

NNB07DAOIC Basic Information Technology  
Services Support SEWP Attachment B  
Financial Management Reporting Requirements

SCAN

**NNG07DA01C**

**FINANCIAL MANAGEMENT REPORTING REQUIREMENTS**

**ATTACHMENT B**

## FINANCIAL MANAGEMENT REPORTING REQUIREMENTS

### General

Financial Management Reports shall be submitted by the Contractor on the NASA 533 series reports, in accordance with the instructions on the reverse of the forms, NASA Procedures and Guidelines NPR 9501.2D entitled, "NASA Contractor Financial Management Reporting," effective date May 23, 2001, and additional instructions issued by the Contracting Officer.

#### a. Level of Detail

The Contractor's 533 reports shall contain a summary of total contract costs, as well as a separate 533 sheet for each Task Order. The reports shall contain a breakdown of each area by element of cost, i.e. direct labor hours/dollars (by category), overhead, general & administrative (G&A), travel, equipment, material, training and other direct costs.

#### b. Distribution

The Contractor shall distribute 533 reports to each addressee indicated in the Basic Contract Clause G.1 FINANCIAL MANAGEMENT REPORTING. These reports shall be distributed no later than the fifteenth (15) calendar day following the month being reported.

#### c. Reporting Requirements

Each report shall provide cost data for reporting categories presented below:

##### Direct Labor Hours

Onsite

(List applicable labor categories)

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Offsite  
(List applicable labor categories)

**Direct Labor Dollars**

Onsite  
(List according to applicable labor categories)

Offsite  
(List according to applicable labor categories)

Total Direct Labor Hours On-site

Total Direct Labor Hours Off-site

Total Prime's Hours

Subcontractor Hours

Total Labor Hours

Total Direct Labor Onsite

Total Direct Labor Offsite

Total Onsite Overhead

Total Offsite Overhead

Total Overhead Prime

**Other Direct Costs**

Material

Subcontractors

Travel

Training

Miscellaneous

Total ODC's

Subtotal (Direct Cost plus Overhead)

G&A Expense

Total Cost

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Fixed Fee

Total Cost Plus Fixed Fee (CPFF)

The 533 for each task order shall report direct labor hours by category.

d. Other Special Reports

The Contractor shall submit, as required, special cost or manpower reports either in the areas of actuals, projections or both. These reports may take the form of labor, overhead, other direct charges, billing analyses or other business information. When required, specific instructions will be provided by the Contracting Officer.