



# Sandia National Laboratories Contractor References

Below you will find a description of resources that will help you in the execution of your government contracts:

## FARs:

The Federal Acquisition Regulations (FARs) website gives you guidance as to cost allowability on Federal contracts. Of particular interest to you is FAR parts 15, 16 & 31. <https://www.acquisition.gov/?q=browsefar>

## FTRs:

If requested to travel, the Federal Travel Regulations (FTRs) will provide guidance on per diems (limitations on lodging and meals based on a primary work location) and general travel issues.

<http://www.gsa.gov/portal/category/100000>

## **Foreign Travel:**

**Written approval must be obtained from the Department of Energy (DOE) prior to any foreign travel. If foreign travel is required in the performance of the contract, it is imperative that you alert your Sandia Delegated Representative (SDR) well in advance of the trip so that the required paperwork can be completed and submitted. DOE approval is required in addition to the SDR approval; please maintain this approval with your records.**

## Sandia boilerplates:

The boilerplates provide specific terms and conditions for the contract type placed with Sandia. Your signature page from the negotiated contract will state which boilerplate applies. It is important to note that if your contract is silent on a contracting issue, the boilerplate generally supersedes any other guidance. You can find your contract boilerplate by first going to the Subcontract Information, and then going to Section II Terms & Conditions.

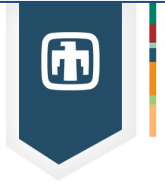
[http://www.sandia.gov/working\\_with\\_sandia/current\\_suppliers/contract\\_information/index.html](http://www.sandia.gov/working_with_sandia/current_suppliers/contract_information/index.html)

## Sandia National Laboratories Contract Audit Website:

This site provides an overview of Contract Audit's function, points of contact, document templates including annual ECC submission templates, and other valuable resources.

[http://www.sandia.gov/working\\_with\\_sandia/current\\_suppliers/contract\\_audit/index.html](http://www.sandia.gov/working_with_sandia/current_suppliers/contract_audit/index.html)

Should you have questions on any of the resources you may call your Subcontracting Professional listed on the signature page of your contract.



## Sandia Audit Checklist

Below you will find a list of general items that will be required during an audit, additional documentation may be requested to support costs billed to the Sandia contract:

### **Labor:**

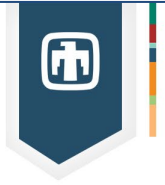
- Labor distribution of all sample selection by employee, hours, & pay period
- Source approved timesheet information (if manual, copy of physical timesheet, if electronic, timesheet with evidence of approval)
- Evidence each individual is an employee of the company and not a subcontractor (i.e. W-2, paystub for an employee selected for some point of the audited period, other supporting documentation; please feel free to redact PII)
- For cost contracts, related paystub to be provided with the associated timesheet selected
- Evidence that employee is qualified for billed labor category (i.e., resume, personnel file information)

### **Travel:**

- Travel expense form, outlining costs for the entire trip (airfare, hotel, meals, ground transportation)
- Source documentation for all costs (invoices, itemized receipts etc.)
- For airfare, documentation on type of ticket (i.e., coach, "wanna get away"), and dates/times of flight
- Written approval for travel from Sandia SDR

### **Materials/ODCs/Equipment:**

- Source documentation: invoices, itemized receipt, etc.
- If equipment utilized at an hourly rate, time tracking log of usage



**Subcontractors/Consultants:**

- Supporting documentation: invoices, receipt
- If billed at hourly rate, time records to recalculate
- If billed at loaded labor rate in contract:
  - Approved time records
  - Proof subcontractor/consultant is qualified for labor category (i.e., resume, personnel file information)

**Indirect rates:**

- If another agency is cognizant:
  - Indirect rate letter with rate from cognizant agency (provide final rates if available, or tentative rates if final are not available)
- If Sandia is auditing the indirect rates:
  - DCAA Incurred Costs Electronically (ICE) Model for each of the past five years
  - Financial Statements (including level of assurance i.e., audit, review, compilation, none) for the past five years.
  - General Ledger detail and/or Trial Balance for each year of the past five years, which ties directly to the submitted [ICE Model form](#)
  - Availability for questions regarding analytics (swings in account activity)
  - Source documentation on GL detail may be requested
  - Availability for questions regarding how rates are applied and how rates are applied for other non-Sandia business