



## **GUIDE FOR COMPLETING CO-PLAN DD 2794:**

### **COST AND SOFTWARE DATA REPORTING (CSDR) & EARNED VALUE MANAGEMENT (EVM) CO-PLAN**

**JANUARY 2017**

The CSDR/EVM Co-Plan is a joint effort between the Office of the Secretary of Defense (OSD), Cost Assessment and Program Evaluation (CAPE), and the individual Program Management Offices. The CSDR/EVM Co-Plan will help ensure the reporting requirements and structures are properly defined for both program execution and cost reporting. The major goals of the two organizations, through these Co-Plans, is to reduce the contractor's administrative reporting burden to the Government, improve data reliability, and reduce post-collection allocation errors within the data.

To the maximum extent possible, the Work Breakdown Structure (WBS) for program execution and the Contractor Reporting Structure (CRS) for cost reporting identified in the CSDR/EVM Co-Plan should be consistent with MIL-STD-881C (current version at time of award). CAPE and the services have developed template plans that may be leveraged as a starting point for the Program Office, and are available on the CADE public website:

<http://cade.osd.mil/cade/StandardPlans.aspx>

The following guidelines should be adhered to during the Co-Planning process:

- The Government Program Office, following their agency procedures, is responsible for drafting the Co-Plan for contracts that meet or exceed both the CSDR and EVM reporting thresholds. The Government Program Office must give CAPE immediate notification of the Co-Plan drafting process.
- The CSDR/EVM Co-Plan, draft Request for Proposal (RFP) language, Resource Distribution Table (RDT), draft CSDR Contract Data Requirements List (CDRL), Acquisition Schedule, and draft IPMR CDRLs must be submitted to the CADE Program Planning Module (PPM) 60 days prior to release of the draft RFP.
- Standard Co-Plans may be used as the starting point for Co-Plan development, and they can be found here: <http://cade.osd.mil/policy/csd-r-plan>
- In addition to implementation on Prime contracts, the Co-Plan format may be used for Program and Subcontract reporting plans.
- Subcontract Co-Plans will only include IPMR and EAC reporting requirements if the PMO directs subcontractors to directly report to the Government.
- If the program identifies a WBS for program management and EVM reporting that is not consistent with MIL-STD-881C and/or the CSDR CRS, the PMO must submit an

attachment that outlines the EVM WBS and demonstrates how it will map to the CRS in the “1921” column on the Co-Plan.

- The CSDR/EVM Co-Plan must be coordinated with CAPE, Service Cost Directors, Service EV Directors, and the applicable PMO.
  - The Co-Plan should be voted on and approved by the PMO, the DCARC Analysts, the CAPE Analyst, the Service Cost Director, the DCARC Director, and the Deputy Director Cost Assessment (DDCA) within the CADE Program Planning Module (PPM). Approval from the Service EVM Directors, the Deputy Director, Earned Value Management, and the Director, Performance Assessments and Root Cause Analyses (PARCA) is optional via the PPM.
  - A signed memo from the Program Manager should be included to indicate official approval from the PM to authorize Co-Planning.
  - A Post Contract Award meeting should be held as soon as possible after contract award, to include the performing contractor, PMO, DCARC, CAPE and Service Cost and EV Leads, to review the required reporting structure and annotate any revisions to the approved Co-Plan. Additionally, the Integrated Baseline Review (IBR) is another excellent opportunity to adjust the Co-Plan based upon a more complete understanding of risk and performance measurement needs than when the Co-Plan was created.
- The Co-Plan Post Contract Award meeting guide can be found here: <http://cade.osd.mil/policy/csdr-timeline>
- CSDR and IPMR CDRLs must reference the CAPE/PM-Approved Co-Plan number. Standard CSDR CDRL language can be found at <http://cade.osd.mil/policy/co-plan>. Standard IPMR co-plan CDRL language can be found at <http://cade.osd.mil/policy/co-plan>.
- The PMO must notify DCARC, CAPE, and the Service Cost Directors if the WBS reporting structure changes throughout the life cycle of the program, and a Co-Plan revision will be processed if applicable. Elements selected for IPMR reporting should be updated to reflect the PMO’s programmatic risk and reporting visibility needs throughout the program lifecycle. IPMR reporting level changes do not constitute a change to the Co-Plan and an approved revision is not applicable, unless the changes affect the WBS for cost reporting. The PM should implement the IPMR reporting level changes as needed to ensure relevant and timely performance measurement reporting.
- Appendix A: “Co-Plan Process Flowchart” provides a step-by-step breakdown of the Co-Planning process. This flowchart provides guidance to all parties involved in the Co-Plan process and should be followed in order to successfully navigate, coordinate and implement a Co-Plan on contract.

The following paragraphs describe how to complete the individual data elements of the CSDR/EVM Co-Plan and are applicable to program, contract and subcontract plans. The Summary Guide to CSDR Plans (DoD 5000.04-M-1 Chapter 4, Table C4.T1 of the CSDR Manual) contains the key attributes of CSDR Plans and how they compare among program plans, contract plans, and subcontract plans and can be found here:

<http://cade.osd.mil/policy/csd-r-timeline>

**Item 1. Major Program.**

a. **Subitem a. Name.** Enter the name given to the Major Defense Acquisition Program (MDAP) (ACAT IC or ID) or to the Major Automated Information Systems (MAIS) (ACAT IA) program as specified on the Defense Acquisition Management Information Retrieval (DAMIR) Program List (e.g., “BLACKHAWK UPGRADE (UH-60M) – Utility Helicopter Upgrade Program”). The name entered must be identical to the name on the DAMIR Program List.

b. **Subitem b. Phase/Milestone.** Check the box for the appropriate Phase/Milestone which is being reported: Pre-A (Material Solution Analysis Phase), A (Technology Development Phase), B (Engineering and Manufacturing Development Phase), C-LRIP (Production and Deployment Phase - Low-Rate Initial Production), C-FRP (Production and Deployment Phase – Full-Rate Production), or O&S (Operations and Support Phase).

c. **Subitem c. Prime Mission Product.** Enter the official military designation for the end item as specified by the appropriate classification standard (e.g., DoD 4120.15-L “Military Designation of Military Aerospace Vehicles” would specify “F-35” for the Joint Strike Fighter). For contract plans, the end item being reported may have a different designation than the total program (e.g., the preparer would enter “AN/APG-81 Radar” for the F-35 Radar contract plan). If the end item does not have a military designation, enter the name of the product being developed or procured. For example, during development many mission system components on an aircraft do not have an official military designation. In these cases, enter the name of the WBS element, such as Communications, Navigation and Identification (CNI).

**Item 2. System Type.** Enter the specific category of the defense materiel item contained in the appropriate Appendix to MIL-STD-881 (current version) that was used as the basis for the reporting structure (e.g., Aircraft Systems). If a non-MIL-STD-881 structure was utilized, provide the specific category of the defense materiel item that best applies.

**Item 3. Submission Type.** Check the appropriate box to indicate whether the CSDR/EVM Co-Plan is an initial submission or a change to a previous OSD Deputy Director, Cost Assessment (OSD DDCA)-approved CSDR/EVM Plan.

**Item 4. Current Submission Date.** Enter the date when the reporting organization is

submitting the plan. Enter the appropriate numeric data for the year, month, and day. For example, "December 31, 2004", would be shown as "20041231."

Item 5. Last Approved Plan Date. Enter the date of the last OSD DDCA-approved CSDR/EVM Co-Plan. Leave this item blank if no plan has yet been approved. Enter the appropriate numeric data for the year, month, and day. For example, "December 31, 2004", would be shown as "20041231."

Items 6a through 6d. Point of Contact (POC) Information. Enter the relevant information about the POC as follows: item 6a, name, street address, city, state, and ZIP code; item 6b, telephone number, including area code; item 6c, fax number, including area code; and item 6d, e-mail address.

Item 7. Plan Type. Check the appropriate block for the plan type (i.e., program plan, contract plan (prime contract), or contract plan (subcontract)).

Item 8. Preparing Organization. Enter the name of the organization preparing the CSDR/EVM Co-Plan. A representative from the DoD program office normally prepares the plans with the advice and assistance of the Cost Working-Group Integrated Product Team (CWIPT).

Item 9a. Contractor Name/Address.

a. Subitem i. Performing Organization: For program plans, enter "Refer to RDT" (for resource distribution table). For contract/subcontract plans, enter the name and address (including ZIP code) of the reporting organization actually performing the work. Enter "TBD" (for "to be determined") if the contractor (or subcontractor) is not yet known.

b. Subitem ii. Division: For program plans, enter "Refer to RDT" (for resource distribution table). For contract/subcontract plans, enter the reporting organization's division name and address (including ZIP code) if different than the performing organization. Enter "TBD" (for "to be determined") if the contractor (or subcontractor) is not yet known.

Item 9b. Contract Number. For program plans, leave this item blank. For contract/subcontract plans, enter the assigned prime contract number the prime contractor has with the Government. Enter "TBD" (for "to be determined") if the prime contract is not yet awarded.

Item 9c. Appropriation. Check the appropriate box to identify the type of appropriation—Research, Development, Test and Evaluation (RDT&E), Procurement, or Operation and Maintenance (O&M)—used to fund the entire contract. If the contract contains both

procurement and O&M appropriations, separate CSDR contract plans and related reports may be required for each of these appropriation types.

Item 10. Approved Plan Number. Leave blank and the Defense Cost and Resource Center (DCARC) will make the appropriate entry.

Item 11. WBS Element Code. All program plans should contain numeric decimals for entering WBS element codes (e.g., 1.0 for parent, 1.1 for child of 1.0, and 1.1.1 for child of 1.1). The preferred method for contract plans is also numeric decimal. However, deviations can be requested from the DCARC with justification to use either thousand numeric (e.g., 1000 for 3 parent, 1100 for child of 1000, and 1110 for child of 1100) or alpha (e.g., A for parent, AA for child of A, and AAA for child of AA). DCARC will consider such requests on a case-by-case basis.

Item 11a. Program/Contract/Subcontract and Item 11b. Contract/Subcontract. Enter WBS element codes that conform to the business rules shown in Item 11 above. The following rules apply based upon the type of plan.

- i. For program plans, enter the program reporting element codes in Item 11a and leave Item 11b blank.
- ii. For prime contract plans, enter the prime contract's reporting element codes in Item 11b and enter the related program reporting element codes that they map to in Item 11a.
- iii. For subcontract plans, enter the subcontract reporting element codes in Item 11b and enter the related prime contractor's reporting element codes (or related subcontractor codes, when reporting flow down involves second or lower tier subcontracts) that they map to in Item 11a.

Item 12. Reporting Elements. Enter the title of the specific reporting elements. See MIL-STD-881 (current version) for standard reporting structure policy. Also enter, for contract plans, each of the Summary Reporting Elements required for the DD Form 1921 report (i.e., Reporting Contractor: Subtotal, General & Administrative, Undistributed Budget, Management Reserve, Facilities Capital Cost of Money, Total Cost, Profit/Loss or Fee, and Total Price).

Item 13. Reports Required. For each reporting element listed, indicate whether the reports below are required.

- DD 1921-3 (CBDR): Always enter an X in the box for the 1921-3 (Contractor Business Data Report). A 1921-3 report is required from materiel developers for all ACAT I and IA programs and pre-MDAP and pre-MAIS programs subsequent to

Milestone A approval, on all contracts and subcontracts regardless of contract type if CSDR requirements have been included in at least one contract in the business unit. While the requirement is on all contracts, the 1921-3 report need be submitted only once per business unit per year.

- DD 1921-1/1921-5 EAC: Enter an X in the box for the 1921-1/5 EAC if the contractor is required to report an EAC on the corresponding 1921-1/5 report for the WBS elements with an X in Column 13.f (EAC). If this box is not checked, EAC reporting will only be required on the 1921 report. EAC reporting level should be consistent with the IPMR reporting level in column 13.h (IPMR Format 1) of the Co-Plan.
- EVM Reporting: Enter an X in the box for EVM Reporting if the contract meets or exceeds the criteria for EVM reporting. Checking this box will invoke the Co-Planning process with PARCA.

Item 13a. Contract Work Breakdown Structure (CWBS) Dictionary. Enter an X in this column for each reporting element. Every element in this column must be marked with an X. This applies to the CSDR reporting requirement for the CWBS Dictionary deliverable, as required by DI-MGMT-81334D. The contractor should provide definitions for all WBS elements, regardless of CSDR or IPMR reporting requirements.

Item 13b. DD 1921 (Cost Data Summary Report). Enter an X in this column if the reporting element requires DD Form 1921, "Cost Data Summary Report," or an "N/A" if the reporting element is not applicable to the contract and no costs will be reported for the element.

Item 13c. DD 1921-1 (Functional Cost-Hour Report). Enter an X in this column at the top level (e.g., 1.0) and for other reporting elements that require DD Form 1921-1, "Functional Cost-Hour Report."

Item 13d. DD 1921-2 (Progress Curve Report). Enter an X in this column if the reporting element requires DD Form 1921-2, "Progress Curve Report." The Progress Curve Report may only be applied to hardware components.

Item 13e. DD 1921-5 (Sustainment Functional Cost-Hour Report). Enter an X in this column if the reporting element requires DD Form 1921-5, "Sustainment Functional Cost-Hour Report."

Item 13f. EAC. Enter an X in this column if the WBS Element requires EAC reporting in the IPMR. EAC reporting level should be

consistent with the IPMR Format 1 reporting level in column 13.h of the Co-Plan, and should not require EAC reporting at a lower level than column 13.h. EAC reporting levels should be determined by the Government Program Manager. EAC reporting levels selected with an X in block 13.f should be updated at the post-award conference to reflect the negotiated IPMR reporting level, and throughout the life of the contract if IPMR reporting requirements change.

Item 13g. Software Resources Data Reporting (SRDR). Enter an X in this column if the reporting element requires SRDR.

Item 13h. IPMR Format 1. Enter an X in this column if the WBS Element requires IPMR reporting. The reporting element level identified in the IPMR column should be consistent with IPMR Format 1 deliverables. IPMR and EAC reporting levels should be determined by the PMO. Reporting elements selected with an X in IPMR block 13.h should be updated at the post-award conference to reflect the PMO's negotiated programmatic risk and reporting visibility needs. EVM reporting elements can change during the program lifecycle and the PMO reserves the right to update the EVM reporting requirements at any time.

Item 14. Submission Dates. Enter information related to the submission of data as described in the following subparagraphs.

- IPMR submission events are not listed in the Co-Plan. IPMR submission events are defined in the IPMR CDRL.
- The CSDR reporting CDRLs (Include as the last contractor cost data (CCD) report to be submitted the "Final" CCD report 60 days following last day of the month when two conditions have been satisfied: (1) the final end item has been delivered and accepted by the government (e.g., as evidenced by a completed DD 250) and (2) 95% or more of total contract costs have been incurred.
- When both an IPMR and CSDR deliverable are due in the same month, the data As-Of-Date should be aligned to reflect the contractor's accounting month-end data.

Item 14a. Submission. Enter the sequential number of each report submission (beginning with 1).

Item 14b. Form(s). Enter the CCD report(s) or software resource data (SRD) report(s) included in the submission (e.g., 1921, 1921-1, SRDR Initial Developer Report, etc.). Also enter the CWBS and SRDR data dictionary requirements.

Item 14c. Event. Enter the event (a significant program activity or occurrence that requires a report) or time period corresponding to the CSDR submission (e.g., first flight test, annual reporting, etc.).

Item 14d. Report Type. Enter the type of report required for each submission event:

- Initial. Initial report submissions are the first submissions in a series. For example, "Initial" submissions are usually the first cost report,

first CWBS Dictionary, first “Total Contract” SRDR, and first “Build/Release” SRDR. An Initial Cost Report may sometimes be a preliminary report used to verify the contractor’s capability to prepare and submit the report in accordance with the DID and the OSD DDCA-approved CSDR Plan. They are only required on an exception basis as determined by the Cost Working Group Integrated Product Team (CWIPT) and approved by the OSD DDCA. Typically, cost reports will only be required when the contractor has not previously demonstrated the capability to produce the required report(s).

- Interim. Interim report submissions are any other report that is prepared before submission of the Final Report. The interim reports are typically annual or aligned with program event as-of-dates. The due date is 60 days following the as-of date. These may initially be expressed as wildcard dates. All other Interim Reports are determined by the Cost CWIPT and approved by the OSD DDCA. Note some interim reporting events align with initial reporting event for a report of different type. Such is the case when an initial software release SRDR is aligned with an Interim 1921. Annual submission dates may be literally 12 months after contract award, or aligned with Government fiscal year, or by calendar year as determined by the CWIPT. If a scheduled program’s event is sufficiently close to an annual submission event to meet the Government’s needs, the CWIPT has the option of designating one submission to meet both needs.
- Final. Final report submissions are the last report submission in a series of cost reports, software reports, or CWBS dictionaries. Final cost reports are intended to capture all or substantially all actual contract costs. A final cost report is required as of the last day of the month when two conditions have been satisfied: (1) the final end item has been delivered and accepted by the government (e.g., as evidenced by a completed DD 250) or higher tier contractor in the case of a subcontractor and (2) 95% or more of total contract costs have been incurred. The final due date is 60 days following the as-of date. In some cases, no-cost contract extensions may be required to allow preparation and submission of the final report. In the case of a support or sustainment contract which has no deliverable end item, or a contract which is expected to incur significant cost after delivery of the last end item, the contract period of performance may be used in determining the timing of the final CCD report.

Item 14e. As of Date. Enter the planned “as of date” for the CSDR submission (i.e., normally 60 days before the “due date” found in Item 14e.). This date should reflect the cutoff date from the contractor’s accounting system that describes the data in the

report. Enter the appropriate numeric data for the year, month, and day. For example, December 31, 2004, would be shown as 20041231.

- When both an IPMR and CSDR deliverable are due in the same month, the data As-Of-Date should be aligned to reflect the contractor's accounting month-end data

Item 14f. Due Date. Enter the due date for the planned CSDR submission (i.e., normally 60 days after the "as of date" found in Item 14d). Enter the appropriate numeric data for the year, month, and day. For example, December 31, 2004, would be shown as 20041231.

Item 15. Remarks. Enter any pertinent remarks about the CSDR/EVM Plan that help explain or clarify any of the entries for items 1 through 14. Use continuation sheets as necessary.

a. Integrated Program Management Report (IPMR)

1. IPMR column 13.h reporting requirements should be updated/annotated at the post-award conference.
2. IPMR elements selected for reporting in column 13.h should be updated to reflect the PMO's programmatic risk and reporting visibility needs through contract award.
3. EVM reporting requirements should be reflected in the contractual IPMR CDRL (DD FORM 1423-1).
4. For information on IPMR policy requirements, refer to DID DI-MGMT-81861A and the IPMR Implementation Guide.

b. EAC Reporting

1. EAC column 13.f reporting requirements should be updated/annotated at the post-award conference.
2. EAC column 13.f reporting requirements should reflect IPMR column 13.h reporting levels.

c. As-of-Date

1. When both an IPMR and CSDR are due in the same month, the data As-Of-Date should be aligned to reflect the contractor's accounting month end data.
2. CSDR Due Date need not align with IPMR Due Date.

d. The following information should be entered for Program plans. One paragraph

containing a brief summary description is sufficient for each category listed below.

1. Program Overview. Use available descriptive information such as that found in Section 1.0, System Overview, of the Cost Analysis Requirements Description (CARD).
  
2. Contracting Approach. Use available information such as that found in Section 8.0, Acquisition Plan and/or Strategy, of the CARD to explain or clarify the approaches that guided CSDR Plan development.
  
3. Quantity Overview. Use available information such as that found in Section 4.0, Quantity Requirements, of the CARD to summarize the quantities and nature of the units being developed or manufactured for each contract.

e. The following text must be included in all CSDR Contract/Subcontract plans for domestic contractors:

1. DD Form 1921-3 (CBDR)

The following text must be included in all CSDR contract/subcontract plans: “The DD Form 1921-3 is a mandatory requirement for all prime contractors and subcontractors performing work on contracts which contain CSDR requirements. As such, the contractor must ensure that its FPR business entity submits a completed DD Form 1921-3 within 60 days subsequent to the end of the contractor’s fiscal year.

Only one DD Form 1921-3 submission is required per FPR business entity, independent of the number of contracts with CSDR requirements held by the business entity. This is not a contract-specific deliverable. The contractor must ensure that the requirement is being fulfilled at the FPR business level while any CSDR requirements are being fulfilled at a contract level.”

2. Non-Recurring/Recurring Definitions

Refer to the specific definitions and requirements in the CSDR Manual (DoD 5000.04-M-1) and the definitions in the DIDs for the DD Forms 1921, 1921-1, 1921-5, and 1921-2. Any refinements or expansions of these definitions must be agreed to in the pre-contract or post contract award conference between the PM/CWIPT and the reporting contractor and approved by the OSD DDCA before being incorporated into the CSDR Plan. If the CSDR Plan is submitted before the pre-contract or post contract award conference, enter “The contractor will utilize the specific definitions and requirements in the CSDR Manual (DoD 5000.04-M-1) and the definitions in the DIDs for the DD Forms 1921, 1921-1, 1921-5, and 1921-2 to segregate recurring and nonrecurring costs. Refinements or expansions to these definitions are TBD pending the pre-contract or post contract award conference.” Otherwise, in place of the final sentence, enter the refinements or expansions agreed upon at the conference or enter “There are no refinements or expansions to these definitions warranted” as applicable.

### 3. Cost Accounting Standards (CAS) Disclosure Statement Differences

Contractors are required to follow the accounting procedures specified in their CAS Disclosure Statement. As part of the pre/post award conference, the CWIPT and the contractor will review the CAS Disclosure Statement in conjunction with the reporting requirements contained in the DD 1921-1, DD 1921-5, and DD 1921-2 DIDs and related formats. This review will address the need for mapping from the contractor's accounting system into the required contractor cost data reporting (CCDR) functional categories. If the plan is submitted before the pre-contract or post contract award conference, enter "TBD" (for "to be determined"). Otherwise enter the results of the review, as applicable.

4. Define the technical metrics to be reported, and the data source(s) from which they will be derived. Technical metrics may be those defined as performance metrics in performance based contracts e.g., system or subsystem availability, mean time between maintenance, mean time to repair, or other metrics identified and defined by the CWIPT.

### 5. DD Form 1921-2, Progress Curve Report.

- i. Unit or Lot Reporting. The CWIPT is responsible for determining for cost estimating purposes whether unit or lot reporting is appropriate for the DD Form 1921-2, Progress Curve Report. This reporting requirement applies only to the prime contractors or subcontractors that actually develop and produce an end item rather than procuring it from another source. Specify whether the 1921-2 will be reported by unit or lot and add amplifying instructions as applicable.
- ii. Product Characteristics. The CWIPT is responsible for specifying the key physical, technical, and performance characteristics for the reporting element(s) being reported (e.g., weight, range, and speed). These characteristics must be related to the cost and hours data being reported and, as such, be useful for cost estimating purposes. Classified characteristics are excluded from this requirement. Identify the specific unclassified characteristics and related metrics (e.g., weight, range, and speed) for each prime, associate, or subcontractor expected to meet the CSDR reporting thresholds. If a specific contractor or subcontractor is not yet known, enter "TBD" (for "to be determined"), the WBS elements, and expected technical characteristics. Airframe weight is a mandatory requirement for aircraft contracts. Enter the specific product characteristics and amplifying instructions, as applicable.

APPENDIX A: "Co-Plan Process"

CO-PLAN PROCESS		
Timeline	Responsible POC	Process Steps
180 Days Before RFP	PMO DCARC, CAPE PMO DCARC	1. Program Office develops Draft Acquisition Strategy and CARD 2. DCARC/CAPE review and provide feedback on Draft Acquisition Strategy 3. Program Office alerts DCARC of upcoming RFP 4. DCARC creates Plan Package and Plan Tasks in the CADE Program Planning Module
90 Days Before RFP	PMO PMO DCARC PMO, DCARC, CAPE, Services	5. Program Office leverages standard Co-Plan templates as starting point, and tailors requirements to specific contract 6. Program Office submits draft Co-Plan(s), SOW language, RFP language, CSDR CDRL language, IPMR CDRL language, Resource Distribution Table (RDT), and Acquisition Schedule Document 7. DCARC reviews draft Co-Plan(s) and all supporting documents, and provide feedback to PO 8. Initial CWIPT members meeting held to collaborate on draft Co-Plan and provide feedback to PO
60 - 45 Days Before RFP	DCARC, PMO PMO, DCARC, CAPE, Services Service Cost Director DCARC Director CA Director DCARC & PMO	9. DCARC, Program Office reconcile feedback from the CWIPT members and update the Co-Plan 10. Plan Package moves to "In Vote", and PMO, DCARC, CAPE, Service Cost & EV Analysts provide approval 11. Plan package moves to "Service Cost Director" review and approval 12. Plan package moves to "DCARC Director" review and approval (option to include EV Director approval) 13. Plan package moves to "CA Director Approval" (option to include PARCA Director approval) 14. Plan package is finalized and signed plans are disseminated to the PO and CWIPT members
RFP Release	PMO	15. Approved Co-Plan, RFP language, and CSDR/IPMR CDRL language included in draft and final RFP release
Contract Negotiations	PMO & Contractor	16. The PM shall negotiate with the contractor any revisions to the reporting requirements. The contractor also has the option to propose changes to the reporting requirements. The Co-Plan shall be revised to reflect the negotiated reporting requirements
Post Award Meeting	PMO, DCARC, CAPE, Services & Contractor PMO, DCARC, CAPE, Services & Contractor	17. CWIPT reviews final Co-Plan reporting requirements based on Negotiated Contract 18. PO holds Post-Award Conference and addresses standard questions from Co-Plan Post Award Meeting Procedures document, including identification of all subcontractors of which cost reporting requirements must be flowed down to
Implementation	PMO, DCARC, CAPE, Services DCARC & Contractor	19. If any revisions are required to the Co-Plan, the PO must work with DCARC POC's to process a plan revision. All subcontractor plans must be submit to the DCARC and approved by the CWIPT. 20. Approved Co-Plan and CSDR reporting requirements are added to the CSDR Submit-Review for the contractor to upload reporting requirements