

Request for Contractor Data Checklist

Instructions to Accompany Contractor Data Checklist

1. The cognizant Administrative Contracting Officer (ACO) will add notes to this checklist in order to clarify any specific requirements for a specific contract/contractor such as the types of documentation required to bill subcontractor costs.
2. Identify CLINs eligible for Progress Payments during Post Award Orientation Conference (PAOC) with ACO.
3. Note any FMS costs are to be requested on a separate Request for Progress Payment from other costs.
4. The Contractor should reach out to their ACO with any questions regarding the items requested.

Contract Number	Date		
Contractor	CAGE		
Initial Reviews (PAOC should be conducted if contractor request PP per FAR 52-232-16)			Y-N-N/A
			References and Notes
Most current financial statements to support a Financial Capability Review as requested by the Government.			FAR 32.503-2 through 32.503-6. Financial statements requested if Financial Capability Team has not completed Financial Surveillance Report (Note: ACO's should check with the DACO/CACO or Financial Capability Team for most current report) .
Submitted but not approved billings rates, approved billing rates or settled rates.			Billing rates or settled rates approved by cognizant DACO/ACO/DCAA.
Any documentation related to the administration of subcontractor contract financing, See below section for Financing Payments to Subcontractors.			Provides support for line 14a-14e of SF1443 or equivalent. FAR 52.232-16(a)(2) & (j) and FAR 32.503-2 Supervision of progress payments
Contractor Written methodology for Lines 12b, Estimated Cost to Complete, and 20a Cost Included in Item 11, Applicable to Items Delivered, Invoiced, and Accepted to the Date in the Heading of Section II.			FAR 52.232-16(g)(2)
Major performance elements, which are further separated into sub-elements or points of count using contractor data such as bid/proposal data, Bill of Material (BOM), process and route sheets and milestone charts.			Supports 12b and 12c of SF1443 or Contractor's Request for Progress Payment. Used to establish baseline in order to measure physical progress. FAR 32.503-2 through 32.503-6.
Cost/Schedule Status Report (C/SSR).			Note: Also used for contracts with Earned Value requirements, normally on FPIF type contracts.
Discuss First Article Limitation			FAR 52.209-3 - Contractor Testing & FAR 52.209-4 First Article Approval - Government Testing
For Earned Value Contracts, submit Integrated Program Management Report.			Supports 12b and 12c of SF1443 or Contractor's Request for Progress Payment. FAR 32.503-2 through 32.503-6. Note: Also used for contracts with Earned Value requirements, normally on FPIF type contracts.
Separate progress payments for US and FMS with FMS cost segregated from USG to include applicable ACRNs.			DFARs 252.232-7002 and FAR 52.232-16(g)(3)(ii)
Discuss requirements for Fixed Price Incentive (FPI) Contracts			FAR 52.216-16 or 52.216-17
Discuss identification of CLINs eligible for progress billing.			Note: Progress billing for eligible Fixed Price CLINs, Cost-type CLINs are excluded.
Discuss requirements for Undefined Contracts.			FAR 52.232-16(k)
Every Progress Payment (If not part of Progress Payment System Review (PPSR) and where audit reviews are within 12 months)			Y-N-N/A
			Note: ACO may request report be submitted in WAWF
Billing Summary of Actual Cost by YEAR (line 11)			
Direct Charge -			
a. Materials and Subcontracts			
b. Direct Labor			
c. Other Direct Costs			
Overhead and G&A Amount			
Labor Hours			
Supporting schedules showing breakout of cost between U.S. and FMS Requirements			
Subcontractor Financing			
a. Supporting Costs for Line 14a-14e			
Delivery/Liquidation Report			Support line 20a, 21a, and 23 of SF 1443 or equivalent
Contract Price Ledger Report(modifications, CLINs)			Supports line 5 of SF 1443 or equivalent and FAR 32.501-3

Request for Contractor Data Checklist

Periodic Reviews based on Risk Assessment		Y-N-N/A
A Detailed Cost Summary Report or "Break-Out," to be used to reconcile the amount in Line 12a of the SF 1443 WAWF equivalent.		
General Ledger Detail Report from accounting system that reconciles to the cost elements in the detailed break out. This data will be used to support a judgmental sample for eligible costs submitted for payment.		
Documentation for all material costs claimed on the equivalent to include proof of delivery and supplier payments.		
Support for current year indirect rates, in precedence order- approved current year provisional billing rates, proposed current provisional billing rates, and year to date actuals/prior year actuals (whichever contractor designates as the proper rates to use).		
Support for prior year indirect rates- prior year indirect rate actual details.		
Support for selected transactions from the General Ledger Detail Report- selected for review by pricing after receipt of the case.		
Financing Payments to Subcontractors (for line 14a-14e)		Y-N-N/A
Provide detailed report of progress payments, performance based payments and/or commercial item financing paid to subcontractors (line 14a).		FAR 52.232-16(a)(2) & (j) and FAR 32.503-2
Liquidated amounts for progress payments, performance based payments and/or commercial item financing recouped from the subcontractor (line 14b).		FAR 52.232-16(a)(2) & (j) and FAR 32.503-2
Supporting Documents to verify EAC/ETC.		FAR 52.232-16(j)
Written plan on how contract financing are being monitored.		FAR 52.232-16(j)