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**DRD Paragraph 1: Definitized Cost and Fee Plan**

Plan costs and fees for the Total Subcontract, by element of cost (e.g.; Direct Labor Hours, Direct Labor Dollars, Overhead, Material, G&A, …), and type of fee, for the entire definitized period of performance. The total of the time-phased costs and fees equals the definitized Subcontract Value.

1. **The Monthly Increment Plan:** Each monthly Column in this Plan reflects the cost of resources and the amounts of fee the Subcontractor plans to **incur** **during that month** (see definition of Incurred Cost below). Subtotal these values, beginning with the month of Subcontract inception, by Government Fiscal Year (GFY), and then total them to reflect the **Total Definitized Subcontract Value**. The template below is provided to the Subcontractor as a guide for preparing this Plan. Customize the entries in the “Elements of Cost and Fee” Column on the template to reflect the specific titles for these elements used by the Subcontractor, and use these same titles in Column 6 of all NF 533M and NF 533Q Forms submitted to JPL (see DRD RM-001). Use the values in this Plan as the source of the data entered in Column 7b on NF 533M Forms.

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| DEFINITIZED COST + FEE PLAN: Monthly Increment |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| ELEMENT OF COST/FEE: |  | A | M | J | J | A | S | TOTGFY20XX | O | N | D | J | F | M | A | M | J | J | A | S | TOTGFY20XY | O | N | D | J | F | TOTGFY20XZ |  | TOTALDEFINITIZEDVALUE |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Direct Labor Hours |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  Direct Labor Dollars |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  Overhead |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  Material |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  [element of cost] |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  [element of cost] |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  [element of cost] |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  Total Cost before Cost of Money |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  [cost of money] |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  [cost of money] |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  Total Cost of Money (COM) |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Total Cost + COM |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  [fee] |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  [fee] |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  Total Fee |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Total Cost + COM + Fee |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |

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* 1. Incurred Cost is defined as the amounts **paid**, **payable**, or otherwise **accrued** for:
		1. **DIRECT LABOR:** The Direct Labor Hours worked by the Subcontractor during the month;
		2. **MATERIALS and SUBCONTRACTS - FIXED PRICE: Payment only upon final delivery**: Products and services received and accepted by the Subcontractor during the month;
		3. **MATERIALS and SUBCONTRACTS – FIXED PRICE: Partial Payment due upon completion of milestones or Progress Payments based on percent of work completed:** Work performed during the month, based on information from the supplier
		4. **MATERIALS and SUBCONTRACTS - COST-TYPE:** Work performed during the month that will be reported to the Subcontractor by the supplier as incurred cost and fee during the following month;
		5. **OTHER DIRECT COSTS**: Travel taken, services performed, and items received during the month.
	2. These definitions of incurred cost may not reflect the rules used by the Subcontractor’s accounting system to determine if a particular non-labor direct cost will be recognized as an actual cost in a particular month. If this is the case, describe this difference to JPL, and come to agreement on how to resolve it (planning according to the accounting system rules, or planning according to the definitions above and the adjusting the month-end actual cost on the NF 533 Forms to reflect these definitions). Document the agreement in a narrative that accompanies the Subcontractor’s first submittal to JPL of both the Definitized Cost and Fee plan and the Monthly Financial Report.
	3. Plan direct labor costs and indirect costs by applying the Subcontractor’s latest forward pricing/bidding rates to the appropriate base hours/costs. Include a table of the rates applied (by Subcontractor rate year) with the first submittal to JPL of the Definitized Cost and Fee plan, and with each Revision submitted thereafter.. NOTE: Prior year billing rates are NOT to be used to plan direct labor cost and indirect costs.
	4. [**IF APPLICABLE**] Plan Fixed Fee on the basis of the amount of work subject to Fixed Fee that will be completed during each month. Enter the Fixed Fee time-phasing on a separate line from any other Fees on the Plan
	5. **[IF APPLICABLE]** Plan Incentive/Award Fee on the basis of the fee amount (per the Incentive/Award Fee provisional billing instruction in the “Allowable Cost and Payment” Article of this Subcontract) you will be allowed to invoice for the work you plan to complete during each month. Enter the time-phasing of each type of Incentive Fee and Award Fee negotiated into the Subcontract on a separate line in the Plan
	6. **[IF APPLICABLE] Phase Plans:** This Subcontract also requires a separate Definitized Cost and Fee Plan: Monthly Increment for each Subcontract Phase, for example:
		1. Phase A
		2. Phase B
		3. Phase C/D

The titles and content of these Plans will be negotiated.

Prepare each Phase Plan using the same format described above for the Total Subcontract Plan.

All Phase Plan values will sum to the value in the Total Subcontract Plan for each time-frame and element of cost or type of fee.

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* 1. [IF APPLICABLE] WBS Item Plans: This Subcontract also requires a separate Definitized Cost Plan: Monthly Increment (no Fee) for each WBS Item/Subdivision of Work, for example:
		1. WBS 1.1
		2. WBS 1.2
		3. WBS 2.1

The titles and content of these Plans will be negotiated.

Prepare each WBS Item Plan using the same format described above for the Total Subcontract Plan, however do not include any values for Fee.

All WBS Item Plan values will sum to the value in the Total Subcontract Plan for each time-frame and element of cost.

1. **The Cumulative to Date Plan:** Each monthly Column in this Plan reflects the **cumulative-to-date** cost of resources and amounts of fee the Subcontractor plans to incur from the inception of the Subcontract through that month, based on the data in the Subcontractor’s “Monthly Increment Plan.” Being a cumulative to date plan, there is no need for any summary Columns. The template below is provided to the Subcontractor as a guide for preparing this Plan. Customize the entries in the “Elements of Cost and Fee” Column on the template to reflect the specific titles for these elements on the Subcontractor’s “Monthly Increment Plan.” Use the values in this Plan as the source of the data entered in Column 7d on NF 533M Forms (see DRD RM-001).

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| DEFINITIZED COST + FEE PLAN:Cumulative-to-Date |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  GFY 20XX |  | GFY 20XY |  | GFY 20XZ |  |  |  |
| ELEMENT OF COST/FEE: |  | A | M | J | J | A | S |  | O | N | D | J | F | M | A | M | J | J | A | S |  | O | N | D | J | F |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Direct Labor Hours |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  Direct Labor Dollars |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  Overhead |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  Material |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  [element of cost] |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  [element of cost] |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  [element of cost] |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  Total Cost before Cost of Money |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  [cost of money] |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  [cost of money] |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  Total Cost of Money (COM) |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Total Cost + COM |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  [fee] |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  [fee] |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  Total Fee |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Total Cost + COM + Fee |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
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[IF APPLICABLE] Prepare a Cumulative to Date Plan for each Phase Plan and WBS Item Plan, based on the values in the Monthly Increment versions of these plans.

After initial JPL approval, revise Definitized Cost and Fee Plans only to incorporate the definitized cost and fee of each negotiated change to the Subcontract, or to incorporate any negotiated and definitized non-fee bearing costs; and then only after consultation with the JPL SCM as to the method of incorporation.

**DRD Paragraph 2: Unfilled Orders Outstanding (UOO) Plan**

At the Total Subcontract Level, project an estimate of the UOO at the end of each month by performing the following calculation:

|  |  |  |
| --- | --- | --- |
| The total dollar value of purchase orders you plan to issue to your suppliers, and the incremental funding you plan to provide to your subcontractors, through the end of the month |  LESS: | The cumulative-to date cost you expect to incur for products received from and work performed by your suppliers and subcontractors through the end of the month. |

Increase the resulting cost for each month by the appropriate burdens and fees, and then enter it in the Plan for that month. The template below is provided to the Subcontractor as a guide for preparing this Plan:

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| UNFILLED ORDERS |  |  GFY 20XX |  | GFY 20XY |  | GFY 20XZ |  |  |  |
| OUTSTANDING (UOO)PLAN:Estimate at Month-end |  | A | M | J | J | A | S |  | O | N | D | J | F | M | A | M | J | J | A | S |  | O | N | D | J | F |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Total Cost + COM + Fee |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |

**DRD Paragraph 3: Termination Liability Plan**

At the Total Subcontract Level, prepare a Termination Liability Plan. The template below is provided to the Subcontractor as a guide for preparing this Plan:

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| TERMINATION |  |  GFY 20XX |  | GFY 20XY |  | GFY 20XZ |  |  |  |
| LIABILITYPLAN:Estimate for the Month |  | A | M | J | J | A | S |  | O | N | D | J | F | M | A | M | J | J | A | S |  | O | N | D | J | F |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Total Cost + COM + Fee |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |

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**DRD Paragraph 4: Total Funding Plan**

The amounts entered on this plan for each month will be the sum of the “Total Cost + COM + Fee” lines for that month, at the Total Subcontract Level, on the following Plans:

1. Definitized Cost and Fee Plan: Cumulative-to-Date
2. Unfilled Orders Outstanding (UOO) Plan
3. Termination Liability Plan

The template below is provided to the Subcontractor as a guide for preparing this Plan:

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| TOTAL FUNDING PLAN: |  |  GFY 20XX |  | GFY 20XY |  | GFY 20XZ |  |  |  |
| Cumulative-to-Datethrougheach Month |  | A | M | J | J | A | S |  | O | N | D | J | F | M | A | M | J | J | A | S |  | O | N | D | J | F |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Total Cost + COM + Fee |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |