractor Name:  
Contract Number:  
Region:

Reporting Period From:  
Reporting Period To:  
Contract Period:

Invoice Date:  
Invoice Number:

TASK ORDER NUMBER	SUBPOOL SUBCONTRACTOR NAME	SUBPOOL SUBCONT. NUMBER	BRIEF DESCRIPTION OF WORK	SUBPOOL POP START	SUBPOOL POP END	BUSINESS* STATUS	PBC	SUBPOOL CONT. TYPE	CUMULATIVE DOLLARS EXPENDED	SUBPOOL VALUE
XXX-XXXX-XXXX	ANN L. EYES ANALYTICAL	01-00452	BASIC DIOXIN ANALYSIS EXPANDED DIOXIN ANALYSIS INCREASED SAMPLES	XX/XX/XXXX	XX/XX/XXXX	SBE	Y	FFP	\$93,489.00	\$100,000.00
	K. MOON DRUM HAULERS	01-00753	DRUM TRANSPORTATION TO LANDFILL	XX/XX/XXXX	XX/XX/XXXX	SDBE	N	CPFF	\$3,658.00	\$32,972.00
XXX-XXXX-XXXX	SAM'S SAFE SECURITY	03-00512	ON-SITE SECURITY SERVICES	XX/XX/XXXX	XX/XX/XXXX	WBE	N	FP	\$20,086.00	\$48,394.00
TOTAL									\$117,233.00	\$181,366.00

- \* LB = Large Business Enterprise
- SB = Small Business Enterprise
- SDBE = Small Disadvantaged Business Enterprise
- WBE = Women-owned Business Enterprise
- HZE = Hub-Zone Enterprise
- DVE = Service Disable Veteran Enterprise

# REPORT 5C: Monthly Subpool Subcontract Summary ---Task Order Level FRI and FFP/FP Task Orders

Contractor Name:  
Contract Number:  
Region:

Reporting Period From:  
Reporting Period To:  
Contract Period:

Invoice Date:  
Invoice Number:

TASK ORDER NUMBER	SUBPOOL SUBCONTRACTOR NAME	SUBPOOL SUBCONT. NUMBER	BRIEF DESCRIPTION OF WORK	SUBPOOL POP START	SUBPOOL POP END	BUSINESS* STATUS	PBC	SUBPOOL CONT. TYPE	CUMULATIVE DOLLARS EXPENDED	SUBPOOL VALUE
XXX-XXXX-XXXX	ANN L. EYES ANALYTICAL	01-00452	BASIC DIOXIN ANALYSIS EXPANDED DIOXIN ANALYSIS INCREASED SAMPLES	XX/XX/XXXX	XX/XX/XXXX	SBE	Y	FFP	\$93,489.00	\$100,000.00
	K . MOON DRUM HAULERS	01-00753	DRUM TRANSPORTATION TO LANDFILL	XX/XX/XXXX	XX/XX/XXXX	SDBE	N	CPFF	\$3,658.00	\$32,972.00
XXX-XXXX-XXXX	SAM'S SAFE SECURITY	03-00512	ON-SITE SECURITY SERVICES	XX/XX/XXXX	XX/XX/XXXX	WBE	N	FP	\$20,086.00	\$48,394.00
TOTAL									\$117,233.00	\$181,366.00

\* LB = Large Business Enterprise  
 SB = Small Business Enterprise  
 SDBE = Small Disadvantaged Business Enterprise  
 WBE = Women-owned Business Enterprise  
 HZE = Hub-Zone Enterprise  
 DVE = Service Disable Veteran Enterprise

### **3.2 Invoice Backup Related Reports**

These reports serve as back up to the Invoice for the contract -- EPA Form 1900-34 and Standard Form 1034. All FR Task Orders are billed/invoiced as reflected by "T" numbered reports. All FRI and FFP/FP Task Orders are billed/invoiced as reflected by "C" numbered reports. Contractor must also include the *Site Specific Invoice Backup Report* as defined in *Section 5.0 Site Specific Invoicing Requirements*

#### **Report 6T – Left Blank Intentionally – NO REPORT**

#### **Report 6C – Left Blank Intentionally – NO REPORT**

#### **Report 7T - RAC Funding Log - Invoice Backup – FR Task Orders**

This report reflects funding in the contract for FR TOs. Total Obligated Dollars, Prior Invoiced to Date, Currently Invoiced Dollars, Cumulative Invoiced Dollars, and Remaining Funds for individually funded TOs, which are funded site-specifically, are tracked on a TO basis. (This report is submitted as part of the invoice/voucher as well as part of the Executive Summary.)

**Report shall reflect Contract Period in which work occurred (i.e. Base Period, Option Period). Do not combine Contract Periods.**

#### **Report 7C - RAC Funding Log - Invoice Backup – FRI and FFP/FP Task Orders**

This report reflects funding in the contract for FRI and FFP/FP TOs. Total Obligated Dollars, Prior Invoiced to Date, Currently Invoiced Dollars, Cumulative Invoiced Dollars, and Remaining Funds are tracked on a TO basis. FRI and FFP/FP Task Orders are reported separately but combined at the bottom of the report in grand total. (This report is submitted as part of the invoice/voucher as well as part of the Executive Summary.) **Report shall reflect Contract Period in which work occurred (i.e. Base Period, Option Period). Do not combine Contract Periods.**

### **3.3 Related Backup Reports**

These reports serve as an overall contract summary and are included in the Executive Summary of the Monthly Progress Report. These reports are also part of the National Reports (see Section 7.0). Also, include Reports 4T, 4C, 5T, 5C, 7T and 7C with these reports. (Note: 7T and 7C are also submitted as part of invoice.)

#### **Report 8 - Contract Capacity Report**

This report serves to track (for the Base Period, Option Periods) Total FR Dollars, Subpool; and FRI and FFP/FP resources for *Contract at Award, Option Orders, Potential Contract Value, and Potential Capacity Available*. **Contractor must calculate values for all Option Periods at start of Base Period.**

NOTE:

(1) *Contract at Award* reflects the ceiling of each element when contract was awarded. The FR Dollars shall include Equipment and ODCs. *Current Ceiling* reflects Contract at Award and any options exercised. (Contract at Award PLUS Option Orders EQUALS Potential Contract Value. Potential Contract Value MINUS Current Ceiling EQUALS Potential Capacity Available)

(2) This report does not reflect obligations to the contract. It only reflects ceilings.

## **Report 9 - RAC Contract Management Indicators Reports - Contract Level**

There are five sub-reports provided under this cumulative Report: *Total Task Orders Expended vs. Contract Obligations*; *FR Contract Ceilings vs. FR Obligations*; *FRI and FFP/FP Contract Ceilings vs. FRI and FFP/FP Obligations*; *Contract Ceilings vs. Work Plan Expenditure Limits*; and *Contract Ceilings vs. Approved Work Plan Budgets*.

### **Total Task Orders Expended vs. Contract Obligations**

**FR Task Orders Expended** - This report serves to track FR resources expended by *Current Period, Fiscal Year, Base Period, Option Period 1, Option Period 2 (if applicable), and Total Contract (which is sum of Base Period plus Option Period(s))*. For each period and total, report FR Expended Dollars and Hours, Performance Based Expended Dollars and Hours, and Total Expended Dollars and Hours (which is sum of the FR Expended and Performance Based Dollars and Hours, as applicable). The same periods are used in tracking Total FR Dollars Obligated.

NOTE: Expended Dollars include Subpool in this report.

**FRI and FFP/FP Task Orders Expended** - This report serves to track FRI resources expended by *Current Period, Fiscal Year, Base Period, Option Period 1, Option Period 2 (if applicable), and Total Contract (which is sum of Base Period plus Option Period(s))*. For each period and total, report FRI and FFP/FP Expended Dollars and Hours, Performance Based Expended Dollars and Hours, and Total Expended Dollars and Hours (which is sum of the FR Expended and Performance Based Dollars and Hours, as applicable). The same periods are used in tracking Total FRI Dollars Obligated. FFP/FP Expended Dollars and Total FFP/FP Dollars Obligated are also tracked by the same time periods indicated for FRI.

### **FR Contract Ceilings vs. FR Obligations**

This report serves to track the FR lines of the contract by *Base Period, Option Period 1, Option Period 2 (if applicable), and Total Contract (which is sum of Base Period plus Option Period(s))*. Report the Current Contract Ceiling Dollars and Subpool for FR for each period and total. The same periods are used in tracking Task Orders: Total Approved Budget Dollars, Total Expenditure Limit Dollars; and Cumulative Expended Dollars. The same periods are used in tracking Total Obligated FR Dollars as shown in the last column.

### **FRI and FFP/FP Contract Ceilings vs. FRI and FFP/FP Obligations**

This report serves to track the FRI and FFP/FP TOs of the contract by *Base Period, Option Period 1, Option Period 2 (if applicable), and Total Contract (which is sum of Base Period plus Option Period(s))*. Report the Total Current Contract Ceiling Dollars for the sum of FRI and FFP/FP (this is the sum of the Current Ceilings from both FRI and FFP/FP in Report 8). The same periods are used in tracking Task Orders: Total Approved Budget Dollars, Total Expenditure Limit Dollars; and Cumulative Expended Dollars. Total Obligated FRI and FFP/FP Dollars are shown in the last column.

### **Contract Ceilings vs. Work Plan Expenditure Limits**

This report serves to track both the FR and FRI/FFP/FP TOs of the contract by *Base Period, Option Period 1, Option Period 2 (if applicable), and Total Contract (which is sum of Base Period plus Option Period(s))*. **Under FR** TOs indicate Current Contract Ceiling Dollars, Labor and Subpool; TOs Total Expenditure Limit Dollars, and Subpool; and Available for New Work Dollars, and Subpool. FR Current Contract Ceilings minus TOs Total Expenditure Limits equals Available for New Work in each applicable column (i.e. Dollars, Subpool). **Under FRI/FFP and FP** TOs indicate Total Current Contract Ceiling Dollars (this is the sum of the Current Ceilings from both

FRI and FFP/FP in Report 8); FRI/FFP/FP TOs Total Expenditure Limit Dollars; and Available for New Work Dollars. FRI and FFP/FP TOs Total Current Contract Ceilings minus TOs Total Expenditure Limits equals Available for New Work Dollars.

### ***Contract Ceilings vs. Approved Work Plan Budgets***

This report serves to track both the FR and FRI/FFP/FP TOs of the contract by *Base Period, Option Period 1, Option Period 2 (if applicable), and Total Contract (which is sum of Base Period plus Option Period(s))*. **Under FR** indicate Current Contract Ceiling Dollars and Subpool; TOs Total Approved Budget Dollars and Subpool; and Available for New Work Dollars and Subpool. FR Current Contract Ceilings minus TOs Total Approved Budget equals Available for New Work in each applicable column (i.e. Dollars, Subpool). **Under FRI/FFP/FP** indicate Total Current Contract Ceiling Dollars (this is the sum of the Current Ceilings from both FRI and FFP/FP in Report 8); FRI/FFP/FP TOs Total Approved Budget Dollars; and Available for New Work Dollars. FRI/FFP/FP TOs Total Current Contract Ceiling Dollars minus TOs Total Approved Budget Dollars equals Available for New Work Dollars.

### ***Report 10 - RAC Modification Log - Contract Level***

This report, prepared for each Contract Period (i.e. Base Period, and each Option Period), serves to track modifications to the original contract by Modification Number, Modification Date, Modification Purpose and Dollar Amount.

If the Modification changes the Contract Ceilings, the amount of change is reflected under Contract Ceilings. Under FR Funding, Total Obligations To-date provides cumulative total of FR dollars. The Obligations Needed column for FR Funding provides a total of funding needed to reach the most recent FR Dollars Ceiling (FR Dollars and Subpool Dollars less Total Obligations To-date). This same information is tracked for FRI and FFP/FP Funding.

**Report shall reflect Contract Period in which work occurred (i.e. Base Period, Option Period). Do not combine Contract Periods.**

### ***Report 11 - RAC Work Area Invoiced Report - Contract Level***

This report captures expenditures invoiced by Work Areas as defined in the RAC Statement of Work, Work Breakdown Structure, by Current Reporting Period, Fiscal Years, and Cumulative Contract. Fiscal Years are Government Fiscal Years.

**REPORT 7T:**

**RAC Funding Log -- Invoice Backup  
-- FR Task Orders**

Contractor Name:  
Contract Number:  
Region:

Contract Period:  
Reporting Period To:

Invoice Date:  
Invoice Number:  
Invoice Purpose:

***Task Order Specific Funded***

TO Number	IFMS Line	DCN	ACCOUNT NUMBER						Obligated Dollars	Prior Invoiced to date	Current Dollars	Cumulative Dollars	Remaining Funds
	Ref #		FY	Appro.	Org	Program	Site/Proj.	Cost Org.					
XXX-XXXX-XXXX		123456	1234	123456	1234567	123456789	12345678	1234567	9,999,999.00	9,999,999.00	9,999,999.00	9,999,999.00	9,999,999.00
XXX-XXXX-XXXX		123456	1234	123456	1234567	123456789	12345678	1234567	9,999,999.00	9,999,999.00	9,999,999.00	9,999,999.00	9,999,999.00
XXX-XXXX-XXXX		123456	1234	123456	1234567	123456789	12345678	1234567	9,999,999.00	9,999,999.00	9,999,999.00	9,999,999.00	9,999,999.00
XXX-XXXX-XXXX		123456	1234	123456	1234567	123456789	12345678	1234567	9,999,999.00	9,999,999.00	9,999,999.00	9,999,999.00	9,999,999.00
XXX-XXXX-XXXX		123456	1234	123456	1234567	123456789	12345678	1234567	9,999,999.00	9,999,999.00	9,999,999.00	9,999,999.00	9,999,999.00
XXX-XXXX-XXXX		123456	1234	123456	1234567	123456789	12345678	1234567	9,999,999.00	9,999,999.00	9,999,999.00	9,999,999.00	9,999,999.00
<b>Grand Total</b>									9,999,999.00	9,999,999.00	9,999,999.00	9,999,999.00	9,999,999.00

**REPORT 7C:**

**RAC Funding Log -- Invoice Backup  
-- FRI and FFP/FP Task Orders**

Contractor Name:  
Contract Number:  
Region:

Contract Period:  
Reporting Period To:

Invoice Date:  
Invoice Number:  
Invoice Purpose:

**FRI**

TO Number	IFMS Line Ref #	DCN	ACCOUNT NUMBER						Obligated Dollars	Prior Invoiced to date	Current Dollars	Cumulative Dollars	Remaining Funds
			FY	Appro.	Org	Program	Site/Proj.	Cost Org.					
XXX-XXXX-XXXX		123456	1234	123456	1234567	123456789	12345678	1234567	9,999,999.00	9,999,999.00	9,999,999.00	9,999,999.00	9,999,999.00
XXX-XXXX-XXXX		123457	1234	123456	1234567	123456789	12345678	1234567	9,999,999.00	9,999,999.00	9,999,999.00	9,999,999.00	9,999,999.00
XXX-XXXX-XXXX		123458	1234	123456	1234567	123456789	12345678	1234567	9,999,999.00	9,999,999.00	9,999,999.00	9,999,999.00	9,999,999.00
<b>TOTAL FRI</b>									9,999,999.00	9,999,999.00	9,999,999.00	9,999,999.00	9,999,999.00

**FFP/FP**

TO Number	IFMS Line Ref #	DCN	ACCOUNT NUMBER						Obligated Dollars	Prior Invoiced to date	Current Dollars	Cumulative Dollars	Remaining Funds
			FY	Appro.	Org	Program	Site/Proj.	Cost Org.					
XXX-XXXX-XXXX		123456	1234	123456	1234567	123456789	12345678	1234567	9,999,999.00	9,999,999.00	9,999,999.00	9,999,999.00	9,999,999.00
XXX-XXXX-XXXX		123456	1234	123456	1234567	123456789	12345678	1234567	9,999,999.00	9,999,999.00	9,999,999.00	9,999,999.00	9,999,999.00
XXX-XXXX-XXXX		123456	1234	123456	1234567	123456789	12345678	1234567	9,999,999.00	9,999,999.00	9,999,999.00	9,999,999.00	9,999,999.00
<b>TOTAL FFP/FP</b>									9,999,999.00	9,999,999.00	9,999,999.00	9,999,999.00	9,999,999.00
<b>GRAND TOTAL</b>									9,999,999.00	9,999,999.00	9,999,999.00	9,999,999.00	9,999,999.00



# REPORT 8: Task Order Contract Capacity

Contractor Name:  
 Contract Number:  
 Region:

Reporting Period To:

**Contract Period:** BASE

**Contract Period of Performance Start:**  
**Contract Period of Performance End:**

	Contract at Award	Option Orders	Potential Contract Value	Current Ceiling	Potential Capacity Available
FR					
Dollars	99,999,999.00	99,999,999.00	99,999,999.00	99,999,999.00	99,999,999.00
Subpool	99,999,999.00	99,999,999.00	99,999,999.00	99,999,999.00	99,999,999.00
FRI	99,999,999.00	99,999,999.00	99,999,999.00	99,999,999.00	99,999,999.00
FFP/FP	99,999,999.00	99,999,999.00	99,999,999.00	99,999,999.00	99,999,999.00

**Contract Period:** Option

**Contract Period of Performance Start:**  
**Contract Period of Performance End:**

*(If contract has more than one option period, do breakout for each one)*

	Contract at Award	Option Orders	Potential Contract Value	Current Ceiling	Potential Capacity Available
FR					
Dollars	99,999,999.00	99,999,999.00	99,999,999.00	99,999,999.00	99,999,999.00
Subpool	99,999,999.00	99,999,999.00	99,999,999.00	99,999,999.00	99,999,999.00
FRI	99,999,999.00	99,999,999.00	99,999,999.00	99,999,999.00	99,999,999.00
FFP/FP	99,999,999.00	99,999,999.00	99,999,999.00	99,999,999.00	99,999,999.00

**TOTAL (Base and Option Periods)**

	Contract at Award	Option Orders	Potential Contract Value	Current Ceiling	Potential Capacity Available
FR					
Dollars	99,999,999.00	99,999,999.00	99,999,999.00	99,999,999.00	99,999,999.00
Subpool	99,999,999.00	99,999,999.00	99,999,999.00	99,999,999.00	99,999,999.00
FRI	99,999,999.00	99,999,999.00	99,999,999.00	99,999,999.00	99,999,999.00
FFP/FP	99,999,999.00	99,999,999.00	99,999,999.00	99,999,999.00	99,999,999.00

# Report 9: RAC Management Indicators Reports - Task Order Contract Level

Contractor Name:  
 Contract Number:  
 Region:

Reporting Period To:

\*\* Current Period reflects the current reporting period and is not cumulative.

## Total Task Orders Expended vs. Contract Obligations

	FR						
	Expended		Performance Based Expended		Total Expended		Total FR
	Dollars*	Hours	Dollars	Hours	Dollars	Hours	Dollars Obligated
Current Period**	999,999,999.00	999,999.00	999,999,999.00	999,999.00	999,999,999.00	999,999.00	999,999,999.00
Fiscal Year	999,999,999.00	999,999.00	999,999,999.00	999,999.00	999,999,999.00	999,999.00	999,999,999.00
Base Period	999,999,999.00	999,999.00	999,999,999.00	999,999.00	999,999,999.00	999,999.00	999,999,999.00
Option Period 1	999,999,999.00	999,999.00	999,999,999.00	999,999.00	999,999,999.00	999,999.00	999,999,999.00
Option Period 2	999,999,999.00	999,999.00	999,999,999.00	999,999.00	999,999,999.00	999,999.00	999,999,999.00
Total Contract	999,999,999.00	999,999.00	999,999,999.00	999,999.00	999,999,999.00	999,999.00	999,999,999.00

\* Expended Dollars includes Subpool

	FRI							FFP/FP	
	Expended		Performance Based Expended		Total Expended		Total FRI	Expended	Total FFP/FP
	Dollars	Hours	Dollars	Hours	Dollars	Hours	Dollars Obligated	Dollars	Dollars Obligated
Current Period**	999,999,999.00	999,999.00	999,999,999.00	999,999.00	999,999,999.00	999,999.00	999,999,999.00	999,999,999.00	999,999,999.00
Fiscal Year	999,999,999.00	999,999.00	999,999,999.00	999,999.00	999,999,999.00	999,999.00	999,999,999.00	999,999,999.00	999,999,999.00
Base Period	999,999,999.00	999,999.00	999,999,999.00	999,999.00	999,999,999.00	999,999.00	999,999,999.00	999,999,999.00	999,999,999.00
Option Period 1	999,999,999.00	999,999.00	999,999,999.00	999,999.00	999,999,999.00	999,999.00	999,999,999.00	999,999,999.00	999,999,999.00
Option Period 2	999,999,999.00	999,999.00	999,999,999.00	999,999.00	999,999,999.00	999,999.00	999,999,999.00	999,999,999.00	999,999,999.00
Total Contract	999,999,999.00	999,999.00	999,999,999.00	999,999.00	999,999,999.00	999,999.00	999,999,999.00	999,999,999.00	999,999,999.00

## FR Contract Ceilings vs. FR Obligations

	Current Contract Ceiling		TOs Total Approved Budget Dollars	TOs Total Expenditure Limit Dollars	TOs Cumulative Expended Dollars	Total FR Dollars Obligated
	Dollars	Subpool				
	Base Period	99,999,999.00	999,999.00	99,999,999.00	99,999,999.00	99,999,999.00
Option Period 1	99,999,999.00	999,999.00	99,999,999.00	99,999,999.00	99,999,999.00	99,999,999.00
Option Period 2	99,999,999.00	999,999.00	99,999,999.00	99,999,999.00	99,999,999.00	99,999,999.00
Total Contract	99,999,999.00	999,999.00	99,999,999.00	99,999,999.00	99,999,999.00	99,999,999.00

Note: TOs = Task Orders

## Report 9: RAC Management Indicators Reports - Task Order Contract Level

Contractor Name:  
 Contract Number:  
 Region:

Reporting Period To:

### FRI and FFP/FP Contract Ceilings vs. FRI and FFP/FP Obligations

	<b>Current Contract Ceiling Dollars</b>	<b>TOs Total Approved Budgets Dollars</b>	<b>TOs Total Expenditure Limits Dollars</b>	<b>TOs Total Cumulative Expended Dollars</b>	<b>Dollars Obligated</b>
Base Period	99,999,999.00	999,999.00	99,999,999.00	99,999,999.00	99,999,999.00
Option Period 1	99,999,999.00	999,999.00	99,999,999.00	99,999,999.00	99,999,999.00
Option Period 2	99,999,999.00	999,999.00	99,999,999.00	99,999,999.00	99,999,999.00
Total Contract	99,999,999.00	999,999.00	99,999,999.00	99,999,999.00	99,999,999.00

### Contract Ceilings vs. Work Plan Expenditure Limits

	<b>FR</b>						<b>FRI and FFP/FP</b>		
	<b>Current Contract Ceiling</b>		<b>TOs Total Expenditure Limits</b>		<b>Available for New Work</b>		<b>Current Contract Ceiling Dollars</b>	<b>TOs Total Expenditure Limit Dollars</b>	<b>Available for New Work Dollars</b>
	<b>Dollars</b>	<b>Subpool</b>	<b>Dollars</b>	<b>Subpool</b>	<b>Dollars</b>	<b>Subpool</b>			
Base Period	99,999,999.00	999,999.00	99,999,999.00	999,999.00	99,999,999.00	999,999.00	99,999,999.00	99,999,999.00	99,999,999.00
Option Period 1	99,999,999.00	999,999.00	99,999,999.00	999,999.00	99,999,999.00	999,999.00	99,999,999.00	99,999,999.00	99,999,999.00
Option Period 2	99,999,999.00	999,999.00	99,999,999.00	999,999.00	99,999,999.00	999,999.00	99,999,999.00	99,999,999.00	99,999,999.00
Total Contract	99,999,999.00	999,999.00	99,999,999.00	999,999.00	99,999,999.00	999,999.00	99,999,999.00	99,999,999.00	99,999,999.00

### Contract Ceilings vs. Approved Work Plan Budgets

	<b>FR</b>						<b>FRI and FFP/FP</b>		
	<b>Current Contract Ceiling</b>		<b>TOs Total Approved Budget</b>		<b>Available for New Work</b>		<b>Current Contract Ceiling Dollars</b>	<b>TOs Total Approved Budget Dollars</b>	<b>Available for New Work Dollars</b>
	<b>Dollars</b>	<b>Subpool</b>	<b>Dollars</b>	<b>Subpool</b>	<b>Dollars</b>	<b>Subpool</b>			
Base Period	99,999,999.00	999,999.00	99,999,999.00	999,999.00	99,999,999.00	999,999.00	99,999,999.00	99,999,999.00	99,999,999.00
Option Period 1	99,999,999.00	999,999.00	99,999,999.00	999,999.00	99,999,999.00	999,999.00	99,999,999.00	99,999,999.00	99,999,999.00
Option Period 2	99,999,999.00	999,999.00	99,999,999.00	999,999.00	99,999,999.00	999,999.00	99,999,999.00	99,999,999.00	99,999,999.00
Total Contract	99,999,999.00	999,999.00	99,999,999.00	999,999.00	99,999,999.00	999,999.00	99,999,999.00	99,999,999.00	99,999,999.00

## REPORT 10: RAC Modification Log - Contract Level

Contractor Name:  
 Contract Number:  
 Region:

Contract Period:  
 Reporting Period To:

Mod No.	Mod Date	Modification Purpose	Task Order #	Contract Ceilings								
				Obligated Dollars		FR		FRI & FFP/FP	Obligations To-date		Obligations Needed	
				FR	FRI & FFP/FP	Dollars	Subpool		FR	FRI & FFP/FP	FR	FRI & FFP/FP
001	XX/XX/XXXX	Initial Base Period Ceilings				53,500,000	6,000,000.00	10,000,000.00			59,500,000.00	10,000,000.00
		FR Incremental Funding		1,000,000.00					1,000,000.00		58,500,000.00	
		FR Incremental Funding		9,200,000.00					10,200,000.00		49,300,000.00	
002	XX/XX/XXXX	RA Funding - FFP/FP -			1,500,000.00					1,500,000.00		8,500,000.00
		FR Incremental Funding		2,000,000.00					12,200,000.00		47,300,000.00	
003	XX/XX/XXXX	RA Funding - FR -		9,000,000.00					21,200,000.00		38,300,000.00	
		FR Incremental Funding		5,000,000.00					26,200,000.00		33,300,000.00	
004	XX/XX/XXXX	Change of PO										
		RA Funding - FR -		7,800,000.00					34,000,000.00		25,500,000.00	
005	XX/XX/XXXX	FR Incremental Funding		5,370,000.00					39,370,000.00		20,130,000.00	
		RV Funding - FR -		4,500,000.00					43,870,000.00		15,630,000.00	
		RA Funding - FR -		8,500,000.00					52,370,000.00		7,130,000.00	
		Change Clause										
006	XX/XX/XXXX	Exercise Option Order				27,500,000	1,000,000.00	2,000,000.00			35,630,000.00	10,500,000.00
007	XX/XX/XXXX	RA Funding - FR -		9,760,000.00					62,130,000.00		25,870,000.00	
		RA Funding - FRI -			9,985,645.00					11,485,645.00		514,355.00
Total Obligated Dollars				62,130,000.00	11,485,645.00							
<b>Current Ceiling</b>						81,000,000	7,000,000.00	12,000,000.00				



**4.0 LEFT BLANK INTENTIONALLY**

## 5.0 Site-Specific Invoicing Requirements

(August 10, 2004)

***This is not considered to be contradictory or in place of other contract clauses. Changes to the required format of the s/s detail attachment may be necessary to assist the Environmental Protection Agency's cost recovery efforts. The EPA shall notify the contractor of any format changes as they become necessary.***

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The Contractor shall provide an invoice/voucher that identifies the costs incurred at each site and/or operable-unit with an EPA site/spill identifier (SSID). These invoices may be for: current expenses, reclaim for suspended costs, indirect cost adjustments, or audit adjustments. Invoices/vouchers for reclaiming suspended costs shall be submitted on a separate voucher. The voucher number shall be the original claim voucher number when suspensions are made. The letter "R" must be added to the end of the voucher number; ie **C123R1**, (if it requires more than one reclaim, invoices are to be numbered: C123R2, C123R3 etc.). Corrections to the site attachment of previously paid invoices shall be submitted on a separate site attachment, referencing the previous invoice number. The corrected site attachment shall be sent directly to the EPA Project Officer for review. The EPA Project Officer shall forward the corrected site attachment to RTP Finance Center after approval. All indirect cost adjustments due to EPA approved indirect rate adjustments must be submitted to EPA on a separate invoice (claim or credit as the adjusted rate requires). The invoice number should end with letter "Z", ie **B117Z**. Likewise, adjustments due to audit reports and a contracting officer letter referring to the subject audit report/s, must be submitted to EPA on a separate invoice (claim or credit as the audit report requires). The invoice number should end with the letter "X", ie **D146X**. For example:

<b><i>Voucher purpose</i></b>	<b><i>Original voucher</i></b>	<b><i>Reclaim suspended costs</i></b>	<b><i>Indirect cost rate adjustments</i></b>	<b><i>Audit adjustments</i></b>
<b><i>Voucher number</i></b>	<b><i>C123</i></b>	<b><i>C123R1, C123R2</i></b>	<b><i>B117Z</i></b>	<b><i>D146X</i></b>

Invoices on contracts with option periods shall uniquely identify the option period in the invoice number. Base period invoices shall start with the letter "A"; option period one invoices shall start with the letter "B". This lettering system shall continue for all invoices. In the example above, invoice numbers C123, C123R1 and C123R2 are billing for charges in option period two. Invoice number B117Z is the appropriate invoice number to use for indirect cost rate adjustments in option period one. Invoice number D146X is the appropriate invoice number to use for audit adjustments in option period three.

Invoices shall also include the following information:

1. A cost element summary that summarizes all the current costs invoiced for the billing period by cost element such as labor, travel, equipment, other direct, subcontractor and overhead or indirect costs, as identified elsewhere in the contract.
2. On the site specific detail attachment (S/S Attachment) for all invoices, the cost is separated into the following categories:
  - Sites with an EPA SSID, e.g. "01X3," "Z103" or "G1XE" one line per site should be used; Superfund sites without an EPA SSID, e.g. "ZZ," one line per site should be used; (only used with Superfund sites)
  - Non-site-specific costs for the whole contract and project support costs incurred on each multi-site work assignment, one line per work assignment;

- Non-Superfund costs, as applicable, one line item.

Note that charges on the invoice paid with Superfund accounts with WQ as the 3<sup>rd</sup> and 4<sup>th</sup> digit are required to be moved to an appropriate SSID, "ZZ", or 00 account. All charges to an OIL appropriation ("HR") with an site number starting with Z and ending in 00 are required to be moved to an appropriate SSID.

The required format of the invoice s/s attachment is provided in Exhibit I. The sum of the detailed costs on the s/s attachment must equal the total amount invoiced as shown on the cost element summary. Contractors responsible for contracts that involve work assignments may submit a separate page for each work assignment [applying the same format] if so directed by the EPA project officer. The contractor shall use the invoice **s/s attachment** to record current monthly charges and indirect rate/audit adjustments. Adjustments to previously invoiced costs shall be documented on a separate S/S attachment and forwarded to the EPA Project Officer for approval. The EPA Project Officer shall forward the approved S/S attachment for previous invoices to RTP Finance Center.

Contractors shall submit the invoices/vouchers in compliance with the contract "Submission of Invoices Clause" to the Research Triangle Park Finance Center (RTP-FC).

1. At fiscal year-end, contractors shall also allocate their non-site-specific costs through the annual allocation process as described in Clause \_\_\_\_ within the Contract.

Questions regarding site specific invoicing requirements should be directed to the Chief, Contract Payment Section, RTP-FC at (919)541-0052. Questions regarding Annual Allocation should be directed to the **Office of Financial Management at (202)564-4984.**

#### EXPLANATION OF EXHIBIT I SITE SPECIFIC DETAIL ATTACHMENT

The contractor shall report the total invoiced costs on the invoice s/s attachment broken down by the four categories of site/non-site charges: **Sites with an EPA SSID; all other sites without an EPA SSID; Superfund non-site costs; and non-Superfund costs.** For each site/non-site charge incurred during the billing period, the contractor shall provide the following information:

#### **Column No. Column Title**

1. **(Optional) Technical Direction Document (TDDs) or Work Assignment Number (WA)** - The full WA number is provided by the applicable EPA contract manager, ie. the Work Assignment Manager. If the contractor is providing a separate page for each WA, the WA number may be placed in the upper left corner. Otherwise the work assignment or TDD numbers must be placed in this column.
2. **Region/SSID-** This four-digit code, i.e. **01X3** or **A1X3**, consists of:
  - a. The first digit shall be a **"0" ZERO**, unless the region exceeds the use of two-digit sites; then the first digit shall be an **alpha, ie. "A", "B", "V", "Z"**.. Thus the SSID shall be **A1X3**;
  - b. The second digit is the regional identifier, i.e. one (1) for Region I, two (2) for Region II etc. and zero (0) for Region X,
  - c. The third and fourth digits, representing the sites, are the last two digits of the four-digit SSID (**see 2.a**). *Example, if Region I sites **did not exceed** two digits, the Region/SSID shall be **01X3**; however, if Region I sites **exceeded** the two digits, the Region/SSID shall be **A1X3**. OIL sites use the letters "V" and "Z".*



3. **Action Code** - Starting with FY96 funding, a two-digit action code must be used to represent different remedial, removal, and enforcement actions as provided by the Project Officer, via the work assignment (WA) or the technical direction document (TDD). However, for FY95 funding and before, the one-digit activity code may be used. **(Note- For FY 1995 and prior, it was called 'activity' code; from FY 1996 and forward, it shall be called 'action' code).** This code is not used with OIL sites.
4. **Operable Unit** - If an EPA SSID has been separated into operable units or sub-sites for cost recovery purposes and have not been assigned their own SSID, the costs should be included on the invoice by operable unit name and any alpha/numeric designation of two digits. The operable unit number must be provided by the EPA contract manager, ie Work Assignment Manager, Project Officer...etc. These operable unit costs should be subtotaled by the "parent" SSID for internal tracking purposes by EPA. This code is not used with OIL Sites. If there is no operable unit for a Superfund site, 00 should be the default.
5. **Site Name or Non-site Description** - The name of the site, up to 28 characters. *When the site name exceeds 28 characters, use the first 28.* **NOTE:** For non-site-specific activities, use this column to briefly describe the non-site activity.
6. **Action Sequence Number(Cost Organization Code)**- The four-digit code used to represent the activities performed shall be provided by the WAM/Project Officer on the Work Assignment (WA) or Technical Directive Document (TDD). This code is required for all Superfund costs (site-specific and non-site-specific).
7. **IFMS line Reference** - Column shall be left blank unless directed by the Project Officer (PO) or Contracting Officer Representative (COR) to pre-fill in the IFMS line reference. If not directed by the PO or CO, the contractor does not have the IFMS line reference number, this column shall be left blank and the PO or CO shall insert this information. This three-digit line reference is found in the Electronic Payment System (EASY), the EPA Financial Data Warehouse or on the Invoice Approval Form (2550- 19T). The PO or COTR shall verify the line reference number if it is pre-filled by the contractor.
8. **Invoice Number/Legend** - For corrections, insert the invoice number referencing the original charge for which the correction is being made. An invoice legend must be included at the bottom of the attachment, or on a separate enclosure to the S/S Attachment. The invoice legend shall describe the reason for the correction as it relates to a previously invoiced and paid amount. If more than one correction is made, explanation must be given for each by referencing the invoice number. The net amount for all corrections in column nine (9) must always be zero "00." This is only to be used with example number 2.
9. **Current/Adjustment Amount** - The amount to be charged or credited to the SSID, Operable Unit, pre-SSID, or non-site-specific account. If there are operable units within a site, list the cost of each Operable Unit and provide a subtotal for each SSID. Charges should be sorted by appropriation and SSID's must be sorted by region and site within each region.
10. **Cumulative Charge** - Show the cumulative charge for each Operable Unit, SSID or Pre-SSID.

Incurred and claimed charges should be listed and subtotaled on the **S/S Attachment** by row sequential order.

<b>Row</b>	<b>Row Title</b>
<b>1</b>	<b>Sites W/SSID;</b> Costs for sites with an EPA SSID. The SSID is provided by the EPA contract manager, ie WAM, TDD or Project Officer (PO).
<b>2</b>	<b>Superfund Sites W/O SSID;</b> Costs associated with Superfund site-specific work where no SSID has been established "ZZ" accounts. Once the SSID is established, all "ZZ" costs associated with that site should be reclassified (adjusted from the "ZZ"

to the appropriate site within 30 days of establishing the SSID). Thus, the contractor must, immediately, submit a letter to the Project Officer (PO) with an S/S Attachment. Only **Previous Invoice Site Correction** must be completed. Consequently, the PO approves the reclassification letter and sends it to RTP-Finance Center for cost redistribution.

**3 Non-site Superfund;** Superfund non-site-specific costs.

**Contract-wide Program Management - Technical and Administrative;**

For those contracts requiring separate identification of technical and administrative program management *such as* ARCS. The respective amounts should be delineated in compliance with instructions provided either by the contract or WA. The requirement for separation of program management is defined in "Administrative Guidance under ARCS" and is available from the **Regional/Remedial Service Center, Superfund/RCRA Regional Procurement Operations Division, Office of Acquisition Management (OAM) at (202) 564-4712.**

For contractors not subject to the technical/administrative differentiation requirements, contract -wide program management should be listed under "Contract-wide Program Management- Administrative."

**Work Assignment Project Support;** this line(s) shall include non-site-specific project support and management incurred with individual multi-site work assignments. The contractor should note that these costs should also be allocated to the sites under each respective work assignment as part of the annual allocation process. For further Guidance on annual allocation, contact the **Office of Financial Management at (202)564-4984.**

**Other Non-Site-specific Activities;** If the contractors engage in activities apart from program management as described above, which cannot be related to specific sites, each of these activities must be described under the column six (**Site Name/Non-site description**). The purpose of breaking out non-site activities from program support is to assist the contractor and EPA in preparing the Annual Allocation report at the end of the year. All non-site activities must be determined to be either site-support or program- wide for cost recovery through the Annual Allocation process. Please note that, like Contract-wide non-site activities, these are also allocated to sites through the Annual Allocation process. See the Annual allocation contract clause and guidance for further details or contact the **Office of Financial Management at (202)564-4984.**

**4 Non-superfund;** All non-Superfund costs invoiced should be reported on the s/s attachment by appropriation such as RCRA...etc. These costs must be sorted by TDD/WA within each appropriation; as directed by the project officer.

**5 Total Invoice Amount;** This amount is the total of the costs listed in column 9, "Current/Adjustment Amount", i.e., the total charges for this billing period. This must equal the total amount on the invoice cost element summary. There should be no total for the cumulative charge column.

***Previous invoice site corrections.***

**Previous invoice site corrections; This is not for reclaiming previously suspended costs, nor intended for any indirect cost or audit adjustments.** Only corrections or adjustments of site costs charged to previous invoices shall be listed. The subtotal for all corrections or adjustments should equal zero. Every line item correction or adjustment

must reference an original invoice number where the charge first appeared and a reason for the adjustment. Current charges and corrections to previous invoices should never be co-mingled, see example #2.

**NOTES TO SITE ATTACHMENT:**

- Provide one line per site or activity, sorted alpha/numerically and by Region.
- Page Formatting:
  - Upper Left Corner** - Contract Number, Delivery Order Number (if applicable), Invoice Number, and Work Assignment (optional).
  - Upper Right Corner** - Contractor Name and Invoice Period of Performance.
  - Bottom Left Corner** - Invoice Legend for previous invoice adjustments. This information may be provided as an enclosure to the s/s attachment if it could not be provided on the bottom left corner.
  - Bottom Right Corner** - Page number for the attachments, i.e. Page 1 of 7, 2 of 7,....etc.
  - Font** - Should be no smaller than a 10 (This is a 10)

**EXHIBIT I  
SITE SPECIFIC DETAIL ATTACHMENT**

CONTRACT #: EP-W1-1234

INVOICE #: B151

DELIVERY ORDER #: \_\_\_\_\_

WORK ASSIGNMENT# \_\_\_\_\_

CONTRACTOR NAME: ABC COMPANY

INVOICE PERIOD OF PERFORMANCE: 04/27/2004-05/26/2004

Sort by Appropriation, Region and by Site

	#1	#2	#3	#4	#5	#6	#7	#8	#9	#10
Cost Categories	(Optional) TDD/WA #	Regional SSID (4 Pos)	Action Code (2 Pos)	Operable Unit (2 Pos)	Site Name Non-Site Description	Action Seq. # (Cost Org.Code) (4 Pos)	IFMS line Reference (3 Pos)	Invoice # legend	Current/ adjustment Amount	Cumulative Charge
<b>1. SITES WITH SSID</b>										
<b>Superfund</b>	0-054	01X3	RD	02	HATHAWAY AND PATER.	C001	AAA		9,343.12	17,193.00
	0-074	0131	RD	01	BAIRD AND MCGUIRE	C001	AAA		13,425.51	21,425.51
	0-014	02G2	RD	02	UPPER DEERFIELD LF	C008	ABA		40.00	853.00
	0-018	028E	RD	01	ZSCHUEGBER SITE	C006	ABA		35.60	8,822.51
	0-024	024T	RD	01	MONROE BURN SITE	C007	ABA		3,076.19	24,298.39
	0-015	035Z	RD	00	EAST 10TH STREET SITE	C018	ACA		100.00	10,485.45
	0-029	03BY	RD	02	LEHMAN MTBE	C012	ACA		8,025.26	24,761.51
	0-032	03AT	RD	00	VIENNA WELLFIELD	C216	ACA		10.00	602.85
<b>S/F SUBTOTAL</b>								SUBTOTAL	34,055.68	108442.22
<b>OIL</b>	0-304	Z6AA	n/a	n/a	AA OIL Spill	n/a	ADA		1000.00	1000.00
<b>OIL SUBTOTAL</b>								SUBTOTAL	1000.00	1000.00

	#1	#2	#3	#4	#5	#6	#7	#8	#9	#10
<b>2 S/F SITES WITHOUT SSID</b>	0-010	01ZZ	RA	00	XYZ POND SITE	C003	AAA		104.49	488.57
	0-007	03ZZ	RA	00	PD DUMP SITE	C001	ABA		40.00	40.00
	0-011	03ZZ	RA	00	RAU AREA SITE	C001	ABA		10.00	4,703.04
	0-040	03ZZ	RA	00	LKP BURN SITE	C001	ABA		8,834.30	66,152.35
	0-039	04ZZ	RA	00	TIS SITE	C001	ADA		10,782.91	50,529.91
	0-073	04ZZ	RA	00	IOU BLANCHURE SITE	C001	ADA		25,664.95	25,664.95
<b>SUBTOTAL</b>								<b>SUBTOTAL</b>	45,436.65	148,068.23
<b>3. NON-SITE</b>										
<b>A) CONTRACT WIDE PROGRAM MANAGEMENT</b>										
-- MOBILIZATION										
-- TECHNICAL										
-- ADMINISTRATIVE										
-- EQUIPMENT										
<b>B) WA PROJECT SUPPORT</b>										
<b>C) OTHER NON-SITE SPECIF ACTIVITIES:</b>										
-- SITE SUPPORT										
--PROGRAM SUPPORT										
<b>D) BASE FEE</b>									6,972.51	468,482.78
<b>E) AWARD FEE</b>										
<b>SUBTOTAL</b>	0-005	0100	BM	00	PROG. SUPPORT TRANSITION	C001	ABB	<b>SUBTOTAL</b>	6,972.51	468,482.78
<b>SUBTOTAL</b>									87,464.84	712,414.25
<b>4. OTHER CHANGES</b>	0-999	n/a	n/a	n/a	RCRA Support		ADD		1,541.43	093.83
<b>5. TOTAL INVOICE AMOUNT</b>								<b>TOTAL</b>	89,006.27	

**EXHIBIT I, Example #2  
SITE SPECIFIC DETAIL ATTACHMENT**

**CONTRACT #:** EP-W1-1234

**INVOICE #:** 160Adj.

**DELIVERY ORDER #:** \_\_\_\_\_

**WORK ASSIGNMENT#** \_\_\_\_\_

**CONTRACTOR NAME:** ABC COMPANY  
**INVOICE PERIOD OF PERFORMANCE:** N/A

	#1	#2	#3	#4	#5	#6	#7	#8	#9	#10
Cost Categories	(Optional) TDD/WA #	Regional SSID (4 Pos)	Action Code (2 Pos) S/F only	Operabl e Unit (2 Pos) S/F only	Site Name Non-Site Description	Action Seq. # (Cost Org.Code) (4 Pos) S/F only	IFMS line Reference (3 Pos)	Invoice # legend	Current/ adjustment Amount	Cumulative Charge
<b>PREVIOUS INVOICE SITE CORRECTIONS</b>	0-053	01X3	RD	01	HATHAWAY AND PATER.	C001		A123	(2,000)	
	0-035	0131	RD	02	BAIRD AND MCGUIRE	C057		A123	2,000	
	0-053	01X3	RD	01	HATHAWAY AND PATER.	C001		A144	(365.89)	
	0-035	0131	RD	02	BAIRD AND MCGUIRE	C057		A144	365.89	
								TOTAL	-0-	

**INVOICE LEGEND:**

123- Error in charging work assignment and site number

## **6.0 Electronic Reporting Specifications**

The information in this section defines a set of standard electronic reporting files to be used to submit contract progress and financial data on the RAC 2 contracts to EPA. These files contain much of the data contained in the hardcopy reports and shall be used by EPA in the management of individual contracts as well as the management of the National Oversight of the RAC program. The files defined in the following pages should be in a comma delimited ASCII format (except invoice file) and are to be loaded monthly via the Electronic Data Interface (EDI) application. (NOTE: Contractor shall submit the standard electronic reporting files for the first six months of the contract in parallel with using the EDI application to load the files.)

Although the EPA reserves the right to make minor modification to these specifications, they are intended to completely define the electronic reporting requirements for the RACs 2. As these data files must remain consistent across all RACs and all Regions, any variation in format shall not be allowed. Any questions regarding content or format should be directed to the EPA Project Officer, who shall consult with the National RAC Designated Lead.

The following subsections contain the RACs 2 Data Element Dictionary and the RAC 2 Computer-Readable Report File Definitions.

### **6.1 REMEDIAL ACTION CONTRACTS 2 (RACs 2) SYSTEM DATA ELEMENT DICTIONARY**

The RACs 2 System Data Element Dictionary (DED) is categorized alphabetically and grouped by topic, where possible. For example, all "Account Number" data elements are group together and all "expended" data elements are grouped together. This organization shall help to locate the information more easily but may result in slight variance from the display label of the element in the RAC reports. The DED consists of the following fields:

- Itm – The item is a unique identifier for the data element to easily locate the element when reviewing the paper report format
- Name – The name of the data element
- Fld – The field defines the format for the field. It indicates the field type (D – Date, C – Character, N – Number), length of the field (e.g., C40) and any formatting (e.g., N11.2).
- Description – The description of the data element
- Current Reports – The current reports lists where the data element is found in the current RACs 2 report set
- Comment – The comment field provides further explanation of the field, such as specific formatting and/or a list of acceptable values.

This dictionary captures all data elements from the reports and the logical data model. Furthermore, it contains any aggregate data elements, elements that exist by combining several other data elements together. An example is the Account Number, which combines the fiscal year, appropriation, program, organization, site/project, and cost organization data elements. The dictionary also includes data elements for calculated fields within the reports. Annotated versions of the reports can be found in section 13.

### RACS SYSTEM DATA ELEMENT DICTIONARY

WA = Work Assignment, TO= Task Order

<i>Itm</i>	<i>Name</i>	<i>FLD</i>	<i>Description</i>	<i>In Current Reports</i>	<i>Comments</i>
AA	Account Number	C41	Provides a site-specific and activity-specific account to which expenses are to be charged. The full <i>Account Number</i> is in the form: <i>Fiscal Year + Appropriation + Organization + Program + Site/Project + Cost Organization</i> . See the Action Code element below for definition of the Cost/Organization portion of the Account Number.	7C, 7T	Sample: 04 TR1 1A00R FAX 01ZZJU00C005 Calculation: AD & AB & AF & AG & AH & AC
AB	Account Number Appropriation	C6	Positions 5–10 of the Account Number, as shown in the reports. Characters 5–6 are the Accounts and the Sub-accounts. Characters 7-10 are unique accounts. This field is also called the Fund field.	7C, 7T	Sample: T, TR1
AC	Account Number Cost Organization	C7	Positions 35–41 of the Account Number, as shown in the reports. Characters 35–38 are the Action Type Code Indicator.	7C, 7T	Sample: C001
AD	Account Number Fiscal Year	C4	Positions 1–4 of the Account Number, as shown in the reports. Characters 1 and 2 are the Beginning Fiscal Year and Character 3 and 4 are the Ending Fiscal Year. For single-year and no-year funds only positions 1 and 2 are used.	7C, 7T	Format: NNNN Samples: 99, 02
AE	Account Number Operable Unit	C2	Positions 33–34 of the Account Number, as shown in the reports. The operable unit is the area or medium of the site that is being addressed.	1, 1A, 2C, 2T	Format: NN Sample: 01, 00
AF	Account Number Organization	C7	Positions 11–17 of the Account Number, as shown in the reports. Characters 11-12 are the Allowance Holder, Characters 13-14 are the Responsibility Code, and Characters 15-17 are the Allowance/Activity Code.	7C, 7T	Sample: 1A00R
AG	Account Number Program	C9	Positions 18–26 of the Account Number, as shown in the reports. Character 18 is the Program Goal, characters 19-20 are the Objective, character 21 is the National Program Manager, 22-23 is the Program/Project Code, 24 is the Agency Activity code, and characters 25-26 are Local Option.	7C, 7T	Sample: 302DD2C
AH	Account Number Site/Project	C8	Positions 27–34 of the Account Number, as shown in the reports, and is in the form: <i>SSID + Action Code + Operable Unit</i> .	7C, 7T	Format: CCCCCNN Sample: 01D4BE01 Calculation: DE   AI   AE
AI	Action Code	C2	Code providing unique link between CERCLIS and IFMS. Positions 31–32 of the Account Number, as shown in the reports. Also, positions 6 and 7 of the full WA Number, as shown on the reports.	1, 1A, 2C, 2T	Valid Values: Table A Samples: CO, PI, JU
AJ	Approved Budget Dollars	N10.2	Dollar amount of currently approved work plan budget for WA/TO. (Some Regions may require tracking at the task level).	1, 4C, 4T, 9	Format: NN,NNN,NNN.NN Sample: 99,999,999.99
AK	Approved Budget LOE/Hours	N8.2	LOE or Hours of currently approved work plan budget. (Some Regions may require tracking at the task level).	1, 4T	Format: NN,NNN,NNN.NN Sample: 999,999.99
AL	Approved Budget, Term LOE	N11.2	Located in the <i>Contract Ceiling vs. Approved Work Plan Budget</i> table. This number is rolled up from <i>Report 4T, Variance Report — Work Assignment Level — Term Form Work Assignments</i> .	WA Report: 9	Format: NNN,NNN,NNN.NN Sample: 999, 999, 999.99



<i>Itm</i>	<i>Name</i>	<i>FLD</i>	<i>Description</i>	<i>In Current Reports</i>	<i>Comments</i>
AM	Approved Budget, Term or FR, Subpool	N11.2	Dollar amount for Subpool activities. In Report 1 bottom line for each WA/TO. In Report 9 located in the <i>Contract Ceiling vs. Approved Work Plan Budget</i> table. Total Approved Work Plan Budget Subpool dollars for the <i>Contract Period</i> . Refer to <i>Contract Period</i> data element for specific contract period.	1, 9	Format: NNN,NNN,NNN.NN Sample: 999, 999, 999.99
AN	Available for New Work Term LOE	N11.2	Located in the <i>Contract Ceiling vs. Approved Work Plan Budget</i> and the <i>Contract Ceiling vs. Expenditure Limits</i> tables. Calculated by subtracting <i>Term Form, Approved Budget or Expenditure Limit, LOE</i> from <i>Term Form, Current Ceiling, LOE</i> .	WA Report: 9	Format: NNN,NNN,NNN.NN Sample: 999, 999, 999.99
AO	Available for New Work Term or FR, Subpool	N11.2	Located in the <i>Contract Ceiling vs. Approved Work Plan Budget</i> and the <i>Contract Ceiling vs. Expenditure Limits</i> tables. Calculated by subtracting <i>Term Form/FR TO, Approved Budget, or Expenditure Limit Subpool</i> from <i>Term Form/FR TO, Current Ceiling, Subpool</i> .	9	Format: NNN,NNN,NNN.NN Sample: 999, 999, 999.99
AP	Available for New Work Dollars	N11.2	Located in the <i>Contract Ceilings vs. Approved Work Plan Budgets</i> and the <i>Contract Ceiling vs. Expenditure Limits</i> tables. Calculated by subtracting <i>Term, Completion Form or FR/FRI/FFP/FP, Total Approved Budget, or Expenditure Limit Dollars</i> from <i>Term, Completion Form or FR/FRI/FFP/FP, Total Current Contract Ceiling, Dollars</i> .	9	Calculation: AN – GO Format: NNN,NNN,NNN.NN Sample: 1,234,567.89
AR	Brief Description of Work	C50	Description of the work or services provided.	5C, 5T	Sample: Drudging
AS	Business Status	C4	Subpool subcontractor or odc vendor's business status: small business (SB), large business (LB), small disadvantaged business enterprise (SDBE), or a woman-owned business enterprise (WBE), as defined in Section K of the contract.	5C, 5T	Sample: LB, WBE
AT	Clerical Dollars, Cumulative	N11.2	Cumulative expended clerical dollars. In Work Assignment Report 2T and 2C this is the cumulative clerical dollars for Work Assignments.	WA Reports: 1, 2T, 2C	Format: NN,NNN,NNN.NN Sample: 99, 999, 999.99
AU	Clerical Dollars, Current	N11.2	Clerical dollars expended during the current reporting period. In Work Assignment Report 2T and 2C this is the current clerical dollars for Work Assignments.	WA Reports: 1, 2T, 2C	Format: NN,NNN,NNN.NN Sample: 99, 999, 999.99
AV	Clerical Hours, Cumulative	N8.2	Cumulative expended clerical hours. In Work Assignment Report 2T and 2C this is the cumulative clerical hours for Work Assignments.	WA Reports: 1, 2T, 2C	Format: NNN,NNN,NNN.NN Sample: 999, 999.99
AW	Clerical Hours, Current	N8.2	Clerical hours expended during the current reporting period. In Work Assignment Report 2T and 2C this is the current clerical hours for Work Assignments.	WA Reports: 1, 2T, 2C	Format: NNN,NNN,NNN.NN Sample: 999, 999.99
AY	Contract at Award	N11.2	Dollar/LOE/Subpool ceiling at contract award (used in both base period and option period(s)), <u>not</u> including option orders. Refer to <i>Contract Period</i> data element for specific contract period.	8	Format: NNN,NNN,NNN.NN Sample: 999, 999, 999.99
AZ	Contract Ceiling	N11.2	Current Contract Ceiling dollars/LOE/Subpool. Includes <i>Contract at Award</i> and any <i>Option Orders</i> exercised. Refer to <i>Contract Period</i> data element for specific contract period. In Report 9: located in the <i>Contract Ceiling vs. Obligations, Contract Ceiling vs. Work Plan Expenditure Limits</i> table and the <i>Contract Ceiling vs. Approved Work Plan Budgets</i> table. This number is rolled up from <i>Report 8: Contract Capacity</i> .	8, 9	Calculated Format: NNN,NNN,NNN.NN Sample: 111,222,333.44
BA	Contract Ceiling Modification Log	N11.2	The incremental increase or decrease of the Dollars/LOE/Subpool ceiling by a contract modification. LOE Ceiling only applies to Work Assignments.	10	Format: NNN,NNN,NNN.NN Sample: 999, 999, 999.99

<i>Itm</i>	<i>Name</i>	<i>FLD</i>	<i>Description</i>	<i>In Current Reports</i>	<i>Comments</i>
BB	Contract Number	C10	EPA-assigned number for the prime contract.	1, 1A, 2C, 2T, 4C, 4T, 5C, 5T, 7C, 7T, 8, 9, 10, 11	Sample: 61-W0-9999
BC	Contract Period	C8	Identifies the period as BASE, OPTION 1, OPTION 2, etc.	1, 1A, 2C, 2T, 4C, 4T, 5C, 5T, 7C, 7T, 8, 9, 10	Valid Values: BASE, OPTION 1, OPTION 2
BD	Contract Period of Performance End	D8	End date of specific contract period. Refer to <i>Contract Period</i> data element for specific contract period.	8	Format: MMDDYYYY Sample: 10311998
BE	Contract Period of Performance Start	D8	Start date of specific contract period. Refer to <i>Contract Period</i> data element for specific contract period.	8	Format: MMDDYYYY Sample: 10311998
BF	Contractor Name	C40	Name of the prime contractor or team subcontractor firm. Refer to <i>Prime</i> data element to determine whether or not the firm is the prime or the team sub.	1, 1A, 2C, 2T, 4C, 4T, 5C, 5T, 7C, 7T, 8, 9, 10, 11	Sample: Dynamac Corp.
BG	Cumulative Average Hourly Rate	N5.2	Calculated by dividing Total Work Assignment/Task Order Cumulative Dollars by Total Direct Labor (Professional) LOE/Hours. Do not include Total Direct Labor (Clerical) in these calculations.	1	Format: NNN.NN Sample: 124.43
BH	Current Average Hourly Rate	N5.2	Calculated by dividing Total Work Assignment/Task Order Current Dollars by Total Direct Labor (Professional) LOE/Hours. Do not include Total Direct Labor (Clerical) in these calculations.	1	Format: NNN.NN Sample: 124.43
BI	Current Period	N11.2	Dollar amount expended/invoiced during the current fiscal year.	11	Format: NN,NNN,NNN.NN Sample: 99, 999, 999.99
BJ	Departure/Return Date	D8	Date on which business travel began or ended.	1A	Format: MMDDYYYY Sample: 06202002
BK	Disallowed Amount	N10.2	Dollar amount of invoiced costs disallowed by the CO on EPA Form 1900-68.	2C, 2T	Format: NN,NNN,NNN.NN Sample: 99, 999, 999.99
BL	Disallowed Date	D10	Date on which the CO officially disallowed/disapproved specific invoiced costs.	2C, 2T	Format: MMDDYYYY Sample: 03312003
BM	Document Control Number (DCN)	C6	EPA Document Control Number.	7C, 7T	Sample: SOJ123
BN	Dollars Incurred But Not Invoiced	N10.2	Dollar amount expended on a task but not yet invoiced (e.g., travel expenses not yet processed).	4C, 4T	Format: NN,NNN,NNN.NN Sample: 99, 999, 999.99
BO	Expended Dollars, Cumulative	N11.2	Term Form, Completion Form, or FR/FRI/FFP/FP TO cumulative expended dollars. In Reports 2T and 2C this is TOTAL \$ and is the total dollar amount of all resource elements by task level. In Reports 4T and 4C this is the same as Cumulative Total Loaded \$ Invoiced. In Report 9 the Expended Dollars and Performance Based Expended Dollars are rolled up from Report 1 then summed in the Total Expended Dollars column.	1, 2T, 2C, 4C, 4T, 7T, 7C, 9, 11	Calculated Format: NNN,NNN,NNN.NN Sample: 999, 999, 999.99
BP	Expended Dollars, Cumulative Subpool	N11.2	Term Form, Completion Form, or FR/FRI/FFP/FP TO Subpool dollars expended to-date.	5C, 5T	Format: NNN,NNN,NNN.NN Sample: 999, 999, 999.99
BQ	Expended Dollars, Current	N10.2	Dollar amount expended/invoiced during the current reporting period.	1, 2C, 2T, 7C, 7T	Format: NN,NNN,NNN.NN Sample: 99, 999, 999.99

<i>Itm</i>	<i>Name</i>	<i>FLD</i>	<i>Description</i>	<i>In Current Reports</i>	<i>Comments</i>
BR	Expended LOE/Hours, Cumulative	N11.2	Cumulative expended LOE/Hours. In Report 2T this is Prime/Team Hours for Task Orders, and Prime/Team LOE for Work Assignments (not including Clerical Hours). In Report 2C this is Prime/Team Hours for both Work Assignments and Task Orders. For report 4C, does not apply to FFP/FP task orders. In Report 9 the Expended LOE/Hours and Performance Based Expended LOE/Hours are rolled up from Report 1 then summed in the Total Expended LOE/Hours column.	1, 2T, 2C, 4T, 4C, 9	Format: NNN,NNN,NNN.NN Sample: 999,999,999.99
BS	Expended LOE/Hours, Current	N8.2	LOE or Hours expended/invoiced during the current reporting period. In Report 2T this is Prime/Team Hours for Task Orders, and Prime/Team LOE for Work Assignments (not including Clerical Hours). In Report 2C this is the Prime/Team Hours for both Work Assignments and Task Orders.	1, 2C, 2T	Format: NNN,NNN.NN Sample: 999,999.99
BT	Expenditure Limit	N11.2	Dollars/LOE/Hours/Subpool amount of currently approved expenditure limit at the work assignment or task order level. Some regions may require tracking at the task level.	1, 2T, 2C, 4T, 4C, 9	Format: NNN,NNN,NNN.NN Sample: 111,222,333.44
BU	Fiscal Year	N4	This reflects the dollars expended/invoiced during the stated fiscal year.	11	Format: NNNN Sample: 1999, 2002
BV	IFMS Line Ref No.	C3	The IFMS Line reference number. This 3-digit line reference number is optional.	7T, 7C	It can be found in the Electronic Payment System (EASY), the EPA Financial Data Warehouse, or the Invoice Approval Form (2550-19T).
BW	Invoice Date	D8	Date the invoice is prepared and/or submitted.	1, 1A, 2C, 2T, 4C, 4T, 5C, 5T, 7C, 7T	Format: MMDDYYYY Sample: 12312002
BX	Invoice Number	C5	Identified as abbbcd where a indicates the period invoiced and is "A" for base period, "B" for option period, "C" for the second option period and so on; bbb is the sequential number beginning with "001" and running through "999" that uniquely identifies every invoice; c is "R" for rebilled/reclaimed of suspended costs (A123R), "Z" for indirect cost rate adjustments (A123Z), or "X" for audit adjustments (A123X); d is 1 through 9 and is second and subsequent rebills/reclaims (A123R1). Values c and d are used as applicable.	1, 1A, 2C, 2T, 4C, 4T, 5C, 5T, 7C, 7T	Format: XNNNXN Sample: A001, B040R1
BY	Invoice Purpose	C50	Description of the <i>Invoice Purpose</i> field.	1, 1A, 2C, 2T, 4C, 4T, 7C, 7T	Sample: Monthly Progress
BZ	Lodging	N7.2	Dollar amount of lodging costs. Refer to the travel clause in Section H of the contract.	1A	Format: NN,NNN.NN Sample: 99,999.99
CA	Modification Date	D8	Effective date of a contract modification.	10	Format: MMDDYYYY Sample: 11112001
CB	Modification Number	N3	A sequential number that uniquely identifies each contract modification.	10	Format: NNN Sample: 999
CC	Modification Purpose	C50	Brief description of the reason for the modification.	10	Sample: 'Incremental Funding'
CD	No. of WAs/TOs	N4	This reflects the number of work assignments/task orders under the designated work area.	11	Format: NNNN Sample: 102

<i>Itm</i>	<i>Name</i>	<i>FLD</i>	<i>Description</i>	<i>In Current Reports</i>	<i>Comments</i>
CE	Obligated Dollars	N11.2	Amount of funding added or subtracted to a contract by contract modification in Report 10. In reports 7T and 7C this is the total dollars obligated to a task order or work assignment. In report 9, this is the total dollars obligated based on the contract period (rolled up from reports 7T and 7C). Refer to <i>Contract Period</i> data element for specific contract period.	7T, 7C, 9, 10	Format: NNN,NNN,NNN.NN Sample: 999,999,999.99
CF	Obligations Needed, Dollars	N11.2	This reflects <i>Completion, Term or FR/FRI/FFP/FP, Contract Ceiling</i> changes as they are added to the contract minus <i>Obligations To-date, Completion, Term or FR/FRI/FFP/FP</i> as they are added to the contract.	10	Calculation: Format: NNN,NNN,NNN.NN Sample: 999,999,999.99
CG	Obligations To-date	N11.2	This is a rolling total of <i>Obligated Dollars, Completion Form, Term Form or FR/FRI/FFP/FP TO</i> based on the Total <i>Obligated Dollars</i> when the mod became effective.	10	Calculated Format: NNN,NNN,NNN.NN Sample: 999,999,999.99
CH	Option Orders	N11.2	Total dollar/LOE/Subpool value of all option order increments for a given contract period. Refer to <i>Contract Period</i> data element for specific contract period.	8	Format: NNN,NNN,NNN.NN Sample: 999,999,999.99
CI	Other Miscellaneous Expenses	N7.2	Miscellaneous Expenses. Examples include: Tip, Phone Calls, Parking, Gas, and Tolls. Refer to the travel clause in Section H of the contract.	1A	Format: NN,NNN.NN Sample: 99,999.99
CJ	Per Diem	N7.2	Dollar amount of meals and incidental expenses. Refer to the travel clause in Section H of the contract.	1A	Format: NN,NNN.NN Sample: 99,999.99
CK	Performance Based	C1	Whether or not the WA or TO is performance based, yes (Y) or no (N).	1, 1A, 2T, 2C,	Format: C Sample: Y
CL	Potential Capacity Available	N11.2	Potential dollars/LOE/Subpool available in the contract. Calculated by subtracting <i>Current Ceiling</i> from <i>Potential Contract Value</i> . Refer to <i>Contract Period</i> data element for specific contract period.	8	Calculation: AV-AN Format: NNN,NNN,NNN.NN Sample: 999,999,999.99
CM	Potential Contract Value	N11.2	Potential dollars/LOE/Subpool in the contract. Calculated by adding <i>Contract at Award, and Option Orders</i> . Refer to <i>Contract Period</i> data element for specific contract period.	8	Calculation: AQ+AM Format: NNN,NNN,NNN.NN Sample: 999,999,999.99
CN	Prime/Team Labor Dollars, Cumulative	N11.2	Cumulative expended dollars for the expended Prime/team Labor LOE/Hours. In Report 2T and 2C this is Prime/Team dollars for Task Orders, and Prime/Team dollars for Work Assignments (not including Clerical Hours).	2T, 2C	Format: NN,NNN,NNN.NN Sample: 99,999,999.99
CO	Prime/Team Labor Dollars, Current	N11.2	Dollars expended/invoiced during the current reporting period for the expended Prime/Team Labor LOE/Hours. In Report 2T and 2C this is Prime/Team dollars for Task Orders, and Prime/Team dollars for Work Assignments (not including Clerical Hours).	2T, 2C	Format: NN,NNN,NNN.NN Sample: 99,999,999.99
CP	Prior Invoiced to Date	N9.2	Prior invoiced-to-date and paid against a specific, IFMS Line Reference #, account number and DCN.	7C, 7T	Format: NNN,NNN,NNN.NN Sample: 999,999,999.99
CQ	Re-billed Amount	N10.2	Dollar amount of any or all previously suspended costs on a per invoiced basis that has been re-billed to the government. In the site-specific invoicing requirements, re-billed is referred to reclaimed.	2T, 2C	Format: NN,NNN,NNN.NN Sample: 99,999,999.99
CR	Re-billed Date	D8	Date on which the contractor submitted an invoice containing previously suspended costs. In the site-specific invoicing requirements, re-billed is referred to reclaimed.	2C, 2T	Format: MMDDYYYY Sample: 07042000
CS	Region	C2	The EPA Region that manages the contract.	1, 1A, 2C, 2T, 4C, 4T, 5C, 5T, 7C, 7T, 8, 9, 10, 11	Sample: 03, 10

<i>Itm</i>	<i>Name</i>	<i>FLD</i>	<i>Description</i>	<i>In Current Reports</i>	<i>Comments</i>
CT	Remaining Funds	N11.2	Calculated by subtracting <i>Cumulative Dollars</i> from <i>Obligated Dollars</i> .	7C, 7T	Calculation: Format: NNN,NNN,NNN.NN Sample: 999,999,999.99
CU	Reporting Period From Date	D8	Date of first day of reporting period.	1, 1A, 2C, 2T, 4C, 4T, 5C, 5T	Format: MMDDYYYY Sample: 10311998
CV	Reporting Period To Date	D8	Date of last day of reporting period.	1, 1A, 2C, 2T, 4C, 4T, 5C, 5T, 7C, 7T, 8, 9, 10, 11	Format: MMDDYYYY Sample: 10311998
CW	Resource Element	C25	High level resource identifier. Examples are: Direct Labor (professional and clerical); Direct Costs, ODCs; Computer; Travel; Equipment; Subpool; PLI Premium; Indirect Costs; Fees (Base, Performance, and/or Fixed).	1, 2C, 2T	Valid Values: See Table C in section 6.2.
CX	Resource Sub-Element	C25	Second-level resource identifier for each of the resource elements. Examples are: Levels (P-, T-, or CLERICAL) under Direct Labor; Reproduction, Phone/Fax, Supplies, Mail/Courier/ Freight, Reports, and Other under ODCs; Fringe, Overhead, G&A, etc. under Indirect Costs; Equipment name under Equipment; Subcontract number under Subpool; Percent of Total Prime Costs, exc. PLI & subs, Percent of Team Subs, Less Fee & PLI, and Percent of Total Subcontracting Pool under Base Fees.	1, 2T	Valid Values: See Table C in section 6.2.
CY	Resource Sub-Element Detail	C25	Additional subdivision under resource sub-element. Examples are: Employee names under Direct Labor: P-Level; Hardware and Software description under ODCs: Computer; Description of charge under ODCs: Reproduction, Phone/Fax, Supplies, Mail/Courier/ Freight, Reports, and Other; Description of equipment under Equipment: Equipment.	1, 1A	Valid Values: See Table C in section 6.2.
CZ	SSID (Site Spill Identification)	C4	Four-digit code where the first digit is always 0 unless the region exceeds the use of two digit sites; then the first digit shall be an alphabet (i.e., A or B, etc.). The second digit is the regional identifier (i.e., one (1) for Region I, two (2) for Region II, etc. and zero (0) for Region X; third and fourth digits represent the sites. Positions 27-30 of the Account Number, as shown in the reports. Also, positions 8-11 of the full WA Number, as shown on the reports.	1, 1A, 2C, 2T	Samples: 01X3; A1X3
DA	State	C2	The State where the site/project is located.	1, 1A, 2C, 2T	Sample: VA
DB	Subpool Contract Type	C4	Contract type e.g., firm fixed-price (FFP) or Fixed Rate (FR).	5C, 5T	Valid Values: : See Table C in section 6.2.
DC	Subpool POP End	D8	End date of contract between prime contractor and the subpool subcontractor.	5C, 5T	Format: MMDDYYYY Sample: 10311998
DD	Subpool POP Start	D8	Start date of contract between prime contractor and the subpool subcontractor.	5C, 5T	Format: MMDDYYYY Sample: 10311998
DE	Subpool Subcontract Number	C20	The number given by the prime contractor to its contract with the subpool subcontractor.	5C, 5T	Sample: 'ABC123DEF_SAMPLE'
DF	Subpool Subcontractor Name	C40	The name of the firm that subcontracts with the prime contractor.	5C, 5T	Sample: 'Dynamac'
DG	Subpool Value	N11.2	Provides a running total, on <i>Subpool Subcontractor Name</i> basis, of each Subpool Subcontractor's <i>Subpool Award Value</i> and each <i>Subpool Modification Value</i> .	5C, 5T.	Format: NNN,NNN,NNN.NN Sample: 999,999,999.99

<i>Itm</i>	<i>Name</i>	<i>FLD</i>	<i>Description</i>	<i>In Current Reports</i>	<i>Comments</i>
DH	Suspended Amount	N10.2	Dollar amount of any unpaid invoiced costs.	2C, 2T	Format: NN,NNN,NNN.NN Sample: 99, 999, 999.99
DI	Suspended Date	D8	Date on which specific invoiced costs were suspended.	2C, 2T	Format: MMDDYYYY Sample: 02022002
DJ	Task Category Code	C2	Code unique to a task title within a specified work area code as identified in the RAC 2 Statement of Work (SOW) Work Breakdown Structure (WBS).	1, 2C, 2T	Valid Values: See Table B Sample: PP
DK	Task Number	N2	Number unique to a specific task within a specific work area as identified in the RAC 2 SOW WBS.	1, 2C, 2T	Format: NN Sample: 1, 15
DL	Task Order Type	C4	"TO Type", distinguishes if the task order is FR, FRI, or FFP/FP.	TO Reports: 1, 1A, 2T, 2C,	Sample: FR
DM	Task Title	C25	Title Unique to a specific task number within a specific work area as identified in the RAC 2 SOW WBS.	1	Sample: WA/TO Closeout
DN	Total Invoiced and Incurred But Not Invoiced	N10.2	Calculated by adding <i>Cumulative Total Loaded Dollars Invoiced to Dollars Incurred But Not Invoiced</i>	4C, 4T	Format: NN,NNN,NNN.NN Sample: 99, 999, 999.99
DO	Total LOE/Hours	N8.2	Term Form LOE or Completion Form Hours (depending on the <i>WA Form</i> type) expended of all resource elements by task level.	2C, 2T	Format: NNN,NNN.NN Sample: 999, 999.99
DP	Total Travel Expenses	N11.2	Calculated as the total dollar amount of all travel expenses.	1A	Format: NNN,NNN,NNN.NN Sample: 999, 999, 999.99
DQ	Transportation	N7.2	Dollar amount of transportation (e.g., airline costs; car rentals; train costs; etc.).	1A	Format: NN,NNN.NN Sample: 99, 999.99
DR	Travel From/To	C20	City, State of departure or destination.	1A	Sample: Los Angeles, CA
DS	Travel Purpose	C100	Purpose of business trip.	1A	Sample: Trip
DT	Type Funding	C2	Four categories of bulk funding for Term Form WAs: Site Characterization (SC), Removal (RV), Enforcement (EN). Does not include specific funding for Term Form WAs (Completion Form WAs are not bulk funded).	WA Reports: 1, 1A, 2T, 4T, 7T, 10	Valid Values: See Table A Sample: SC
DU	Type Site	C40	Brief Description of the site as described in Cerclis under Site Description.	1, 1A, 2T, 2C	Sample: Chemical Manufacturing, Mining, Wood Preserving
DV	Variance of Dollars Expended per Expenditure Limit Percentage (%)	N5.2	Calculated by dividing <i>Cumulative Total Loaded Dollars Invoiced by Expenditure Limit, Dollars</i> .	4C, 4T	Calculation: Format: NNN.NN% Sample: 25.3%
DX	Variance of Incurred but not Invoiced per Approved Budget Percentage (%)	N5.2	Calculated by dividing <i>Total Invoiced and Incurred But Not Invoiced by Approved Budget, Dollars</i> .	4C, 4T	Calculation: Format: NNN.NN% Sample: 25.3%
DY	Variance of Invoiced Dollars per Approved Budget Percentage (%)	N5.2	Calculated by dividing <i>Cumulative Total Loaded Dollars (\$) Invoiced by Approved Budget, Dollars</i> .	4C, 4T	Calculation: Format: NNN.NN% Sample: 25.3%
DZ	Variance of LOE/Hours Invoiced per Approved Budget Percentage (%)	N5.2	Calculated by dividing <i>Cumulative LOE (/Hours) by Approved Budget, LOE (/Hours)</i> .	4T	Calculation: Format: NNN.NN% Sample: 25.3%
EA	Variance of LOE/Hours per Expenditure Limit Percentage (%)	N5.2	Calculated by dividing <i>Cumulative, LOE (Hours) by Expenditure Limit, LOE/Hours</i> .	4T	Calculation: Format: NNN.NN% Sample: 25.3%

<i>Itm</i>	<i>Name</i>	<i>FLD</i>	<i>Description</i>	<i>In Current Reports</i>	<i>Comments</i>
EB	WA Form	C30	Type of WA issued: Term, Term Performance Based, Completion or Completion Performance Based.	WA Reports: 1, 1A, 2C, 2T, 4T	Valid Values: Term; Completion; Term-Performance Based; Completion-Performance Based
EC	Work Area Code	C2	Unique code to a specific work area as identified in the RAC SOW WBS. Also, positions 4 and 5 of the full WA/TO Number, as shown on the reports.	1, 1A, 2C, 2T, 4C, 4T, 11	Valid Values: See Table A
ED	Work Area Description	C50	Description of the <i>Work Area Code</i> field. Unique area as identified in the RAC SOW WBS.	11	Valid Values: See Table A
EE	Work Assignment/Task Order Number	C11	The unique numeric identifier for each work assignment. The full <i>WA/TO Number</i> is in the form: aaa-bbcc-dddd where aaa is the <i>WA/TO Numeric Designation</i> , bb is the <i>Work Area Code</i> , cc is the <i>Action Code</i> , and dddd is the <i>SSID</i> .	1, 1A, 2C, 2T, 4C, 4T, 5C, 5T, 7C, 7T, 10	Format: CCC-CCCC-CCCC Sample: A01-MOJC-0100
EF	Work Assignment/Task Order Period of Performance End	D8	End date of work assignment or task order.	1, 1A, 2C, 2T	Format: MMDDYYYY Sample: 10311998
EG	Work Assignment/Task Order Period of Performance Start	D8	Start date of work assignment or task order.	1, 1A, 2C, 2T	Format: MMDDYYYY Sample: 10311998
EH	Work Assignment/Task Order Status	C8	WA/TO is either on-going or closed.	1, 1A, 2C, 2T	Valid Values: ON-GOING; CLOSED
EI	Work Assignment/Task Order Title	C64	Brief title identifying the WA/TO and type of work.	1, 1A, 2C, 2T, 4T, 4C	Sample: Area B

**Table A.  
Type Funding/Work Area/Work Area Codes/Action Codes**

<b>Site Characterization [Type Funding SC]</b>		
<b>Work Area (In WBS)</b>	<b>Work Area Code</b>	<b>Action Code</b>
Remedial Investigation/Feasibility Study	RI	CO/RI/FS*
Remedial Design	RD	RD
Remedial Action (Note below)	RA	RA
Construction Support	CO	RA
Long-Term Response Action (Note below)	LR	LR
Non-Time Critical Removal Support (EE/CAs)	NS	EE
Post Construction Remedial Action (Note below)	PC	RA
Five-Year Review	FR	FE
RI/FS Oversight	RS	BD/NA/NC**
RD Oversight	RO	BE
RA Oversight	RX	BF
Long Term Response Action Oversight	ME	ME
Operation & Maintenance Oversight	OM	OM
Post-Construction Remedial Action Oversight	PO	BF
Community Involvement	CR	CR
Sampling and Analytical Support	AN	LA
Pre-Design Investigation	PI	DE
Treatability Study/Pilot Testing	PT	CO/RD/BD***
Risk Assessment	RK	ED
Preliminary Assessment for Site Assessment	PA	QB/ON****
Site Inspection for Site Assessment	SI	QB/ON****
HRS Package Preparation for Site Assessment	HR	HR
Site Security and Maintenance	SS	PD
Design Assistance	DA	DA
Records Management and Administrative Support	RM	SW
Real Property Acquisition Support	RP	RL
Technical Assistance	TA	TA
Integrated Site Assessment/Investigation	SA	QB

<b>Removal [Type Funding RV]</b>		
<b>Work Area (In WBS)</b>	<b>Work Area Code</b>	<b>Action Code</b>
Non-Time-Critical Removal Action (Note below)	NA	RV
Community Involvement	CS	CR
Sampling and Analytical Support	AO	LA
Site Security and Maintenance	ST	PD
Records Maintenance and Administrative Support	RN	SW
Real Property Acquisition Support	RQ	RL
Technical Assistance	TB	TA
Integrated Site Assessment/Investigation	SC	QB

<b>Enforcement [Type Funding EN]</b>		
<b>Work Area (In WBS)</b>	<b>Work Area Code</b>	<b>Action Code</b>
Negotiation Support	NG	NG
Litigation Support	LS	LT
Community Involvement	CT	CR
Sampling and Analytical Support	AP	LA
Risk Assessment	RL	ED
Site Security and Maintenance	SU	PD
Records Maintenance and Administrative Support	RT	SW
Real Property Acquisition Support	RR	RL
Technical Assistance	TC	TA
Integrated Site Assessment/Investigation	SB	QB

**Note: The following Work Areas ARE NOT part of the Statement of Work for RAC 2 Lite: Remedial Action, Long-Term Response Action, Post Construction Remedial Action, and Non-Time Critical Removal Action.**

- \* CO (RI/FS Combined), RI (Remedial Investigation), FS (Feasibility Study)  
 \*\* BD (RI/FS Combined), NA (Remedial Investigation), NK (Feasibility Study)  
 \*\*\* CO (RI/FS Combined), RD (Remedial Design), BD (RI/FS Oversight)  
 \*\*\*\* QB (Fund-lead), ON (Brownfields)



**Table B.  
Task Category Codes**

<b>Code</b>	<b>Description</b>
AI	REMEDIAL ACTION IMPLEMENTATION
AL	ANALYSIS OF REMOVAL ALTERNATIVES
AN	ANALYTICAL SUPPORT AND DATA VALIDATION
AR	ADMINISTRATIVE RECORD
AS	ADMINISTRATIVE SUPPORT
CD	CHARACTERIZATION AND DISPOSAL OF FIELD GENERATED WASTE
CO	WORK ASSIGNMENT/TASK ORDER CLOSEOUT
CP	COMMUNITY INVOLVEMENT PLAN
CR	COMMUNITY INVOLVEMENT
CV	CLEANUP VALIDATION
DC	DOCUMENT COLLECTION
DE	DATA EVALUATION
DI	DATA ANALYSIS AND INTERPRETATION
DR	DOCUMENT REVIEW
DS	POST REMEDIAL DESIGN SUPPORT
EE	ENGINEERING EVALUATION/COST ANALYSIS (EE/CA) REPORT
ER	PRE-DESIGN ENGINEERING REPORT
ES	EQUIPMENT/SERVICES/UTILITIES
ET	EXPERT TECHNICAL ASSISTANCE
EW	EXPERT WITNESS SUPPORT
FD	PRE-FINAL/FINAL DESIGN
FI	FIELD INVESTIGATION/DATA ACQUISITION
FP	FACT SHEET PREPARATION

<b>Code</b>	<b>Description</b>
FR	FIVE-YEAR REVIEW REPORT
FS	FS REPORT
GS	SITE SECURITY/GUARD SERVICES
ID	INTERMEDIATE DESIGN
II	IDENTIFICATION OF EXISTING INFORMATION
IR	INFORMATION REPOSITORIES
IS	IDENTIFICATION AND SCREENING OF REMOVAL ALTERNATIVES
ML	SITE MAILING LIST
MS	MANAGEMENT SUPPORT
NG	NEGOTIATION SUPPORT
OM	O&M OVERSIGHT
PA	PROPERTY ACQUISITION
PB	PROCUREMENT OF SUBCONTRACT
PC	PROJECT COMPLETION AND CLOSE OUT
PD	PRELIMINARY DESIGN
PE	POST EE/CA SUPPORT
PJ	PROJECT PERFORMANCE
PL	PROPOSED PLAN SUPPORT
PM	PUBLIC MEETING/PUBLIC HEARING SUPPORT
PN	PUBLIC NOTICES
PP	PROJECT PLANNING AND SUPPORT
PR	POST RI/FS SUPPORT
RA	RISK ASSESSMENT
RC	POST ROD COST ANALYSIS
RE	REMEDIAL ALTERNATIVES EVALUATION
RI	DETAILED RESIDENT INSPECTION (RESIDENT ENGINEER)

<b>Code</b>	<b>Description</b>
RO	REMEDIAL ACTION OVERSIGHT
RP	REVIEW OF PRP RD/RA SUBMITTALS
RQ	REVIEW OF PRP REMOVAL SUBMITTALS
RR	REMEDIAL INVESTIGATION REPORT
RS	REMEDIAL ALTERNATIVES SCREENING
RV	REUSE PLANNING
SA	INTEGRATED SAMPLING/INVESTIGATION SUPPORT
SD	INITIAL SITE DISCOVERY/SCREENING SUPPORT
SI	SITE INSPECTION/TECHNOLOGY REVIEW
SM	SITE MAINTENANCE
SN	SAMPLE ANALYSIS
SO	SITE FILE ORGANIZATION
SR	STANDARDS (ARAR) REVIEW
SS	SITE SPECIFIC ACTIVITIES
SU	RESPONSIVENESS SUMMARY SUPPORT
SV	SITE VISITS/INTERVIEWS
TA	TECHNICAL ASSISTANCE
TM	TECHNICAL MEETING SUPPORT
TP	TREATABILITY STUDY/PILOT TEST REPORT
TT	TREATABILITY STUDY/PILOT TESTING
VO	REMOVAL OVERSIGHT

## **6.2 RAC Computer – Readable Reporting – File Definitions**

The following outlines the file definitions required for Electronic Data Interface (EDI) submission. The requirements for this application are detailed in the EPA provided EDI User's Guide which details system installation and operation. WA = Work Assignment and TO = Task Order

File: **BUDGET.ASC**

Description:

This file is not required.

File: **CONTRMODS.ASC**

Description:

The CONTRMODS.ASC file provides information on contract modifications that includes adjustments (the amount of change for a ceiling) and the current value of the contract ceilings. There shall be one record in the file for each modification received during the reporting period.

Field List:

<b>Field Name</b>	<b>Type</b>	<b>Description</b>
Contract Number*	C20	EPA-assigned number for the prime contract
Contract Period*	C1	Identifies a contract period of performance acceptable values are: <ul style="list-style-type: none"> <li>• A – Base</li> <li>• B – Option 1</li> <li>• C – Option 2</li> <li>• D – Option 3</li> <li>• T – Total</li> </ul>
Modification Number*	N3	A sequential number that uniquely identifies each contract modification.
Modification Date	D8	Effective date of the contract modification
Modification Purpose	C50	Brief description of the reason for the modification
Completion WA or FRI/FFP/FP TO Ceiling Adjustment	N11.2	The total incremental increase or decrease of the Completion WA or FRI/FFP/FP TO Dollars Ceiling on this modification. Value may be positive or negative.
Current Completion WA or FRI/FFP/FP TO Ceiling**	N11.2	This is the current Completion WA or FRI/FFP/FP TO dollars ceiling
Term LOE Ceiling Adjustment	N11.2	The total incremental increase or decrease of the Term LOE Ceiling on this modification. Value may be positive or negative. (WA only)
Current Term LOE Ceiling**	N11.2	This is the current Term LOE ceiling. (WA only)
Term WA or FR TO Dollars Ceiling Adjustment	N11.2	The total incremental increase or decrease of the Term WA or FR TO Dollars Ceiling on this modification. Value may be positive or negative.
Current Term WA or FR TO Dollars Ceiling**	N11.2	This is the current Term WA or FR TO Dollars ceiling.
Term WA or FR TO Subpool Ceiling Adjustment	N11.2	The total incremental increase or decrease of the Term WA or FR TO Subpool Ceiling on this modification. Value may be positive or negative.
Current Term WA or FR TO Subpool Ceiling**	N11.2	This is the current Term WA or FR TO Subpool ceiling.

\*Required Field

\*\*New Field

Deleted Fields: Term Travel, Term ODCs, Term Computer, Term Equipment

File: **CONTRACT.ASC**

Description:

This is to be a comma delimited ACSII file. The CONTRACT.ASC file contains information about the contract vehicle including the prime and team sub-contractors. The prime is distinguished from team subs by the logical *Prime*. This field is set to True for the prime contractor and False for all team subs. The file shall only be submitted once at the beginning of the contract or if a contractor is added and only if a contractor is added after the initial submission.

Field List:

<b>Field Name</b>	<b>Type</b>	<b>Description</b>
Contract Number*	C20	EPA-assigned number for the prime contract.
Region Code*	C2	The EPA Region that manages the contract.
Contract Type*(**)	C1	<b>Indicates if the contract is work assignment or task order based.</b> <b>Valid values are:</b> <ul style="list-style-type: none"><li>• <b>W</b> – Work Assignment Based</li><li>• <b>T</b> – Task Order Based</li></ul>
Firm**	C40	Name of the prime contractor or team subcontractor firm. Refer to <b>Prime</b> data element to determine whether or not the firm is the prime or the team sub. There should only be one prime contractor for reporting purposes.
Prime**	C1	Indicates in the reports whether the contractor being discussed is the prime contractor or team subcontractor. There should only be one prime contractor for reporting purposes.  Acceptable values for Prime are: <b>Y</b> for Prime and <b>N</b> for team sub.

\*Required Field

\*\* New Field

Firm and Prime are from the old FIRM.ASC.

File: **FIRM.ASC**

Description:

This file is not required. It has been incorporated into CONTRACT.ASC

File: **FUNDING.ASC**

Description:

The FUNDING.ASC file shall contain one record for each funding item (ACN, DCN combination) listed on modifications received during the current reporting period. Use this file to show movement of funds from Term to Completion and Bulk to Site-Specific as necessary by reducing the obligated dollars to one type and increasing obligated dollars to another type.

Field List:

Field Name	Type	Description
Contract Number*	C20	EPA-assigned number for the prime contract.
Contract Period*	C1	Identifies a contract period of performance acceptable values are: <ul style="list-style-type: none"> <li>• <b>A</b> – Base</li> <li>• <b>B</b> – Option 1</li> <li>• <b>C</b> – Option 2</li> <li>• <b>D</b> – Option 3</li> <li>• <b>T</b> – Total</li> </ul>
Modification Number*	N5	A sequential number that uniquely identifies each contract modification. Identifies the modification number on which the funding item was received.
WA/TO Number* (required for TO)	C13	The Work Assignment/ Task Order number for which funding is being obligated or deobligated, for task orders or if work assignment specific. If this is a bulk funded transaction work assignment is blank (WA only).
WA Form* TO Type*	C1	Type of WA issued. Valid Values: <b>T</b> – Term <b>C</b> – Completion Type of TO Issued. Valid Values: <b>P</b> – Fixed Rate <b>I</b> – Fixed Rate Incentive <b>F</b> – Firm Fixed Price <b>S</b> – Fixed Price
Fee Type**(**)	C1	Type of Fee associated with work assignment form or task order type. Valid values are: <b>A</b> – Award (Performance) Fee <b>B</b> – Base Fee <b>F</b> – Fixed Fee <b>I</b> – Incentive Fee
DCN*	C6	EPA Document Control Number
Obligated Dollars, Completion WA or FRI/FFP/FP TO*	N11.2	Amount of completion form WA or FRI/FFP/FP TO funding obligated or deobligated from the contract by a contract modification.
Obligated Dollars, Term WA or FR TO*	N11.2	Amount of term form funding obligated or deobligated from the contract by a contract modification.
Account Number Fiscal Year*	C4	The fiscal year of the funding transaction.
Account Number Appropriation*	C6	The account appropriation of the funding transaction.
Account Number Organization*	C7	The account organization of the funding transaction.
Account Number Program*	C9	The account program of the funding transaction.
Account Number Spill Site Identifier*	C4	The SSID of the funding transaction.
Account Number Action Code*	C2	The account action code of the funding transaction.

Field Name	Type	Description
Account Number Operable Unit*	C2	The account operable of the funding transaction.
Account Number Cost/Organization*	C7	The account cost/organization of the funding transaction.
Type Funding (WA only)	C2	There are three categories of term form bulk funding: <b>SC</b> – Site Characterization <b>RV</b> – Removal <b>EN</b> – Enforcement If site specific funding or funding for completion form WA, leave blank.

\*Required field

\*\* New Field

File: **INVADJ.ASC**

Description:

The INVADJ.ASC file contains Re-billed, Suspended, Disallowed, and Un-invoiced information by task by invoice. Each record needs to be submitted only once unless field values change after original submittal. If a record requires re-submittal, all fields must contain current values.

Field List:

Field Name	Type	Description
Contract Number*	C20	EPA-assigned number for the prime contract.
Contract Period*	C1	Identifies a contract period of performance acceptable values are: <ul style="list-style-type: none"> <li>• A – Base</li> <li>• B – Option 1</li> <li>• C – Option 2</li> <li>• D – Option 3</li> <li>• T – Total</li> </ul>
WATO Number*	C13	The full Work Assignment number as formatted in the reports of work.
Task Number*	N2	Number unique to a specific task within a specific work area as identified in the RAC SOW WBS.
SSID*	C4	Four-digit EPA assigned Site Spill Identification number.
Invoice Number*	C6	Identified as abbbcd where a indicates the period invoiced and is "A" for base period, "B" for option period, "C" for the second option period and so on; bbb is the sequential number beginning with "001" and running through "999" that uniquely identifies every invoice; c is "R" for rebilled/reclaimed of suspended costs (A123R), "Z" for indirect cost rate adjustments (A123Z), or "X" for audit adjustments (A123X); d is 1 through 9 and is second and subsequent rebills/reclaims (A123R1). Values c and d are used as applicable.
Rebilled, Amount	N10.2	Dollar amount of any or all previously suspended costs on a per invoiced basis that has been rebilled to the government. In the site-specific invoicing requirements, rebilled is referred to reclaimed. Value must be positive.
Rebilled, Date	D8	Date on which the submitted invoice containing previously suspended costs. In the site-specific invoicing requirements, rebilled is referred to reclaimed.
Suspended, Amount	N10.2	Dollar amount of any unpaid invoiced costs. Value must be positive.
Suspended, Date	D8	Date on which specific invoiced costs were suspended.
Disallowed, Amount	N10.2	Dollar amount of invoiced costs disallowed by the CO on EPA Form 1990-68. Value must be positive.
Disallowed, Date	D8	Date on which the CO officially disallowed/disapproved specific invoiced costs.
Dollars Incurred But Not Invoiced	N10.2	Dollar amount expended on a task but not yet invoiced (e.g., travel expenses not yet processed). Value must be positive.

\*Required field

\*\* New Field



File: **INVDETL.ASC**

Description:

This is to be a comma delimited ACSII file. The INVDETL.ASC file contains a record for each DCN/Account Number combination from any invoice submitted during the current period.

Field List:

<b>Field Name</b>	<b>Type</b>	<b>Description</b>
Contract Number*	C20	EPA-assigned number for the prime contract.
Contract Period*	C1	Identifies a contract period of performance acceptable values are: <ul style="list-style-type: none"> <li>• <b>A</b> – Base</li> <li>• <b>B</b> – Option 1</li> <li>• <b>C</b> – Option 2</li> <li>• <b>D</b> – Option 3</li> <li>• <b>T</b> – Total</li> </ul>
WATO Number*	C13	The Work Assignment/Task Order number
Invoice Number*	C6	Identified as abbbcd where a indicates the period invoiced and is "A" for base period, "B" for option period, "C" for the second option period and so on; bbb is the sequential number beginning with "001" and running through "999" that uniquely identifies every invoice; c is "R" for rebilled/reclaimed of suspended costs (A123R), "Z" for indirect cost rate adjustments (A123Z), or "X" for audit adjustments (A123X); d is 1 through 9 and is second and subsequent rebills/reclaims (A123R1). Values c and d are used as applicable.
IFMS Line Number**	C3	The IFMS Line Number assigned by EPA.
DCN*	C6	EPA Document Control Number
Account Number Fiscal Year*	C4	The fiscal year of the funding transaction
Account Number Appropriation*	C6	The account appropriation of the funding transaction
Account Number Organization*	C7	The account organization of the funding transaction
Account Number Program*	C9	The account program of the funding transaction
Account Number Spill Site Identifier*	C4	The SSID of the funding transaction
Account Number Action Code*	C2	The account action code of the funding transaction
Account Number Operable Unit*	C2	The account operable of the funding transaction
Account Number Cost/Organization*	C7	The account cost/organization of the funding transaction
Current Dollars	N12.2	Current invoiced costs charged against this DCN/Account Number. Values may be positive or negative.

\*Required field

\*\* New Field

File: **INVOICE.ASC**

Description:

The INVOICE.ASC file contains summary information about each invoice submitted during the reporting period.

Field List:

<b>Field Name</b>	<b>Type</b>	<b>Description</b>
Contract Number*	C20	EPA-assigned number for the prime contract.
Contract Period*	C1	Identifies a contract period of performance acceptable values are: <ul style="list-style-type: none"><li>• <b>A</b> – Base</li><li>• <b>B</b> – Option 1</li><li>• <b>C</b> – Option 2</li><li>• <b>D</b> – Option 3</li><li>• <b>T</b> – Total</li></ul>
Invoice Number*	C6	Identified as abbbcd where a indicates the period invoiced and is "A" for base period, "B" for option period, "C" for the second option period and so on; bbb is the sequential number beginning with "001" and running through "999" that uniquely identifies every invoice; c is "R" for rebilled/reclaimed of suspended costs (A123R), "Z" for indirect cost rate adjustments (A123Z), or "X" for audit adjustments (A123X); d is 1 through 9 and is second and subsequent rebills/reclaims (A123R1). Values c and d are used as applicable.
Invoice Date	D8	Date invoice prepared and/or submitted.
Invoice Purpose	C30	Identifies the purpose of the invoice.

\*Required field

File: **ODCVEND.ASC**

Description:

This file is not required. Business Status and Description of Work are incorporated in TABLE C: ODCs for the TRNSCTNS.ASC File

File: **PERIOD.ASC**

Description:

This is to be a comma delimited ACSII file. The PERIOD.ASC file contains one record for each contract period (i.e. Base, Option). This file shall only contain records and field values that have changed since the last time the file was submitted. **This file should only be submitted once at the beginning of the contract.**

Field List:

<i>Field Name</i>	<i>Type</i>	<i>Description</i>
Contract Number*	C20	EPA-assigned number for the prime contract.
Contract Period*	C1	Identifies a contract period of performance acceptable values are: <ul style="list-style-type: none"> <li>• <b>A</b> – Base</li> <li>• <b>B</b> – Option 1</li> <li>• <b>C</b> – Option 2</li> <li>• <b>D</b> – Option 3</li> <li>• <b>T</b> – Total</li> </ul>
Period of Performance Start, Contract	D8	Start date of contract period.
Period of Performance End, Contract	D8	End date of contract period.
Contract at Award, Completion or FRI/FFP/FP TO, Dollars	N11.2	Completion Form or FRI/FFP/FP TO dollar ceiling for the period at contract award (used in both base period and option period(s)), <u>not</u> including option orders. Value must be positive.
Contract at Award, Term or FR TO Dollars	N11.2	Term Form or FR TO dollar ceiling for the period at contract award (used in both base period and option period(s)), <u>not</u> including option orders. Value must be positive.
Contract at Award, Term LOE	N9.2	Term Form LOE ceiling for the period at contract award (used in both base period and option period(s)), <u>not</u> including option orders. Value must be positive.
Contract at Award, Term or FR TO Subpool	N11.2	Term Form or FR TO Subpool dollar ceiling for the period at contract award (used in both base period and option period(s)), <u>not</u> including option orders. Value must be positive.
Option Orders, Completion or FRI/FFP/FP TO, Dollars	N11.2	Total dollar value of all Completion Form or FRI/FFP/FP TO option order increments for the contract period. Value must be positive.
Option Orders, Term or FR TO, Dollars	N11.2	Total dollar value of all term or FR TO option order increments for the contract period. Value must be positive.
Option Orders, Term, LOE	N9.2	Total LOE of all term option order increments for the contract period. Value must be positive.
Option Orders, Term or FR TO, Subpool	N11.2	Total subpool dollar value of all term form or FR TO option order increments for the contract period. Value must be positive.

\* Required Field

File: **SUBPMOD.ASC**

Description:

This file is not required. Period of Performance End, Subpool and Brief Description of Work have been moved to SUBPOOL.ASC File

File: **SUBPOOL.ASC**

Description:

This is to be a comma delimited ACSII file. The SUBPOOL.ASC file contains one record for each subpool contractor. The file should contain one record for each new contractor added during the reporting period. A record shall also be included for any contractor requiring changes to individual field values.

Field List:

<b>Field Name</b>	<b>Type</b>	<b>Description</b>
Contract Number*	C20	EPA-assigned number for the prime contract.
Contract Period*	C1	Identifies a contract period of performance acceptable values are: <ul style="list-style-type: none"> <li>• <b>A</b> – Base</li> <li>• <b>B</b> – Option 1</li> <li>• <b>C</b> – Option 2</li> <li>• <b>D</b> – Option 3</li> <li>• <b>T</b> – Total</li> </ul>
WATO Number*	C13	The full Work Assignment/Task Order number as formatted in the reports of work.
Task Number*	N2	Number unique to a specific task within a specific work area as identified in the RAC SOW WBS.
SSID*	C4	Four-digit EPA assigned Site Spill Identification number.
Subpool Subcontract Number*	C20	The number given by the prime contractor to its contract with the subpool subcontractor.
Subpool Subcontract Name	C40	The name of the firm that the prime contractor subcontracts with.
Subpool Contract Type	C4	Contract type e.g., firm fixed-price (FFP), or Fixed Rate (FR).
Period of Performance Start, Subpool	D8	Start date of contract between prime contractor and the subpool subcontractor.
Period of Performance End, Subpool**	D8	End date of contract between prime contractor and the subpool subcontractor.
CO Consent	D8	Date of EPA Contracting Officer's consent.
Business Status*	C4	Subpool subcontractor or vendor's business status: small business (SB), large business (LB), small disadvantaged business enterprise (SDBE), or a woman-owned business enterprise (WBE), as defined in Section K of the contract.
Subpool Current Contract Value**	N10.2	The current contract value for this subpool contract.
Brief Description of Work**	C50	Description of the work or services provided and reason for modification.
Performance Based Contract**	C1	Flag to designate a PBC contract. Valid values are <b>Y</b> or <b>N</b> .

\* Required field

\*\* New Field

Period of Performance End, Subpool and Brief Description of Work have been added from the old SUBPMOD.ASC File

File: **TASKS.ASC**

Description:

This is to be a comma delimited ACSII file. The TASKS.ASC file contains one record for each task on each work assignment. This file shall only contain records and field values that have changed since the last time the file was submitted.

Field List:

<b>Field Name</b>	<b>Type</b>	<b>Description</b>
Contract Number*	C20	EPA-assigned number for the prime contract.
Contract Period*	C1	Identifies a contract period of performance acceptable values are: <ul style="list-style-type: none"><li>• <b>A</b> – Base</li><li>• <b>B</b> – Option 1</li><li>• <b>C</b> – Option 2</li><li>• <b>D</b> – Option 3</li><li>• <b>T</b> – Total</li></ul>
WA/TO Number*	C13	The full Work Assignment/ Task Order number as formatted in the reports of work.
Task Number*	N2	Number unique to a specific task within a specific work area as identified in the RAC SOW WBS.
SSID*	C4	Four-digit EPA assigned Site Spill Identification number.
Task Title	C40	Title Unique to a specific task number within a specific work area as identified in the RAC SOW WBS.
Task Category Code*	C2	Code unique to a task title within a specified work area code as identified in the RAC SOW WBS.

\* Required field

File: **TRNSCTNS.ASC**

Description:

This is to be a comma delimited ACSII file. The BUDGET.ASC file contains current period detailed invoiced cost. This file serves as the lowest level of detail and the data contained in this file are used to print incurred costs on all reports containing such information. Each submittal of the file should contain only current transactions, the sum of all current transactions shall represent cumulative to date amounts.

Field List:

<b>Field Name</b>	<b>Type</b>	<b>Description</b>
Contract Number*	C20	EPA-assigned number for the prime contract.
Contract Period*	C1	Identifies a contract period of performance acceptable values are: <ul style="list-style-type: none"> <li>• <b>A</b> – Base</li> <li>• <b>B</b> – Option 1</li> <li>• <b>C</b> – Option 2</li> <li>• <b>D</b> – Option 3</li> <li>• <b>T</b> – Total</li> </ul>
WATO Number*	C13	The full Work Assignment/Task Order number as formatted in the reports of work.
Task Number*	N2	Number unique to a specific task within a specific work area as identified in the RAC SOW WBS.
SSID*	C4	Four-digit EPA assigned Site Spill Identification number.
Firm*	C40	Company name of the prime contractor or team subcontractor for which this record contains data.
Period, Reporting From	D8	Date of first day of reporting period.
Period, Reporting To	D8	Date of last day of reporting period.
Invoice Number**	C6	Identified as abbbcd where a indicates the period invoiced and is "A" for base period, "B" for option period, "C" for the second option period and so on; bbb is the sequential number beginning with "001" and running through "999" that uniquely identifies every invoice; c is "R" for rebilled/reclaimed of suspended costs (A123R), "Z" for indirect cost rate adjustments (A123Z), or "X" for audit adjustments (A123X); d is 1 through 9 and is second and subsequent rebills/reclaims (A123R1). Values c and d are used as applicable.
Reporting Month	C7	Reflects the reporting month. The Reporting Month is in the form: YYYYMMS; where "YYYY" is the year, "MM" is the month, and "S" is the sequential number to distinguish between multiple reports within a calendar month.
Resource Element	C25	The particular resource element for this transaction, see table C below for valid values.
Resource Sub-Element	C50	The particular resource element for this transaction, see table C below for valid values.
Resource Sub-Element Detail	C50	The particular resource element for this transaction, see table C below for valid values.
LOE/Hours	N12.2	When applicable this field contains the number of hours associated with the record. This value may be positive or negative.
Dollars	N12.2	This field contains the current dollars for the record. If this record is for a travel element, the Dollars field is the sum of the Transportation, Lodging, Per Diem, and Other fields. This value may be positive or negative.



<b>Field Name</b>	<b>Type</b>	<b>Description</b>
Transportation	N12.2	Dollar amount of transportation for this trip. If the record is not for a travel element, this field is left blank.
Lodging	N12.2	Dollar amount of lodging for this trip. If the record is not for a travel element, this field is left blank.
Per Diem	N12.2	Dollar amount of Per Diem for this trip. If the record is not for a travel element, this field is left blank.
Other	N12.2	Dollar amount of miscellaneous expenses for this trip. If the record is not for a travel element, this field is left blank.
Travel Purpose	C100	Purpose of business trip. If the record is not for a travel element, this field is left blank.
Travel From (City)	C20	City of departure. If the record is not for a travel element, this field is left blank.
Travel From (State)	C2	State of departure. If the record is not for a travel element, this field is left blank.
Travel To (City)	C20	City of destination. If the record is not for a travel element, this field is left blank.
Travel To (State)	C2	State of destination. If the record is not for a travel element, this field is left blank.

\* Required field

\*\* New Field

**Table C.  
Valid Values & Combinations for Resource Element, Sub-Element and Sub-Element Detail**

<b>Resource</b>	<b>Resource Sub-Element</b>	<b>Resource Sub-Element Detail</b>
DLN – Direct Labor Professional	Job Title	Employee Name
DLC – Direct Labor Clerical	Job Title	Employee Name
SP – Subpool	None Required	Subcontractor Number
TR – Travel	None Required	Traveler Name
PLI – PLI Premium	None Required	None Required
IC – Indirect Costs	FR – Fringe	None Required
	GA – G & A	None Required
	HA – Handling	None Required
	MU – Multiplier Rate (Composite Ceiling Rate)	None Required
	ON – On-site overhead	None Required
	OS – Off-site overhead	None Required
	SV – Sub-contractor handling	None Required
ODC – Other Direct Costs	CO – Computer	Hardware Description
		Software Description
	EQ – Equipment	Equipment Name
	AD – Advertising	Business Status LB – Large Business Enterprise SB – Small Business Enterprise SDBE – Small Disadvantaged Business Enterprise WBE – Woman-Owned Business Enterprise HZE – Hub Zone Enterprise DVE – Service Disabled Veteran Enterprise
	CU – Consumables	
	HS – Health & Safety	
	LB – Lab	
	MF – Mail/Courier/Freight	
	OT – Other	
	PF – Phone/Fax	
	RE – Reports	
	RP – Reproduction	
	SU – Supplies	
	TX – Tax	
FE – Fees	A – Award Performance Fee	
	B – Base Fee	% of fee
	F – Fixed Fee	% of fee
	I – Incentive/Disincentive Fee	% of fee

File: **TSKAMEND.ASC**

Description:

This file is not required.

File: **WAAMEND.ASC**

Description:

This is to be a comma delimited ACSII file. The WAAMEND.ASC file contains one record for each Work Assignment/Task Order amendment received during the reporting period.

Field List:

Field Name	Type	Description
Contract Number*	C20	EPA-assigned number for the prime contract.
Contract Period*	C1	Identifies a contract period of performance acceptable values are: <ul style="list-style-type: none"> <li>• A – Base</li> <li>• B – Option 1</li> <li>• C – Option 2</li> <li>• D – Option 3</li> <li>• T – Total</li> </ul>
WA/TO Number*	C13	The full Work Assignment/Task Order number as formatted in the reports of work.
Amendment Number*	N5	A sequential number that uniquely identifies each WA/TO modification.
SSID*	C4	Four-digit EPA assigned Site Spill Identification number.
Approved Budget Dollars Current Value*(**)	N11.2	The current value of the approved work plan dollar budget (not including subpool dollars).
Approved Budget Dollars Adjustment	N10.2	Change in the approved work plan dollar budget for the Work Assignment/Task Order (not including subpool dollars). The “This Action” line from the amendment form. If the amendment did not change the approved work plan dollar budget value is 0.
Approved Budget LOE Current Value*(**)	N10.2	The current value of the approve work plan LOE budget.
Approved Budget LOE Adjustment	N8.2	Change in the approved work plan budget LOE for the Work Assignment. The “This Action” line from the amendment form. If the amendment did not change the approved work plan LOE budget value is 0.
Approved Budget Subpool Dollars Current Value*(**)	N11.2	The current value of the approved work plan subpool dollar budget.
Approved Budget Subpool Dollars Adjustment(**)	N10.2	Change in the approved work plan subpool dollar budget for the Work Assignment. The “This Action” line from the amendment form. If the amendment did not change the approved work plan dollar budget value is 0.
Expenditure Limit Dollars Current Value*(**)	N11.2	The current value of the dollar expenditure limit (not including Subpool Dollars).
Expenditure Limit Dollars Adjustment	N10.2	Change in the dollar expenditure limit for a work assignment/task order (not including Subpool Dollars). The “This Action” line from the amendment form. If the amendment did not change the dollar expenditure limit value is 0.

Expenditure Limit LOE Current Value*(**)	N9.2	The current value of the LOE expenditure limit.
Expenditure Limit LOE Adjustment	N8.2	Change in the LOE expenditure limit for a work assignment. The "This Action" line from the amendment form. If the amendment did not change the LOE expenditure limit value is 0.
Expenditure Limit Subpool Dollars Current Value*	N11.2	The current value of the subpool dollar expenditure limit.
Expenditure Limit Subpool Dollars Adjustment	N10.2	Change in the subpool dollar expenditure limit for a work assignment/task order. The "This Action" line from the amendment form. If the amendment did not change the dollar expenditure limit value is 0.
Period of Performance End, WA	D8	Current POP end date of work assignment as listed in the amendment.
Modification Number	N3	A sequential number that uniquely identifies each contract modification. For bulk funds, this field shall be blank. For site specific funding, this is the Modification Number on which the funding was obligated.
Amendment Effective Date	D8	Effective date of Work Assignment/Task Order Amendment. Usually the Contracting Officer signature date.

\* Required field

\*\* New Field

File: **WRKASSGN.ASC**

Description:

This is to be a comma delimited ACSII file. The WRKASSGN.ASC file contains one record for each new Work Assignment/Task Order received during the reporting period. If new Work Assignments/Task Orders were not received during the reporting period, this file shall not be submitted. If field values change during the current reporting period, a record shall be include for that assignment with all current field values.

Field List:

<b>Field Name</b>	<b>Type</b>	<b>Description</b>
Contract Number*	C20	EPA-assigned number for the prime contract.
Contract Period*	C1	Identifies a contract period of performance acceptable values are: <ul style="list-style-type: none"> <li>• <b>A</b> – Base</li> <li>• <b>B</b> – Option 1</li> <li>• <b>C</b> – Option 2</li> <li>• <b>D</b> – Option 3</li> <li>• <b>T</b> – Total</li> </ul>
WA/TO Number*	C13	The full Work Assignment/Task Order number as formatted in the reports of work.
SSID*	C4	Four-digit EPA assigned Site Spill Identification number.
Action Code*	C2	Code providing unique link between CERCLIS and IFMS. Positions 31-32 of the Account Number, as shown in the reports. Also, positions 8-11 of the full WA/TO Number, as shown on the reports.
Operable Unit*	C2	Zero filled character string (ex. 00 or 01) representing the Operable Unit number at the site corresponding to this Work Assignment/Task Order.
Type Funding (WA Only)	C2	Four categories of bulk funding for term-form WAs: Site Characterization (SC), Removal (RV), Enforcement (EN). If site specific funding or funding for completion form WA, leave blank.
WA Form* TO Type*	C1	Type of WA issued. Valid Values: <b>T</b> – Term <b>C</b> – Completion Type of TO Issued. Valid Values: <b>P</b> – Fixed Rate <b>I</b> – Fixed Rate Incentive <b>F</b> – Firm Fixed Price <b>S</b> – Fixed Price
Fee Type**(**)	C1	Type of Fee associated with work assignment form or task order type. Valid values are: <b>A</b> – Award (Performance) Fee <b>B</b> – Base Fee <b>F</b> – Fixed Fee <b>I</b> – Incentive Fee
Work Area Code*	C2	Unique code to a specific work area as identified in the RAC SOW WBS. Also, positions 4 and 5 of the full WA/TO Number, as shown on the reports.
Region	N2	The EPA Region that manages the contract.
WA/TO Status*	C8	WA/TO is either on-going or closed.
WA/TO Title	C64	Brief title identifying the WA/TO and type of work.
State*	C2	The State where the site/project is located.
Period of Performance Start, WA/TO	D8	Start date of work assignment/ task order.

Type Site**	C40	Brief description of the type site provided by EPA.
Performance Based Contract**	C1	Flag to designate a PBC contract. Valid values are <b>Y</b> or <b>N</b> .

\* Required field

\*\* New Field

### ***Invoice Files***

To submit Invoice files EPA shall require the submission of the UDF 810 and UDF 864 record sets. The specific format of these records can be obtained in the “EDI Start-Up and Implementation Guidelines” provided by the Contract Payment Section, RTP-FC. These two record sets are sent to the Contract Payment System for payment based on the approval of the Project Officer. The Contract Payment System then disburses funds to the contractor submitting the invoice.

Based on RTP requirements these record sets have been adapted and further refined. The specific layouts are included below in the “Record Layout for Translated EDI.” These record sets differ from the standard ASC record sets denoted by the EDI Start-Up and Implementation Guidelines.

The following data shall be submitted and required items are noted with \*.

- i. Invoice/Voucher Number\*
- ii. Invoice/Voucher Date\*
- iii. Beginning date of period that costs are incurred\*
- iv. Ending date of period that costs are incurred\*
- v. Contractor Name\*
- vi. Contract Number\*
- vii. Task Order Number (required for task orders only)
- viii. Costs Incurred\*
- ix. Base Fee\*
- x. Award Fee\*
- xi. Incentive/Disincentive Fee\*
- xii. A summary of all current costs for the billing period and cumulative costs by cost element such as labor, travel, equipment, other direct, subcontractor and overhead or indirect costs, as identified elsewhere in the contract.
- xiii. Total Amount of Invoice\*

The following provides a sample data layout for both files and sample files for a RACs Voucher submission.

**RECORD LAYOUT FOR TRANSLATED EDI**

You will need to refer to EDI Startup Guide for Assistance in value assignation

**864 DATA LAYOUT**

Data Element	Data Type	Data Size	Starting Pos	Ending Pos	Comments
Partnership Code	Alpha	16	1	16	
Rec ID	Alpha	2	17	18	
Rec Data	Alpha	141	19	159	* See contents of Rec Data per Rec ID value -
REC ID = 10 (REF SEGMENT)					
Invoice Number	Alpha	11	19	29	
Filler	Spaces	19	30	48	
Contract Number	Alpha	8	49	56	no dashes
Filler	Spaces	22	57	78	
DO Number	Alpha	5	79	83	
REC ID = 20 (MIT SEGMENT)					
Report Number	Alpha	2	19	20	
REC ID = 30 (MSG SEGMENT)					
Text	Alpha	140	19	158	text of 864 report

**810 DATA LAYOUT**

Data Element	Data Type	Data Size	Starting Pos	Ending Pos	Comments
Partnership Code	Alpha	16	1	16	
Rec ID	Alpha	2	17	18	
Rec Data	Alpha	87	19	105	* See contents of Rec Data per Rec ID value for each SEGEMENT
REC ID = 10 (BIG SEGMENT)					
Invoice Date	Numeric	6	19	24	yymmdd
Invoice Number	Alpha	11	25	35	
Filler	Spaces	11	36	46	
Contract Number	Alpha	8	47	54	no dashes
Filler	Spaces	14	55	68	
DO Number	Alpha	5	69	73	
Filler	Spaces	25	74	98	



**810 DATA LAYOUT**

<b>Data Element</b>	<b>Data Type</b>	<b>Data Size</b>	<b>Starting Pos</b>	<b>Ending Pos</b>	<b>Comments</b>
Debit Credit Indicator	Alpha	2	99	100	
Purpose Code	Alpha	2	101	102	
Action Code	Alpha	1	103	103	
Sample Number Prefix	Alpha	2	104	105	
<b>REC ID = 20 (TRANSLATION STAMP SEGMENT)</b>					
Translation Date	Numeric	6	19	24	yymmdd
Translation Time	Numeric	8	25	32	HHIISSSS
<b>REC ID = 30 (N1 SEGMENT)</b>					
					<b>Name Information</b>
Entity ID	Alpha	2	19	20	
ID Code Qualifier	Alpha	2	21	22	
ID Code	Alpha	17	23	39	
<b>REC ID = 40 (ITD SEGMENT)</b>					
					<b>Discount Information</b>
Basis Date Code	Alpha	2	19	20	
Discount Percentage	Numeric	6	21	26	mask=99.999
Discount Days	Numeric	3	27	29	mask=999
Discount Amount	Numeric	10	30	39	mask=9999999.99
<b>REC ID = 50 (DTM SEGMENT)</b>					
					<b>Invoice Period of Performance</b>
Date Qualifier	Alpha	2	19	20	
Period of Performance Date	Numeric	6	21	26	yymmdd
<b>REC ID = 60 (IT1 SEGMENT)</b>					
					<b>Cost Information</b>
Assignment ID	Alpha	6	19	24	
Filler	Spaces	2	25	26	
Invoice Quantity	Numeric	8	27	34	mask=99999999
Unit of Measure	Alpha	2	35	36	
Negative Sign	Alpha	1	37	37	
Unit Price	Numeric	13	38	50	mask=9999999999.99
Product ID Qualifier	Alpha	2	51	52	
Product ID	Alpha	30	53	82	
<b>REC ID = 70 (TDS SEGMENT)</b>					
					<b>Total Information</b>
Total Invoice Amount	Numeric	10	19	28	mask=9999999.99

## 810 DATA LAYOUT FOR TRANSLATED EDI - Example

999999999CP810 10 040921046A 68W60036 12345 DI00  
999999999CP810 20 04092108001234  
999999999CP810 30 PE1 999999999  
999999999CP810 30 PO1 057944910  
999999999CP810 40 315.25000 000075.00  
999999999CP810 50 186040801  
999999999CP810 50 187040831  
999999999CP810 60 FIXED 0000000002EA 0000000030.00  
999999999CP810 60 FIXED 0000000001EA 0000000010.00  
999999999CP810 60 FIXED 0000000001EA 0000000010.00  
999999999CP810 60 FIXED 0000000001EA 0000000010.00  
999999999CP810 60 AWARD 0000000001EA 0000000010.00  
999999999CP810 60 COST 0000000001EA 0000000010.00  
999999999CP810 70 0000080.00

**864 DATA LAYOUT FOR TRANSLATED EDI - Example**

999999999CP864	10A123	68W60036	12345			
999999999CP864	2001					
999999999CP864	30	Invoice/Voucher No: A123		Period that Cost are Incurred		
999999999CP864	30	Invoice/Voucher Date: 09/16/2004		Begin Date: 08/01/2004		
999999999CP864	30	Contractor Name: SL Contracting Inc.		End Date: 08/31/2004		
999999999CP864	30	Contract No: 68-W6-0036				
999999999CP864	30					
999999999CP864	30	-----				
999999999CP864	30					
999999999CP864	30		----- Hours -----		----- Amount Claimed -----	
999999999CP864	30	Major Cost Element	Current	Cumulative	Current	Cumulative
999999999CP864	30	LOE/Hours	6020.00	60200.00	123,456.78	1,234,567.89
999999999CP864	30	Clerical	12020.00	120200.00	123,456.78	1,234,567.89
999999999CP864	30		-----	-----	-----	-----
999999999CP864	30	HOURS/RAW LABOR	18040.00	180400.00	246,913.56	2,469,135.78
999999999CP864	30					
999999999CP864	30	FRINGE BENEFITS			123,456.78	1,234,567.89
999999999CP864	30	OVERHEAD			123,456.78	1,234,567.89
999999999CP864	30	GENERAL AND ADMINISTRATIVE			123,456.78	1,234,567.89
999999999CP864	30				-----	-----
999999999CP864	30	SUBTOTAL LABOR			617,283.90	6,172,839.45
999999999CP864	30	OVERHEAD MULTIPLIER			2.50	2.50
999999999CP864	30					
999999999CP864	30	OTHER DIRECT COSTS			123,456.78	1,234,567.89
999999999CP864	30	COMPUTER			123,456.78	1,234,567.89
999999999CP864	30	TRAVEL			123,456.78	1,234,567.89
999999999CP864	30	EQUIPMENT			123,456.78	1,234,567.89
999999999CP864	30				-----	-----
999999999CP864	30	SUBTOTAL			493,827.12	4,938,271.56
999999999CP864	30					
999999999CP864	30	TEAM SUBCONTRACTS				
999999999CP864	30	Joe Contractor LLC.			123,456.78	1,234,567.89
999999999CP864	30	Jane Contractor Inc.			123,456.78	1,234,567.89

999999999CP864	30	Jerry Contractor Co.	123,456.78	1,234,567.89
999999999CP864	30	SUBPOOL COSTS	123,456.78	1,234,567.89
999999999CP864	30		-----	-----
999999999CP864	30	SUBTOTAL SUBCONTRACTS	493,827.12	4,938,271.56
999999999CP864	30	BASE FEE	123,456.78	1,234,567.89
999999999CP864	30	AWARD FEE	123,456.78	1,234,567.89
999999999CP864	30	INCENTIVE/DISINCENTIVE FEE	123,456.78	1,234,567.89
999999999CP864	30			
999999999CP864	30	POLLUTION LIABILITY INSURANCE	123,456.78	1,234,567.89
999999999CP864	30	LABORATORY SERVICES	123,456.78	1,234,567.89
999999999CP864	30			
999999999CP864	30	TERMS DISCOUNT	123,456.78	1,234,567.89
999999999CP864	30			
999999999CP864	30	TOTAL INVOICE CLAIMED THIS VOUCHER	2,222,222.04	22,222,222.02
999999999CP864	30	PRIOR PAYMENTS REIMBURSED		22,222,222.02
999999999CP864	30			
999999999CP864	30	TOTAL AMOUNT DUE		2,222,222.04

## **7.0 National Reports**

On a monthly basis the Contractor shall provide a copy of the individual monthly Executive Summary provided to Headquarters, OSRTI, and Headquarters, OAM. The Executive Summary shall highlight key activities, deviations from planned schedules and budgets, and corrective actions taken and planned. Reports 4T, 4C, 5T, 5C, 7T and 7C and 8 thru 11 shall also be included with the Executive Summary (see page 3, Executive Summary). (Also see requirements in Section 5, Electronic Reporting Specifications, and Section 6.2, RAC Computer - Readable Reporting File Definitions.

## **8.0 Work Plans**

Work plans shall be submitted in response to all Task Orders issued under the contract as specified in Section B of the Contract. The work plan shall include a technical proposal of how the assigned work shall be accomplished and shall be accompanied by a detailed cost proposal which shall specify costs to complete the Task Order. The cost estimate shall include all major cost elements and any additional cost elements required by the specific activity. Costs shall be estimated at the Task Order Task level or Subtask level, as specified in the Task Order, and summarized for the Task Order. Contractor work plans shall address the following:

- **Background** - The Contractor shall provide a brief background summary to demonstrate understanding of the project. In cases where EPA has provided extensive background information on a site, the Contractor shall not repeat this information in the work plan but shall reference the information in the Task Order.
- **Purpose and Scope** - The Contractor shall provide a concise summary of the scope and objective of the proposed activity, including the end result/product, and the proposed activity's relationship to other activities.
- **Technical Approach** - The technical approach shall describe how the Contractor shall accomplish project tasks, including methods to be used and assumptions used in structuring the technical approach. The Task Order and Tasks shall be identified in accordance with the work breakdown structure given in the Statement of Work.
- **Safety and Contingency Measures** - The Contractor shall specify safety and contingency procedures and equipment to be employed in Task Order performance. The Contractor shall reference its Health and Safety Plan (HSP) as appropriate.
- **Quality Control Measures** - The Contractor shall specify the QC procedures to be employed in performing the Task Order, referencing the contract QA Plan as appropriate.
- **Schedule** - The Contractor shall incorporate the Government-prepared Task Order activity schedule in the work plan, including critical path and key milestones.
- **Deliverables** - As noted in the Task Order Statement of Work, the Contractor shall identify in the work plan all deliverables to be produced under the Task Order, including draft and final versions. Delivery dates, numbers of copies to be provided, and recipients for individual deliverables should also be specified.
- **Cost Estimate** - The cost estimate shall include staffing for the Task Order, specifying names, Professional/Technical levels, and proposed hours. Hour estimates and estimates for other contract cost elements such as travel and ODCs shall be provided down to the Task level, at a minimum, and may be required at the Subtask level (the actual level of detailed requirement shall be defined in the individual TO Statement of Work).
- **Subcontracting Plan** (if work involves subcontracting).

## 9.0 - Project Reports

The Contractor shall prepare and submit reports for Task Order Tasks as specified in specific Task Orders Statements of Work. The purpose of these reports is to: document the conduct of the work; present findings, conclusions, and recommendations; and account for the funds expended. Specific requirements for these reports and the schedule for submitting draft and final project reports shall be identified in the Task Order. Reports concerning remedy selection, e.g., the RI/FS Report and the Record of Decision, shall become part of EPA's Administrative Record for each site. The Remedial Design plans and specifications, the Remedial Action Report, and Operation and Maintenance Plan shall be required for subsequent actions and cost recovery purposes. All reports shall be subject to public review. Additional, less formal, deliverables may be required at interim stages of an activity. These may be in the form of concise technical memoranda, briefings, or meetings that enable the transfer of information and facilitate decisions necessary to progress to the next stage of work. They are not intended to be formally reviewed nor delay site progress. For example, at completion of the first phase of the RI, the Contractor would present a technical memorandum indicating results and recommended next steps. The RPM could then take whatever steps are necessary to approve the next phase of work.

Reports shall address but shall not necessarily be limited to the following elements:

- Executive Summary
- Purpose, objectives, and scope of activity; relationship to other activities
- Approach and techniques used
- Major problems encountered and solutions adopted
- Use of non-standard procedures
- Detailed accomplishments and results of study
- Recommendations, as appropriate

Guidance documents may be referenced as attachments to individual Task Order Statement of Work. As required in *EPA Procurement Policy Notice Number 94-11(A)*, March 27, 1995, or latest version, **Contractors shall deliver a technical report abstract for each draft final and final technical report. A copy of this Notice shall be obtained from the Contracting Officer.**

### ***10.0 Cost Recovery Documentation***

The contractor shall be required to maintain cost documentation in sufficient detail to enable identification on a site-specific Task Order task basis for purposes of cost recovery litigation. Particular attention shall be focused on cost documentation when subcontracting is involved. Documentation methods should be specified in the subcontracting plan. Documentation shall consist of the site-specific job cost ledgers and construction logs necessary for this purpose.

Documentation and costs for remedial projects shall be coordinated with the Project Officer and the TOM/RPM in accordance with the NCP. Documentation and costs for removal projects shall be coordinated with the Project Officer and the TOM/OSC. Specific requirements for cost recovery documentation of each activity shall be identified in the Task Order. Cost recovery documentation shall be submitted as requested by the Government. Indexing of documents shall be in accordance with EPA Regional Records Management Procedures.

## **11.0 Non-Contract Lab Program Analytical Services Sample Collection, Data Management, Review, Tracking, and Reporting Requirements**

1. The Forms II Lite™ software is designed to capture information to generate sample reports in the field (e.g., chain of custody (COC) Forms, sample labels and bottle tags) and to transmit the information to other systems.

(a) The contractor shall use FORMS II Lite™ to manage the sample collection, documentation, and submission of all relevant reports for all Response Actions.

(b) The contractor shall use the FORMS II Lite™ software to generate and submit COC Forms in accordance with established regional guidance. Exact procedures and instructions on the development and submission of electronic traffic reports are available on the Office of Superfund Remediation and Technology Innovation's (OSRTI) Contract Laboratory Program (CLP) web page at:  
<http://www.epa.gov/superfund/programs/clp/f2lite.htm>

I The contractor shall follow regional guidance for the information that is to appear on sample labels generated using Forms II Lite™. This shall require setting up a label template to print the specified information. Setting up the label template should be a one time set-up and would only require changes if the regional guidance is updated. Site names and/or locations shall not be provided to Contract Laboratory Program (CLP) or non-CLP laboratories, to avoid any real or perceived conflict-of-interest with a laboratory analyzing US EPA samples.

(d) In case of catastrophic equipment failure, such as a computer or printer failure, hardcopy COC Forms (not generated by FORMS II Lite™) shall be used by the contractor, but this should be a rare occurrence. Hardcopy COC Forms for use in case of catastrophic equipment failure are available at:  
<http://www.epa.gov/superfund/programs/clp/trcoc.htm>.

2. Staged Electronic Data Deliverable (SEDD) is designed to provide a uniform electronic format for submission of analytical data from laboratories. Automated Data Review (ADR) software is a program designed to electronically review analytical data received in the SEDD format.

(a) For all analytical services procured through the contractors' laboratory or through a subcontracted laboratory under this contract, the laboratory shall report data using the SEDD format. The minimum requirement for the laboratory is the delivery of a SEDD Stage 2a deliverable. Electronic deliverables meeting SEDD Stage 2b and Stage 3 requirements are also acceptable and encouraged. Data from microbiological, physical, and bio assay tests are not required to be delivered in the SEDD format.

(b) Once the electronic data files have been received from the laboratory, the contractor must electronically review the files using qualified personnel to meet project data quality requirements using the US Army Corps of Engineers Automated Data Review (ADR) software or equivalent. The ADR software shall be provided by US EPA to the contractor. The original electronic data (in the SEDD format), specifications for data review, and results of the automated data review shall be provided to US EPA upon request.

I Information on SEDD can be obtained at:  
<http://www.epa.gov/superfund/programs/clp/sedd.htm>

3. US EPA also mandates that all analytical services used by Superfund be reported to the Analytical Services Tracking System (ANSETS).



(a) For all analytical services procured through the contractors' laboratory or through a subcontracted laboratory under this contract, the contractor shall report these analytical services used for non-CLP work to ANSETS. Non-CLP sampling data is generated by a contractor or subcontractor at mobile and/or in-house laboratories. Requirements for field screening are determined by the Regions. Waste profile data is exempt from this requirement.

(b) The FORMS II Lite COC Form captures the essential ANSETS data and is the most direct and effective way for the contractor to meet ANSETS requirements. The electronic COC Form shall be submitted according to instructions provided at: <http://www.epa.gov/superfund/programs/clp/ansets.htm>

I For short-term projects, that are typically completed in less than one week, the contractor shall submit the FORMS II Lite™ COC Forms within five (5) business days of completing the field work and/or completing the shipment of samples to the laboratories. For long-term projects, that last longer than one week, the contractor shall submit FORMS II Lite™ COC Forms, at least once per week, typically starting at the end of the first week, or as soon as is reasonably practicable, but on a regular schedule.

(d) Other less preferred alternatives for submitting data to ANSETS:

- Web-Based Submission Form – Contractors can submit the ANSETS data by completing the web-based form and submitting the data via the Internet (see website below) on a regular schedule.
- ANSETS Standalone Desktop Application- Contractors submit the ANSETS data to the Regions on a quarterly basis. The Regions use the desktop application to manage and submit the ANSETS data to the Office of Superfund Remediation and Technology Innovation (OSRTI) on a quarterly basis.
- Batch Submissions – Contractors submit the ANSETS data to Regional tracking systems on a quarterly basis. The Regions then batch the ANSETS data and submit it to OSRTI on a quarterly basis.

Detailed instructions on submitting ANSETS data are provided at the following web address: <http://www.epa.gov/superfund/programs/clp/ansets.htm>. The Contractor shall utilize this web page for guidance and for updates of future changes to the non-CLP tracking requirements.

5. U.S. EPA shall provide FORMS II Lite™ and ADR software, as well as the ANSETS reporting and SEDD format requirements to the contractor.
6. Exceptions to these requirements shall only be waived by the Contracting Officer.

## **12.0 Region Specific Reporting Requirements**

### Region 1 ADHOC Reports

#### Report 1-1

##### Monthly Estimated Funding Needs Chart

Each month, the Contractor shall prepare an Excel spreadsheet chart showing the Estimated Funding Needs for each Task Order over the next six months. Specifically, the chart should have the following columns: Footnotes (for any special notes); Task Order Number; Task Order Name; Approved Budget (\$); Completion Date; Remaining months in the POP; Current Expenditure Limit; and, for the following six months, the estimated funding needed by month.

#### Report 1-2

##### Monthly Task Order Actions Needed

Each month, the Contractor shall prepare an Excel spreadsheet chart showing any needed actions for each Task Order. Specifically, the chart should have the following columns: Task Order Number; Task Order Name; and Action(s) Needed.

#### Report 1-3

##### Work Plan/Cost Estimate Deliverables Schedule

Each month, the Contractor shall prepare an Excel spreadsheet chart showing the status of any outstanding Work Plan/Cost Estimate deliverables for each Task Order. Specifically, the chart should have the following columns: Task Order Number; Task Order Name; Pending Deliverable; Due Date; Date Submitted; and Date Approval Needed By.

#### Report 1-4

##### Estimate-at-Completion

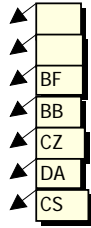
Each month, the Contractor shall prepare an Excel spreadsheet chart showing the Estimate-at-Completion for each Task Order. Specifically, the chart should have the following columns: Task Order Number; Task Order Name; Approved Work Plan Budget (both \$ and LOE); Current Expenditure Limit (both \$ and LOE); Estimate-at-Completion (both \$ and LOE).

### **13.0 Annotated Reports**

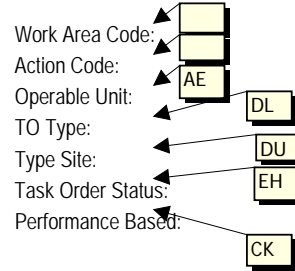
In this section are all of the reports of work with annotations corresponding to the data element in the data element dictionary as listed in section 6.1.

# REPORT 1 TASK ORDER -- Task Level Specific Detail Report

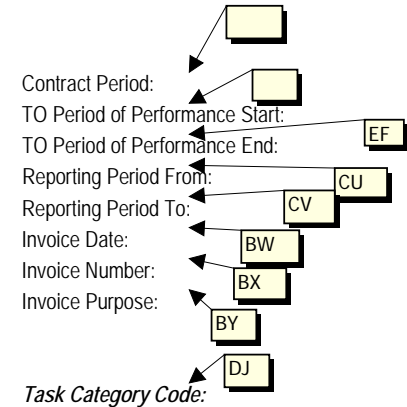
Task Order Number:  
 Task Order Title:  
 Contractor Name:  
 Contract Number:  
 SSID:  
 State:  
 Region:



Work Area Code:  
 Action Code:  
 Operable Unit:  
 TO Type:  
 Type Site:  
 Task Order Status:  
 Performance Based:



Contract Period:  
 TO Period of Performance Start:  
 TO Period of Performance End:  
 Reporting Period From:  
 Reporting Period To:  
 Invoice Date:  
 Invoice Number:  
 Invoice Purpose:



Task Number: 1  
 Task Title:



Name	Job Category	Current		Cumulative		Approved Budget	
		Hours	Dollars	Hours	Dollars	Hours	Dollars

**PRIME CONTRACTOR**

Direct Labor

Frank Jones	▲ <b>CY where Resource Element is Direct Labor (excluding Clerical)</b>	9,999.00		9,999.00			
Mary Smith		9,999.00		9,999.00			
Sophie Gray		9,999.00		9,999.00			
Stoli Razzberri		9,999.00		9,999.00			
Libby Tortise		9,999.00		9,999.00			
Joe Bussier		9,999.00		9,999.00			
Jim Dean		9,999.00		9,999.00			
Sandy Beech		9,999.00		9,999.00			
<b>TOTAL, PRIME DIRECT LABOR</b>			9,999.00	999,999.00	9,999.00	999,999.00	9,999.00

# REPORT 1 TASK ORDER -- Task Level Specific Detail Report

Task Number: 1

Task Category Code:

Task Title:

Name	Job Category	Current		Cumulative		Approved Budget	
		Hours	Dollars	Hours	Dollars	Hours	Dollars

**TEAM SUBCONTRACTOR NAME (EA.)**

Direct Labor

Charlie Brown		9,999.00		9,999.00			
Sylvester T. Feline		9,999.00		9,999.00			
Seymour Fundingsoon		9,999.00		9,999.00			
Terry Kloth		9,999.00		9,999.00			
Fanny Mae		9,999.00		9,999.00			
Frank Mayknot		9,999.00		9,999.00			
Buz L. Year		9,999.00		9,999.00			
Franky Valet		9,999.00		9,999.00			
TOTAL, TEAM SUB DIRECT LABOR		9,999.00	999,999.00	9,999.00	999,999.00	9,999.00	999,999.00

**SUBTOTALS FOR TASK 1 (PRIME + TEAM SUBCONTRACTORS)**

Cost Elements	Current		Cumulative		Approved Budget	
	Hours	Dollars	Hours	Dollars	Hours	Dollars

SUBTOTAL, DIRECT LABOR (Professional)	9,999.00	999,999.00	9,999.00	999,999.00	9,999.00	999,999.00
SUBTOTAL, DIRECT COSTS						
SUBTOTAL, TASK 1 COSTS		999,999.00		999,999.00		999,999.00

*NOTE: Repeat process above (for Prime, each Team Sub, and combined) for EACH and EVERY TASK.*

# REPORT 1 TASK ORDER -- Task Level Specific Detail Report

## TASK ORDER TOTALS (ALL TASKS)

Cost Elements	Current		Cumulative		Approved Budget	
	Hours	Dollars	Hours	Dollars	Hours	Dollars
TOTAL, DIRECT LABOR	9,999.00	999,999.00	9,999.00	999,999.00	9,999.00	999,999.00
TASK ORDER TOTAL, DIRECT COSTS						
Other Direct Costs		999,999.00		999,999.00		999,999.00
Subpool		999,999.00		999,999.00		999,999.00
PLI (Pollution Liability Insurance) Premium		999,999.00		999,999.00		999,999.00
TOTAL, INDIRECT COSTS (Fringe, O/H, G&A) (if applicable)		999,999.00		999,999.00		999,999.00
TOTAL, TEAM SUB FEES (as negotiated) (if applicable)		999,999.00		999,999.00		999,999.00
BASE FEES (Prime)* (if applicable)		999,999.00		999,999.00		999,999.00
PERFORMANCE (AWARD) FEE (Prime)* (if applicable)		999,999.00		999,999.00		999,999.00
INCENTIVE/DISCENTIVE FEE* (if applicable)		999,999.00		999,999.00		999,999.00
FIXED FEE* (if applicable)		999,999.00		999,999.00		999,999.00
TOTAL, TASK ORDER		999,999.00		999,999.00		999,999.00
Average Hourly Rate		999.00		999.00		
Expenditure Limit Hours			999.00			
Expenditure Limit Dollars				999,999.00		
Expenditure Limit Subpool				999,999.00		
Total Expenditure Limit Dollars				999,999.00		
Approved Budget Hours					999.00	
Approved Budget Dollars						999,999.00
Approved Budget Subpool						999,999.00
Total Approved Budget Dollars						999,999.00

*\* Use Applicable Fee Structure only in accordance with the Contract. (Do not reflect fees not applicable.)*

Note:

FR Task Orders will reflect any Indirect Costs or Fees  
 FRI Task Orders will reflect Indirect Costs and incentive fee  
 FFP/FP Task Orders will reflect any Indirect Costs

**REPORT 1A:**

**Task Order Supplemental Detail Report - Travel**

Task Order Number: EE  
 Task Order Title: EI  
 Contractor Name: BF  
 Contract Number: BB  
 SSID: CZ  
 State: DA  
 Region: CS

Work Area Code: EC  
 Action Code: AI  
 Operable Unit: AE  
 TO Type: DL  
 Type Site: DU  
 Task Order Status: EH  
 Performance Based: CK

Contract Period: BC  
 TO Period of Performance Start: EG  
 TO Period of Performance End: EF  
 Reporting Period From: CU  
 Reporting Period To: CV  
 Invoice Date: BW  
 Invoice Number: BX  
 Invoice Purpose: BY

**TRAVEL BREAKDOWN**

**Prime Contractor**

Traveler's Name	Travel From	Travel To	Departure Date	Return Date	Transportation	Lodging	Per Diem	Other	Total	Travel Purpose
Sophie Gray	Denver, CO	Boulder, CO	XX/XX/XXXX	XX/XX/XXXX	9,999.00	9,999.00	9,999.00	9,999.00	9,999.00	Meeting with EPA RPM
Stolie Razzberri	Denver, CO	Washington, DC	XX/XX/XXXX	XX/XX/XXXX	9,999.00	9,999.00	9,999.00	9,999.00	9,999.00	Health & Safety Training
<b>Total, Prime Travel Costs</b>					9,999.00	9,999.00	9,999.00	9,999.00	9,999.00	

**Team Subcontractor\*\***

Traveler's Name	Travel From	Travel To	Departure Date	Return Date	Transportation	Lodging	Per Diem	Other	Total	Travel Purpose
Libby Tortise	Denver, CO	Washington, DC	XX/XX/XXXX	XX/XX/XXXX	9,999.00	9,999.00	9,999.00	9,999.00	9,999.00	Health & Safety Training
<b>Total, Team Subcontractor Travel Costs</b>					9,999.00	9,999.00	9,999.00	9,999.00	9,999.00	

\*\* Provide travel breakout for each Team Sub

**REPORT 2T:**

**Current Month & Cumulative Status Report ---  
Task Level Totals within FR Task Order**

Task Order Number: [EE]  
 Task Order Title: [EI]  
 Contractor Name: [BF]  
 Contract Number: [BB]  
 SSID: [CZ]  
 State: [DA]  
 Region: [CS]

Work Area Code: [EC]  
 Action Code: [AI]  
 Operable Unit: [AE]  
 TO Type: [DL]  
 Type Site: [DU]  
 Task Order Status: [EH]  
 Performance Based: [CK]

Contract Period: [BC]  
 TO Period of Performance Start: [EG]  
 TO Period of Performance End: [EF]  
 Reporting Period From: [CU]  
 Reporting Period To: [CV]  
 Invoice Date: [BW]  
 Invoice Number: [BX]  
 Invoice Purpose: [BY]

**Current Month**

NO	TASK CAT. CODE	Prime/Team Hours	Prime/Team Labor \$	ODCs	Subppool	Fees	Total \$
01	XX	9,999.00	999,999.00		9,999,999.00		99,999,999.00
02	XX	9,999.00	999,999.00		9,999,999.00		99,999,999.00
03	XX	9,999.00	999,999.00		9,999,999.00		99,999,999.00
04	XX	9,999.00	999,999.00		9,999,999.00		99,999,999.00
Task Order Subtotal				99,999.00			
Team Sub Fees						99,999.00	
Base Fee - Prime*						99,999.00	
Incentive/Discentive Fee*						99,999.00	
Fixed Fee*						99,999.00	
Performance Fee*						99,999.00	
Total		999,999.00	999,999.00	99,999.00	9,999,999.00	99,999.00	99,999,999.00

\* Use applicable Indirect Costs and Fee Structure in accordance with the Contract

**Cumulative To-Date**

NO	TASK CAT. CODE	Prime/Team Hours	Prime/Team LABOR \$	ODCs	SUBPOOL	FEES	TOTAL \$
01	XX	9,999.00	999,999.00	99,999.00	9,999,999.00		99,999,999.00
02	XX	9,999.00	999,999.00	99,999.00	9,999,999.00		99,999,999.00
03	XX	9,999.00	999,999.00	99,999.00	9,999,999.00		99,999,999.00
04	XX	9,999.00	999,999.00	99,999.00	9,999,999.00		99,999,999.00
Task Order Subtotal				99,999.00			
Subteam Fees						99,999.00	
Base Fee - Prime*						99,999.00	
Incentive/Discentive Fee*						99,999.00	
Fixed Fee*						99,999.00	
Performance Fee*						99,999.00	
Total		999,999.00	999,999.00	99,999.00	9,999,999.00	99,999.00	99,999,999.00
Total Expenditure Limit Dollars							99,999,999.00

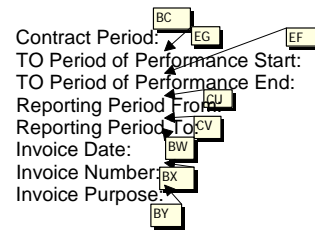
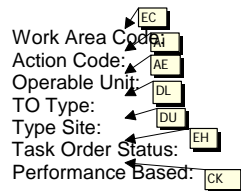
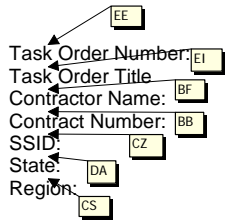
\* Use applicable Indirect Costs and Fee Structure in accordance with the Contract

**Adjustments/Disallowed Costs**

TASK Number	Category Code	Invoice Number	Suspended		Re-Billed		Disallowed	
			Date	Amount	Date	Amount	Date	Amount
01	xx		xx-xx-xxxx	99,999.00	xx-xx-xxxx	99,999.00	xx-xx-xxxx	99,999.00
02	xx		xx-xx-xxxx	99,999.00	xx-xx-xxxx	99,999.00	xx-xx-xxxx	99,999.00
03	xx		xx-xx-xxxx	99,999.00	xx-xx-xxxx	99,999.00	xx-xx-xxxx	99,999.00
Total				99,999.00		99,999.00		



# REPORT 2C: Current Month & Cumulative Status Report --- Task Level Totals within FRI or FFP/FP Task Order



## Current Month

TASK		Prime/Team	Prime/Team	ODCs	Total
NO	CAT. CODE	Hours	Labor \$		\$
01	XX	9,999.00	999,999.00		99,999,999.00
02	XX	9,999.00	999,999.00		99,999,999.00
03	XX	9,999.00	999,999.00		99,999,999.00
04	XX	9,999.00	999,999.00		99,999,999.00
Total		9,999.00	999,999.00	99,999.00	99,999,999.00

## Cumulative To-Date

TASK		Prime/Team	Prime/Team	ODCs	Total
NO	CAT. CODE	Hours	Labor \$		\$
01	XX	9,999.00	999,999.00		99,999,999.00
02	XX	9,999.00	999,999.00		99,999,999.00
03	XX	9,999.00	999,999.00		99,999,999.00
04	XX	9,999.00	999,999.00		99,999,999.00
Total		9,999.00	999,999.00	99,999.00	99,999,999.00

Expenditure Limit 99,999,999.00

## Adjustments/Disallowed Costs

TASK Number	Category Code	Invoice Number	Suspended		Re-Billed		Disallowed	
			Date	Amount	Date	Amount	Date	Amount
01	xx		xx-xx-xxxx	99,999.00	xx-xx-xxxx	99,999.00	xx-xx-xxxx	99,999.00
02	xx		xx-xx-xxxx	99,999.00	xx-xx-xxxx	99,999.00	xx-xx-xxxx	99,999.00
03	xx		xx-xx-xxxx	99,999.00	xx-xx-xxxx	99,999.00	xx-xx-xxxx	99,999.00
Total				99,999.00		99,999.00		99,999.00

# REPORT 4T: Variance Report --- Task Order Level --- FR Task Orders

Contractor Name: BF		Reporting Period From: CU		Invoice Date: BW	
Contract Number: BB		Reporting Period To: CV		Invoice Number: BX	
Region: CS		Contract Period: BC		Invoice Purpose: BY	

TASK ORDER NUMBER	WORK AREA CODE	TO STATUS	P B C	TASK ORDER TITLE	CUMULATIVE HOURS	CUMULATIVE TOTAL LOADED \$ INVOICED	DOLLARS INCURRED BUT NOT INVOICED	TOTAL INV'D + INCUR'D BUT NOT INV'D	APPROVED BUDGET		VARIANCE BASED ON APPROVED BUDGET			EXPENDITURE LIMIT		VARIANCE BASED ON EXPENDITURE LIMIT	
									HOURS	DOLLARS	% HOURS INVOICED	% \$ INVOICED	% INV'D+INCUR'D BUT NOT INV'D	HOURS	DOLLARS	% HOURS INVOICED	% \$ INVOICED
XXX-XXXX-XXXX	XX				9,999.00	999,999.00	999,999.00	999,999.00	9,999.00	999,999.00	999.00	999.00	999.00	9,999.00	999,999.00	999.00	999.00
XXX-XXXX-XXXX	XX				9,999.00	999,999.00	999,999.00	999,999.00	9,999.00	999,999.00	999.00	999.00	999.00	9,999.00	999,999.00	999.00	999.00
XXX-XXXX-XXXX	XX				9,999.00	999,999.00	999,999.00	999,999.00	9,999.00	999,999.00	999.00	999.00	999.00	9,999.00	999,999.00	999.00	999.00
XXX-XXXX-XXXX	XX				9,999.00	999,999.00	999,999.00	999,999.00	9,999.00	999,999.00	999.00	999.00	999.00	9,999.00	999,999.00	999.00	999.00
XXX-XXXX-XXXX	XX				9,999.00	999,999.00	999,999.00	999,999.00	9,999.00	999,999.00	999.00	999.00	999.00	9,999.00	999,999.00	999.00	999.00
TOTAL					9,999.00	999,999.00	999,999.00	999,999.00	9,999.00	999,999.00	999.00	999.00	999.00	9,999.00	999,999.00	999.00	999.00

PBC = Performance Based Contracting Form (Yes = Y; No = N)  
 TO Status = O or C (O = Ongoing; C = Closed)

# REPORT 4C: Variance Report --- Task Order Level -- FRI and FFP/FP Task Orders

Contractor Name: **BF**  
 Contract Number: **BBB**  
 Region: **CS**

Reporting Period From: **CU**  
 Reporting Period To: **CV**  
 Contract Period: **BC**

Invoice Date: **BW**  
 Invoice Number: **BX**  
 Invoice Purpose: **BY**

TASK ORDER NUMBER	WORK AREA CODE	TO Status	PBC	TASK ORDER TITLE	CUMULATIVE HOURS*	CUMULATIVE TOTAL LOADED \$ INVOICED	DOLLARS INCURRED BUT NOT INVOICED	TOTAL INV'D + INCUR'D BUT NOT INV'D	APPROVED BUDGET DOLLARS	VARIANCE BASED ON APPROVED BUDGET		EXPENDITURE LIMIT DOLLARS*	VARIANCE BASED ON EXPENDITURE LIMIT	
										% \$ INVOICED	% INV'D+INCUR'D BUT NOT INV'D		% \$ INVOICED	% \$ INVOICED
FRI														
XXX-XXXX-XXXX	XX				9,999.00	999,999.00	999,999.00	999,999.00	999,999.00	999.00	999.00	999,999.00	999.00	999.00
XXX-XXXX-XXXX	XX				9,999.00	999,999.00	999,999.00	999,999.00	999,999.00	999.00	999.00	999,999.00	999.00	999.00
XXX-XXXX-XXXX	XX				9,999.00	999,999.00	999,999.00	999,999.00	999,999.00	999.00	999.00	999,999.00	999.00	999.00
TOTAL FRI Task Orders					9,999.00	999,999.00	999,999.00	999,999.00	999,999.00	999.00	999.00	999,999.00	999.00	999.00
FFP/FP														
XXX-XXXX-XXXX	XX					999,999.00	999,999.00	999,999.00	999,999.00	999.00	999.00			999.00
XXX-XXXX-XXXX	XX					999,999.00	999,999.00	999,999.00	999,999.00	999.00	999.00			999.00
XXX-XXXX-XXXX	XX					999,999.00	999,999.00	999,999.00	999,999.00	999.00	999.00			999.00
TOTAL FFP/FP Task Orders						999,999.00	999,999.00	999,999.00	999,999.00	999.00	999.00			999.00
GRAND TOTAL					9,999.00	999,999.00	999,999.00	999,999.00	999,999.00	999.00	999.00	999,999.00	999.00	999.00

\* Note: No Hours or Expenditure Limit under FFP/FP

TO Status = O or C (O = Ongoing; C = Closed)  
 PBC = Yes or No

# REPORT 5T: Monthly Subpool Subcontract Summary --- Task Order Level FR Task Orders

Contractor Name: BF  
 Contract Number: BB  
 Region: CS

Reporting Period From: CU  
 Reporting Period To: CV  
 Contract Period: BC

Invoice Date: BW  
 Invoice Number: BX

TASK ORDER NUMBER	SUBPOOL SUBCONTRACTOR NAME	SUBPOOL SUBCONT. NUMBER	BRIEF DESCRIPTION OF WORK	SUBPOOL POP START	SUBPOOL POP END	BUSINESS* STATUS	PBC	SUBPOOL CONT. TYPE	CUMULATIVE DOLLARS EXPENDED	SUBPOOL VALUE
XXX-XXXX-XXXX	ANN L. EYES ANALYTICAL	01-00452	BASIC DIOXIN ANALYSIS EXPANDED DIOXIN ANALYSIS INCREASED SAMPLES	XX/XX/XXXX	XX/XX/XXXX	SBE	Y	FFP	\$93,489.00	\$100,000.00
	K. MOON DRUM HAULERS	01-00753	DRUM TRANSPORTATION TO LANDFILL	XX/XX/XXXX	XX/XX/XXXX	SDBE	N	CPFF	\$3,658.00	\$32,972.00
XXX-XXXX-XXXX	SAM'S SAFE SECURITY	03-00512	ON-SITE SECURITY SERVICES	XX/XX/XXXX	XX/XX/XXXX	WBE	N	FP	\$20,086.00	\$48,394.00
TOTAL									\$117,233.00	\$181,366.00

- \* LB = Large Business Enterprise
- SB = Small Business Enterprise
- SDBE = Small Disadvantaged Business Enterprise
- WBE = Women-owned Business Enterprise
- HZE = Hub-Zone Enterprise
- DVE = Service Disable Veteran Enterprise

# REPORT 5C: Monthly Subpool Subcontract Summary ---Task Order Level FRI and FFP/FP Task Orders

TASK ORDER NUMBER	SUBPOOL SUBCONTRACTOR NAME	SUBPOOL SUBCONT. NUMBER	BRIEF DESCRIPTION OF WORK	SUBPOOL POP START	SUBPOOL POP END	BUSINESS* STATUS	PBC	SUBPOOL CONT. TYPE	CUMULATIVE DOLLARS EXPENDED	SUBPOOL VALUE
XXX-XXXX-XXXX	ANN L. EYES ANALYTICAL	01-00452	BASIC DIOXIN ANALYSIS EXPANDED DIOXIN ANALYSIS INCREASED SAMPLES	XX/XX/XXXX	XX/XX/XXXX	SBE	Y	FFP	\$93,489.00	\$100,000.00
	K . MOON DRUM HAULERS	01-00753	DRUM TRANSPORTATION TO LANDFILL	XX/XX/XXXX	XX/XX/XXXX	SDBE	N	CPFF	\$3,658.00	\$32,972.00
XXX-XXXX-XXXX	SAM'S SAFE SECURITY	03-00512	ON-SITE SECURITY SERVICES	XX/XX/XXXX	XX/XX/XXXX	WBE	N	FP	\$20,086.00	\$48,394.00
<b>TOTAL</b>									<b>\$117,233.00</b>	<b>\$181,366.00</b>

- \* LB = Large Business Enterprise
- SB = Small Business Enterprise
- SDBE = Small Disadvantaged Business Enterprise
- WBE = Women-owned Business Enterprise
- HZE = Hub-Zone Enterprise
- DVE = Service Disable Veteran Enterprise

**REPORT 7T:**

**RAC Funding Log -- Invoice Backup  
-- FR Task Orders**

Contractor Name:   
 Contract Number:   
 Region:

Contract Period:   
 Reporting Period To:

Invoice Date:   
 Invoice Number:   
 Invoice Purpose:

***Task Order Specific Funded***

TO Number	IFMS Line Ref #	DCN	ACCOUNT NUMBER						Obligated Dollars	Prior Invoiced to date	Current Dollars	Cumulative Dollars	Remaining Funds
			FY	Appro.	Org	Program	Site/Proj.	Cost Org.					
XXX-XXXX-XXXX		123456	1234	123456	1234567	123456789	12345678	1234567	9,999,999.00	9,999,999.00	9,999,999.00	9,999,999.00	9,999,999.00
XXX-XXXX-XXXX		123456	1234	123456	1234567	123456789	12345678	1234567	9,999,999.00	9,999,999.00	9,999,999.00	9,999,999.00	9,999,999.00
XXX-XXXX-XXXX		123456	1234	123456	1234567	123456789	12345678	1234567	9,999,999.00	9,999,999.00	9,999,999.00	9,999,999.00	9,999,999.00
XXX-XXXX-XXXX		123456	1234	123456	1234567	123456789	12345678	1234567	9,999,999.00	9,999,999.00	9,999,999.00	9,999,999.00	9,999,999.00
XXX-XXXX-XXXX		123456	1234	123456	1234567	123456789	12345678	1234567	9,999,999.00	9,999,999.00	9,999,999.00	9,999,999.00	9,999,999.00
XXX-XXXX-XXXX		123456	1234	123456	1234567	123456789	12345678	1234567	9,999,999.00	9,999,999.00	9,999,999.00	9,999,999.00	9,999,999.00
XXX-XXXX-XXXX		123456	1234	123456	1234567	123456789	12345678	1234567	9,999,999.00	9,999,999.00	9,999,999.00	9,999,999.00	9,999,999.00
<b>Grand Total</b>									9,999,999.00	9,999,999.00	9,999,999.00	9,999,999.00	9,999,999.00

**REPORT 7C:**

**RAC Funding Log -- Invoice Backup  
-- FRI and FFP/FP Task Orders**

Contractor Name: BF  
 Contract Number: BF  
 Region: CS

Contract Period: BC  
 Reporting Period To: CV

Invoice Date: BW  
 Invoice Number: BX  
 Invoice Purpose: BY

**FRI**

TO Number	IFMS Line	DCN	FY	Appro.	ACCOUNT NUMBER			Cost Org.	Obligated Dollars	Prior Invoiced to date	Current Dollars	Cumulative Dollars	Remaining Funds
	Ref #				Org	Program	Site/Proj.						
XXX-XXXX-XXXX	<span style="border: 1px solid black; padding: 2px;">EE</span>	123456	1234	123456	<span style="border: 1px solid black; padding: 2px;">AB</span>	<span style="border: 1px solid black; padding: 2px;">AF</span>	<span style="border: 1px solid black; padding: 2px;">AG</span>	1234567	9,999,999.00	9,999,999.00	9,999,999.00	9,999,999.00	
XXX-XXXX-XXXX	<span style="border: 1px solid black; padding: 2px;">BV</span>	123457	1234	123456	<span style="border: 1px solid black; padding: 2px;">AD</span>	<span style="border: 1px solid black; padding: 2px;">AH</span>	<span style="border: 1px solid black; padding: 2px;">AA</span>	1234567	9,999,999.00	9,999,999.00	9,999,999.00	9,999,999.00	
XXX-XXXX-XXXX	<span style="border: 1px solid black; padding: 2px;">BM</span>	123458	1234	123456	<span style="border: 1px solid black; padding: 2px;">AB</span>	<span style="border: 1px solid black; padding: 2px;">AC</span>	<span style="border: 1px solid black; padding: 2px;">AH</span>	1234567	9,999,999.00	9,999,999.00	9,999,999.00	9,999,999.00	
<b>TOTAL FRI</b>									9,999,999.00	9,999,999.00	9,999,999.00	9,999,999.00	

**FFP/FP**

TO Number	IFMS Line	DCN	ACCOUNT NUMBER					Obligated Dollars	Prior Invoiced to date	Current Dollars	Cumulative Dollars	Remaining Funds
	Ref #		FY	Appro.	Org	Program	Site/Proj.					
XXX-XXXX-XXXX		123456	1234	123456	1234567	123456789	12345678	1234567	9,999,999.00	9,999,999.00	9,999,999.00	9,999,999.00
XXX-XXXX-XXXX		123456	1234	123456	1234567	123456789	12345678	1234567	9,999,999.00	9,999,999.00	9,999,999.00	9,999,999.00
XXX-XXXX-XXXX		123456	1234	123456	1234567	123456789	12345678	1234567	9,999,999.00	9,999,999.00	9,999,999.00	9,999,999.00
<b>TOTAL FFP/FP</b>									9,999,999.00	9,999,999.00	9,999,999.00	9,999,999.00
<b>GRAND TOTAL</b>									9,999,999.00	9,999,999.00	9,999,999.00	9,999,999.00

# REPORT 8: Task Order Contract Capacity

Contractor Name: BF  
 Contract Number: BB  
 Region: CS

Reporting Period To: CV

Contract Period: **BASE** BC

Contract Period of Performance Start: BE  
 Contract Period of Performance End: BD

	<span style="border: 1px solid black; padding: 2px;">AY</span> Contract at Award	<span style="border: 1px solid black; padding: 2px;">CH</span> Option Orders	<span style="border: 1px solid black; padding: 2px;">CM</span> Potential Contract Value	<span style="border: 1px solid black; padding: 2px;">AZ</span> Current Ceiling	<span style="border: 1px solid black; padding: 2px;">CL</span> Potential Capacity Available
FR	99,999,999.00	99,999,999.00	99,999,999.00	99,999,999.00	99,999,999.00
Dollars	99,999,999.00	99,999,999.00	99,999,999.00	99,999,999.00	99,999,999.00
Subpool	99,999,999.00	99,999,999.00	99,999,999.00	99,999,999.00	99,999,999.00
FRI	99,999,999.00	99,999,999.00	99,999,999.00	99,999,999.00	99,999,999.00
FFP/FP	99,999,999.00	99,999,999.00	99,999,999.00	99,999,999.00	99,999,999.00

Contract Period: **Option**

Contract Period of Performance Start:  
 Contract Period of Performance End:

*(If contract has more than one option period, do breakout for each one)*

	Contract at Award	Option Orders	Potential Contract Value	Current Ceiling	Potential Capacity Available
FR	99,999,999.00	99,999,999.00	99,999,999.00	99,999,999.00	99,999,999.00
Dollars	99,999,999.00	99,999,999.00	99,999,999.00	99,999,999.00	99,999,999.00
Subpool	99,999,999.00	99,999,999.00	99,999,999.00	99,999,999.00	99,999,999.00
FRI	99,999,999.00	99,999,999.00	99,999,999.00	99,999,999.00	99,999,999.00
FFP/FP	99,999,999.00	99,999,999.00	99,999,999.00	99,999,999.00	99,999,999.00

**TOTAL (Base and Option Periods)**

	Contract at Award	Option Orders	Potential Contract Value	Current Ceiling	Potential Capacity Available
FR	99,999,999.00	99,999,999.00	99,999,999.00	99,999,999.00	99,999,999.00
Dollars	99,999,999.00	99,999,999.00	99,999,999.00	99,999,999.00	99,999,999.00
Subpool	99,999,999.00	99,999,999.00	99,999,999.00	99,999,999.00	99,999,999.00
FRI	99,999,999.00	99,999,999.00	99,999,999.00	99,999,999.00	99,999,999.00
FFP/FP	99,999,999.00	99,999,999.00	99,999,999.00	99,999,999.00	99,999,999.00



# Report 9: RAC Management Indicators Reports - Task Order Contract Level

Contractor Name:   
 Contract Number:   
 Region:

Reporting Period To:

\*\* Current Period reflects the current reporting period and is not cumulative.

## Total Task Orders Expended vs. Contract Obligations

	Expended		Performance Based Expended		Total Expended		Total FR
	Dollars*	Hours	Dollars	Hours	Dollars	Hours	Dollars Obligated
	Current Period	999,999,999.00	999,999.00	999,999,999.00	999,999.00	999,999,999.00	999,999.00
Fiscal Year	999,999,999.00	999,999.00	999,999,999.00	999,999.00	999,999,999.00	999,999.00	999,999,999.00
Base Period	999,999,999.00	999,999.00	999,999,999.00	999,999.00	999,999,999.00	999,999.00	999,999,999.00
Option Period	999,999,999.00	999,999.00	999,999,999.00	999,999.00	999,999,999.00	999,999.00	999,999,999.00
Option Period	999,999,999.00	999,999.00	999,999,999.00	999,999.00	999,999,999.00	999,999.00	999,999,999.00
Total Contract	999,999,999.00	999,999.00	999,999,999.00	999,999.00	999,999,999.00	999,999.00	999,999,999.00

\* Expended Dollars includes Subpool

	Expended		Performance Based Expended		Total Expended		Total FRI	Expended Dollars	Total FFP/FP Dollars Obligated
	Dollars	Hours	Dollars	Hours	Dollars	Hours	Dollars Obligated		
	Current Period	999,999,999.00	999,999.00	999,999,999.00	999,999.00	999,999,999.00	999,999.00	999,999,999.00	999,999,999.00
Fiscal Year	999,999,999.00	999,999.00	999,999,999.00	999,999.00	999,999,999.00	999,999.00	999,999,999.00	999,999,999.00	999,999,999.00
Base Period	999,999,999.00	999,999.00	999,999,999.00	999,999.00	999,999,999.00	999,999.00	999,999,999.00	999,999,999.00	999,999,999.00
Option Period	999,999,999.00	999,999.00	999,999,999.00	999,999.00	999,999,999.00	999,999.00	999,999,999.00	999,999,999.00	999,999,999.00
Option Period	999,999,999.00	999,999.00	999,999,999.00	999,999.00	999,999,999.00	999,999.00	999,999,999.00	999,999,999.00	999,999,999.00
Total Contract	999,999,999.00	999,999.00	999,999,999.00	999,999.00	999,999,999.00	999,999.00	999,999,999.00	999,999,999.00	999,999,999.00

## FR Contract Ceilings vs. FR Obligations

	Current Contract Ceiling		TOs Total Approved Budget Dollars	TOs Total Expenditure Limit Dollars	TOs Cumulative Expended Dollars	Total FR Dollars Obligated
	Dollars	Subpool				
	Base Period	99,999,999.00	999,999.00	99,999,999.00	99,999,999.00	99,999,999.00
Option Period	99,999,999.00	999,999.00	99,999,999.00	99,999,999.00	99,999,999.00	99,999,999.00
Option Period	99,999,999.00	999,999.00	99,999,999.00	99,999,999.00	99,999,999.00	99,999,999.00
Total Contract	99,999,999.00	999,999.00	99,999,999.00	99,999,999.00	99,999,999.00	99,999,999.00

Note: TOs = Task Orders

## Report 9: RAC Management Indicators Reports - Task Order Contract Level

Contractor Name:  
 Contract Number:  
 Region:

Reporting Period To:

### FRI and FFP/FP Contract Ceiling vs. FRI and FFP/FP Obligations

	Current Contract Ceiling Dollars	TOs Total Approved Budgets Dollars	TOs Total Expenditure Limits Dollars	TOs Total Cumulative Expended Dollars	Dollars Obligated
Base Period	99,999,999.00	999,999.00	99,999,999.00	99,999,999.00	99,999,999.00
Option Period 1	99,999,999.00	999,999.00	99,999,999.00	99,999,999.00	99,999,999.00
Option Period 2	99,999,999.00	999,999.00	99,999,999.00	99,999,999.00	99,999,999.00
Total Contract	99,999,999.00	999,999.00	99,999,999.00	99,999,999.00	99,999,999.00

### Contract Ceilings vs. Work Plan Expenditure Limits

	Current Contract Ceiling		TOs Total Expenditure Limits		Available for New Work		Current Contract Ceiling Dollars	FRI and FFP/FP TOs Total Expenditure Limit Dollars		Available for New Work Dollars
	Dollars	Subpool	Dollars	Subpool	Dollars	Subpool		Dollars	Dollars	
Base Period	99,999,999.00	999,999.00	99,999,999.00	999,999.00	99,999,999.00	999,999.00	99,999,999.00	99,999,999.00	99,999,999.00	99,999,999.00
Option Period 1	99,999,999.00	999,999.00	99,999,999.00	999,999.00	99,999,999.00	999,999.00	99,999,999.00	99,999,999.00	99,999,999.00	99,999,999.00
Option Period 2	99,999,999.00	999,999.00	99,999,999.00	999,999.00	99,999,999.00	999,999.00	99,999,999.00	99,999,999.00	99,999,999.00	99,999,999.00
Total Contract	99,999,999.00	999,999.00	99,999,999.00	999,999.00	99,999,999.00	999,999.00	99,999,999.00	99,999,999.00	99,999,999.00	99,999,999.00

### Contract Ceilings vs. Approved Work Plan Budgets

	Current Contract Ceiling		TOs Total Approved Budget		Available for New Work		Current Contract Ceiling Dollars	FRI and FFP/FP TOs Total Approved Budget Dollars		Available for New Work Dollars
	Dollars	Subpool	Dollars	Subpool	Dollars	Subpool		Dollars	Dollars	
Base Period	99,999,999.00	999,999.00	99,999,999.00	999,999.00	99,999,999.00	999,999.00	99,999,999.00	99,999,999.00	99,999,999.00	99,999,999.00
Option Period 1	99,999,999.00	999,999.00	99,999,999.00	999,999.00	99,999,999.00	999,999.00	99,999,999.00	99,999,999.00	99,999,999.00	99,999,999.00
Option Period 2	99,999,999.00	999,999.00	99,999,999.00	999,999.00	99,999,999.00	999,999.00	99,999,999.00	99,999,999.00	99,999,999.00	99,999,999.00
Total Contract	99,999,999.00	999,999.00	99,999,999.00	999,999.00	99,999,999.00	999,999.00	99,999,999.00	99,999,999.00	99,999,999.00	99,999,999.00

# REPORT 10: RAC Modification Log - Contract Level

Contractor Name: BF  
 Contract Number: BB  
 Region: CS

Contract Period: BC  
 Reporting Period To: CV

Mod No.	Mod Date	Modification Purpose	Task Order #	Contract Ceilings					Obligations To-date		Obligations Needed	
				Obligated Dollars		FR		FRI & FFP/FP	FR	FRI & FFP/FP	FR	FRI & FFP/FP
				FR	FRI & FFP/FP	Dollars	Subpool					
001	XX/XX/XXXX	Initial Base Period Ceilings				53,500,000	6,000,000.00	10,000,000.00			59,500,000.00	10,000,000.00
		FR Incremental Funding		1,000,000.00					1,000,000.00		58,500,000.00	
		FR Incremental Funding		9,200,000.00					10,200,000.00		49,300,000.00	
002	XX/XX/XXXX	RA Funding - FFP/FP -			1,500,000.00					1,500,000.00		8,500,000.00
		FR Incremental Funding		2,000,000.00					12,200,000.00		47,300,000.00	
003	XX/XX/XXXX	RA Funding - FR -		9,000,000.00					21,200,000.00		38,300,000.00	
		FR Incremental Funding		5,000,000.00					26,200,000.00		33,300,000.00	
004	XX/XX/XXXX	Change of PO										
		RA Funding - FR -		7,800,000.00					34,000,000.00		25,500,000.00	
005	XX/XX/XXXX	FR Incremental Funding		5,370,000.00					39,370,000.00		20,130,000.00	
		RV Funding - FR -		4,500,000.00					43,870,000.00		15,630,000.00	
		RA Funding - FR -		8,500,000.00					52,370,000.00		7,130,000.00	
		Change Clause										
006	XX/XX/XXXX	Exercise Option Order				27,500,000	1,000,000.00	2,000,000.00			35,630,000.00	10,500,000.00
007	XX/XX/XXXX	RA Funding - FR -		9,760,000.00					62,130,000.00		25,870,000.00	
		RA Funding - FRI -			9,985,645.00					11,485,645.00		514,355.00
Total Obligated Dollars				62,130,000.00	11,485,645.00							
<b>Current Ceiling</b>						81,000,000	7,000,000.00	12,000,000.00				

