

Quick Topic - Contract Management, Modifications, and Contract Briefs

Unanet would like to thank Eric Cochran and deciBel Research for their contribution of a Contract Brief template for this Knowledge Center entry.

Title: Quick Topic - Contract Management, Modifications, and Contract Briefs

Brief description:

The page below outlines information related to Contract Management, Modifications, and Contract Briefs.

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CONTRACT MODIFICATIONS

Below are three methods for tracking contract modifications in Unanet. You will want to assess early on which method you want to use for Contract Modifications.

1. **OPTION 1:** Change the appropriate Project/Task fields (e.g., Funded Value, Revised End Date, etc.) and attach a Project Note for the reasoning. The Audit Trail captures changes to project/task budgets and dates in order to track the historical values entered there over time.
2. **OPTION 2:** Add a new Task to reflect the Mod on the Contract Brief project (see below in setting up a Contract Brief project), and put the Mod reason in a task user-defined field. In the screenshot below, this field is labeled "Detailed Comments". Add the mod amounts to the appropriate place in the Contract Brief project's budget fields. Run reports such as *Project Revenue & Funding Summary*, summarizing funded value and budgets by Task.

Projects – Task List for CUSTOMER-2 10.10.2345.777_CONTRACT_BRIEF (CSD Solution Contract Brief)

NAME	ACTIVE	REV.	BEGIN DATE	REV. END DATE	DETAILED COMMENTS
1. M00			9/17/2012	10/4/2012	Original contract award including base year partial funding.
2. M01			9/17/2012	1/31/2013	The purpose of this Modification is to extend the Base Yr POP to 01/31/2013. increase hrs/\$
3. M02			9/17/2012	1/2/2013	The purpose of this Modification is to add SLIN 002. ext opt yr1, ext POP to 03/31/13
4. M03			9/17/2012	3/31/2013	The purpose of this Modification is to reduce SLIN 001 hours and funding to Actuals, add funding and hours to SLIN 002, and exte
5. M04			9/17/2012	6/15/2013	The purpose of this Modification is to add hours and funding to SLIN 002, and extend the Period of Performance (POP) to 09/30/20
6. M05			9/24/2013	10/7/2014	The purpose of this mod is to add hrs/\$ to SLIN002. ext POP to 10/31/13
7. M06			11/1/2013	3/3/2015	The purpose of this mod is to add SLIN 003 and ext PoP thru 1/15/14
8. M07			1/7/2014	5/25/2015	The purpose of this mod is to decrease SLIN 002 hrs/\$ to actual, increase SLIN003 hrs/\$ and ext PoP to 1/31/14
9. M08			1/31/2014	8/14/2015	The purpose of this mod is to increase SLIN003 hrs/\$ and ext PoP to 3/31/14
10. M09			2/26/2014	9/9/2015	Administrative Mod
11. M10			3/17/2014	2/12/2016	The purpose of this mod is to increase hrs/\$ on SLIN 003, extend the PoP thru 8/15/14
12. M11			7/22/2014	8/3/2016	The purpose of this mod is to increase \$, extend POP to 9/30/14, add clause 252 239-7016, update table 3.3, change PM POC
13. M12			9/25/2014	1/9/2017	The purpose of this mod is to Ext Opt Yr2 to 11/14/14, increase hrs/\$ on SLIN 003, add SLIN 004, extend overall POP to 12/13/144
14. M13			10/28/2014	2/9/2017	The purpose of this mod is to extend opt yr2 POP to 11/14/14, =SLIN003 hrs/\$, add SLIN 004, extend overall POP to 12/31/14
15. M14			11/21/2014	3/7/2017	The purpose of this mod is to Add another SysEng III to the subk, increase SLIN004 hrs/\$, decrease SLIN 003 hrs/\$ to actual
16. M15			12/12/2014	3/28/2017	Administrative Modification
17. M16			12/30/2014	5/15/2017	The purpose of this mod is to increase SLIN 004 hrs/\$, extend the PoP to 1/31/15
18. M17			1/31/2015	10/13/2017	The purpose of this mod is to increase hrs/\$, extend the PoP to 5/31/15
19. M18			5/29/2015	4/12/2018	The purpose of this mod is to increase hrs/\$, extend the PoP to 7/31/15
20. M19			7/30/2015	9/12/2018	The purpose of this mod is to increase hrs/\$, extend the PoP to 10/31/15
21. M20			10/30/2015	2/13/2019	The purpose of this mod is to increase hrs/\$, extend the PoP to 12/31/15
22. M21			12/30/2015	5/28/2019	The purpose of this mod is to ext subk POP to 2/12/16, ext SLIN004 POP to 1/8/16, ext opt yr4, ext SLIN006 POP to 2/12/16, +hrs/\$

Total Rows: 22

3. **OPTION 3:** Add a new Project to reflect the Mod, put the Mod reason in the Project comments field, and put the budgets and funding amounts in the appropriate Budget and Accounting tab fields. This allows the work associated with the Mod to be distinctly tracked. Smart naming

conventions need to be employed to ensure reports roll up all Mods for the over group, e.g., Mod 1 as Project Code 1 = 1000.100.10, Mod 2 as Project Code 2 = 1000.100.20, etc.

CONTRACT MANAGEMENT

Just as Project Management is an expertise with standard methodology, so is Contract Management. Contract Management is a process.

Contract Management is an administrative effort centered on compliance with the rules and regulations that govern the relationship between the contractor and the Government.

The Contract Management process should apply to all the contracts (with customers as well as with suppliers and subcontractors).

CONTRACT BRIEF

A Contract Brief is a document. Contract briefs contain information including but not limited to statement of work, contract funding, ceilings, fees, requirements, waivers, modifications, contacts, and relevant FAR clauses. Contract Briefs are required for certain types of contracts for which the federal government is the ultimate customer whether the user firm is a prime contractor or a subcontractor (any tier). The requirement arises out of the clause at FAR 52.216-7, [Allowable Cost & Payment \(attached here with highlighting of the sections discussed here\)](#) which is mandatory in all cost reimbursable and T&M contracts. It is one of the schedules that may be required in contractors' annual incurred cost proposals. A copy of the clause is attached with highlighting of the sections discussed below.

The clause identifies the contract brief as "Supplemental Schedule O" of the required annual Incurred Cost Proposal. The FAR does not define the content of a contract brief, but the DCAA Incurred Cost Electronic (ICE) model does. The following italicized sections are also highlighted in the attached Allowable Cost & Payment document.

- The general requirement for the proposal is found at 52.216-7(d)(2)(i):

"The Contractor shall submit an adequate final indirect cost rate proposal to the Contracting Officer (or cognizant Federal agency official) and auditor within the 6-month period following the expiration of each of its fiscal years."

- The mandatory schedules of the proposal (those required to be submitted along with the proposal in order to determine its adequacy) are enumerated at 52.216-7(d)(2)(iii),

"An adequate indirect cost rate proposal shall include the following data," as a list of 15 separate items lettered from (A) to (O).

- The clause also identifies another 15 schedules similarly lettered at 52.216-7(d)(2)(iv): *"The following supplemental information is not required to determine if a proposal is adequate, but may be required during the audit process..."* Many contractors, unfortunately, have come to believe those schedules are "optional," but they are not. Only the timing of their submission is optional. In addition, for DOD contractors, the phrase *"may be required"* is very misleading. DCAA *requires* all of the supplemental schedules and may even ask for them at the time of submission. Some contractors (unwisely) defer preparation of the supplemental schedules until time of audit. Those schedules may sometimes be very difficult to produce three, four or even five years after the fact when audit time rolls around. A good practice is to prepare all the schedules at the time the proposal is first submitted even if the supplemental schedules are not submitted. The best practice is to both prepare and submit all the applicable schedules as part of the original proposal.

DCAA's ICE model (spreadsheet) includes a tab for the contract brief that includes what they consider to be the minimum content for a contract brief. Attached is a copy of the most recent ICE model spreadsheet open to the Contract Brief tab. Many contractors furnish their contract briefs separate from the ICE spreadsheet because they can be voluminous. Adding a separate tab to the spreadsheet for each contract would make it very difficult to work with. Having all the contracts mixed on one tab would be equally hard.

Maintaining a similar document for contracts with subcontractors and suppliers is a best practice, but also not required by the regulations.

HOW TO MANAGE CONTRACTS AND CONTRACT BRIEF INFORMATION IN UNANET

INITIAL ADMIN SETUP

Step 1 - Project Note Types

In **Admin > Setup**, create Project Note Types to support Contract Storage and FAR clauses. For example, create Note Types called "FAR Clause" and "Contract Document."

Step 2 - User Defined Fields

Step 2.1: If you are using Tasks to track Mods (Option 2 in Contract Modifications section above), then you will want to set up the following Task User-Defined Fields under **Admin > Setup > User-Defined Fields**:

- "Detailed Comments"

Step 2.2: Set up the following Project User-Defined Fields under **Admin > Setup > User Defined Fields**:

- "Ultimate Customer/Agency"
- "Prime Contract Number"
- "Contract Tier"
- "Immediate Customer/Agency"
- "Subcontract Number"
- "Purchase Order Number"

Step 3 - Project Type of "BRIEF"

Do this in **Admin > Setup**. This will allow you flexibility in reporting.

Step 4 - Save standard Adhoc report to support an Excel RWQ

You will want to save a standard Adhoc report that you will use to refresh your Excel Workbook. We recommend a Refreshable Web Query (RWQ). More information is available on RWQ's via the link in the Additional Information section below.

- For now, create the Adhoc by going to: **Reports > Adhoc > +Adhoc Report**.
- For DATA AREA choose *Project*. For VIEW choose *Task*. Click **Continue**.
- Choose the fields you want to display from the *Available Columns* box and move them to the *Report Columns* box using the blue circle arrows. Below is a list of all fields used to collect the information required for the Contract Brief. Fields are from the Project and Task fields and user-defined fields.

Reports – Adhoc Report Definition

Custom Columns **Report Columns** Sorting Criteria Summary

+ Adhoc Report

REPORT NAME: CM00 - Contract Brief
 DATA AREA: PROJECT
 VIEW: TASK

Available Columns

- Project Expense Cost ETC
- Project Expense Cost Est. Total
- Project External System Code
- Project Fee Factor
- Project Fee Factor Type
- Project Fee Factor Value
- Project Fee Method Name
- Project Fixed Fee Amount
- Project Funded Value
- Project GSA IFF Rate
- Project Hours Budget
- Project Hours ETC
- Project Hours Est. Total
- Project Key
- Project Labor Bill Budget
- Project Labor Bill ETC
- Project Labor Bill Est. Total
- Project Labor Category Usage
- Project Labor Cost Budget
- Project Labor Cost Burdened Budget

Select report columns

Report Columns

- Project Code
- Project Title
- Task Name
- Task Detailed Comments
- Task Labor Bill Budget
- Task Revised Begin Date
- Task Revised End Date
- Project Ultimate Customer/Agency
- Project Prime Contract Number
- Project Contract Tier
- Project Immediate Customer/Agency
- Project Subcontract Number
- Project Purchase Order Number
- Project Billing Type Code
- Project Billing Type Description
- Project Manager Name
- Project Lead Name

Change report column order

Break On

Run Save Export

INITIAL CONTRACT SETUP

Perform the steps below to set up each Contract in Unanet.

Step 1 - Set up the Contract projects

Set up the Charging Project and the Contract Brief project

Set up the Contract as a Unanet Project; this is the Charging Project, which will have labor and expense charges placed against it. If there are multiple Projects under the Contract, see the next section regarding recommending naming convention.

After setting up the Contract as a Project in Unanet, set up a separate project for the purposes of the Contract Brief. The Contract Brief project will have zero charges against it. All charges will go to the main Project. The purpose of the Brief project is to record the Mods of the Contract as Unanet Tasks.

The Brief Project can be a copy of the original project as in the screenshot below, except that you should make it inactive and of Project Type "BRIEF" (so that it can be included or excluded from various reports).

When Mods arise, you will record them as Tasks on the Contract Brief project.

Projects – List

Search **List**

Save Criteria + Project Copy Project

	PROJECT ORGANIZATION	PROJECT CODE	PROJECT OWNING ORG	PROJECT TITLE	PROJECT TYPE	PROJECT STATUS	BILLING TYPE	TASK LEVEL
    	CUSTOMER-2	10.10.2345.777	GS-CYBER	CSD Solution	BILLABLE	2-Open	TM	
    	CUSTOMER-2	10.10.2345.777_CONTRACT_BRIEF	GS-CYBER	CSD Solution Contract Brief	BRIEF	4-Closed	CP	✓

Total Projects: 2

For Contracts with multiple Projects, a naming convention best practice

Current Unanet customers handle this in the same manner as Costpoint Customers through the use of "smart-naming" the Project Codes. For example:

- 10.10.1000 represents the Contract.
- 10.10.1000.100 represents the first Project.
- 10.10.1000.200 represents the second Project.

This allows reports to query on everything related to the Contract.

Populate Project User Defined Fields

Other aspects of Contracts may be stored as User-Defined Fields. See the sample Adhoc report you set up above which outlines a mix of Unanet standard fields and Unanet user-defined fields which have custom labels.

CLINS for EVM

CLINs can be sub-projects using the smart-naming convention, or tasks underneath projects.

Contracting Officer or other Contacts

Contacts can be loaded as Organization Contacts or Project UDFs.

Step 2 - Set up Tasks under the Project

Note that as Mods come in, you may decide to set them up as Tasks as well. See Option 2 in Contract Modifications above. Be sure to populate the "Detailed Comments" section on each Mod Task when it arises in order to capture the reason for the Mod.

Step 3 - Project Notes

In each project, create the Project Note with a Note Type of "FAR Clause" and "Contract Document" as appropriate.

Contract storage

The Contract document itself is stored as a Project Note.

List of FAR clauses in order to search on them

FAR clauses are typically tracked via Project UDFs and/or Project Notes.

Creating documents that are not contract year specific

These will be Project Notes at the 10.10.1000 level, i.e., the Contract level (if you have created a project per contract year).

Step 4 - Set up your Contract Brief

Step 4.1 Choose or create your Contract Brief template

Set up your Contract Brief Template shell in Excel. This page offers two samples, one from DCAA's ICE workbook and the other from a real world government contractor. Download one of the following.

Sample DCAA Contract Brief template

The following ICE spreadsheet includes a tab for DCAA's minimum requirements for a Contract Brief: [ICE_Model](#)

Many contractors furnish their contract briefs separate from the ICE spreadsheet because they can be voluminous. Adding a separate tab to the spreadsheet for each contract would make it very difficult to work with. Having all the contracts mixed on one tab would be equally hard.

Sample Contract Brief Template

[Contract Brief_template.xlsx](#)

Step 4.2 - Setting up the RWQ

Using the Contract Brief template you have designated, set up the Adhoc above as a Refreshable Web Query, and map the appropriate fields to the fields you want to populate in the Contract Brief.

ONGOING USAGE

Charges to Contract

Labor and expenses should be charged to the Contract's Projects, not to the BRIEF project.

Create Mods as necessary

See the section above regarding [how to create Modifications](#).

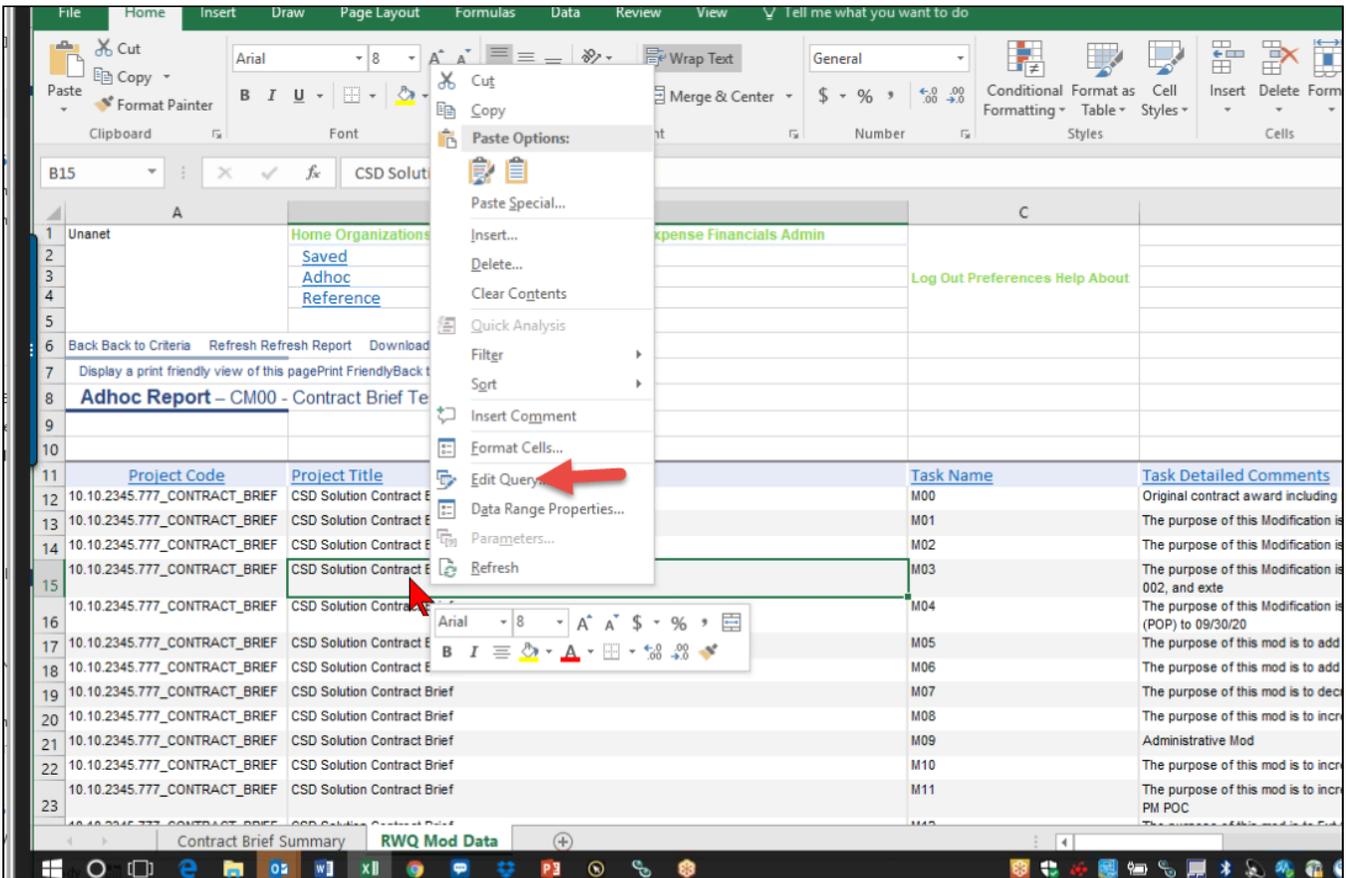
Reporting

Step 1 - Refreshing the Data

Open the Contract Brief (you have configured the RWQ in the initial contract setup step) and go to the tab with your Unanet data (Adhoc report).

Right-click on any cell and login with your Unanet credentials.

Select the data area represented in the Excel spreadsheet (the yellow arrow under the word Unanet) and click **Import**.



Step 2 - Display

Go to your main display tab for the Contract Brief and you will see data updated from live Unanet updates.

ADDITIONAL INFORMATION

[Help Docs - Org Contacts](#)

[Help Docs - User Defined Fields](#)

[Help Docs - Project Notes](#)

[Help Docs - Project Tasks](#)

[KC - Quick Topic - Using Tasks in Unanet](#)

[KC - Refreshable Web Queries](#)

[ICE_Model \(2.0.1f\) open to Contract Brief tab.xlsm](#)

[Allowable Cost Payment \(with highlighted sections pertaining to Contract Brief\).docx](#)