

**PREAWARD SURVEY OF PROSPECTIVE
CONTRACTOR
ACCOUNTING SYSTEM**

SERIAL NO. (For surveying activity use)

OMB Control Number: 9000-0011
Expiration Date: 1/31/2024

PROSPECTIVE CONTRACTOR

Public reporting for this collection of information is estimated to average 24 hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing 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 Regulatory Secretariat (MVCB), Office of Acquisition Policy, GSA, 1800 F Street, NW, Washington, DC 20405.

SECTION I - RECOMMENDATION

1. PROSPECTIVE CONTRACTOR'S ACCOUNTING SYSTEM IS ACCEPTABLE FOR AWARD OF PROSPECTIVE CONTRACT



YES



NO (Explain in 2. NARRATIVE)



YES, WITH A RECOMMENDATION THAT A FOLLOW ON ACCOUNTING SYSTEM REVIEW BE PERFORMED AFTER CONTRACT AWARD (Explain in 2. NARRATIVE)

2. NARRATIVE (Clarification of deficiencies, and other pertinent comments,. If additional space is required, continue on plain sheets of paper.)

ACTUAL FORM USED BY DCAA
Completed checklist shows how ASPIRE
is built for 100% DCAA compliance.

IF CONTINUATION SHEETS
ATTACHED - MARK HERE

3. SURVEY MADE BY	a. SIGNATURE AND OFFICE (Include, typed or printed name)	b. TELEPHONE NO. (include area code)	c. DATE SIGNED
4. SURVEY REVIEWING OFFICIAL	a. SIGNATURE AND OFFICE (Include typed or printed name)	b. TELEPHONE NO. (include area code)	c. DATE REVIEWED

SECTION II - EVALUATION CHECKLIST

MARK "X" IN THE APPROPRIATE COLUMN <i>(Explain any deficiencies in SECTION I NARRATIVE)</i>	YES	NO	NOT APPLICABLE
<p>1. EXCEPT AS STATED IN SECTION I NARRATIVE, IS THE ACCOUNTING SYSTEM IN ACCORD WITH GENERALLY ACCEPTED ACCOUNTING PRINCIPLES APPLICABLE IN THE CIRCUMSTANCES?</p> <p>ASPIRE is designed to be operated in accordance with Generally Accepted Accounting Principles (GAAP), and includes controls for Accrual Basis Accounting and Labor Accruals (labor distribution for period incurred). ASPIRE prevents prior period changes, only allowing them with authorized user approval and a corresponding audit trail.</p>	✓		
<p>2. ACCOUNTING SYSTEM PROVIDES FOR:</p>			
<p>a. Proper segregation of direct costs from indirect costs.</p> <p>ASPIRE requires that General Ledger accounts be properly segregated by direct and indirect costs.</p>	✓		
<p>b. Identification and accumulation of direct costs by contract.</p> <p>ASPIRE project controls identify and accumulate direct costs to corresponding projects defined by code and contract type. ASPIRE assigns direct costs to multiple project levels to support reporting and billing.</p>	✓		
<p>c. A logical and consistent method for the allocation of indirect costs to intermediate and final cost objectives. (A contract is final cost objective.)</p> <p>ASPIRE indirect rate controls assign indirect costs to logical pools (Fringe, Overhead, G&A, et.al.) that are allocated to final cost objectives. ASPIRE applies indirect rates to projects to support reporting and billing.</p>	✓		
<p>d. Accumulation of costs under general ledger control.</p> <p>Direct project costs and indirect costs are accumulated and managed in the General Ledger accounts.</p>	✓		
<p>e. A timekeeping system that identifies employees' labor by intermediate or final cost objectives.</p> <p>ASPIRE timekeeping identifies employee and subcontractor labor by indirect charges (intermediate cost objectives) and direct charges. These charge codes are established and utilized in ASPIRE timekeeping for employee and subcontractor time collection.</p>	✓		
<p>f. A labor distribution system that charges direct and indirect labor to the appropriate cost objectives.</p> <p>ASPIRE Labor Distribution charges direct and indirect labor from timesheets to corresponding General Ledger accounts and the periods in which the labor was incurred. ASPIRE also supports Total Time Accounting with Effective Hourly Rate calculations.</p>	✓		
<p>g. Interim (at least monthly) determination of costs charged to a contract through routine posting of books of account.</p> <p>At least monthly but typically more frequently based upon timesheet periods, contract costs are posted to the General Ledger and indirect costs are allocated to contracts to provide total contract costs.</p>	✓		
<p>h. Exclusion from costs charged to government contracts of amounts which are not allowable in terms of FAR 31, Contract Cost Principles and Procedures, or other contract provisions.</p> <p>Unallowable direct costs are designated in the Chart of Accounts. ASPIRE timekeeping and indirect rate controls segregate unallowable costs and apply allocations at the project level.</p>	✓		
<p>i. Identification of costs by contract line item and by units (as if each unit or line item were a separate contract) if required by the proposed contract.</p> <p>All contract costs, including unit costs, are assigned to the project, task, or subtask level. ASPIRE project and rate controls identify and accumulate costs from the General Ledger to support project reporting and billing.</p>	✓		
<p>j. Segregation of preproduction costs from production costs.</p> <p>Pre-award (preproduction) costs are designated in the Chart of Accounts, to be used for expenses prior to contract award. ASPIRE project controls designate and track project period of performance so that costs before or after the period are reported separately.</p>	✓		

SECTION II - EVALUATION CHECKLIST (continued)

3. ACCOUNTING SYSTEM PROVIDES FINANCIAL INFORMATION:			
<p>a. Required by contract clauses concerning limitation of cost (FAR 52.232-20 and 21) or limitation on payments (FAR 52.216-16).</p> <p>ASPIRE project controls capture contract ceilings at both aggregate and task levels, and enforce contract revenue ceilings. These controls appear on ASPIRE project reports to support billing.</p>	✓		
<p>b. Required to support requests for progress payments.</p> <p>ASPIRE project reports provide current period and contract-to-date costs to support progress billing.</p>	✓		
<p>4. IS THE ACCOUNTING SYSTEM DESIGNED, AND ARE THE RECORDS MAINTAINED IN SUCH A MANNER THAT ADEQUATE, RELIABLE DATA ARE DEVELOPED FOR USE IN PRICING FOLLOW-ON ACQUISITIONS?</p> <p>ASPIRE project reports capture direct costs, indirect costs, and indirect rate allocations by period and year to support forward pricing models.</p>	✓		
<p>5. IS THE ACCOUNTING SYSTEM CURRENTLY IN FULL OPERATION?</p> <p>(If not, describe in Section I Narrative which portions are (1) in operation, (2) set up, but not yet in operation, (3) anticipated, or (4) nonexistent.)</p>	1		