Contractors Request for Progress Payment

Paperwork Reduction Act Public Burden Statement:

A federal agency may not conduct or sponsor, and a person is not required to respond to, nor shall a person be subject to a penalty for failure to comply with a collection of information subject to the requirements of the Paperwork Reduction Act unless that collection of information displays a currently valid OMB Control Number. The OMB Control Number for this information collection is 2120-0595. Public reporting for this collection of information is estimated to be approximately 25 minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information.

Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden to: Information Collection Clearance Officer, Federal Aviation Administration, 10101 Hillwood Parkway, Fort Worth, TX 76177-1524.

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INSTRUCTIONS

GENERAL - All dollar amounts must be shown in whole dollars, rounded using a consistent methodology (e.g., always round up, always round down, always round to the nearest dollar). All line item numbers not included in the instructions below are self-explanatory.

SECTION I - IDENTIFICATION INFORMATION. Complete items 1 through 8b in accordance with the following instructions.

Item 1. TO - Enter the name and address of the cognizant Contract Administration Office (the office administering the contract). PAYING OFFICE - Enter the designation of the paying office, as indicated on the contract.

Item 2. FROM - CONTRACTOR'S NAME AND ADDRESS/ZIP CODE - Enter the name and mailing address of the contractor. If applicable, the division of the company performing the contract should be entered immediately following the contractor's name.

Item 3. Enter an "X" in the appropriate block to indicate whether or not the contractor is a small business concern.

Item 4. Enter the contract number, including the task or delivery order number if applicable. Progress payment requests under individual orders shall be submitted as if the order constituted a separate contract, unless otherwise specified in this contract.

Item 5. Enter the total contract price.

- (1) Under firm-fixed-price contracts, the contract price is the current amount fixed by the contract plus the not-to-exceed amount for any unpriced modifications.
- (2) If the contract is redeterminable or subject to economic price adjustment, the contract price is the initial price until modified.
- (3) Under a fixed-price incentive contract, the contract price is the target price plus the not-to-exceed amount for any unpriced modifications. However, if the contractor's properly incurred costs exceed the target price, the contracting officer may provisionally increase the price up to the ceiling or maximum price.
- (4) Under a letter contract, the contract price is the maximum amount obligated by the contract as modified.
- (5) Under an unpriced order issued against a basic ordering agreement, the contract price is the maximum amount obligated by the order, as modified.
- (6) Any portion of the contract specifically providing for reimbursement of costs only shall be excluded from the contract price.

Item 6A. PROGRESS PAYMENT RATES - Enter the 2-digit progress payment percentage rate shown in paragraph (a) (1) of the progress payment clause.

Item 6B. LIQUIDATED RATE - Enter the current progress payment liquidation rate prescribed in the contract using three digits - Example: show 80% as 800 - show 72.3% as 723. Decimals between tenths must be rounded up to the next highest tenth (not necessarily the nearest tenth), since rounding down would produce a rate below the minimum rate calculated.

Item 7. DATE OF INITIAL AWARD - Enter the four digit calendar year. Use two digits to indicate the month. Example: Show January 2005 as 2005/01.

Item 8A. PROGRESS PAYMENT REQUEST NUMBER - Enter the number assigned to this request. All requests under a single contract must be numbered consecutively, beginning with 1. Each subsequent request under the same contract must continue in sequence, using the same series of numbers without omission.

Item 8B. Enter the date of the request.

SECTION II - STATEMENT OF COSTS UNDER THIS CONTRACT.

Date. In the space provided in the heading enter the date through which costs have been accumulated from inception for inclusion in this request. This date is applicable to item entries in Sections II and III.

Cost Basis. The <u>basis</u> for progress payments is the contractor's total costs incurred under this contract, whether or not actually paid, plus financing payments to subcontractors, less the sum of all previous progress payments made by the Government under this contract.

Item 11. Costs eligible for progress payments under the progress payments clause. Compute the eligible costs. First articles: Before first article approval, the acquisition of materials or components for, or the commencement of production of, the balance of the contract quantity is at the sole risk of the contractor. Before the first article approval, the costs thereof shall not be allowable for purposes of progress payments.

Item 12a. Enter the total contract costs incurred to date; if the actual amount is not known, enter the best possible estimate. If an estimate is used, enter (E) after the amount.

Item 12b. Enter the estimated cost to complete the contract. The contractor shall furnish estimates to complete that have been developed or updated within six months of the date of the progress payment request. The estimates to complete shall represent the contractor's best estimate of total costs to complete all remaining contract work required under the contract. The estimates shall include sufficient detail to permit Government verification.

Items 14a through 14e. Include only financing payments. Do not include interim payments under a cost reimbursement contract.

Item 14a. Enter only financing payments actually paid.

Item 14b. Enter total financing payments recouped from subcontractors.

Item 14d. Include the amount of unpaid subcontract progress payment billings which have been approved by the contractor for the current payment in the ordinary course of business.

SECTION III - ADVANCE PAYMENTS/ACCEPTED ITEMS. This Section must be completed only if the contractor has received advance payments against this contract, or if the items have been delivered, invoiced and accepted as of the date indicated in the heading of Section II above.

EXCEPTION: Item 27 must be completed for all progress payment requests where the line 12c amount exceeds the amount on Line 5. Item 20a. Of the costs reported in Item 11, compute and enter only costs which are properly allocable to items delivered, invoiced and accepted to the applicable date. In order of preference, these costs are to be computed on the basis of one of the following: (a) The actual unit cost of items delivered, giving proper consideration to the deferment of the starting load costs or (b) projected unit costs (based on experienced costs plus the estimated cost to complete the contract), where the contractor maintains cost data which will clearly establish the reliability of such estimates.

Item 23. Enter total progress payments liquidated (monies recouped from the contractor on prior billings) and those to be liquidated from billings submitted but not yet paid (monies to be recouped from the contractor on submitted but unpaid billings).

CERTIFICATION

Paragraph (f). If no financial information has been provided previously in connection with this contract, insert "N/A" in the submission date block and the financial information date block. Otherwise, insert respectively, the "as of" date of the financial information submitted last and the date of the last submission

Public reporting burden for this collection of information is estimated to average 90 minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information.

CONTRACTOR'S REQUEST FOR PROGRESS PAYMENT

OMB Control Number: 2120-0595

IMPORTANT: This	s form is to be compi			tions on the reverse.			
TO: NAME AND ADDRESS OF CONTRACTING OFFICE ADMINISTERING THE CONTRACT (Include ZIP Code) PAYING OFFICE				2. FROM: NAME AND ADDRESS OF CONTRACTOR (Include ZIP Code)			
				3. SMALL BUSINESS A. BASIC	TRACT NUMBER B. TASK OR DELIVERY ORDER		
				5. CONTRACT PRICE			
6. RATES 7. DATE OF INITIAL AWARD A. PROGRESS PAYMENTS B. LIQUIDATION A. YEAR B. MONTH % %				8A. PROGRESS PAYMENT REQ	UEST NUMBER	8B. DATE OF THIS REQUEST	Γ
SE	CTION II - STATEM	ENT OF COSTS	UNDER THIS	CONTRACT THROUGH			
9. RESERVED					(Date)		
10. RESERVED							
	E FOR PROGRESS PA ACT COST(S) INCURF		THE PROGRE	SS PAYMENTS CLAUSE			
	OST TO COMPLETE	TED TO DATE		c. TOTAL ESTIMATED (COST OF PERFO	DRMANCE	
13. ITEM 11 MULTIP		1					
	YMENTS PAID TO SUNANCING PAYMENTS						
	D FINANCING PAYME			RS (Item 14a less 14b)			
e. ELIGIBLE SUB	T FINANCING PAYME	ICING PAYMENTS					
15. TOTAL DOLLAR 16. ITEM 5 MULTIPL	AMOUNT (Item 13 plu IED BY ITEM 6b	s 14e)					
17. LESSER OF ITEM							
	OF PREVIOUS PROC		*				
19. MAXIMUM BALA	NCE ELIGIBLE FOR P		•	<u> </u>			
				FOR OUTSTANDING PRO	GRESS PAYN	ENTS	
	OF PROGRESS PAYN						
ACCEPTED TO	JDED IN ITEM 11, APF O THE DATE IN HEAD BLE FOR PROGRESS	ING OF SECTION		, INVOICED, AND NDELIVERED ITEMS AND			
TO DELIVERE	ED ITEMS NOT INVOIC TIPLIED BY ITEM 6a	,					
	BCONTRACTOR FINAL	NCING PAYMENT	S (Same as Iten	1 14e)			
<u> </u>	tem 20c plus 20d)						
a. CONTRACT P	OF PROGRESS PAYN RICE OF ITEMS DELI' ING OF SECTION II			ED AS OF THE DATE SHOWN	N		
		DELIVERED, ACC	EPTED AND IN	VOICED (Item 5 less 21a)			
	TIPLIED BY ITEM 6b						
·	ED ADVANCE PAYMEI Item 21c less 21d)	NTS PLUS ACCRU	IED INTEREST				
	QUIDATED PROGRES	S PAYMENTS (Le	sser of Item 20e	or 21e)			
	LIQUIDATED AND TO	· · · · · · · · · · · · · · · · · · ·					
	PROGRESS PAYMEN	· · · · · · · · · · · · · · · · · · ·	•				
	RRENT INVOICE FOR			of item 25 or 19)			
27. AMOUNT APPRO	OVED BY CONTRACT	ING OFFICER					
DATE							
I Certify that:							
and to the best of my (b) All the costs of contra currently, by the con	y knowledge and belief, th act performance (except a tractor, when due, in the c	at it is correct; s herewith reported in ordinary course of bus	writing) have bee	ds of the above-named contractor in n paid to the extent shown herein, c			
(d) The quantities and a (e) There are no encumb		stent with the requirered in writing herewith,	or on previous pro	act; gress payment request number or impair the Government's title;) against the property acquired	or
submission of its las (g) To the extent of any	st financial information date contract provision limiting	ed (insert date of prior progress payments p	submission/certifi ending first article	or since the contractor's (insert 'as c cation) to th approval, such provision has been on the will not exceed the maximum un	ne Government in cocomplied with, and	onnection with the contract;	tract.
NAME AND TITLE OF (CONTRACTOR REPRESI	ENTATIVE SIGNING	THIS FORM	SIGNATURE			
NAME AND TITLE OF CONTRACTING OFFICER				SIGNATURE			