

**SOLICITATION NUMBER TIRNO-09-R-00012**

**PART III - LIST OF DOCUMENTS, EXHIBITS, AND OTHER ATTACHMENTS**

**SECTION J - LIST OF ATTACHMENTS**

**TIPSS-4 T.O. STATUS REPORT  
FOR THE PERIOD MM/DD/YYYY TO MM/DD/YYYY  
CONTRACTOR NAME  
TIPSS-4 CONTRACT NUMBER  
T.O. #  
REPORT DATE: MM/DD/YYYY**

Task Title:	Task Title	
COTR:	COTR Name	Phone: (###) ###-####
Contractor Project Manager:	Project Manager Name	Phone: (###) ###-####

Period of Performance: MM/DD/YYYY to MM/DD/YYYY (Original)  
MM/DD/YYYY to MM/DD/YYYY (Latest Modification #)

**I. EARNED VALUE INFORMATION**

Planned Value to Date (Budgeted Cost of Work Scheduled)	\$ ###,###
Earned Value to Date (Budgeted Cost of Work Performed)	\$ ###,###
Actual Costs to Date (Actual Costs of Work Performed)	\$ ###,###
Schedule Variance (BCWP - BCWS)	\$ ###,### - if negative, use “( )”
Cost Variance (BCWP - ACWP)	\$ ###,### - if negative, use “( )”

**II. SCHEDULE INFORMATION**

Actual Start Date	MM/DD/YYYY
Estimated Completion Date	MM/DD/YYYY (based on available funds)

**III. TO COST SUMMARY**

Current Task Value (Negotiated Amount)	\$ ###,###
Total Obligation Amount to Date	\$ ###,###
Labor Costs to Date	\$ ###,### (includes Subcontractor costs)
Travel Costs to Date	\$ ###,###
Other ODC Costs to Date	\$ ###,###
Total Actual Costs to Date	\$ ###,###
Amount Invoiced to Date	\$ ###,###
Amount Paid to Date	\$ ###,###
Estimate to Complete	\$ ###,### ##### Hours
Estimate at Completion	\$ ###,### ##### Hours

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FOR THE PERIOD MM/DD/YYYY TO MM/DD/YYYY**

**CONTRACTOR NAME**

**TIPSS-4 CONTRACT NUMBER**

**T.O. #**

**REPORT DATE: MM/DD/YYYY**

**IV. TO HOURS DETAIL**

Labor Category	Current Period Planned Hours	Current Period Actual Hours	Cumulative Planned Hours To Date	Cumulative Actual Hours To Date	Total Planned Hours	Total Negotiated Hours
(List each labor category separately and include Subcontractor hours)						
TOTALS						

**V. TO COST DETAIL**

Labor Category	Current Period Planned Cost	Current Period Actual Cost	Cumulative Planned Cost To Date	Cumulative Actual Cost To Date	Total Planned Cost	Total Negotiated Cost
(List each labor category separately and include Subcontractor cost)						
Total Travel						
Total Other Costs						
TOTAL, LABOR, EL, ODCs						

**VI. TO STATUS SUMMARY**

(Provide a brief overview of the work to be accomplished for the overall task and the status of the Task Order.)

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**TIPSS-4 T.O. STATUS REPORT (CONTINUED)  
FOR THE PERIOD MM/DD/YYYY TO MM/DD/YYYY  
CONTRACTOR NAME  
TIPSS-4 CONTRACT NUMBER  
T.O. #  
REPORT DATE: MM/DD/YYYY**

**A. WORK ACCOMPLISHED DURING THIS PERIOD**

(Provide a brief description of the work accomplished, emphasizing the progress made since the last reporting period. Work should be reported against a software development plan, if applicable.)

**B. ISSUES OR ANTICIPATED/CURRENT PROBLEMS**

(Provide a description of any unresolved and/or anticipated problems, as they relate to the cost or schedule variance, deliverable dates, the Estimated Completion Date, the software development plan schedule, or costs.

Explain variances in schedule and/or cost that exceed plus or minus 10%.

Confirm whether the project is on schedule and within proposed costs or explain the nature and extent of the delay whenever:

- 1) the Estimated Completion date exceeds the scheduled completion date
- 2) an actual delivery date is different from the deliverable due date, and/or
- 3) the Estimate at Completion exceeds the current task value.)

**C. PLANNED WORK FOR NEXT PERIOD**

(Provide a description of the work planned for the next reporting period, referencing the software development plan (if applicable). Any re-planning of the Task Order would be proposed in this section.)

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Deliverable Name	Deliverable Number	Status (In Progress, On Hold, Completed, Canceled)	Due Date	Expected Delivery Date	Actual Delivered Date	Customer Acceptance Date
(List each individual deliverable identified in the Task Order. )						

**TO LABOR HOURS SUMMARY (Use when applicable)**

Labor Category	Total Hours Negotiated for Task Order	Hours Expended to Date (include Subcontractor)	% Expended to Date (based on Total Available Hours)	Hours Authorized in Work Requests
(List each labor category in the TO)	####	####	##.##%	####
TOTAL	####	####	##.##%	####

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**(CONTINUED)**

**TASK ORDER STATUS REPORT GRAPHS**

Using the planning data from the Task Order technical proposal, work requests, or the Software Development Plan, if applicable, and the cumulative information reported in the Monthly Status Report, prepare two line graphs for each Task Order Status Report. The first graph will depict the cumulative planned level of effort, the actual hours expended to date and the projected burn rate for the task. The second graph will include the cumulative planned costs, the cumulative actual costs to date (including labor, travel and other ODCs) and the projected costs based on planned costs for the task.

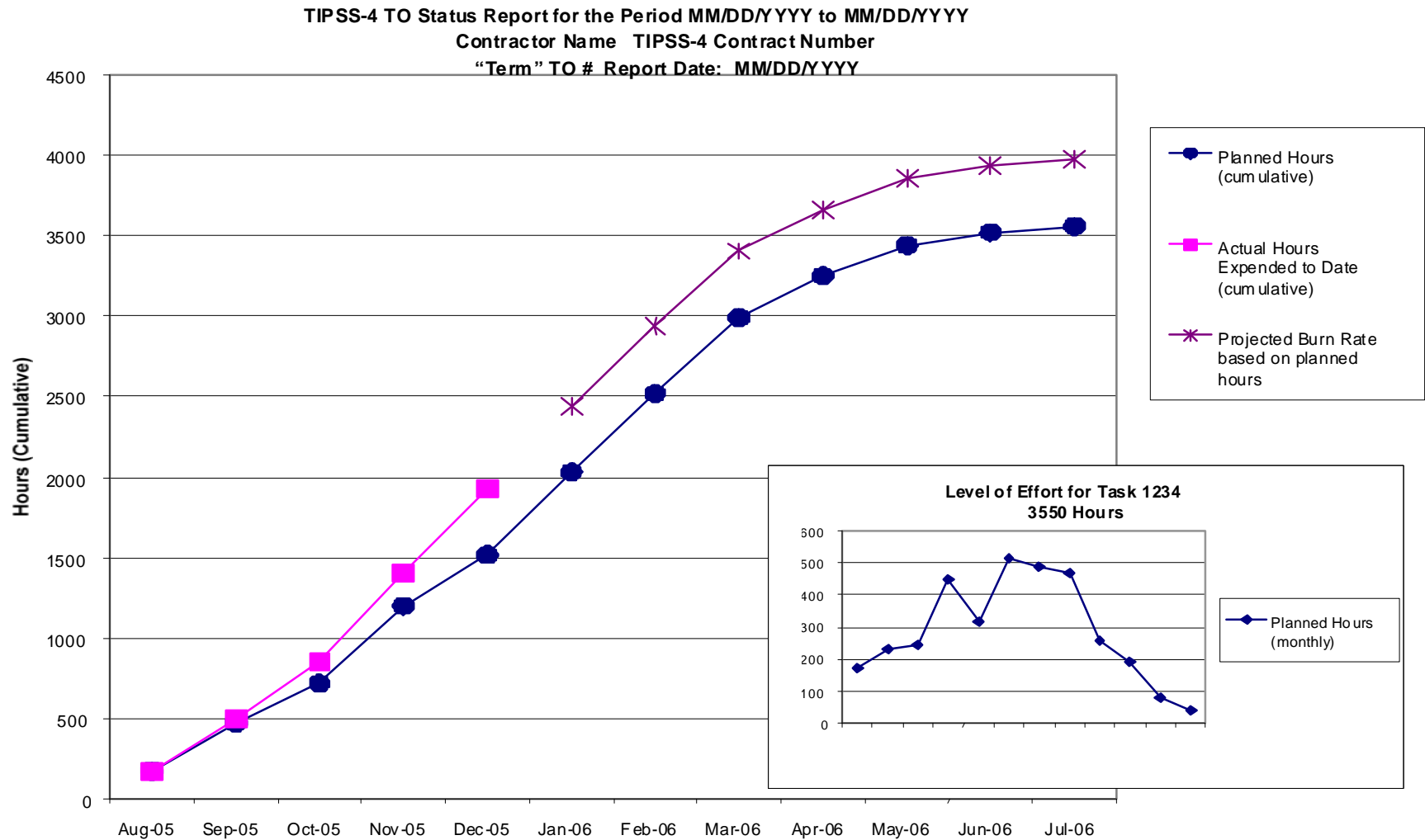
If the graphs are based only on work requests issued to date, the Contractor shall make note of that on the charts. In that case, the Contractor shall also indicate in a footnote the available hours for which work requests have not been issued. The remaining dollars and hours not allocated by work requests shall be averaged across the remainder of the period of performance by the Contractor's accounting periods and included with the projected burn rate and projected costs.

Included within each labor hours graph and each cost graph, the Contractor will include a separate graph depicting the planned level of effort / cost by accounting period for the performance period. Ideally the hours/costs should be re-planned periodically based on new or modified work requests or adjustments to the project, including modifications to decrease or increase the level of effort. These graphs may be inset in the main graph or attached separately.

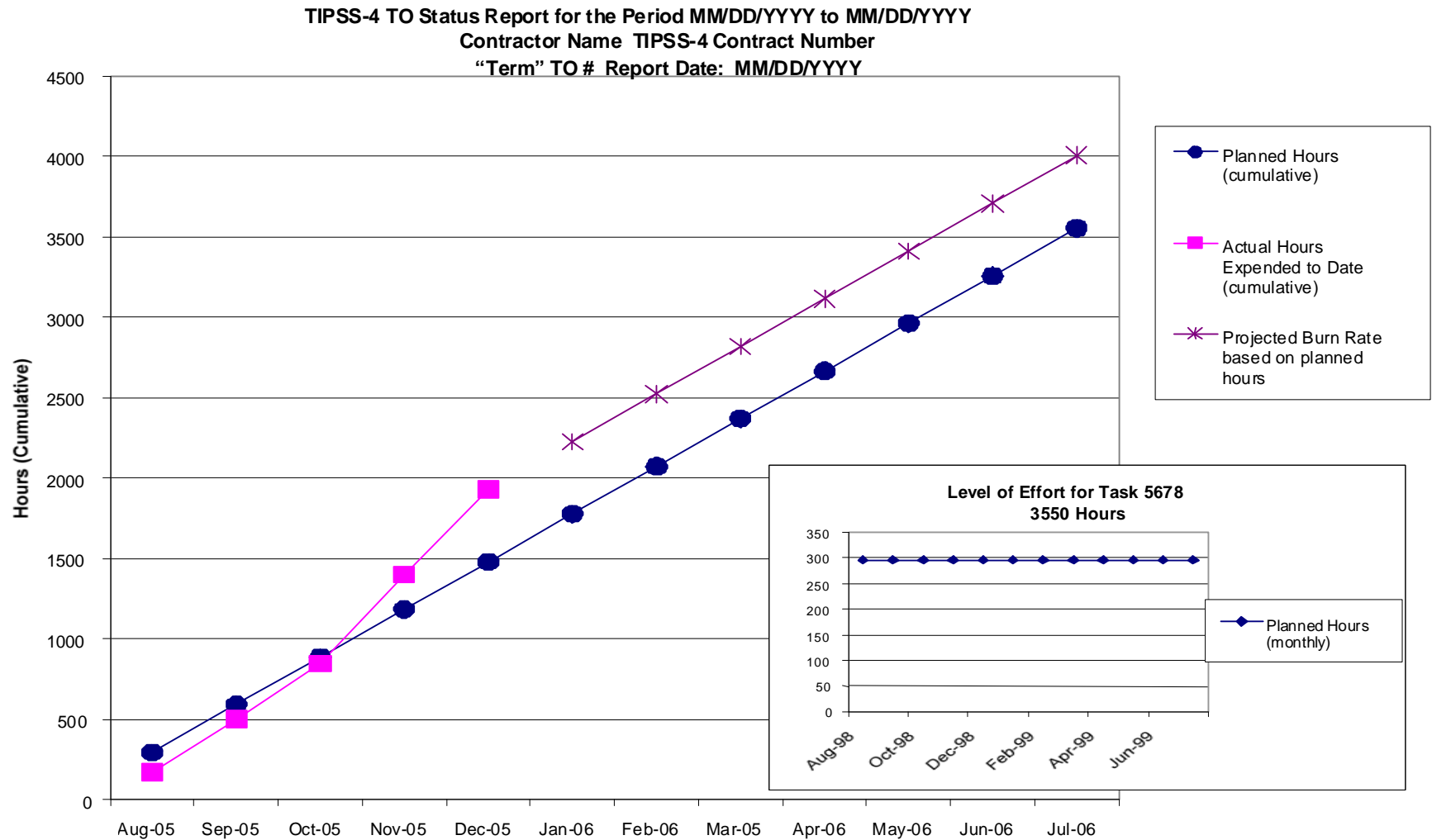
The next three pages provide examples of two labor hours' charts and one cost chart. Please note that only one type of labor hour's chart would be required for a task.

- 1) The first chart, Chart J.12.5-1, is a labor hour's chart with a defined plan for Sample Task 1234.
- 2) The second chart, Chart J.12.5-2, is an example of a labor hour's chart for a task with essentially no plan. In that case, the total level of effort available is divided evenly across the period of performance.
- 3) The final chart, Chart J.12.5-3 is the cost chart for Sample Task 1234.

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