

Work Product/Deliverable

DEFINITION

The writings, notes, memoranda, reports on conversations, research and confidential materials, a tangible result of work performed; something that has been promised to a customer or client

DCAA GUIDELINE CONSULTANT AGREEMENT INFORMATION

The DCAA Guidance reiterates the FAR 31.205-33 (f) requirements that all Consultant/Purchasing Professional Services costs must be supported by three forms of documentation as follows:

1. An agreement that defines the work scope and establishes the rates for payment.
2. Invoices that contain sufficient detail to determine time expended and work performed
3. Work products or other related documents (trip reports, meeting minutes, reports, agenda from meetings, final documents) that provide evidence of what was done.

These guidelines are SAIC Corporate approved and DCAA approved (although SAIC-Frederick does not fall under DCAA). These guidelines are also prudent business practices.