

CONTRACT DATA REQUIREMENTS LIST (CDRL)					
COMPUTATIONAL SCIENCES RESEARCH AND DEVELOPMENT SERVICES					
NNA04040939(LMV)					
Sept 2, 2004					
Line	DRD Title	Frequency	Submission Date	Data Type	Distribution
1	Monthly Progress Report	Monthly	10 Working days after the end of the month	Mandatory Submittal	<ul style="list-style-type: none"> Contracting Officer's Tech Rep (COTR) Code IC, M/S 269-1, Contracting Officer (CO) Code JA, M/S 241-1
<p>Remarks: The Contractor shall provide the Government with a monthly technical management, business management, and technical performance summary. The report shall contain at least: Accomplishments in that month per CTO, Work to be performed next month, Problems encountered pertaining to performing the work with recommended actions, Training received. The report shall also include itemized monthly labor hours consistent with the NF 533 reports, and a Employee Roster with schedule of hours. The report shall also include an advisory on the status of all foreign national employees (current and projected) as well as notification of any new hires anticipated within the next month.</p>					
2	Contract Task Order Completion Report	As Needed	15 calendar days after completion of a CTO	Mandatory Submittal	<ul style="list-style-type: none"> COTR, Code IC, M/S 269-1 CO, Code JA, M/S 241-1
<p>Remarks: The report shall document and summarize the result of all work performed under the CTO, and conclusions based on the experience and results. This report shall also include an itemized record of expenditures.</p>					
	Task Order Average Monthly Expense and Completion Projection Report	Monthly	10 Working days after the end of the month	Mandatory Submittal	<ul style="list-style-type: none"> COTR, Code IC, M/S 269-1 CO, Code JA, M/S 241-1
<p>Remarks: The report shall summarize the expenses on the contract by task order for the prior 3 months, and compare the average of that to the projected burn rate of each task. The report shall clearly identify any tasks which have spent more than 75% of their planned budget and tasks which are overrunning. Any variances must be explained within the report.</p>					
4	Financial Management Reports (Initial, Monthly, Quarterly)	Once, Monthly, Quarterly	see remarks	Mandatory Submittal	<ul style="list-style-type: none"> COTR, Code IC, M/S 269-1 CO, Code JA, M/S 241-1 Resources Management Office, Code CR M/S 201-2 Financial Management Division, Code CF M/S 203-18
<p>Remarks: Initial Report Due 10 days after contract award. Monthly Reports due 10 working days after the end of the month being reported. Quarterly Report is due on the 15th day of the month preceding the quarter being reported.</p>					
5	Monthly Accident Report (ARC Form 15)	Monthly	10 working days after the end of the month	Mandatory Submittal	<ul style="list-style-type: none"> Web-based system at http://cmar/arc/nasa.gov/
<p>Remarks: If no accidents occur in a month, a negative report is still required</p>					
6	NASA Mishap Report (NASA Form 1627)	As Needed	Within 1 working day of a mishap occurrence	Mandatory Submittal	<ul style="list-style-type: none"> COTR, Code IC, M/S 269-1 CO, Code JA, M/S 241-1
<p>Remarks: In accordance with NASA FAR Supplement 18.52.223-70 and APG 1700.1, Ames Health and Safety Manual, Chapter 4, Section 4.5.5 entitled "Responsibilities of Contractors"</p>					
7	Phase-In Plan update	Once	5 working days after contract award	Mandatory Submittal	<ul style="list-style-type: none"> COTR, Code IC, M/S 269-1 CO, Code JA, M/S 241-1
<p>Remarks: NONE</p>					
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8	Phase-Out	Once	90 calendar	Mandatory	<ul style="list-style-type: none"> COTR, Code IC, M/S 269-1

	Plan		days prior to contract completion	Submittal	<ul style="list-style-type: none"> • CO, Code JA, M/S 241-1
Remarks: NONE					
9	New Technology Report	Annual	By the end of the month following the close of the reporting period	Mandatory Submittal	<ul style="list-style-type: none"> • COTR, Code IC, M/S 269-1 • CO, Code JA, M/S 241-1 • Technology Utilization Office, Code DK, M/S 202A-3
Remarks: In accordance with NASA FAR Supplement 1852.227-70					
10	Centrally Reportable Equipment (DD 1419)	As Needed	30 calendar days prior to acquisition of property	Mandatory Submittal	<ul style="list-style-type: none"> • CO, Code JA, M/S 241-1 • Equipment Mgmt Specialist, Code JES, MS 255-2
Remarks: In accordance with NASA FAR Supplement 1852.245-70					
11	Safety and Health Plan (Final)	Once	Within 30 calendar days after Government comments on proposed plan	Mandatory Submittal	<ul style="list-style-type: none"> • COTR, Code IC, M/S 269-1 • CO, Code JA, M/S 241-1 • Safety Office, Code QH M/S 218-1
Remarks: In accordance with NASA FAR Supplement 1852.223-70					
12	Mgmt Plan	Once	30 calendar days after contract award	Mandatory Submittal	<ul style="list-style-type: none"> • COTR, Code IC, M/S 269-1 • CO, Code JA, M/S 241-1
Remarks: NONE					
13	NASA Property in the Custody of Contractors (NF 1018)	Annual	NLT October 15	Mandatory Submittal	<ul style="list-style-type: none"> • Financial Reporting Branch Code CFR, M/S 203-19 • Submit via http://cmar.arc.nasa.gov
Remarks: In accordance with NASA FAR Supplement 1852.245-73					
14	Subcontracting & Vendor status report	Monthly	10 Working days after the end of the month	Mandatory Submittal	<ul style="list-style-type: none"> • COTR, Code IC, M/S 269-1 • CO, Code JA, M/S 241-1
Remarks: The report shall document the status of all vendor agreements and subcontracts. This report should include at least the name of the vendor, the contract value, and the period of performance.					
15	IT Security Plan	Once	NLT 30 days after contract award	Mandatory Submittal	<ul style="list-style-type: none"> • COTR, Code IC, M/S 269-1 • CO, Code JA, M/S 241-1
Remarks: In accordance with NASA FAR Supplement 1852.204-76					
16	IT Security Training Report	Monthly	NLT 5 days after the end of the month	Mandatory Submittal	<ul style="list-style-type: none"> • CO, Code JA, M/S 241-1
Remarks: NONE					