

BASIS OF REASONABLENESS FORM

1.0 Invoice Period:

WBS#:

WBS Numbers and Titles Reviewed:

2.0 Supporting Documentation Reviewed: (as necessary, attach supporting documentation or identify location of supporting documentation files)

- | | |
|---|--|
| <input type="checkbox"/> Spend Variance Report | <input type="checkbox"/> Inspection Logs |
| <input type="checkbox"/> Level 4-6 E-mails | <input type="checkbox"/> Other (list): |
| <input type="checkbox"/> Technical Oversight and Assessment Reports | |

Actions Taken During Course of Review

- Review of Project Performance Plan (PPR):

- Meetings with Project Personnel:

- Field Inspections (list areas):

- Other (list):

3.0 Findings/Recommendations: (use continuation sheets if necessary and attach)

4.0 Reviewer: _____ **Date:** _____
(Signature)

INSTRUCTIONS FOR COMPLETING BASIS OF REASONABLENESS FORM

Note: These instructions are for guidance only and should not be construed as absolute requirements. The Contracting Officer Technical Representative/Technical Monitors are encouraged to complete the Basis of Reasonableness Form to their individual satisfaction in as much or as little detail necessary to confidently substantiate their recommendation. Each Basis of Reasonableness Form supports this certification.

- Section 1.0 Identify the period of time covered by the Invoice (i.e., a month). Since there will be multiple project WBS numbers rolled up into the invoice, it is necessary to identify all applicable PBS and WBS numbers and work description title.
- Section 2.0 Supporting documentation can be in the form of technical, cost, and schedule baseline data, narrative provided by the contractor for the invoice period, previous invoices, current or past performance measurement reports, etc.
- Section 3.0 If there are concerns or comments of a significant nature regarding the invoice, document them here. Entries in this section, along with any supporting data, will serve as the Government's official opinion regarding the reasonableness of the invoice charges. The reviewer either recommends accepting the direct cost "as is" or "with comment." If the latter, the comments ultimately become backup data to the Government's position to disallow the invoice or portions of the invoice.
- Section 4.0 WBS Level 3/4 Technical Monitors are required to sign their names and date in this section. (Lower level reviews may use the form to document their review if they wish, but it is not required; an e-mail may be used to transmit input to the Level 3 Technical Monitor or the Contracting Officer's Technical Representative.)