

Cost Matrix Instructions	Submit one Cost Reimbursement Matrix for each Government Fiscal Year and Contract Year.
Column(s)	Instructions
FTE	Complete the cost matrix listing the FTE allotted to the program.
WBS (5th Level)	List WBS to the 5th level (e.g. 3.2.1.1.1)
WBS Description	Provide a description of work (descriptive title at a minimum) to be performed in accordance with the WBS element.
Labor Category	State labor category.
CLIN	State CLIN/SubCLIN number (e.g. 0001AA)
Employer	Company proposing individual, including contingent hires.
On-Site/Off-Site (NE/WM Region)	State whether the proposed individual is on-site or off-site and assigned region.
Prime/Subcontractor/Contingent Hire	Employer indicated as P for prime contractor, S for subcontractor, and C for contingent hire by either prime or subcontractor (i.e., P, S, P/C, or S/C);
Key/Essential Personnel	Identify proposed key/essential personnel with "Y" for yes and "N" for no.
Hours per FTE	total number of hours proposed by labor categories.
Labor Rate	State unburdened labor rate for Prime labor only. State fully burdened labor rate for subcontractor labor.
Total Price	Cacluate total price from labor dollars through all applicable burdens.
Wrap Rate	Provide fully loaded wrap rate.
<i>A reference table with all indirect and fee rates is provided for modification in cells W1-W14 and X1-X14</i>	