

**SECTION J**

**APPENDIX L**

**PROGRAM MANAGEMENT AND COST REPORTS**

The Contractor shall submit periodic cost, schedule, and technical performance plans and reports in such form and substance as required by the Contracting Officer. Reference Section J, Appendix A, Statement of Work, Chapter I, paragraph 3.3. Cost reports will include at a minimum:

1. Monthly general management reports to summarize schedule, labor and cost plans and status, and provide explanations of status from variance plans. Management reports should contain the performance measurement baseline and actual cost and must be compatible with format as required by DOE / NNSA reporting. The analysis of funds expenditure shall include a report of monthly and cumulative costs by performance element. The monthly reports provide information regarding budgeted costs versus actual costs, scheduled performance against milestones and estimated cost at completion. All reporting requirements shall be implemented where they apply and consistent with instructions from the Contracting Officer where they do not.
2. Annual cost reporting on mission direct and functional support activities. The contractor shall also provide monthly functional cost metric information as part of the DOE (STARS) accounting system.

The Contractor shall provide the Contracting Officer, or designated authorized representatives, access to information and documents comprising the Contractor's reporting system.

The Contractor shall include these reporting requirements in all subcontracts that are cost-reimbursement type contracts when:

1. The value of the subcontract is greater than \$2 million, unless specifically waived by the Contracting Officer, or
2. The Contracting Officer determines prior to award that the subcontract effort is, or involves, a critical task related to the Contract.