CONTRACT DATA REQUIREMENTS LIST
(1 Data Item)

Form Approved
OMB No. 0704-0188

The public reporting burden for this collection of information is estimated to average 110 hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing the burden, to the Department of Defense, Executive Services and Communications Directorate (0704-0188). Respondents should be aware that notwithstanding any other provision of law, no person shall be subject to any penalty for failing to comply with a collection of information if it does not display a currently valid OMB control number. **Please do not return your form to the above organization. Send completed form to the Government Issuing Contracting Officer for the Contract/PR No. listed in Block E.**

A. CONTRACT LINE ITEM NO.	B. EXHIBIT	C. CATEGORY: TDP ____ TM ____ OTHER MGMT

D. SYSTEM/ITEM	E. CONTRACT/PR NO.	F. CONTRACTOR
[Short Title of Soln.]	N65236-##-R-####	TBD

1. DATA ITEM NO.	2. TITLE OF DATA ITEM	3. SUBTITLE	17. PRICE GROUP
A###	Task Order Closeout Report		

4. AUTHORITY *(Data Acquisition Document No.)*	5. CONTRACT REFERENCE	6. REQUIRING OFFICE	18. ESTIMATED TOTAL PRICE
	PWS Para #	SPAWARSYSCEN Atlantic	

7. DD 250 REQ	9. DIST STATEMENT REQUIRED	10. FREQUENCY	12. DATE OF FIRST SUBMISSION
LT	N/A	1TIME	See BLK 16

8. APP CODE	11. AS OF DATE	13. DATE OF SUBSEQUENT SUBMISSION
N/A	EOTO (See BLK 16)	N/A

16. REMARKS

BLK 11: Reporting period ends at TO completion date.
BLK 12: NLT 30 days after TO completion date
BLK 14: COR/Govt PE will perform inspection of report for any discrepancies prior to acceptance.

Unless otherwise directed by TO, the contractor shall e-mail addressee(s) an editable, electronic document. The report shall include, as a minimum, the following data items:
(a) Financial data – Breakdown of all costs (labor, travel, material, fee) per invoice, all key personnel that were utilized/charged on the job, specify all work yet to be charged, all remaining funds, and balances available, if any, for return (de-obligation), etc.
(b) Deliverable status -- Percentage job complete, any outstanding issues, CDRL status, list of any items/services under workmanship/manufacturer warranty, etc.
(c) Government Property – All Contractor-acquired Property (CAP) and Government-furnished Property (GFP) provided on TO shall be accountable at the completion of each TO. Property shall be consumed, transferred to an active TO, disposed, or returned to the government. A final TO Inventory list shall be submitted accounting for all TO government property. Contractor shall incorporate information and receipts obtained from the initial disposition inventory list. For property being returned, the contractor shall include on the inventory list the following minimum information: part numbers, National Stock Number (NSN) (if applicable), quantity, and condition of each item (i.e., Condition A, F, etc.). Paperwork validating official receipt by government is required for returned items. Note: this update list shall additionally be distributed SSC Atlantic Property Administrator
(d) Cost Analysis Report –A Cost Analysis shall be required for all CPIF TOs (optional for others) when the final cost deviated (overrun or under run) from the budgeted [target] cost over five percent (5%). At a minimum, the report shall include the following issues:
1. When the final cost underruns the budgeted [target] cost, the report shall explains the innovations used to allow for the cost savings. If analysis reveals task order target cost overestimated and/or unsubstantiated, Contractor has option to request reduction in budgeted [target] cost/fee.
2. When the final cost overruns the budgeted [target] cost, the report shall explain failures leading to cost growth and recommended corrective actions for future similar situations. This report does not alleviate the responsibility of the contractor to notify the PCO and COR upon discovery of any potential situation where the cost will exceed the budgeted [target].

14. DISTRIBUTION

a. ADDRESSEE	b. COPIES Draft	Final Reg	Final Repro
KO		1	
COR/PE lead		1	
Govt Property --		1	
copy of Final			
Inventory list			
e-mailed to Contr			
Property Admin			
(e-mail address			
provided by KO)			
15. TOTAL →	0	3	0

G. PREPARED BY	H. DATE	I. APPROVED BY	J. DATE
[Name of Tech Code preparing doc]		[Name of Tech Code Supv or IPT Lead]	

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