

## Contract Data Requirements Lists (CDRLs), Plans And Access

Revision: C-26, May 30, 2018

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### 1.0 SUBMISSION REQUIREMENTS

Reports and plans shall be submitted as identified by the DD Form 1423, CDRLs, located in Section J of the applicable contract.

### 2.0 METHOD OF SUBMISSION

2.1 All deliverables shall be submitted to the Defense Health Agency (DHA) via the E-Commerce Extranet unless otherwise directed by DD Form 1423, CDRL, located in Section J of the applicable contract. The system is accessed via the Internet through a workstation browser and requires a static Internet Protocol (IP) address. The application is "thin client" meaning that no software needs to be installed on the client workstation and no software is downloaded into the browser. Javascript and cookies need to be enabled in the browser to utilize the application. The application is best viewed at a resolution of 1024 x 768 pixels in an Internet Explorer (IE) browser (Version 8 and higher). Other browsers such as Firefox and Chrome are not supported. The system must be accessed using the Secure Socket Layer (SSL) protocol (https://) and is protected by individually assigned user name and password or Common Access Card (CAC). Access to the Extranet must be requested using the E-Commerce User Access Form-External which will be provided by the Government. Access to deliverables is granted to users at the contract level and deliverables submitted by one contractor will not be accessible to any other contractor.

2.2 Deliverables that provide data for measuring objective requirements will require submission in Microsoft® Excel format with metric data reported in the same cell within the same worksheet for each reporting period. This may require an additional worksheet be added to the contractor's deliverable. If required, the new report template will be provided by the Government prior to the start of the first reporting period.

2.3 The method of distribution and file format of each deliverable will be identified in DD Form 1423, CDRL, located in Section J of the applicable contract. Distribution of deliverables to other agencies (Government and contractors) as specified by the Government is the responsibility of the contractor.

### 3.0 GOVERNMENT RIGHT TO INSPECT

Federal Acquisition Regulation (FAR) 52.215-2 (Audit and Records - Negotiation), included in all cost reimbursement type TRICARE contracts, provides that DHA, its related audit-agencies, and the Comptroller General of the United States (U.S.) have the right to examine all supporting documentation to permit evaluation of cost or pricing data submitted by a contractor. This examination is to verify that

cost or pricing data submitted during negotiations, including changes and the preparation of any fiscal report of settlement, are current, accurate, and complete. This right continues for three years after final payment to the contractor. The contractor's facilities and applicable records also shall be subject to inspection and audit by DHA.

#### **4.0 CONTRACTOR'S RESPONSIBILITIES**

The contractor shall provide DHA with free access to all financial records, cost information, systems documentation, program logic, operating manuals, procedures, and other information and documentation gathered, used, and stored as a part of the contractor's TRICARE operations, including the performance of its subcontractor(s). Subcontractors shall provide the same free access to DHA.

#### **5.0 RECORDS RETENTION REQUIREMENT**

Records relating to appeals under the disputes clause, litigation or settlement of claims, or cost and expenses to which exception has been taken by audit, shall be retained by the contractor until the issues have been settled, and shall be retrievable for three years subsequent to the date of the settlement pursuant to the records retention requirements set forth in [Chapter 9](#).

#### **6.0 PROPRIETARY RIGHTS**

Proprietary information, if so designated in the contract (including the technical proposal) will not be released by DHA. However, DHA will not recognize, as proprietary, information records and files (including attendant documentation) used by the contractor which constitute essential data resources in the processing of TRICARE claims and the generation of TRICARE Encounter Data (TED) records. This includes all files and data identified in the contract for release to DHA and files, lists, manuals, etc., relating to beneficiaries, providers, fee and rate profiles, provider charges, pending claims, and paid claims.

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