

**FY15 Fee Recoverable Cor
CONTRACTING OFFICER'S REPRESENTATIVE**

The purpose of validating fee-billable contract costs is to confirm that each payment is accurate!

Step	Instruction
1	Review the information contained in the Report Column Definitions+Notes tab of this spreadsheet in order to become familiar with the contents of the Contract Cost Report+Validation Log data.
2	Identify the payments made on contracts/IAAs/task orders for which you serve as the COR by following these steps: <ul style="list-style-type: none"> • Go to the Contract Cost Report+Validation Log tab • Filter the COR column, to show payments for only your contracts/IAAs/task orders. <ul style="list-style-type: none"> • Click on white box with arrow in the COR column • Uncheck box next to (Select All) • Check the box next to your name • Select OK
3	Identify the contract/IAA/task order to which each payment belongs by utilizing the Contract Number , Task Order (if applicable), and Vendor Name .
4	Utilize the Invoice Period - Start Date and Invoice Period - End Date to assist with understanding the timeframe in which the services were received.
5	Utilize the Payment Disbursed (Accomplished) Date to assist with determining the date the invoice/payment was approved.

6	Review the Payment Amount to ensure it is accurate and consistent with the approved amount. Utilize sent invoice approval emails, invoices received, IPAC approval forms/emails, Monthly Letter Status Reports (MLSR), etc. in order to validate the payment amount.
7	Review the TAC/IR and TAC/IR Name to ensure the correct TAC and/or IR was applied to the payment.
8	Select Yes or No in the COR Input: Payment is Accurate for Fee Recovery column.
9	For all payments containing an error, describe the error in the COR Input: Error Details column.
10	Return the completed electronic copy of your Contract Cost Report+Validation Log to your office's License Fee Coordinator no later than the specified deadline.
11	For questions regarding the COR validation instructions or data contained in the Contract Cost Report+Validation Log tab, please contact: <ul style="list-style-type: none"> • Meghan Blair: Meghan.Blair@nrc.gov or 301-415-5242 • Chon Davis: Chon.Davis@nrc.gov or 301-415-6075

**Contract Cost Validation
INSTRUMENTATIVE (COR) INSTRUCTIONS**

Payment amount and associated TAC are correct in order to ensure licensees are properly billed.

Note

If you are inaccurately listed as the COR, notify your License Fee Coordinator as soon as possible.

If a COR modification is required, a requisition should be submitted to the Acquisition Management Division (AMD) using the Strategic Acquisition System (STAQS). More information on STAQS can be found on NEAT. Links to STAQS and NEAT are located on NRC's intranet homepage.

Note: Discrepancies in this field should NOT be reported as a payment error for the purposes of this effort.

In some cases the Contract Number and Task Order Number are combined in the Task Order field.

The data in these fields is only as accurate as the information provided by the vendor.

NOTE: The data in these fields should be used only as a possible indicator of the timeframe in which the services were received. It may not be completely accurate and therefore, CORs should not make a determination of payment accuracy based solely on the invoice period. In addition, discrepancies in this field should NOT be reported as a payment error for the purposes of this effort.

For Commercial Contracts/Task Orders: The payment disbursed (accomplished) date is typically a few business days after the payment approval is provided by the Contract Officer/Specialist. There may be a significant amount of time between the Invoice Period - End Date and the Accomplished Date if the payment was made to "close out" the contract.

For Interagency Agreements/Task Orders: The payment disbursed (accomplished) date is typically in the month following the timeframe in which the services were received. For example, if services were received from 05-01-14 through 05-31-14, the accomplished date is most likely going to be sometime in June 2014.

A payment for a single invoice/IPAC may be spread over multiple lines depending on the remaining balance on each accounting line in FAIMIS at the time the payment was posted. In these cases, it may be necessary to add multiple lines to identify the matching approved invoice amount. Hint: Use the Document Number to help identify payment lines that belong to a single invoice.

A payment for a single invoice will be spread over multiple lines if multiple TACs were provided by the COR during the invoice approval process.

The accuracy of the TAC/IR data is critical to ensuring the correct docket/licensee is billed.

Reminder: COR Input: Payment is Accurate for Fee Recovery is a required field.

Some examples of errors include but are not limited to:

- Payment amount doesn't match amount approved by COR. COR approved \$500, which is correct; Validation Report shows \$700 payment.
- TAC provided by COR via invoice approval email doesn't match TAC in report. The correct TAC is A12345.
- COR provided incorrect TAC on approval form. The correct TAC is A12345.

For more information on the contract cost validation process and license fee billing as it relates to COR approval of payments, please sign up for and attend *COR Workshop: Validation of Fee-Billable Contract & Agreement Costs*, iLearn seminar ID: 135148.

Column Heading
COR Input: Payment is Accurate for Fee Recovery
COR Input: Error Details
Office
COR
Contract Number
Task Order Number
Vendor Name
Invoice Period - Start Date
Invoice Period - End Date
Payment Disbursed (Accomplished) Date
Payment Amount
TAC/IR
TAC/IR Name
Docket
Docket Name

Document Number

**FY-15 Fee Recoverable Contract Cost Val
Contract Cost Report Column Definitions**

Definition
Column for COR to indicate whether the payment data is correct for use in billing licensee.
Column for COR to describe the error if one exists..
Requiring office or office that initiated/manages the contract or task order.
The name of the Contracting Officer's Representative (COR) assigned to the contract, interagency agreement or task order as indicated on the award document.
The base contract or interagency agreement number.
The task or delivery order number; a subordinate of a base contract.
Name of commercial contractor to which the payment was made.
Start date of services received and invoiced (as indicated on invoice).
End date of services received and invoiced (as indicated on invoice).
The date in which the payment was made / disbursed to the Contractor/ or other agency by Treasury.
Amount of payment posted to the specified accounting line of obligated funds in FAIMIS.
The Technical Assignment Control (TAC) or Inspection Report (IR) used to post the (portion of the) payment.
Description used by the Program Office to open the TAC when it was established.
The docket number with which the TAC/IR is associated.
Description used by the Program Office to open the docket when it was established.

The payment document number in FAIMIS.

**Validation
& Notes**

Note
COR input in this field is required.
COR input in this field is <u>required</u> if the payment is NOT accurate for fee recovery.
In some cases the Task Order Number may be combined with the Contract/Interagency Agreement Number in the Contract Number column. This field may or may not be applicable.
NOTE: The data in these fields should be used only as a possible indicator of the timeframe in which the services were received. It may not be completely accurate and therefore, CORs should not make a determination of payment accuracy based solely on the invoice period. Further, discrepancies in this field should NOT be reported as a payment error for the purposes of this effort.
<u>For Commercial Contracts/Task Orders:</u> The accomplished date is typically a few business days after the payment approval is provided by the Contract Officer/Specialist. There may be a significant amount of time between the Invoice Period - End Date and the Accomplished Date if the payment was made to "close out" the contract.
<u>For Interagency Agreements/Task Orders:</u> The accomplished date is typically in the month following the timeframe in which the services were received. For example, if services were received from 05-01-14 through 05-31-14, the accomplished date is most likely going to be sometime in June 2014.
TACs and IRs are provided or approved by the COR during the invoice/IPAC approval process and input into NRC's financial system when the payment is posted.

