

# EVM System Certification Review Contractor Documentation Request

	<b>Documentation</b>	<b>Required (Y or N)</b>	<b>Date Required</b>	<b># of copies</b>
1	Contract and changes/modifications	Y		2
2	Statement of Work or <i>PEP</i>	Y		2
3	CPR – <i>LAST 3 MONTHS (EVM Reports)</i>	Y		2
4	CFSR (specify period for request)	N		
5	EVM System Description, Policies and Procedures	Y		2
6	CAM Notebooks <i>(These should be made available for review during the interview process)</i>	N		
7	32 Guidelines cross reference to EVMS description	Y		2
8	Dollarized Responsibility Assignment Matrix <i>(Please provide the \$ and/or % of LOE in each WBS)</i>	Y		2
9	Organizational Chart	Y		2
10	Organizational Breakdown Structure (CWBS)	Y		2
11	CWBS Dictionary	Y		2
12	Control Account Plans	Y		2
13	Program Schedules	Y		2
14	Variance Analysis Reports – <i>LAST 3 MONTHS</i>	Y		2
15	Variance Analysis Corrective Action Log	Y		2
16	Management Reserve Log	Y		2
17	Undistributed Budget Log	Y		2
18	Baseline Change Log	Y		2
19	EAC Procedures and Supporting Document	Y		2

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20	Bill of Material, <i>if applicable</i>	Y		2
21	Material Requirement Reports, <i>if applicable</i>	Y		2
22	Overhead Budget Policies and Procedures	Y		2
23	Indirect Cost Pool Listing	Y		2
24	Charge Number Structure Explanation	Y		2
25	Rate Tables, Rationale for Projected Rates	Y		2
26	Accounting Manual	Y		2
27	Disclosure Statement	Y		2
28	Copies of any DCAA Audit Reports, <i>if applicable</i>	Y		2
29	List of Subcontractors (SubK), <i>if applicable</i>	Y		2
30	SubK Scope of Work	Y		2
31	SubK Program Schedule	Y		2
32	SubK Control Account Plans	Y		2
33	SubK EAC Procedures and Supporting Document	Y		2
34	Other Supplier Internal EV Reports	Y		2

Date Documentation Request Submitted to Supplier: \_\_\_\_\_  
Submitted By: Lynne Sia-Bates

PLEASE PROVIDE THE ABOVE DOCUMENTATION ON 2 CDs and mail to:

Lynne Sia-Bates  
Tecolote Research Inc.  
2231 Crystal Drive,  
Arlington, VA 22202

Cynthia Seiter  
U.S. Department of Energy  
Office of Engineering and Construction Management (MA-50)  
1000 Independence Ave., SW  
Washington, DC 20585

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IN ADDITION- Please have the following "ACCOUNTING Traces" available on the first day of the on-site certification review:

## 1 Subcontracts

- Invoice - Accounting to EVM System
- Accrual - Accounting to EVM System

## 2 Accruals

- Material
- Subcontract

## 3 Material

- Invoice - Accounting to EVM System
- Accrual - Accounting to EVM System

## 4 Direct Labor - Accounting to EVMS

- Timekeeping System
- Accounting System
- EVM System
- What percent of exempt (unpaid overtime) employees are there?
- Potential for not charging to correct projects and distortion of Overhead.

## 5 Indirect Labor - Accounting to EVMS

- Timekeeping System
- Overhead Pool

## 6 Overhead Pools

- Fringe
- G&A
- Site
- Corporate
- Construction

## 7 Overhead Allocations

- Rates
- Bases

## 8 Chargeline

- Cost Center
- Organization Code
- Program Code
- Cost Account
- Work Package
- Op Line Number
- Finance Account - Cost Elements

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## 9 Average - Composite Direct Rates

Includes Fringe

Adjusted quarterly for EAC only

## 10 Escalation

Documentation

## 11 Reconcile Finance to EVMS

## 12 Overhead Documentation

Rates, Fringe, Overhead, ETC.

Quarterly Updated for EAC

Developed in Oracle provided

CCES, Work Package Generator

Primavera

Winest - estimating

Quick estimator

## 13 Multiple EVM Systems

PRISM

EMRS

## 14 Calendar - effective/productive hours

FY08 Productive Hours by Labor Category

Possible days - calendar, by month

Productive hours are calculated by month considering holidays, week ends

See worksheet

Tie to CAP

## 15 Accounting Mischarges

Excessive mischarges - large corrections group in Finance