CST Contract Status Report (CSR)

Contract/Task No: [Insert Contract/Task No.]
Contract Description/High Level Name: [Insert Contract Description]

Contractor: [Insert Company Name]
Project Manager: [Insert First/Last Name]

CST PM: [Insert First/Last Name]

CST GTM: [Insert First/Last Name]
CST COR: [Insert First/Last Name]

Reporting Period: [Indicate month/year, quarter/year]

Submission Date: [Month Day, Year]

U.S. Department of State • Bureau of Consular Affairs

Version 1.2

CONTRACTOR DETAILS

Contractor Name (Prime)			
[Insert Company Name]			
Corporate Sponsor	**Email Address & Telephone Number**	**Project Manager**	**Email Address & Telephone Number**
[Insert the Contract's Corporate Sponsor's Name – (i.e. Immediate Supervisor to PM)]	[Insert Company Email Address] [Insert Telephone Number]	[Insert the Project Manager's Name]	[Insert Company Email Address] [Insert Telephone Number]

Sub Contractors
[List all subcontracting firms performing on contract]

New CSR Policies

- All CST Contractors (regardless of contract size, type or scope) are required to submit this CSR Deck to the CST SSPM (CA-CST-PMO-Acquisition-Management@state.gov) no later than 11:59pm on the **3rd Thursday of the month.** Contractors may no longer upload decks to CST SharePoint.

- Contractor must submit (1) signed CSR deck and (1) MS Excel Workbook per contract per reporting period. The workbook must contain:
  - Monthly Budget Data (per item #8 in the deck),
  - Contract Modification History (per item #9 in the deck)
  - Risk/Issue Log (per item #10 in the deck)
  - For your convenience, the workbook also contains sections for:
    - FTE Chart (per item #6 in the deck)
    - Milestone Reporting (per item #13 in the deck)

- Only the requested information within the template is acceptable for submission. Any supplemental documents/content will not be reviewed.

- Contractors should remove instructions and example pages, renumbering slides thereafter.

- Contractors must use the Microsoft Excel templates provided by CST to complete the Monthly Budget, Contract Modification History and Risk/Issue slides. Contractors are not authorized to make any changes to formulas. If a Contractor is having issues applying their respective data to the CST template, please contact CST SSPM for guidance prior to the due date to ensure a timely submission.

- All data must be up to date as of the previous month's last business day.
  - For example: All data in your August 20, 2014 submission should be up to date as of July 31, 2014.

INSTRUCTIONS

1. **CSR ACKNOWLEDGEMENT OF ACCURACY** – The Contractor Program/Project Manager must sign acknowledging accuracy of the document.
2. **CONTRACT SCOPE**– List the contract scope as defined in your statement of work.
3. **REQUEST FOR GOVERNMENT ACTION -** List the requests for government action. For each, provide a description and status.
4. **INVOICES** – List the last 4 invoices submitted, to include invoice covering costs incurred during current reporting period and any additional invoices with outstanding issues.
5. **ODCs** – List the 4 most expensive ODCs for the reporting period.
   - Categories include: LOCAL TRAVEL, LONG DISTANCE TRAVEL, SHIPPING, SUPPLIES, PARKING, PHONE, TRAINING, MISC
6. **FTEs -** List the total number of prime and subcontractor FTEs, contract definition of an FTE, FTEs removed, and FTEs added to the contract during this reporting period. The total number of FTEs is based on the total number of hours that equate to a FTE per the task order. An example is 1920 hours is one FTE.
7. **CONTRACT FINANCIALS –** Provide information as requested using the formulas provided. If prime contractor is a small business (SB), please document value and percentage of funded to include prime plus any SB subcontractors.
8. **MONTHLY BUDGET -** Provide information as requested using the format and formulas provided. Altering CST's formulas is prohibited
   - Any variance (+-) 10% must be explained at the bottom of the associated budget slide.
   - The "type" field delineates CLIN type (example, FFP, T&M, CPFF, etc.)
   - The information provided on the monthly budget slide should be consistent with the information provided on the following slides; Invoices Submitted (section 6), FTEs (section 7), Contract Financials Overview (section 8) and Contract Modification History (section 10)
9. **CONTRACT MODIFICATION HISTORY** – List all contract modifications and additional information as requested for the task order. Only display the contract modification history that support the current option period. For example, if the current year is option year one the Contractor shall display the modification history that supports option year one.
10. **RISKS AND ISSUE LOG INSTRUCTIONS –** See slide for details
11. **RISK AND ISSUE LOG EXAMPLES –** See slide for details
12. **RISKS AND ISSUES** – List all contractual risks, issues, and additional information as requested if additional space needed, please utilize the supporting MS Excel workbook.
13. **DELIVERABLE/MILESTONE REPORTING** – List current and projected Deliverables, Milestones, and/or Project End Dates. For each, provide the Baseline Completion Date, the Current Projected or Actual Completion Date and the Period of Performance End Date.
14. **KEY ACCOMPLISHMENTS**– List up to 5 key accomplishments.

1. CSR ACKNOWLEDGEMENT OF ACCURACY:

I certify that to the best of my knowledge and belief all of the information on this CSR deck is correct.

_____ _____

Contractor Program/Project Manager **Date**

(Digital signature is acceptable, typed name is not acceptable.)

2. CONTRACT SCOPE:

Contract Scope:	*enter the scope of the contract per the Statement of Work*

3. REQUEST FOR GOVERNMENT ACTION:

Requestor	Date of Request to COR	Description	Status

4. INVOICES SUBMITTED: (for costs incurred through current reporting period)

Invoice	Date Submitted to Vendor Claims	Invoice Number	Period Covered	Submitted Amount	Date Payment Received	Payment Amount	Comments
(Please list latest 4 invoices & any additional outstanding invoices)			i.e. 6/1/2013 – 6/29/2013				

5. ODCs INCURRED: (during current reporting period)

Name	Category	Amount
(Please list 4 most expensive)		

Data as of [MM/DD/YY]

Instructions for FTEs

6. FTEs:

- If applicable, insert a new row for each subcontracting company, data may carry over to a new page.
- FTEs should be reported as outlined in contract, i.e. 1FTE = 1880, .5FTE = 940.

LABOR CATEGORIES		NUMBER OF FTES				
Title	LCAT Code	CLIN 1	CLIN2	CLIN3	CLIN4	Total
EXAMPLE: System Administrator	*5807*		*0.35*			*0.35*
<add rows as need>						
<add rows as need>						
<add rows as need>						
Open Positions						
Total (Prime + Subcontractors)						
Subcontractor Counts (subset of total)						
Contract Definition of an FTE (i.e. 1880 hrs. / 1920 hrs. per contract)						

**If FTE works between multiple CLINS, then list their title, LCAT Code and total.*

CONTRACT PERSONNEL (Added during current reporting period)				
Contractor Employee Name	Company	Title/LCAT	Start Date	Remarks
<add rows as need>				

CONTRACT PERSONNEL (Removed when no longer supporting TO)				
Contractor Employee Name	Company	Title/LCAT	End Date	Remarks
<add rows as need>				

7. CONTRACT FINANCIALS OVERVIEW

TOTAL CONTRACT VALUE

Contract Type:	**ex. Firm-Fixed Price, Time and Materials**
Contract Vehicle:	
Contract Number:	
Contract Period of Performance:	**(ex. Base + Options = 6/09 – 6/14)**
Total Contract Award Value:	**(ex. Base + Options=$87M)**
Total Contract Funded Value:	**(in dollars)**
Total Contract Invoiced Value:	**(in dollars)**
Total Small Business (SB) Subcontracted:	**Value of invoices incurred to date by (SB) including prime when applicable. (in dollars)**
Percent of funded SBs vice requirement	**(e.g. 50% attained vice 45% requirement)**

CURRENT PERIOD OF PERFORMANCE

Contract Year:	**(ex. Option Year 4, Extension, Bridge)**
Period of Performance:	**(ex. 6/01/13 – 6/01/14)**
Period of Performance Budget at Completion (BAC):	**(in dollars)**
Period of Performance Funded Amount:	**(in dollars)**
Date of Last Invoice Submission (for costs incurred through current period):	**(ex. $10,000 as of 6/30/2013)**
Actual Costs for Work Performed (ACWP) through last submitted invoice:	**(in dollars)** Costs incurred to date
Estimate to Complete (ETC):	**(in dollars)**
Estimate At Completion (EAC):	**(in dollars)** ACWP + ETC
Funding Available/Shortfall	**(in dollars)** BAC – EAC

Contract Financials Instructions and Tips	
Percent of funded SBs vice requirement	Total funding to SBs / total contract funding – compared to contract requirement for subcontracting to SBs.
Current Period of Performance Budget At Completion (BAC)	The total budget allocated to the project (project funding ceiling)
Current Period of Performance Actual Costs of Work Performed (ACWP)	Total costs incurred during the current Period of Performance. Amounts incurred, but not invoiced should be included
Current Period of Performance Estimate To Complete (ETC)	The expected cost needed to complete all the remaining work for the project
Current Period of Performance Estimate At Completion (EAC)	The estimated cost at the end of the project (ACWP + ETC)
Funding Available/Shortfall (BAC – EAC)	Residual available funding should be displayed as a positive number – shortfall (in parenthesis)

Instructions on CST Monthly Budget Calculations

- All contracts (including FFP) must use the grid and format to complete your monthly budget.
- Variance % = (Planned - Actual)/Planned
- At the bottom of slide, please provide an explanation for any variance totaling (+-)10%.
- If reporting FFP you may replace "Hrs" column heading with "Units".

Data as of [MM/DD/YY]

8. MONTHLY BUDGET:

TASK NAME:

PREVIOUS FUNDING LEVEL:	$XX
FUNDS ADDED THIS PERIOD:	$XX
NEW TOTAL:	#VALUE!

Labor Category	TYPE (FFP, T&M, etc.)		CURRENT MONTH		CUMULATIVE*		FUTURE**		AT COMPLETE	
			Hrs	Cost	Hrs	Cost	Hrs	Cost	Hrs	Cost
Labor Category 1		Planned							0	$0
		Actual/ETC							0	$0
Labor Category 2		Planned							0	$0
		Actual/ETC							0	$0
Labor Category 3		Planned							0	$0
		Actual/ETC							0	$0
Labor Category 4		Planned							0	$0
		Actual/ETC							0	$0
Labor Category 5		Planned							0	$0
		Actual/ETC							0	$0
Labor Category 6		Planned							0	$0
		Actual/ETC							0	$0
SUBTOTALS		**Planned**	**0**	**$0**	**0**	**$0**	**0**	**$0**	**0**	**$0**
		Actual/ETC	**0**	**$0**	**0**	**$0**	**0**	**$0**	**0**	**$0**
		Variance %	**#DIV/0!**	**#DIV/0!**	**#DIV/0!**	**#DIV/0!**	**#DIV/0!**	**#DIV/0!**	**#DIV/0!**	**#DIV/0!**
ODCs		Planned							0	$0
		Actual/ETC							0	$0
LONG DISTANCE TRAVEL		Planned							0	$0
		Actual/ETC							0	$0
TOTALS		**Planned**	**0**	**$0**	**0**	**$0**	**0**	**$0**	**0**	**$0**
		Actual/ETC	**0**	**$0**	**0**	**$0**	**0**	**$0**	**0**	**$0**
		Variance %	**#DIV/0!**	**#DIV/0!**	**#DIV/0!**	**#DIV/0!**	**#DIV/0!**	**#DIV/0!**	**#DIV/0!**	**#DIV/0!**
*** Cumulative = hours & costs to-date, not including current month**										
****Future = Projected hours & costs to end of POP (or end of contract or project)**										

EXPLANATION OF VARIANCE (+-10%)

Instructions for Contract Modification History
Please only list MODs for the current option period below.
Please include all MODs for the task order on the accompanying excel workbook.

9. CONTRACT MODIFICATION HISTORY:

Option Period	Option Period Ceiling (and increases)	Option Period of Performance	Modification #	Date MOD Issued	Period MOD Covers	MOD Amount	Variance	Comments
Base Year			Base				$0.00	
			MOO1				$0.00	
			MOO2				$0.00	
			MOOX				$0.00	
Sub Total	**$0.00**					**$0.00**	**$0.00**	
Option Period X			MOOX				$0.00	
			MOOX				$0.00	
Sub Total	**$0.00**					**$0.00**	**$0.00**	
Option Period X			MOOX				$0.00	
			MOOX				$0.00	
Sub Total	**$0.00**					**$0.00**	**$0.00**	
CONTRACT TOTAL	**$0.00**					**$0.00**	**$0.00**	

10. RISKS AND ISSUE LOG INSTRUCTIONS:

The Risk / Issue Log embedded within the CSR Slide Deck is meant to highlight any risks or issues that may impact the Contractual Team providing the data. All items identified in the Log should be risk/issues that affect the overall Performance, Level of Effort, Schedule, Facilities, or the Budget, for example, of the Contract, itself.

These are risks/issues that affect or impact the contract in its entirety. The column identifying "Project/Release Number" remains on the log, in the case where a risk may impact the contract as a whole.

Under each column, on the Risk/Issue Log, are descriptions to better assist with what kind of information is required in that space.

If you have determined that there are no contractual risks to report for this period please write "No risks / issues" on the slide.

To further elaborate, please see below:

- Project Name and Release: If applicable, provide the project and/or release name in its entirety including all associated release numbers. Please spell out acronyms wherever possible.
- Date Risk / Issue Identified: Provide the date to which the risk listed was identified. In some cases, this may have been at project conception and in other cases it may have been identified as the project was being executed.
- Risk or Issue: Provide whether what has been identified is a risk or an issue. A risk is something that could potentially impact your project. An issue is something that is impacting your project currently.
- Risk Description (Name): The risk or issue should describe the root cause and overall impact. Use the industry standard, "if, then…" statement for risks and ensure that issues are written in the present or past tense. It is important that the information conveyed in this section is thorough and provides enough detail that CST personnel can completely understand the risk and its impact.
- Risk Realization Date: The point in time when the risk no longer exists or when the risk becomes an issue.
- Date Risk/Issue Closed: If this column does not have a date filled in, it is assumed the risk/issue is still open.
- Probability: The probability to which a risk may occur is dependent on many factors. The specific determination and attributed numerical value should be determined by the risk owner / or the person who identified the risk/issue.
- Impact: The impact of a risk becoming an issue is also dependent on many factors. Consideration should be taken for all the factors that could cause the risk to become an issue and to the level of impact that particular issue would have on the project.
- Mitigation: Provide a sequence of actions that must be taken to minimize or eliminate the risk probability. This should include actionable steps, with specific personnel identified and dates called out so mitigation can be tracked, identify the status of the risk/issue and its mitigation.
- Dependencies: Relationship between two activities, an activity and a milestone, processes, mandates or any other internal/external factor(s).

If you have any questions please contact the risk team via email at CA-CST-SSPM-Risks@state.gov.

Data as of [MM/DD/YY]

11. RISKS AND ISSUES EXAMPLES:

Project Name & Release #	Date Risk/ Issue Identified	Risk or Issue	Risk Description (Name)	Risk Realization Date	Date Risk/Issue Closed	Probability	Impact	Mitigation	Dependencies
ACME	9/22/2014	Issue	Because of the contract transitioning over to the ACME project, there is a need to obtain Fob's for after hour support and access to certain systems.	9/22/2014		5	3	Fill out FOB requests. Obtain signatures for FOB requests Work with GTM to ensure access to FOBs. Due Date 11/7/2014	
XYZ	1/5/2015	Risk	If OpenNet Access at the Team's facility could not be obtained, then the ability of team members to gain access to certain systems and content will be adversly impacted.	1/31/2015		3	2	Find an alternative location with OpenNet access. Access remotely via RSA Tokens. Contractor PM and GTM are working together to implement these steps. Due date is 1/30/2015.	Security needs to come and inspect location

EXAMPLE

Probability	Likelihood
1	Very low ~10%
2	Low ~30%
3	Medium ~50%
4	High ~70%
5	Very high ~90%

Impact	Impact
1	Minimal or no consequence to technical performance, schedule, or contractual obligations
2	Minor reduction in technical performance or supportability, can be tolerated with little or no impact on program. Able to meet key dates
3	Significant degradation in technical performance or major shortfall in supportability; may jeopardize program/project/system success. Key dates or milestones are affected
4	Severe degradation in technical performance; Cannot meet contractual requirements or key technical/supportability threshold; will jeopardize program/project/system success. Cannot met key dates or milestones

12. RISK/ISSUE LOG:

Project Name & Release #	Date Risk/ Issue Identified	Risk or Issue	Risk Description (Name)	Risk Realization Date	Date Risk/Issue Closed	Probability	Impact	Mitigation	Dependencies
If applicable, provide the name of the Project and the Release #	*Date risk or issue identified*	*Risk or Issue*	*Provide the cause of the risk, and the effect the risk will have on your contract; usually written as an "If…, Then…" statement*	*The point in time when the risk no longer exists or when the risk becomes a fact/issue, and the contract may have to be modified to accommodate the negative consequences (MM/DD/YYYY)*	*The point in time when the risk/issue has been mitigated or has expired. This is a point in time to which neither a risk nor an issue has any impact on a contract. (MM/DD/YYYY)*	*The likelihood that a risk will occur. Reference Probability Table below. (Scale 1-5; Please refer to the Scale listed in the Probability Table)*	*The impact on the project if a risk occurs. Reference Impact Table below. (Scale 1-4; Please refer to the Scale listed in the Impact Table)*	*Provide a sequence of actions that must be taken to minimize or eliminate the risk probability and impact, and it is the job of the action item owners to complete assigned actions (Actionable Step, Step Owner, Due Date)*	*Provide any relationships between two activities and/or milestones and how it affects the contract.*

Probability	Likelihood
1	Very low ~10%
2	Low ~30%
3	Medium ~50%
4	High ~70%
5	Very high ~90%

Impact	Impact
1	Minimal or no consequence to technical performance, schedule, or contractual obligations
2	Minor reduction in technical performance or supportability, can be tolerated with little or no impact on program. Able to meet key dates
3	Significant degradation in technical performance or major shortfall in supportability; may jeopardize program/project/system success. Key dates or milestones are affected
4	Severe degradation in technical performance; Cannot meet contractual requirements or key technical/supportability threshold; will jeopardize program/project/system success. Cannot met key dates or milestones

13. MILESTONE REPORTING:

Instructions for Milestone Reporting

- Please list current and projected (1 month) CST PM/GTM approved deliverables, milestones and projects, data may carry over to a new page.

List Deliverables/Milestones/ Project Name	CST PM/GTM	Baseline Completion Date	Projected/Actual Completion Date	Period of Performance End Date

14. KEY ACCOMPLISHMENTS

Instructions for Key Accomplishments

- Please only list 5 key accomplishments.
- If applicable, per your contract, please include if you have submitted your monthly project metric report as a 6th accomplishment.

ACCOMPLISHMENTS	MONTH ACHIEVED