

Monthly Contract Cost-to-Date Estimate

American Recovery and Reinvestment Act of 2009
For Battelle Memorial Institute
Pacific Northwest Division

(Applicable to Contracts Expected to Exceed \$25,000)

Form B-909-ARRA – Accrual
(1831-Gov - Aug 2009)

In accordance with General Provisions Supplement B-909-ARRA (Paragraph B “Estimated Billing”—repeated below), which was incorporated with your Contract, this “**Monthly Contract Cost-to-Date Estimate**” must be completed and submitted on a monthly basis to the Battelle Contracts Representative.

B. Estimated Billing (applies to contracts expected to exceed \$25,000): For contracts for services, Contractor shall provide, on a monthly basis its best estimate of the total billable cost (invoiced plus billable) from inception of the contract through the current calendar month end. For fixed-price contracts for services, Contractor shall provide an estimated cumulative percentage of completion through the month reported. This information must be provided in writing to the Battelle Contracts Representative via email (preferred), fax, or mail by the 15th of each month. The “Monthly Contract Cost-to-Date Estimate” form can be obtained at the following website: <http://www.pnl.gov/contracts/documents>.

If Contractor has multiple Contracts or multiple Task Orders or Releases against the same Contract, a separate form is required for each Contract and for each Task Order.

1. Contractor Name: _____
2. Contract Number Being Reported: _____ Task Order Number (if applicable): _____
3. Estimate Reported Below is for Month of _____ Year _____
4. For Cost-Reimbursement or Labor-Hour/Time and Material Type Contracts, Total Estimated Cumulative Cost from Contract Inception through End of Month Reported:
\$ _____
5. For Fixed-Price Contracts for Services, Total Estimated Percentage of Work Completed from Contract Inception through End of Month Reported:
_____ %
6. Anticipated Contract Completion Date: _____
7. Comments or Explanations: _____

Name of Person Submitting Form: _____ Phone: _____

Signature: _____ Date: _____

REMINDER: This form must be submitted to the Battelle Contracts Representative by the 15th day of each month that this Contract is active. If you have any questions about this form, please contact the responsible Battelle Contracts Representative or Battelle’s ARRA Acquisition Point of Contact (email: ARRA-Acq-POC@pnl.gov).