SECTION J - APPENDIX K
PROGRAM MANAGEMENT AND COST REPORTS

The Contractor shall submit monthly cost, schedule, and technical performance plans and reports as required by the Contracting Officer. The reports shall be consistent with and reconcilable to data captured in the Enterprise Portfolio Analysis Tool (EPAT) and Planning, Programming, Budgeting, and Evaluation (PPBE) tool. Consistent with the requirements of Section J, Appendix A, Statement of Work, the Contractor shall have systems in place to expand the information provided to a designated level consistent with the NNSA Defense Programs’ approved Work Breakdown Structure (WBS), tailored by the designated Federal Program Manager.

(a) Monthly Submissions for Reporting

(1) Directed Cost Reporting at a minimum shall include:

(i) Specified cost elements including labor, material, other procurements, and travel;
(ii) Indirect/overhead costs to include overhead and fringe rates;
(iii) Schedule status information at the specified activity level; and
(iv) Performance measurement information when relevant.

(2) Weapon Program Management Reporting

The Contractor shall provide the following nuclear weapon programmatic information in support of program management and reporting requirements:

(i) Program scope, milestones, changes to program baseline, accomplishments/benefits, and issues, risks, and opportunities;
(ii) Year-to-date actual costs;
(iii) Year-to-date commitments/encumbrances;
(iv) Year-to-date total costs;
(v) Budget Authority (BA) for the associated Budget and Reporting (B&R) Classification Codes by fiscal year of appropriation;
(vi) Estimate at completion for the current fiscal year;
(vii) Projected carry-over BA by fiscal year; and
(viii) Earned value metrics for the current fiscal year, if applicable, per the Contracting Officer approved tailored EVMS approach.
(ix) Project control reporting established by the designated Federal Program Manager.

The nuclear weapon programmatic information and status will be provided in a report that contains quadrant reporting (see Figure 1), performance reporting (see Figure 2), and earned value reporting per the Contracting Officer approved tailored EVMS approach (see Figure 3), as shown below or as requested by a Federal Program Manager.
(b) Annual Submissions for Reporting, such as, but not limited to:

Implementation Plans to include:

(1) Spend Plans
(2) Schedule Plans
(3) Specifications of Scope of Work Activity

While identified as annual submissions, to remain relevant, the Contractor shall update these plans based on changes to budget, work scope and schedule and provide such information to NNSA when requested.

(c) Ad-hoc Submissions for Reporting such as, but not limited to:

(1) Program Evaluation
(2) Cost Estimating
(3) Budget Validation
(4) Earned Value Management Reporting, if applicable

The Contractor shall support these ad-hoc submissions by providing NNSA access to the appropriate systems and to Contractor personnel to analyze and evaluate plans, programs, and budgets. The Contractor shall ensure the costs of programs are presented accurately and completely. The Contractor shall support NNSA’s evaluation of alternative technical strategies to ensure programs and projects can be efficiently implemented.

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

(d) Subcontractor Reporting

For projects not covered by DOE Order 413.3B, Program and Project Management for the Acquisition of Capital Assets, or its successor, the Contractor shall include the above reporting requirements in all cost- reimbursement subcontracts when:

(1) It is associated with a Defense Programs project where earned value management is required.

(2) The value of the subcontract is greater than $2 million, unless specifically waived by the Contracting Officer; or

(3) It is determined prior to award that the subcontract effort is, or involves, a critical task related to the Contract.