

U.S. DEPARTMENT OF ENERGY  
Savannah River Operations Office

**REPORTING REQUIREMENTS CHECKLIST**

1. PROGRAM/PROJECT TITLE <b>Administrative and Information Technology Support Services</b>	2. IDENTIFICATION NUMBER <b>Contract DE-EM0004555</b>
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3. PARTICIPANT NAME AND ADDRESS <b>S&amp;K Logistics Services LLC</b>
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<b>7. PREPARED BY</b>  <div style="display: flex; justify-content: space-between; width: 90%; margin: 0 auto;"> <span>_____ (Signature)</span> <span>_____ (Date)</span> </div>	<b>8. REVIEWED BY</b>  <div style="display: flex; justify-content: space-between; width: 90%; margin: 0 auto;"> <span>_____ (Signature)</span> <span>_____ (Date)</span> </div>
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## 6. SPECIAL INSTRUCTIONS (Attachments)

**ATTACHMENT  
REPORT DISTRIBUTION LIST**

<b>Requirements</b>	<b>Frequency</b>	<b>Address Distribution (See Page 3)</b>
Management Plan	Within 15 calendar days after contract award date.	A, B
Summary Report	Final Summary Report within 15 calendars after completion of the contract.	A, B
Labor Management Plan	Within 15 calendar days after contract award date.	A, B
Cost Management Plan	Within 15 calendar days after contract award date.	A, B
Labor Management Report	Monthly (Submitted as part of monthly invoicing through VIPERS.)	
Cost Management Report	Monthly (Submitted as part of monthly invoicing through VIPERS.)	

List of Addresses

A. Savannah River Operations Office  
Attn: Contracting Officer (Name)  
P. O. Box  
Aiken, SC 29802

B. Savannah River Operations Office  
Attn: Contracting Officer's Representative (Name)  
P. O. Box A  
Aiken, SC 29802

C. Oak Ridge Financial Service Center's (ORFSC)  
Vendor Inquiry Payment Electronic Reporting System (VIPERS)  
<http://finweb.oro.doe.gov/vipers.htm>