

## REPORTING REQUIREMENTS CHECKLIST

<b>1. PROGRAM/PROJECT TITLE</b> <b>Counter Nuclear Smuggling Systems Deployment (CNSSD)</b>		<b>2. IDENTIFICATION NUMBER</b> <b>TBD</b>													
<b>3. PARTICIPANT NAME AND ADDRESS</b> <b>TBD</b>															
<b>4. PLANNING AND REPORTING REQUIREMENTS</b> <div style="text-align: right; margin-bottom: 5px;"><u>Frequency</u></div> <b>A. General Management</b> <input checked="" type="checkbox"/> Management Plan <span style="float: right;">Y</span> <input type="checkbox"/> Status Report <input type="checkbox"/> Summary Report  <b>B. Schedule/Labor/Cost</b> <input type="checkbox"/> Milestone Schedule/Plan <input type="checkbox"/> Labor Plan <input type="checkbox"/> Facilities Capital Cost of Money Factors Comp. <input type="checkbox"/> Contract Facilities Capital and Cost of Money <input type="checkbox"/> Cost Plan <input checked="" type="checkbox"/> Milestone Schedule/Status <span style="float: right;">M</span> <input type="checkbox"/> Labor Management Report <input type="checkbox"/> Cost Management Report <input checked="" type="checkbox"/> DOE Budget and Cost Report <span style="float: right;">M</span> <input checked="" type="checkbox"/> Small Business Reporting <span style="float: right;">S</span>  <b>C. Exception Reports</b>  <input type="checkbox"/> Conference Record <input type="checkbox"/> Hot Line Report  <b>D. Performance Measurement</b> <input type="checkbox"/> Management Control System Description <input checked="" type="checkbox"/> WBS <span style="float: right;">O</span> <input checked="" type="checkbox"/> WBS Dictionary <span style="float: right;">O</span> <div style="margin-left: 20px;"> <input type="checkbox"/> Index  <input type="checkbox"/> Element Definition         </div> <b>E. Cost Performance Reports</b> <span style="float: right;">M</span> <input checked="" type="checkbox"/> CPR and Variance Narrative  <b>F. Financial Incentives</b> <input type="checkbox"/> Statement of Income and Expenses <input type="checkbox"/> Balance Sheet <input type="checkbox"/> Cash Flow Statement <input type="checkbox"/> Statement of Changes in Financial Position <input type="checkbox"/> Loan Drawdown Report <input type="checkbox"/> Operating Budget Supplementary Information		<div style="text-align: right; margin-bottom: 5px;"><u>Frequency</u></div> <b>G. Technical</b> <input type="checkbox"/> Notice of Energy R&D Project (Required with any of the following) <input type="checkbox"/> Technical Progress Report (Annual Accomplishment Report) <div style="margin-left: 20px;"> <input type="checkbox"/> Draft for Review  <input type="checkbox"/> Final for Approval         </div> <input type="checkbox"/> Conference Report <input type="checkbox"/> Final Technical Report <div style="margin-left: 20px;"> <input type="checkbox"/> Draft for Review  <input type="checkbox"/> Final for Approval         </div> <input type="checkbox"/> Software <input type="checkbox"/> Other (Specify):  <b>H. Environment, Safety &amp; Health</b> <input type="checkbox"/> (Specify)  <b>I. Miscellaneous Other Reports</b> Small Disadvantage Subcontracting Plan Reports Available at eSRS website, <a href="http://www.esrs.gov/">http://www.esrs.gov/</a>  <input checked="" type="checkbox"/> ISR Individual Subcontract Report (Formerly SF 294) <input checked="" type="checkbox"/> SSR Summary Subcontracting Report (Formerly SF 295)  Government Property Reports (41 CFR 102-36.295) Available at <a href="http://www.directives.doe.gov/forms/index.html">http://www.directives.doe.gov/forms/index.html</a>  <input type="checkbox"/> DOE F 4300.3 Semi-Annual Summary Report of DOE-Owned Plant and Capital Equipment <input checked="" type="checkbox"/> PIDs Property Information Database Report  <b>J. Other</b> <input checked="" type="checkbox"/> QA Plan <span style="float: right;">Y</span> <input type="checkbox"/> Construction Management Plan <input type="checkbox"/> Configuration Management Procedures <input type="checkbox"/> Maintenance Report <input checked="" type="checkbox"/> Weekly Travel Schedule <span style="float: right;">W</span> <input checked="" type="checkbox"/> RPM Shipping Report <span style="float: right;">M</span> <input checked="" type="checkbox"/> Other reports as identified in delivery/task orders <span style="float: right;">A</span> <input type="checkbox"/>													
<b>5. FREQUENCY CODES</b> <table style="width: 100%; border: none;"> <tr> <td style="width: 33%;">A - As Required</td> <td style="width: 33%;">BM - Bi-Monthly</td> <td style="width: 33%;">S - Semi-Annually</td> </tr> <tr> <td>C - Change to Contractual Agreement</td> <td>M - Monthly</td> <td>X - With Significant Changes</td> </tr> <tr> <td>F - Final (end of effort)</td> <td>O - Once After Award</td> <td>Y - Yearly or Upon Renewal/Revision of Task</td> </tr> <tr> <td>D - Daily</td> <td>W - Weekly</td> <td>Assignment</td> </tr> </table>				A - As Required	BM - Bi-Monthly	S - Semi-Annually	C - Change to Contractual Agreement	M - Monthly	X - With Significant Changes	F - Final (end of effort)	O - Once After Award	Y - Yearly or Upon Renewal/Revision of Task	D - Daily	W - Weekly	Assignment
A - As Required	BM - Bi-Monthly	S - Semi-Annually													
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D - Daily	W - Weekly	Assignment													
<b>6. SPECIAL INSTRUCTIONS</b> <div style="display: flex; justify-content: space-between;"> <div style="width: 60%;"> <input checked="" type="checkbox"/> Report Distribution List/Addresses   <input checked="" type="checkbox"/> Reporting Elements  <input type="checkbox"/> Due Dates         </div> <div style="width: 35%;"> <input type="checkbox"/> Analysis Thresholds   <input type="checkbox"/> Work Breakdown Structure  <input checked="" type="checkbox"/> Other: Report descriptions         </div> </div>															

### Report Distribution List

Report	Frequency	Due Dates	Copies	Address	Description
Management Plan	Y	Submitted annually, beginning 30 days after contract award	1 each	ABC	See <a href="#">Appendix B</a>
DOE Budget and Cost Report	M	10 <sup>th</sup> calendar day of the month	1 each	ABCD	See <a href="#">Appendix C</a>
Small Business Reporting	S	Submitted semi annually	1 each	ABC	See <a href="#">Appendix D</a>
QA Plan	Y	Submitted annually, beginning 45 days after contract award	1 each	ABC	See <a href="#">Appendix E</a>
Weekly travel schedule	W	10 AM EST every Monday	1 each	ABC	See <a href="#">Appendix F</a>
RMP Shipping Report	M	10 <sup>th</sup> calendar day of the month	1 each	ACD	See <a href="#">Appendix G</a>
<b>Task Order Specific Deliverables</b>					
Personnel Roster	A	5 days after TO award, or when changes are made	1 each	ABC	See <a href="#">Appendix H</a>
Task Order WBS	O	15 days after TO award	1 each	ABC	See <a href="#">Appendix I</a>
SRD for each site	A	10 calendar days after completion of final survey	1 each	ABC	See <a href="#">Appendix J</a>
Scoping Meeting Summary	O	7 calendar days after each scoping meeting	1 each	ABC	See <a href="#">Appendix K</a>
Preliminary Design Package/ Revised Package	O	20 days after scoping meeting/10 days after in-country design review	1 each	ABC	See <a href="#">Appendix L</a>
Final Engineering Designs	O	30 calendar days after acceptance of preliminary designs	1 each	ABC	See <a href="#">Appendix M</a>
Construction / Installation Readiness Checklist	O	24 hours prior to the Scheduled Construction Readiness Review	1 each	ABC	See <a href="#">Appendix N</a>
Site Inspection and Testing Package	O	5 calendar days prior to scheduled site Acceptance Test date for each site	1 each	ABC	See <a href="#">Appendix O</a>

Final Installation Report	O	15 calendar days after final site Acceptance Test	1 each	ABC	See <a href="#">Appendix P</a>
Project Schedule	M	20 calendar days after final scoping meeting; monthly on the 10 <sup>th</sup> of the month thereafter	1 each	ABC	See <a href="#">Appendix Q</a>
Cost Performance Report	M	Monthly on the 10 <sup>th</sup> of each month	1 each	ABCD	See <a href="#">Appendix R</a>
Weekly/Daily Activity Report	W/D	Weekly when not in country; Daily when in country	1 each	ABC	See <a href="#">Appendix S</a>

## **List of Addresses**

### **A.**

Sean Merritt, Contracting Officer (CO)  
Department of Energy, NNSA  
[Sean.Merritt@nnsa.doe.gov](mailto:Sean.Merritt@nnsa.doe.gov)  
1000 Independence Avenue, S.W.  
Washington, D.C. 20585

### **B.**

Debra A. Moone, Contracting Officer Representative (COR)  
Department of Energy, NNSA  
[Debra.Moone@nnsa.doe.gov](mailto:Debra.Moone@nnsa.doe.gov)  
1000 Independence Avenue, S.W.  
Washington DC 20585

### **C.**

Task Order Project Support  
[NSDD.ProjectSupport@nnsa.doe.gov](mailto:NSDD.ProjectSupport@nnsa.doe.gov)

### **D.**

Task Order Budget Support  
[NSDD.Budget@nnsa.doe.gov](mailto:NSDD.Budget@nnsa.doe.gov)

## Appendix B: Management Plan Requirements

1. **Title:** Management Plan
2. **Format:** Contractor's format is acceptable
3. **Delivery:** The contractor shall deliver the first management plan within 30 days of contract award and updates yearly thereafter.
4. **General:** The management plan shall consist of the organizational structure, the assignment of functions, duties, and responsibilities, the procedures and policies and the reporting requirements that are established for the initiation, monitoring, control, completion, test and verification, and reporting of contractual tasks.
5. **Specific contents:** The management plan shall cover the organizational structure, program management methodology, personnel, security, and the reports as described herein. Other subjects to be included are as follows:
  - a. design control
  - b. reliability
  - c. configuration control
  - d. standardization
  - e. quality assurance
  - f. provisioning
  - g. control of Government property
  - h. tests
  - i. certifications
  - j. packaging
  - k. shipping
  - l. other
6. **Organizational structure:** The plan shall present an organizational chart and supporting narrative portraying the contractor's business (corporate) structure. It shall describe the functional relationships and responsibilities among the organizational elements that will participate in the accomplishment of the contractual commitments.
7. **Program management:** The plan shall present an organizational chart and supporting narrative describing the management office the contractor establishes to manage the contractual commitments. The plan shall define the direct lines of control, responsibilities, functional relationships, and authority between the management office and the contractor's other organizational elements. The plan shall also describe all interfaces between the contractor and the Government and between the contractor and other contractors which are necessary and pertinent to the accomplishment of contractual tasks, projects, and programs.
8. **Methodology:**
  - a. The plan shall include a narrative description of the technical approach or methods the contractor will employ to accomplish contractual tasks, projects, and programs, including, as applicable, development, tests, manufacture, construction, formulation, installation, logistics support, training, maintenance documentation, and configuration controls.
  - b. The plan shall include a milestone chart graphically depicting the schedule of events associated with accomplishing each contractual commitment.
9. **Personnel:**
  - a. The plan shall list the personnel staffing of the contractor's management office that directs the contractual tasks, projects, and programs and assist in completing the contract. The listing shall

## Appendix B: Management Plan Requirements

include the education, training, skills, and experience that personnel require to fill each such position and shall state the identity, background, and work experience of the personnel assigned to fill these positions.

- b. The plan shall also describe the staffing required for proper accomplishment of each contractual task by skill type, skill level, and number of personnel.
10. **Reports:** The plan shall describe the management methods the contractor will employ to ensure meeting all preparations, format, and submittal requirements for data to be delivered to the Government.

## **Appendix C: DOE Budget and Cost Report**

1. **Title:** DOE Budget and Cost Report
2. **Delivery:** Monthly, on the 10th calendar day of the month.
3. **Format:** Template to be provided separately.
4. **General:** The Contractor shall provide cumulative FY costs through the previous month for all task orders.
5. **Specific Requirements:**
  - a. The Contractor shall list the information by element of cost (EOC)
  - b. The Contractor shall show cumulative costs as sections in either a consolidated tab or in multiple tabs (e.g., 1 FY per tab).
  - c. The contractor shall use the format and column order displayed below for the budget and cost report:

**See attached Appendix C Excel file for full sample template.**

## Appendix D: Small Business Reporting

1. **Title:** Small Business Reporting
2. **Delivery:** Semi Annually
3. **Format:** Contractor format is acceptable
4. **General:** This report will be used to track the percentage of work and dollar value of the work performed by the prime and subcontractors for each task order.
5. **Specific Requirements:**
  - a. For each task order, the contractor shall provide the cumulative applicable prime contractor costs, cumulative applicable subcontractor costs, cumulative percentage performed by the prime contractor, and a total of all costs and percentages in each category for the contract.



## Appendix E: Quality Assurance Plan

1. **Title:** Quality Assurance Plan
2. **Delivery:** Forty-five days after contract award; annual updates thereafter.
3. **Format:** Contractor format is acceptable.
4. **General:** The contractor shall provide documentation of all information necessary to produce a quality system in conformity with contractual requirements. The QA plan shall identify how the contractor will satisfy the quality requirements within the contract and describe the contractor's understanding of all documentation tasks required for meeting the contractual requirements
5. **Specific Requirements:** The Quality Assurance plan shall include the following information:
  - a. **Management:** Provide the organizational structure and responsibilities that will influence the quality of the system. Examples of elements to be addressed may include quality planning, implementation, control, and monitoring; significant interfaces that affect products, contracts, sellers, problem reporting and resolution; review of audit results; authorization for deviation to quality policy; and control of corrective and preventive actions.
  - b. **Design and System Control:** Identify and describe the standards, practices, conventions, and metrics that are to be applied to this project. Also identify and describe how personnel will monitor compliance to these standards and how conformance to requirements will be verified.
  - c. **Purchasing:** Provide details of critical or key products that will be purchased and any relevant quality assurance requirements for these products. Depict the method used to evaluate, select, and control sellers.
  - d. **Control of Customer Supplied Products:** Provide specifics on how customer supplied products are identified and controlled and the method used to verify that these products meet the requirements.
  - e. **Construction and System Inspection and Testing:** Describe the required inspection and testing. Include characteristics to be verified during the construction and system creation process, customer or regulatory established witness points, and any use of third-party verification.
  - f. **Problem Reporting and Preventive/Corrective Action:** Identify methods used to detect, report, track, and resolve problems. Provide a description on how the Government will interface with this process.
  - g. **Handling, Storage, Marking, Packaging, Preservation and Delivery:** Describe the methodology used to verify that specific parts and product handling, storage, marking, packaging, and delivery requirements are met. Includes the method used to verify that the delivered products have not degraded beyond the requirements.
  - h. **Quality Audits:** Identify the nature and extent of the quality audits to be performed (e.g.: internal, customer supplier, regulatory, seller, or ISO registration), how the results will be used in the corrective and preventive action system, and to what extent the customer is involved in internal quality audits.

## Appendix F: Weekly Travel Schedule

1. **Title:** Weekly Travel Schedule
2. **Delivery:** 10 AM, EST, every Monday.
3. **Format:** Contractor format is acceptable.
4. **General:** The Contractor shall provide the Government with a regularly updated list of contractors traveling on the Government's behalf.
5. **Specific Requirements:** The report shall include all travelers, CONUS and OCONUS, for the prime contractor and all subcontractors at all subcontract tiers. Report shall not include host country nationals. The report shall include traveler name, international phone number, employer, travel dates, country to be visited, locations within country to be visited, task order to be charged, and purpose for trip. The report shall be sorted by country name.

## Appendix G: RPM Shipping Report

1. **Title:** RPM Shipping Report
2. **Delivery:** 10<sup>th</sup> calendar day of the month
3. **Format:** Template to be provided separately.
4. **General:** The Contractor shall provide an RPM shipping report that will track the locations, numbers, and types of RPMs and other equipment for each site
5. **Specific Requirements:** The contractor shall fill out all fields in the template (to be provided separately). Areas for which there is no data will show TBD, N/A, or 0, depending on the requested information. The contractor shall color code each entry as appropriate based on the key provided in the template.

## Appendix H: Personnel Roster

1. **Title:** Personnel Roster
2. **Delivery:** Five calendar days after task order award.
3. **Format:** Contractor format is acceptable.
4. **General:** The Contractor shall provide a roster of key personnel for the task order.
5. **Specific Requirements:** The Contractor shall provide a Personnel Roster including the name, title, company, phone number, and e-mail address for the following positions:
  - Task order manager
  - Construction manager(s)/field representative(s)
  - Communications manager

## Appendix I: Task Order WBS Index and WBS Dictionary

1. **Title:** Task Order WBS Index and WBS Dictionary
2. **Format:** The contractor shall use the high level WBS index provided by the Government and the dictionary element definition format provided below.
3. **Delivery:** Once per task order, 15 days after award.
4. **General:** The WBS index and dictionary is intended to document the contractor's deliverable products and planned approach to performing the contract scope of work
5. **Specific Requirements:**
  - a. The contractor shall base its WBS on the structure provided by the Government. The contractor may add but not delete elements without approval from the Government. The contractor shall report at least to level 3; the Government reserves the right to request more detailed reporting of lower-level items that represent high risk, high cost, or high interest tasks.
  - b. WBS Dictionary: The contractor shall use a format like that shown below. The contractor may use an alternate format that contains the same data. Complete only applicable blocks. Specific project requirements may be added as needed.
  - c. The Government may request updates as necessary due to project changes.

## Appendix I: Task Order WBS Index and WBS Dictionary

<b>1. PROJECT TITLE/PARTICIPANT</b>	<b>2. DATE</b>	<b>3. IDENTIFICATION NUMBER</b>
<b>4. WBS ELEMENT CODE</b>	<b>5. WBS ELEMENT TITLE</b>	
<b>6. INDEX LINE NO.</b>	<b>7. REVISION NO. AND AUTHORIZATION</b>	<b>8. DATE</b>
<b>9. APPROVED CHANGES</b>		
<b>10. SYSTEM DESIGN DESCRIPTION</b>	<b>11. BUDGET AND REPORTING NUMBER</b>	
<b>12. ELEMENT TASK DESCRIPTION</b>		

### INSTRUCTIONS

- Item 1.** Enter project title and participant name.
- Item 2.** Enter date of preparation.
- Item 3.** Enter the identification number.
- Item 4.** Enter the work breakdown structure element code.
- Item 5.** Enter the work breakdown structure element number.
- Item 6.** Enter index line number.
- Item 7.** Enter the identifier of the current revision and reference the authorizing document.
- Item 8.** Enter date of current revision identified in Item 7.
- Item 9.** Enter the identifier and short title of previously approved changes to the work breakdown structure element.
- Item 10.** Enter the system design description number and title or other appropriate system specification identification pertaining to the work breakdown structure element.
- Item 11.** Enter the appropriate Budget and Reporting Number
- Item 12.** Element Task Description
  - a. Describe the type of organizational entities and/or elements of costs charged to the work breakdown structure element
  - b. Describe the technical content, the components included, and their other elements
  - c. Describe the functional activity or service necessary to make the product or to accomplish the objectives of the WBS.

## Appendix J: System Requirements Document

1. **Title:** System Requirements Document
2. **Delivery:** Ten calendar days after completion of surveys
3. **Format:** Contractor shall adhere to NSDD template and baselined guidance.
4. **General:** The Contractor shall develop and submit a System Requirements Document (SRD) in accordance with agreements reached during the survey
5. **Specific Requirements:**
  - a. For each site surveyed, unless otherwise directed by the Government, the Contractor shall develop and submit a System Requirements Document (SRD) in accordance with agreements reached during the survey as directed by the NSDD CM.
  - b. All SRDs shall be developed in accordance with the SRD template, provided separately.
  - c. The contractor shall ensure that the content of the SRDs is not duplicative of the information provided in the Civil and Electrical Design Requirements document.

## Appendix K: Scoping Meeting Summary

1. **Title:** Scoping Meeting Summary
2. **Delivery:** Seven calendar days after scoping meeting
3. **Format:** Contractor format is acceptable
4. **General:** The Contractor shall document the discussions held and decisions made during each scoping meeting.
5. **Specific Requirements:** The Contractor shall schedule, host, and participate in a scoping meeting with NSDD team members within 20 days of completion of the site and engineering surveys. Secondary or follow-up scoping meetings may be required. The Contractor shall submit a scoping meeting summary detailing, at a minimum, items discussed, issues raised, solutions agreed upon, and remaining open action items. The scoping meeting summary shall also contain a listing of all current program guidance applicable to the task order.



## Appendix L: Preliminary Design Package

1. **Title:** Preliminary Design Package
2. **Delivery:** Per task order:
  - a. Preliminary Design Package: Twenty calendar days after scoping meeting.
  - b. Revised Preliminary Design Package: Ten calendar days after in-country GA design review
3. **Format:** The contractor shall provide CAD drawings in PDF file format. The preliminary equipment list shall be provided in the Master Equipment List (MEL) format, provided separately.
4. **General:** The Contractor shall provide conceptual drawings and equipment lists for each site and shall provide revised versions following meetings with both the Government and host-country stakeholders.
5. **Specific Requirements:**
  - a. The Preliminary Design package shall consist of integrated General Arrangement (GA) drawings and preliminary equipment list. The Contractor shall submit the Preliminary Design Package in accordance with the NSDD agreements with the partner country stakeholders and other U.S. Government agencies, and as determined in scoping meetings, in System Requirements Documents (SRDs), and all other current program guidance and requirements. The contractor shall provide GA drawings that utilize information contained in the SRD, scoping meeting summary, current program guidance and requirements as well as preliminary equipment lists. These drawings will contain the appropriate level of detail required to convey RPM locations, lane configuration, and CAS workstation(s) placement to in-country stakeholders during design review.
  - b. The revised GA drawings will include changes agreed upon both in the Government design review and in the in-country design review and will be provided per the delivery schedule above.

## Appendix M: Final Engineering Drawings

1. **Title:** Final Engineering Drawings
2. **Delivery:** Per task order: Thirty calendar days after acceptance of revised preliminary design
3. **Format:** The contractor shall provide CAD drawings in PDF format
4. **General:** The contractor shall provide clear and concise drawings of planned installations utilizing industry standards.
5. **Specific Requirements:**
  - a. The contractor shall provide a fully integrated, constructible, and a fully functional system design in accordance with the NSDD agreements with the host country Government and other U.S. Government agencies, and as determined in scoping meetings, system requirements documents, system design reviews, and all other current program guidance and requirements.
  - b. The final designs shall contain at a minimum: cover sheet, drawing index, key plan, bill of materials, and drawings. Each page should also contain a notes section when applicable. All designs shall comply with standards and requirements set forth in the CEDR.

## **Appendix N: Construction/Installation Readiness Checklist**

1. **Title:** Construction/Installation Readiness Checklist
2. **Delivery:** Per task order: At least 24 hours prior to scheduled construction/installation readiness review
3. **Format:** Government will provide format
4. **General:** The contractor shall provide a checklist of all items necessary to be complete prior to the commencement of construction or system installation.
5. **Specific Requirements:**
  - a. The contractor shall ensure that all items on the checklist have been addressed; if an item has not been completed, the contractor shall identify it as a punch list item. The contractor shall provide explanatory comments for each punch list item.
  - b. The construction/installation readiness checklist shall include interfaces/activities assumed to be host government responsibility, schedule and implementation risks, and updated equipment lists.

## Appendix O: Site Inspection and Testing Package

1. **Title:** Site Inspection and Testing Package
2. **Delivery:** Per task order: Electronic copies five days prior to acceptance testing; hard copies delivered at start of acceptance testing.
3. **Format:** The Site Inspection and Testing Package shall be delivered electronically in the contractor's format except for any items for which the Government provides a template, or for which the Government specifies a format below.
4. **General:** In addition to the deliverables defined in the NSDD Inspection Testing and Turnover Guide, the Contractor shall provide the following documentation in English in preparation for acceptance testing. One hard copy and one electronic copy shall be available for each site.
5. **Specific Requirements:**
  - a. All system passwords, user IDs, and IP addresses (i.e., cameras, servers, workstations, software applications, etc.)
  - b. Red-lined final designs
  - c. System Administrator Manuals
  - d. Operator/OEM Manuals for all equipment.

## Appendix P: Final Installation Report

1. **Title:** Final Installation Report
2. **Delivery:** Per task order: Fifteen calendar days after final site acceptance test.
3. **Format:** The Final Installation Report shall be delivered electronically in the contractor's format except for any items for which the Government provides a template, or for which the Government specifies a format below.
4. **General:** The Contractor shall provide a compilation of documentation for each site.
5. **Specific Requirements:** The final installation report shall include the following items (any item with an asterisk \* preceding it shall be submitted in both English and the host country language):
  - a. Executive summary of construction, installation, and integration activities
  - b. \*Final as-built drawings of the site: The contractor shall provide as-built drawings in PDF format
  - c. Request for site acceptance
  - d. Photos of the construction, installation, and integration activities, including photos of hidden works that are not observable when the installation is complete (e.g., underground conduit, rebar, etc.)
  - e. Project management data: The contractor shall include the final MS Project schedule, resolution of project action or punch-list items, challenges and mitigations, and lessons learned
  - f. \* Master equipment list
  - g. \* Spare parts inventory list
  - h. \* Warranty information: The contractor shall include expiration dates and explicit instructions for transferring the warranty to the LMP or partner country authorities
  - i. \* Vendor list: The contractor shall provide a list of vendors and subcontractors integral to the installation of the RPM and communications systems, including their contact information
  - j. \* Physical copies of software media: The contractor shall include vendor CAS software and license information, operating system CDs, anti-virus, backup software, etc.
  - k. \* Back-up image copies of each server/workstation, clearly labeled with instructions on how to restore each system should they become corrupted; backups for thumb drives, compact flash cards, or other media storage devices necessary for system operation shall also be provided
  - l. Backup of configurations for all network equipment (routers, switch configuration files)
  - m. Backup of configurations for all cameras and instructions\* for restoring or reloading saved configurations
  - n. Screen shots for image quality settings for all video cameras
  - o. Copies of shipping and export control documentation
  - p. Any updates to the acceptance test package, as required

## Appendix Q: Project Schedule

1. **Title:** Project Schedule
2. **Format:** The contractor shall create a project schedule using Microsoft Project. The contractor shall deliver both a MS Project file and an Adobe PDF file.
3. **Delivery:** Per task order: Monthly, on the 10<sup>th</sup> of the month.
4. **General:** The schedule shall contain the contract milestones, accomplishments, and discrete tasks/activities (including planning packages where applicable) from contract award to the completion of the contract. The schedule shall be an integrated, logical network-based schedule that correlates to the task order WBS and is vertically and horizontally traceable to the cost/schedule reporting instrument used to address variances, such as the CPR. It shall contain contractual milestones and descriptions and will display summary and detailed schedules and provide periodic analysis of progress to date. It shall include fields and data that enable the user to access the information by product, process, or organizational lines.
5. **Specific Requirements:**
  - a. **Task Order Milestones and Definitions:** The contractor shall provide a document that defines progress and successful completion for key programmatic events for each task order WBS element. Specific milestones shall include:
    - i. Engineering Site Survey
    - ii. Scoping Meeting
    - iii. General Arrangement Drawings
    - iv. Revised GA Drawings
    - v. Final Design Drawings
    - vi. Site Inspection and Testing

The Government may change this list of milestones at its discretion based on the requirements and activities to be performed in each task order.
  - b. **Summary Schedule:** The contractor shall provide a top-level schedule of key activities and milestones, as identified by the Government, at the summary level of the task order WBS.
  - c. **Detailed Schedule:** The lowest level of contract tasks/activities that form the network. The detailed schedules shall contain horizontal and vertical integration, at a minimum, at the work package and planning package level. Every discrete task/activity, work package, and planning package shall be clearly identified and directly related to a control account. Work packages and planning packages shall be individually represented and summarize to or reconcile with the total budget for that control account. If level of effort control accounts, work packages, or planning packages are included as tasks, they shall be clearly identified as such. The detailed tasks/activities, work packages, and planning packages shall be traceable to only one task order WBS element.
  - d. **Key Elements of Detailed Schedules:** The key elements of the detailed schedules include the following:
    - i. Task/Activity
    - ii. Milestone
    - iii. Duration
    - iv. Task/Activity and Milestone Descriptions
    - v. Relationships and Dependencies
  - e. **Critical Path Activity List:** The contractor shall ensure the critical path is easily identifiable in the project schedule. The contractor shall provide a separate list of critical path activities, including baselined start and finish and current start and finish dates. The contractor shall notify the Government in a separate e-mail within 3 business days of identifying any delays to critical path activities.
  - f. **Baseline Schedule Changes:** Any movement of milestones in the baseline schedule shall be the result of an approved task order re-baseline.
  - g. **Schedule Progress:** The schedule shall reflect actual progress and include accurate start and finish dates for all tasks/activities and milestones.

## **Appendix Q: Project Schedule**

- h. External Dependencies: The contractor shall identify significant external dependencies that involve a relationship or interface with external organizations, including Government furnished items (e.g., decisions, facilities, equipment, information, data, etc.) or partner country responsibilities.

## Appendix R: Cost Performance Report

1. **Title:** Cost Performance Report (CPR)
2. **Delivery:** Monthly, on the 10th calendar day of the month for each task order.
3. **Format:** Report template will be provided separately. Contractor format for narrative explanations is acceptable.
4. **General:** The contractor shall provide summarized contract cost and schedule performance information for program management purposes. The report shall contain the following information: contract and program identification; contract data, including original and current contract values and the management estimate at completion (EAC); performance data consisting of cost and schedule performance information by summary level Work Breakdown Structure (WBS) elements; and narrative explanations, which present information on significant cost and schedule variances and other contract problems or areas of interest
5. **Specific Requirements:** Requirements for the CPR are as follows:
  - a. CPR Format: The contractor shall follow the separately provided template.
  - b. Narrative Explanations.
    - i. Provide a summary analysis of overall contract performance, including significant existing or potential problems and corrective actions taken or required, to include government action where required.
    - ii. Explain positive or negative cost, schedule and EAC variances that exceed 10%. Explanations of these variances must be explicit and comprehensive and must clearly identify the nature of any problems being experienced or opportunities being exploited, the impact on the total contract, and the corrective actions taken or required.



## Appendix S: Weekly/Daily Activity Report

1. **Title:** Weekly/Daily Activity Report
2. **Delivery:** Per task order: Daily when contractor personnel are in country; otherwise, weekly
3. **Format:** NSDD standard format for Daily Site Reports. Contractor format acceptable for Weekly Reports.
4. **General:** This report will document the contractor's effort towards achieving contract objectives. The contractor shall provide sufficient detail to ensure the Government is fully informed on work progress, yet not enough detail to make the report OUO. If it is necessary to provide detail at an OUO level, the contractor will provide that information in a separate, password protected file. The contractor shall also provide photographs for Government use in monitoring of work progress.
5. **Specific Requirements:**
  - a. All reports shall include the following information:
    - i. Date, contractor name, project name, and task order number
    - ii. Work progress
    - iii. Client/Stakeholder interface
    - iv. Issues
    - v. Lessons learned
  - b. Daily reports shall also include the following:
    - i. Personnel in country
    - ii. Sites visited
    - iii. Planned activities for tomorrow
    - iv. Equipment on site
    - v. Field direction given
    - vi. ES&H issues
    - vii. Quality control issues
    - viii. List of attached photos