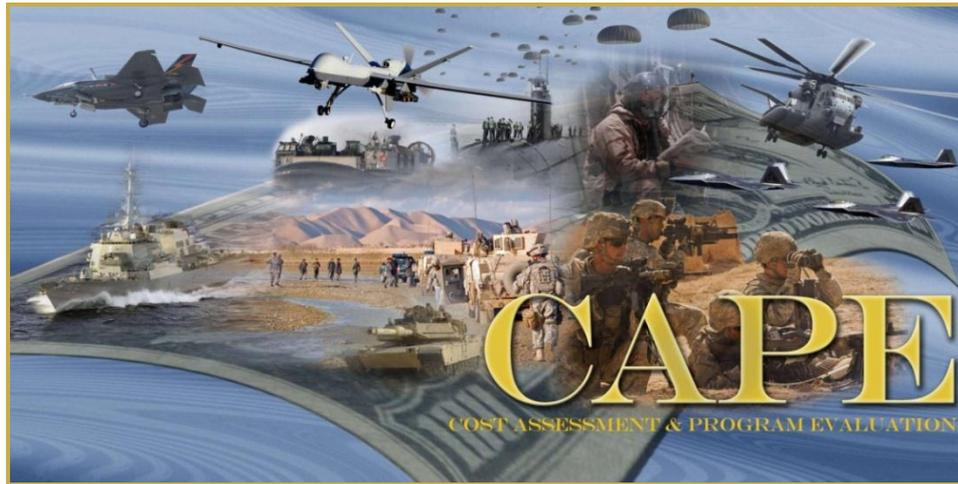


Cost and Software Data Reporting Training

Contracting for CSDRs

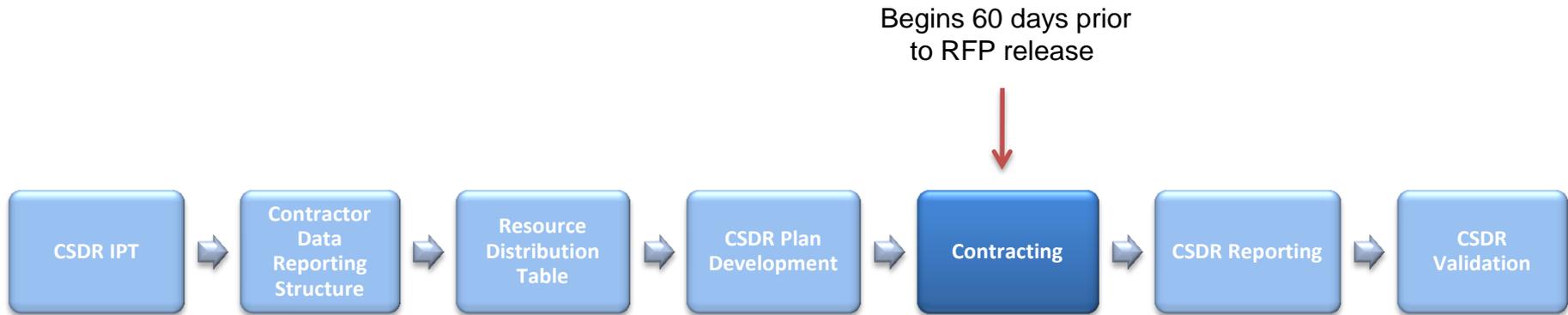


October 16, 2012



Contracting

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Contracting

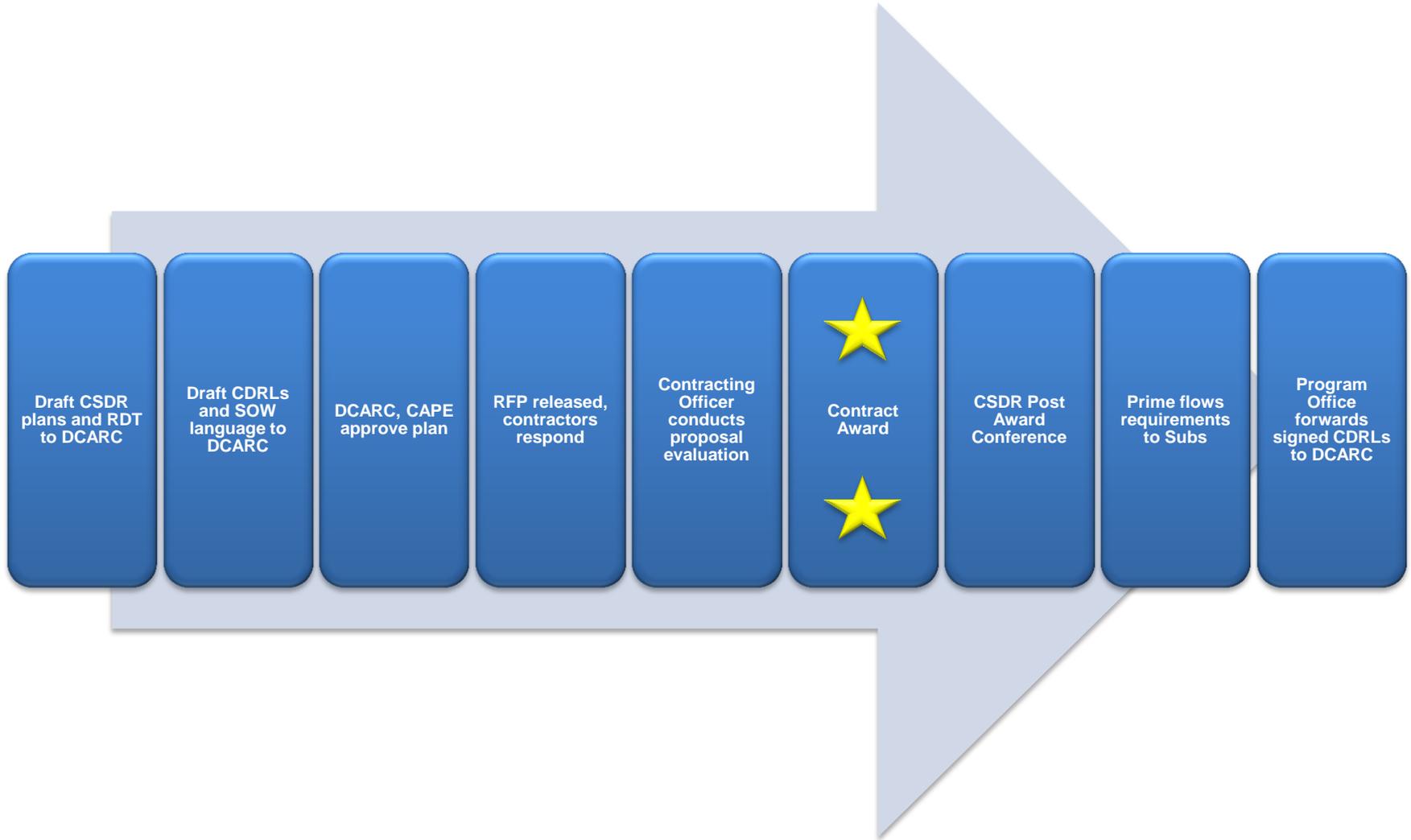
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- Contracting consists of the actions required to ensure the CSDR requirement is implemented correctly
- Action is required pre-RFP through contract award
- Action is required throughout duration of contract on an as-needed basis (e.g., when the contract is modified)



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RFP Release

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- Draft RFPs should contain a CAPE-approved CSDR Contract Plan and RDT
- Final RFPs must contain a CAPE-approved CSDR Contract Plan and RDT
- Inserting the CAPE-approved CSDR plan in the RFP establishes the CSDR requirement, the data reporting structure, report types, and report frequencies
- As of November 2010 the Defense Federal Acquisition Regulations Supplement (DFARS) clause formally establishes CSDR requirements pre and post contract award



Contract Data Requirements List (CDRLs) DD Form 1423-1

- Draft CDRLs (DD Form 1423-1) must be submitted to the DCARC 60 days prior to RFP Release
- As applicable, one CDRL per required cost reporting form:
 - “Cost Data Summary Report” (DD Form 1921)
 - “Functional Cost-Hour Report” (DD Form 1921-1)
 - “Progress Curve Report” (DD Form 1921-2)
 - “Contractor Business Data Report” (DD Form 1921-3)
 - “Contractor Sustainment Report” (DD Form 1921-4)
 - “Data Reporting Structure” (Data Reporting Structure Dictionary)
 - “Software Resources Data Reporting: Initial Developer Report and Data Dictionary” (Initial Developer Report)
 - “Software Resources Data Reporting: Final Developer Report and Data Dictionary” (Final Developer Report)

Final versions of the CDRLs (DD Form 1423-1) must be signed by the government Program Office and forwarded to the DCARC within 30 days of contract award/modification

Example CDRLs: <http://dcarc.cape.osd.mil/CSDR/Planning.aspx#CDRL>

CDRL Example

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CONTRACT DATA REQUIREMENTS LIST (1 Data Item)										Form Approved OMB No. 0704-0188	
<p>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 reviewing 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 Department of Defense, Washington Headquarters Services, Directorate for Information Operations and Reports (OTIC), 1215 Jefferson Davis Highway, Suite 1204, Arlington, VA 22202-4302. 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 OIG's control number. Please do NOT RETURN your form to the above address. Send completed form to the Government Issuing Contracting Officer for the Contract/FB No. listed in Block 6.</p>											
A. CONTRACT LINE ITEM NO.		B. EXHIBIT		C. CATEGORY: TOP _____ TM _____ OTHER _____							
D. SYSTEM/ITEM				E. CONTRACT/PR NO.				F. CONTRACTOR			
1. DATA ITEM NO.	2. TITLE OF DATA ITEM			3. SUBTITLE							
	Cost Data Summary Report (DD Form 1921)			Contractor Cost Data Reporting (CCDR)							
4. AUTHORITY (Data Acquisition Document No.)				5. CONTRACT REFERENCE				6. REQUIRING OFFICE			
DI-FNCL-81565C											
7. DD 250 REQ.	8. DIST STATEMENT REQUIRED	9. FREQUENCY	10. DATE OF FIRST SUBMISSION	14. DISTRIBUTION							
2. APP CODE	11. AS OF DATE	12. DATE OF SUBSEQUENT SUBMISSION	a. ADDRESS		b. COPIES						
			Draft		Final						
15. REMARKS											
<p>DCARC See Block 16</p>											
<p>Prepare Blocks 10 through 13 in accordance with the OSD Deputy Director, Cost Assessment (DDCA)-approved Cost and Software Data Reporting (CSDR) Plan provisions; the WBS Data Dictionary, and the CSDR Manual (DoDM 5000.04-M-1). The CSDR Plan is included as contract attachment 1. The CSDR Manual is available from the Defense Cost and Resource Center (DCARC) Web site at http://dcarc.cape.osd.mil.</p> <p>Contractors shall be required to submit CCD reports at frequencies specified in the OSD DDCA-approved CSDR plan and in the contract. All CCD reports shall be submitted electronically using the CSDR Submit-Review System. The required file format for each CCD report is specified in its Data Item Description (DID). The CWBS Index and Dictionary must be submitted in Microsoft Word-compatible files. Data submitters must register through the DCARC website and possess a DoD-issued CAC or DoD-approved ECA digital certificate to obtain a DCARC Portal account and be authorized to upload CSDR content. Users can obtain access by submitting user information about themselves and their organizations to the DCARC Portal and requesting a CSDR submitter user role. After the registration information has been verified, the DCARC shall authorize the user account and requested roles. DCARC Portal users with a DoD-issued CAC shall be able to register their CAC with their DCARC Portal account, enabling CAC login. All DCARC Portal accounts need to be renewed at least annually. Prime contractors are responsible for flowing down CCDR requirements contained in their prime contracts to all subcontractors who meet the reporting thresholds. This includes requiring subcontractors to electronically report directly to the DCARC.</p> <p>Subcontractor Reporting. The prime contractor shall be required to flow-down CSDR requirements to all subcontractors at all tiers that meet reporting thresholds. Depending upon the specific contractual relationship, prime contracts and subcontracts may have similar requirements regarding report type, frequency, and method of transmission. The prime contractor shall be required to work with the CWIPT and all appropriate subcontractors to prepare separate subcontract CSDR plans for submission to the DCARC for DDCA approval using the CSDR Submit-Review System.</p>											
19. TOTAL → 0 0 0											
G. PREPARED BY			H. DATE		I. APPROVED BY			J. DATE			

Metadata

(Blocks A – F, 1 – 13)

Distribution

Requirements (Block 14)

Standard Remarks

Language (Block 16)

including:

- Electronic Submission Instructions
- Report Frequency
- Distribution Instructions
- Special Reporting Requirements



Contractor Response to RFP

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- As a result of the CSDR DFARS clause, the contractor shall:
 - Describe the process to be used to satisfy the requirements of the CSDR Manual and the CSDR Plan
 - Demonstrate how CSDR reporting will be based, to the maximum extent possible, upon actual cost transactions and not cost allocations
 - Demonstrate how the data from its accounting system will be mapped into the standard reporting categories required in the CSDR DIDs
 - Describe how recurring and nonrecurring costs will be segregated
 - Provide comments on the adequacy of the CSDR contract plan and RDT
 - Submit DD Form 1921 and 1921-1 with its pricing proposal
 - CSDR reporting will be required for subcontracts at any tier with a value that exceeds \$50M

<http://www.acq.osd.mil/dpap/dars/dfars/html/current/252234.htm>

(clauses 252.234-7003 and 252.234-7004)



Contracting Officer Responsibilities

OSD CAPE

- As a result of the CSDR DFARS clause, the Contracting Officer shall:
 - Implement CSDR reporting on all contracts that meet CSDR requirement thresholds
 - Consult with the DCARC to determine that the contractor has proposed a standard CSDR system that complies with the CSDR plan
 - Check proposed CSDR system for compliance with the CSDR manual and DIDs
 - Conduct a Post Award Conference to address the CSDR requirement

http://www.acq.osd.mil/dpap/dars/dfars/html/current/242_5.htm#242.503

(clause 242.503-2)



Post Award Conference

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- As required by DFARS clause 242.503, the Post Award Conference shall include a discussion of the contractor's standard cost and software data reporting (CSDR) process that satisfies the guidelines contained in the DoD 5000.04-M-1, CSDR Manual, the requirements in the Government-approved CSDR plan for the contract, DD Form 2794, and related Resource Distribution Table.
- Prime Contractor has the responsibility of placing approved CSDR Subcontract Plans on all applicable subcontracts.

http://www.acq.osd.mil/dpap/dars/dfars/html/current/242_5.htm#242.503

(clause 242.503-2)



Contracting Summary

OSD CAPE

- Ensuring the CSDR requirement is in the RFP and put on contract at award is essential to:
 - Avoid additional costs caused by adding CSDR requirements after contract award
- Discussing CSDR requirements in the Post Award conference is essential to:
 - Verify the requirements are understood and costs will be reported correctly