

SUBCONTRACT REPORTING INSTRUCTIONS (May 2009)

Amended: (April 2010)

PURPOSE

The Subcontract Report provides detailed data relative to the number of Subcontractors within a designated contract. This report will be used by Federal personnel as an information source document and serves as a basis for fulfilling requests received from Headquarters, DOE and other external federal entities.

FORM

An Excel workbook (NETL Subcontractor Report.xls) has been included as a sample template. The following is the suggested format for submission of this report.

INSTRUCTIONS

<u>Item</u>	<u>Description</u>
1	Enter inclusive dates of current reporting period.
2	Enter the official contract title.
3	Enter the official contract number.
4	Enter the name and address of each subcontractor. Subcontractors are to be grouped by state.
5	Enter ZIP code plus the 4-digit ZIP code extension.
6	Enter the subcontractor's business type (i.e. Academia, Industry, National Lab, Non-Profit Organization, State, or Other).
7	Enter the subcontractor's business classification (i.e. Small Business, Woman-Owned Small Business, etc).
8	Enter the North American Industry Classification System (NAICS) code for the subcontractor listed under Item 4.
9	Enter the contract number in combination with CLIN, Task, or Activity numbers (i.e. 0004009.205.01.03), consistent with the contract's Work Breakdown Structure as per the current Management Plan.
10	Enter the official title of the CLIN, Task, or Activity entered in Item 9 above.
11	Enter the amount of actual costs incurred in the previous fiscal year.
12	Enter the amount of actual costs incurred plus the balance of the planned costs for the current fiscal year.
13	Enter the amount of planned costs for the following fiscal year, if any.
14	Enter the total cost (actual and balance of plan) for the project identified in Item 9 above.
15	Enter the date the subcontractor began work on the project.
16	Enter the date the subcontractor completed or the anticipated date the work is to be completed by the subcontractor.
17	Enter the name (first and last) of the federal program manager.
18	Enter the program number used to fund the CLIN/Task/Activity identified in Item 9.
19	Enter a brief description of the project.
20	Enter the type of contract awarded (i.e. Cost Plus Fixed Fee, Firm Fixed Price, Time-and-Material, etc.). A list of common contract types can be found on the "Contract Types" worksheet in the NETL Subcontractor Report Excel workbook.
21	Enter "Competitive" or "Non-Competitive" depending on the method used in awarding the subcontract.
22	For a "Non-Competitive" entry in Item 21, enter the justification for awarding a non-competitive subcontract.

- 23** Did current team have the required expertise to perform the task prior to the subcontract being awarded? Enter either "YES" or "NO".
- 24** Enter a subtotal for each state.
- 25** Enter a grand total for all states included on the report.

Special Instructions :

This report will be submitted semiannually as follows:

- For the period ending March 30 the due date is April 30.
- For the period ending September 30 the due date is October 30.

For reporting purposes, each State will be listed and subtotaled separately.

For the purpose of this report, the following definitions apply:

Subcontractor = means any organization or person, other than the prime contractor (to include first tier subs and/or partners) who entered into a contractual agreement under the prime contract.

CLIN = Contract Line Item Number

DOE = Department of Energy

NAICS = North American Industry Classification System

NETL = National Energy Technology Laboratory