Attachment 2 – Monthly Workforce Report (Post-Award Contract Deliverable)

Contractors shall submit one report as an attachment to the monthly invoice per contract/order, aggregated across all subcontractors. "CUI//SP-PRVCY."

Instructions: Contractors shall include with each monthly workforce report a certification signed by an authorized company officer affirming that, based on current performance data, the small business prime and its similarly situated subcontractors collectively performed at least 51 percent of the total contract cost for personnel during the reporting period; for construction contracts the percentage is 15 percent; and for special trade contracts the percentage is 25%. This information shall be used by the CO to verify compliance throughout performance Required Contractor Unique Entity Identification (UEI) Number: _____ Company Name _____ Required Contract number (PIID): _____	_____ Required: Signature of Authorized Company Official

Line #	Billing Period Start and End Dates	Employer Company	Labor Category	Labor Type (Technical / Non-Technical)	Employee Name (Last name, first name)	PIV No. (Unique ID) DO NOT PROVIDE SSN	Work Status (F/T, P/T)	Hours Worked (Billing Period)	Work Location (On/Offsite)	Start/End Date on Contract	Employee Work Email Address	Employee Work Phone Number	Employee Complete Work Address with Zip code
1													
2													
3													
4													
5													
6													
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8													
9													
10													