

SOLICITATION, OFFER AND AWARD

1. THIS CONTRACT IS A RATED ORDER UNDER DPAS (15 CFR 350)

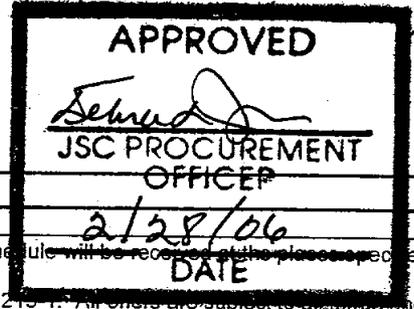
2. RATING
DO-C9

PAGE
1 OF 522

2. CONTRACT NO. NNJ06HC02C	3. SOLICITATION NO. NNJ05098307R	4. TYPE OF SOLICITATION <input type="checkbox"/> SEALED BID (IFB) <input checked="" type="checkbox"/> NEGOTIATED (RFP)	5. DATE ISSUED 6/29/05	6. REQUISITION/PURCHASE NO. 4200098307
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ISSUED BY
NASA WSTF
Attn: **BH5/Valerie A. Marburger**
NASA Road 12600
Las Cruces, NM 88012

8. ADDRESS OFFER TO (If other than Item 7)
Same as Block 7



NOTE: In sealed bid solicitations "offer" and "offeror" mean "bid" and "bidder"
SOLICITATION

9. Sealed offers in original and copies, as stated in Section L, for furnishing the supplies or services in the Schedule will be received at the place specified until the time and dates also specified in Section L.
CAUTION - LATE Submissions, Modifications, and Withdrawals: See Section L, Provision No. 52.214-7 or 52.215-1. All offers are subject to alternate and conditions contained in this solicitation.

10. FOR INFORMATION CALL:	A. NAME Valerie A. Marburger	B. TELEPHONE NO. (NO COLLECT CALLS) AREA CODE: 505 NUMBER: 524 EXT.: 5139	C. EMAIL ADDRESS valerie.a.marburger-1@nasa.gov
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11. TABLE OF CONTENTS

(X)	.SEC.	DESCRIPTION	PAGE(S)	(X)	SEC.	DESCRIPTION	PAGE(S)
PART I - THE SCHEDULE				PART II - CONTRACT CLAUSES			
<input checked="" type="checkbox"/>	A	SOLICITATION/CONTRACT FORM	6	<input checked="" type="checkbox"/>	I	CONTRACT CLAUSES	24
<input checked="" type="checkbox"/>	B	SUPPLIES OR SERVICES AND PRICES/COSTS	28	PART III - LIST OF DOCUMENTS, EXHIBITS AND OTHER ATTACH.			
<input checked="" type="checkbox"/>	C	DESCRIPTION/SPECS./WORK STATEMENT	93	<input checked="" type="checkbox"/>	J	LIST OF ATTACHMENTS	324
<input checked="" type="checkbox"/>	D	PACKAGING AND MARKING	3	PART IV - REPRESENTATIONS AND INSTRUCTIONS			
<input checked="" type="checkbox"/>	E	INSPECTION AND ACCEPTANCE	5	<input checked="" type="checkbox"/>	K	REPRESENTATIONS, CERTIFICATIONS AND OTHER STATEMENTS OF OFFERORS	0
<input checked="" type="checkbox"/>	F	DELIVERIES OR PERFORMANCE	9	<input checked="" type="checkbox"/>	L	INSTRS., CONDS., AND NOTICES TO OFFERORS	0
<input checked="" type="checkbox"/>	G	CONTRACT ADMINISTRATION DATA	18	<input checked="" type="checkbox"/>	M	EVALUATION FACTORS FOR AWARD	0
<input checked="" type="checkbox"/>	H	SPECIAL CONTRACT REQUIREMENTS	12				

OFFER (Must be fully completed by offeror)

NOTE: Item 12 does not apply if the solicitation includes the provisions at 52.214-16, Minimum Bid Acceptance Period.

12. In compliance with the above, the undersigned agrees, if this offer is accepted within 180 calendar days (60 calendar days unless a different period is inserted by the offeror) from the date for receipt of offers specified above, to furnish any or all items upon which prices are offered at the price set opposite each item, delivered at the designated point(s), within the time specified in the schedule.

13. DISCOUNT FOR PROMPT PAYMENT (See Section I, clause No. 52-232-8)	10 CALENDAR DAYS 0 %	20 CALENDAR DAYS 0 %	30 CALENDAR DAYS 0 %	CALENDAR DAYS %
14. ACKNOWLEDGMENT OF AMENDMENTS (The offeror acknowledges receipt of amendments to the SOLICITATION). For offerors and related documents numbered and dated:	AMENDMENT NO.	DATE	AMENDMENT NO.	DATE
	001	7/12/05	002	7/28/05
	003	7/29/05	004	8/4/05

15. NAME AND ADDRESS OF OFFEROR Enterprise Advisory Services, Inc. 6671 Southwest Freeway, Suite 800 Houston, TX 77074	CODE 1D7H2	FACILITY	16. NAME AND TITLE OF PERSON AUTHORIZED TO SIGN OFFER (Type or print) Robert E. Carter
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15B. TELEPHONE NO. (Include area code) 713-219-4229	15C. CHECK IF REMITTANCE ADDRESS IS DIFFERENT FROM ABOVE - ENTER <input checked="" type="checkbox"/> SUCH ADDRESS IN SCHEDULE	17. SIGNATURE <i>Robert E. Carter</i>	18. OFFER DATE 12/7/05
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AWARD (To be completed by Government)

19. ACCEPTED AS TO ITEMS NUMBERED	20. AMOUNT	21. ACCOUNTING AND APPROPRIATION
22. AUTHORITY FOR USING OTHER THAN FULL AND OPEN COMPETITION <input type="checkbox"/> 10 U.S.C. 2304(c) () <input type="checkbox"/> 41 U.S.C. 253(c) ()	23. SUBMIT INVOICES TO ADDRESS SHOWN IN: (4 copies unless otherwise specified) ITEM G.3	25. PAYMENT WILL BE MADE BY CODE
24. ADMINISTERED BY (If other than Item 7) CODE	27. UNITED STATES OF AMERICA <i>Valerie A. Marburger</i> (Signature of Contracting Officer)	28. AWARD DATE 2/28/06

NAME OF CONTRACTING OFFICER (Type or print)
Valerie A. Marburger
Contracting Officer

TABLE OF CONTENTS

	<u>PAGE</u>
<u>SECTION A – SOLICITATION/CONTRACT FORM, SF33</u>	
A.1 STANDARD FORM 33	A - 1
A.2 TABLE OF CONTENTS	A - 2
PART I – THE SCHEDULE	
<u>SECTION B – SUPPLIES OR SERVICES AND PRICE/COST</u>	
B.1 SUPPLIES AND/OR SERVICES TO BE FURNISHED	B - 2
B.2 IDIQ	B - 2
B.3 ESTIMATED COST/PRICE AND FEE	B - 5
B.4 CONTRACT FUNDING	B - 5
B.5 SCHEDULE OF PRICES	B - 7
<u>SECTION C – DESCRIPTION/SPECIFICATION/WORK STATEMENT</u>	
C.1 STATEMENT OF WORK	C - 2
<u>SECTION D – PACKAGING AND MARKING</u>	
D.1 LISTING OF CLAUSES INCORPORATED BY REFERENCE	D - 2
D.2 PACKAGING, HANDLING, AND TRANSPORTATION	D - 2
<u>SECTION E – INSPECTION AND ACCEPTANCE</u>	
E.1 LISTING OF CLAUSES INCORPORATED BY REFERENCE	E - 2
E.2 HIGHER-LEVEL CONTRACT QUALITY REQUIREMENTS	E - 2
E.3 GOVERNMENT CONTRACT QUALITY ASSURANCE FUNCTIONS	E - 3
E.4 MATERIAL INSPECTION AND RECEIVING REPORT	E - 3
E.5 INSPECTION AND ACCEPTANCE	E - 4
<u>SECTION F – DELIVERIES OR PERFORMANCE</u>	
F.1 LISTING OF CLAUSES INCORPORATED BY REFERENCE	F - 2
F.2 COMMENCEMENT, PROSECUTION, AND COMPLETION OF WORK	F - 2
F.3 TASK ORDERING PROCEDURES	F - 2
F.4 BILLS OF LADING	F - 3
F.5 COMPLETION OF WORK	F - 4
F.6 METHOD OF PLACING DELIVERY ORDERS	F - 4
F.7 OPTION TO EXTEND COMPLETION DATE	F - 5

F.8	SHIPPING INSTRUCTIONS	F - 7
F.9	FLIGHT ITEM	F - 7
F.10	PHASE-IN AND PHASE-OUT	F - 7

SECTION G – CONTRACT ADMINISTRATION DATA

G.1	LISTING OF CLAUSES INCORPORATED BY REFERENCE	G - 2
G.2	AWARD FEE FOR SERVICE CONTRACTS	G - 2
G.3	SUBMISSION OF VOUCHERS FOR PAYMENT	G - 4
G.4	DESIGNATION OF NEW TECHNOLOGY REPRESENTATIVE AND PATENT REPRESENTATIVE	G - 5
G.5	TECHNICAL DIRECTION	G - 6
G.6	INSTALLATION-ACCOUNTABLE GOVERNMENT PROPERTY	G - 7
G.7	FINANCIAL REPORTING OF NASA PROPERTY IN THE CUSTODY OF CONTRACTORS	G - 9
G.8	LIST OF INSTALLATION-ACCOUNTABLE PROPERTY AND SERVICES	G - 10
G.9	SECURITY/BADGING REQUIREMENTS FOR FOREIGN NATIONAL VISITORS AND EMPLOYEES/REPRESENTATIVES OF FOREIGN CONTRACTORS	G - 13
G.10	JSC HAZARDOUS MATERIAL USE	G - 14
G.11	SUBMISSION OF INVOICES	G - 15
G.12	UNDERSTANDING WITH RESPECT TO COST VARIATIONS	G - 16
G.13	IDENTIFICATION OF EMPLOYEES	G - 17
G.14	REPAIR OF GOVERNMENT PROPERTY	G - 17
G.15	USE OF WSTF ON-SITE CAPABILITIES	G - 17

SECTION H – SPECIAL CONTRACT REQUIREMENTS

H.1	LISTING OF CLAUSES INCORPORATED BY REFERENCE	H - 2
H.2	KEY PERSONNEL AND FACILITIES	H - 3
H.3	REPRESENTATIONS, CERTIFICATIONS, AND OTHER STATEMENTS OF OFFERORS	H - 3
H.4	RESERVED	H - 4
H.5	SPECIAL PROVISION FOR CONTRACT CHANGES	H - 4
H.6	ASSOCIATE CONTRACTOR AGREEMENT FOR WHITE SANDS TEST FACILITY	H - 4
H.7	ADDITIONAL EXPORT CONTROL REQUIREMENTS	H - 5
H.8	CONTRACT ADJUSTMENT	H - 9
H.9	EQUITABLE ADJUSTMENTS	H - 10

PART II – CONTRACT CLAUSES

SECTION I – CONTRACT CLAUSES

I.1	LISTING OF CLAUSES INCORPORATED BY REFERENCE	I - 2
-----	--	-------

I.2	APPROVAL OF CONTRACT	I - 7
I.3	ORDER LIMITATIONS	I - 7
I.4	INDEFINITE QUANTITY	I - 8
I.5	PAYMENT FOR OVERTIME PREMIUMS	I - 8
I.6	STATEMENT OF EQUIVALENT RATES FOR FEDERAL HIRES	I - 9
I.7	SERVICE CONTRACT ACT (SCA) MINIMUM WAGES AND FRINGE BENEFITS APPLICABLE TO SUCCESSOR CONTRAT PURSUANT TO PREDECESSOR CONTRACTOR COLLECTIVE BARGAINING AGREEMENTS (CBA)	I - 9
I.8	DRUG-FREE WORKPLACE	I - 10
I.9	NOTICE OF RADIOACTIVE MATERIALS	I - 11
I.10	OZONE DEPLETING SUBSTANCES	I - 12
I.11	BUY AMERICAN ACT – CONSTRUCTION MATERIALS	I - 13
I.12	PATENT INDEMNITY--CONSTRUCTION CONTRACTS	I - 16
I.13	SUBCONTRACTS FOR COMMERCIAL ITEMS	I - 16
I.14	SUBMISSION OF COMMERCIAL TRANSPORTATION BILLS TO THE GENERAL SERVICE ADMINISTRATION FOR AUDIT	I - 17
I.15	DEFAULT (FIXED-PRICE CONSTRUCTION)	I - 18
I.16	CLAUSES INCORPORATED BY REFERENCE	I - 19
I.17	SECURITY REQUIREMENTS FOR UNCLASSIFIED INFORMATION TECHNOLOGY RESOURCES	I - 19
I.18	SECURITY CLASSIFICATION REQUIREMENTS	I - 22
I.19	OMBUDSMAN	I - 22

PART III – LIST OF DOCUMENTS, EXHIBITS AND OTHER ATTACHMENTS

SECTION J – LIST OF ATTACHMENTS

J-1	AWARD FEE EVALUATION PLAN	J-1.1
J-2	DATA REQUIREMENTS LIST (DRL) AND DATE REQUIREMENTS DESCRIPTION (DRD)	J-2.1
J-3	U.S. DEPARTMENT OF LABOR WAGE DETERMINATION COLLECTIVE BARGAINING ECONOMIC TERMS	J-3.1
J-4	LIST OF INSTALLATION-ACCOUNTABLE PROPERTY, VEHICLES, AND FLOOR SPACE	J-4.1
J-5	SAFETY AND HEALTH PLAN	J-5.1
J-6	PHASE IN PLAN	J-6.1
J-7	IT PLAN	J-7.1
J-8	ENVIRONMENTAL COMPLIANCE PLAN	J-8.1
J-9	WORKLOAD DATA	J-9.1
J-10	WSTF PROGRAM TRAINING DESCRIPTION	J-10-1
J-11	PRESSURE VESSEL SYSTEMS	J-11.1
J-12	DD 254	J-12.1
J-13	SITE AREA MAPS AND BUILDINGS TO BE CLEANED	J-13.1

PART IV – REPRESENTATIONS AND INSTRUCTIONS

SECTION K – REPRESENTATIONS, CERTIFICATIONS AND OTHER STATEMENT OF OFFERORS

K.1	ANNUAL REPRESENTATIONS AND CERTIFICATIONS	K - 2
K.2	RESERVED	K - 2
K.3	USE OF GOVERNMENT-OWNED PROPERTY	K - 3

SECTION L – INSTRUCTIONS, CONDITIONS, AND NOTICES TO OFFERORS

L.1	LISTING OF PROVISIONS INCORPORATED BY REFERENCE	L - 2
L.2	DATE UNIVERSAL NUMBERING SYSTEM (DUNS)	L - 2
L.3	NOTICE OF PRIORITY RATING FOR NATIONAL DEFENSE USE	L - 3
L.4	SUBMISSION OF OFFERS IN THE ENGLISH LANGUAGE	L - 3
L.5	SUBMISSION OF OFFERS IN THE U.S. CURRENCY	L - 3
L.6	INSTRUCTIONS TO OFFERORS-COMPETITIVE ACQUISITION	L - 3
L.7	REQUIREMENTS FOR COST OR PRICING DATA OR INFORMATION OTHER THAN COST OR PRICING DATA	L - 7
L.8	TYPE OF CONTRACT	L - 8
L.9	NOTICE OF REQUIREMENT FOR AFFIRMATIVE ACTION TO ENSURE EQUAL EMPLOYMENT OPPORTUNITY FOR CONSTRUCTION	L - 8
L.10	PREWARD ON-SITE EQUAL OPPORTUNITY COMPLIANCE EVALUATION	L - 9
L.11	SERVICE OF PROTEST	L - 9
L.12	SOLICITATION PROVISIONS INCORPORATED BY REFERENCE	L - 10
L.13	ALTERATIONS IN SOLICITATION	L - 10
L.14	PREPROPOSAL/PRE-BID CONFERENCE	L - 11
L.15	SAFETY AND HEALTH PLAN	L - 11
L.16	DETERMINATION OF COMPENSATION REASONABLENESS	L - 12
L.17	PROTESTS TO NASA	L - 12
L.18	PROPOSAL PAGE LIMITATION	L - 13
L.19	CONTRACT AWARD QUANTITIES	L - 13
L.20	RESERVED	L - 14
L.21	COMMUNICATIONS REGARDING THIS SOLICITATION	L - 14
L.22	ACCOUNTING FOR LEASE COSTS	L - 15
L.23	OFFEROR ACCEPTANCE PERIOD	L - 16
L.24	SUBMISSION OF PROPOSALS	L - 16

SECTION L – PART II – INSTRUCTIONS FOR PROPOSAL PREPARATION

1.0	INTRODUCTION	L - 20
2.0	GENERAL	L - 21
3.0	PERIOD COVERED BY PROCUREMENT	L - 21
4.0	PROPOSAL CONTENT	L - 22
4.1	VOLUME I – MANAGEMENT APPROACH	L - 23
4.2	VOLUME II – TECHNICAL APPROACH	L - 29

4.3	VOLUME III – PAST PERFORMANCE	L - 47
4.4	VOLUME IV – COST/PRICE PROPOSAL	L - 48
L-1	COST TEMPLATES	L-1-1
L-2	PAST PERFORMANCE QUESTIONNAIRE	L-2-1
L-3	KEY PERSONNEL RESUME	L-3-1
L-4	SAMPLE DELIVERY ORDERS	L-4-1

SECTION M – EVALUATION FACTORS FOR AWARD TO OFFERORS

M.1	LISTING OF PROVISIONS INCORPORATED BY REFERENCE	M - 2
M.2	GENERAL	M - 3
M.3	SOURCE EVALUATION	M - 3
M.4	MISSION SUITABILITY FACTOR	M - 3
4.1	MANAGEMENT APPROACH	M - 3
4.2	TECHNICAL APPROACH	M - 4
4.3	PAST PERFORMANCE FACTOR	M - 5
4.4	COST/PRICE FACTOR	M - 6
M.5	RELATIVE IMPORTANCE OF FACTORS	M - 8

PART I - THE SCHEDULE

SECTION B - SUPPLIES OR SERVICES AND PRICE/COSTS

B.1 SUPPLIES AND/OR SERVICES TO BE FURNISHED

General – The Contractor shall provide all resources (except as may be expressly stated in this contract as furnished by the Government) necessary to provide the services in accordance with the Statement of Work (SOW) in Section C. The services to be performed under the terms and conditions of this contract will be acquired by either Completion Form (CF) or Indefinite Delivery Indefinite Quantity (IDIQ) as detailed below:

- (a) Completion Form Services: Routine Cost-Reimbursable(CR)/Fixed Priced (FP) services described in the SOW that are routinely required and for which workload requirements are specified. Note: any additional fixed price quantities above and beyond the units specified in Section B.5 will be ordered through an IDIQ fixed price delivery order using the negotiated rates in Section B.5.
- (b) IDIQ Services: Non-routine services described in the SOW that allow the Government to acquire additional services within the general scope of the SOW that either are not routine in nature or for which an accurate workload estimate does not exist at the time of contract award. The Government may order IDIQ services as either cost reimbursable or fixed price.
- (c) The following represents a breakout by WBS:

WBS ^a	CF		IDIQ	
	CR	FP	CR	FP
1.0				
2.0				
3.0				
3.1	X			
3.2	X			
3.3	X			
3.4	X			
3.5	X			
3.6			X	
4.0	X	X		
4.1	X			
4.2	X			
4.3	X			
4.4		X		X

WBS ^a	CF		IDIQ	
	CR	FP	CR	FP
5.0				
5.1		X		X
5.2		X		X
5.3	X			
5.4	X			
5.5	X		X	
5.6			X	
5.7			X	
6.0				
6.1	X			
6.2	X			
6.3		X		X
7.0			X	
8.0			X	
9.0			X	X

^aWBS elements 1.0, 2.0, 3.0 5.0, and 6.0 are introduction or background sections and do not contain requirements. WBS elements with two X's are clarified in the SOW.

B.2 IDIQ

- (a) The guaranteed minimum contract value of work that will be ordered under this contract, and which will be initiated through the issuance of either cost-reimbursable or fixed-price orders shall be \$1,000,000 per contract year. The maximum value that can be ordered under the IDIQ provisions of this contract per contract year is \$50,000,000.
- (b) If the Government orders supplies or services in excess of the minimum but not up to the maximum, this circumstance shall not constitute the basis for an equitable adjustment to any contract price, estimated cost of fee.
- (c) The pricing of IDIQ delivery orders for this contract shall be in accordance with the negotiated and fully burdened average labor rates as shown in the table below. The IDIQ rates are fully burdened but without fee/profit. Note that the bottom of the table allows for indirect rates applied if applicable. For example, an application of a material handling rate on materials. In addition, the table includes a line for a maximum fee rate that may be proposed on delivery orders.

SEE TABLE B-1 ON NEXT PAGE

IDIQ Rate Table (CPAF)

The following contract clause entitled "ESTIMATED COST/PRICE AND FEE" identifies the estimated cost/price for both completion form and Indefinite Delivery/Indefinite Quantity (IDIQ) as well as the maximum award fee. The following clause will be updated on a periodic basis to reflect the issued IDIQ orders.

B.3 ESTIMATED COST/PRICE AND FEE

- (a) The estimated cost of this contract is stated below. The maximum available award fee, excluding base fee, if any, is stated below. The base fee is \$0. Total estimated cost/price, base fee, and maximum award fee are stated below.
- (b) The estimated cost and award fee for this contract is broken out as follows:

Click on the Excel Icon below to populate and print the "B.3 ESTIMATED COST/PRICE AND FEE" information

BASIC

	YEAR 1			
	COST/ PRICE	MAX AWARD FEE	NMGRT	TOTAL COST/ PRICE AND FEE
CF (CR)	\$ 5,626,582	\$ 337,595	\$ 346,668	\$ 6,310,845
CF (FP)	\$ 4,143,625		\$ 240,848	\$ 4,384,473
COMPLETION FORM SUBTOTAL	\$ 9,770,207	\$ 337,595	\$ 587,516	\$ 10,695,318
CR DO'S (T1-X)	\$ -	\$ -	\$ -	\$ -
FFP DO'S (D1-X)	\$ -		\$ -	\$ -
TOTAL ISSUED IDIQ (NTE \$50M/YR)	\$ -	\$ -	\$ -	\$ -
PHASE-IN FP	\$ 249,216	\$ -	\$ 14,468	\$ 263,684
TOTAL CONTRACT VALUE YEAR 1	\$ 10,019,423	\$ 337,595	\$ 601,984	\$ 10,959,002

GREEN = INPUT AREA / YELLOW = FORMULA

BLACK = NO INPUT AREA

BASIC

	YEAR 2			
	COST/ PRICE	MAX AWARD FEE	NMGRT	TOTAL COST/ PRICE AND FEE
CF (CR)	\$ 5,699,247	\$ 341,955	\$ 351,145	\$ 6,392,347
CF (FP)	\$ 4,126,188		\$ 239,835	\$ 4,366,023
COMPLETION FORM SUBTOTAL	\$ 9,825,435	\$ 341,955	\$ 590,980	\$ 10,758,370
CR DO'S (T1-X)	\$ -	\$ -		\$ -
FFP DO'S (D1-X)	\$ -			\$ -
TOTAL ISSUED IDIQ (NTE \$50M/YR)	\$ -	\$ -	\$ -	\$ -
TOTAL CONTRACT VALUE YEAR 2	\$ 9,825,435	\$ 341,955	\$ 590,980	\$ 10,758,370
TOTAL YEAR 1 VALUE	\$ 10,019,423	\$ 337,595	\$ 601,984	\$ 10,959,002
TOTAL CONTRACT VALUE YEAR 1 - 2	\$ 19,844,858	\$ 679,550	\$ 1,192,964	\$ 21,717,371

GREEN = INPUT AREA / YELLOW = FORMULA

BLACK = NO INPUT AREA

	YEAR 3			
	COST/ PRICE	MAX AWARD FEE	NMGRT	TOTAL COST/ PRICE AND FEE
CF (CR)	\$ 5,824,966	\$ 349,498	\$ 358,891	\$ 6,533,355
CF (FP)	\$ 4,144,423		\$ 240,895	\$ 4,385,318
COMPLETION FORM SUBTOTAL	\$ 9,969,389	\$ 349,498	\$ 599,786	\$ 10,918,673
CR DO'S (T1-X)	\$ -	\$ -	\$ -	\$ -
FFP DO'S (D1-X)	\$ -		\$ -	\$ -
TOTAL ISSUED IDIQ (NTE \$50M/YR)	\$ -	\$ -	\$ -	\$ -
TOTAL CONTRACT VALUE YEAR 3	\$ 9,969,389	\$ 349,498	\$ 599,786	\$ 10,918,673
TOTAL CONTRACT VALUE YEAR 1	\$ 10,019,423	\$ 337,595	\$ 601,984	\$ 10,959,002
TOTAL CONTRACT VALUE YEAR 2	\$ 9,825,435	\$ 341,955	\$ 590,980	\$ 10,758,370
TOTAL CONTRACT VALUE YEAR 1-3	\$ 29,814,247	\$ 1,029,048	\$ 1,792,749	\$ 32,636,044

GREEN = INPUT AREA / YELLOW = FORMULA

BLACK = NO INPUT AREA

OPTIONS

	YEAR 4			
	COST/ PRICE	MAX AWARD FEE	NMGRT	TOTAL COST/ PRICE AND FEE
CF (CR)	\$ 5,987,640	\$ 359,258	\$ 368,913	\$ 6,715,812
CF (FP)	\$ 4,185,468		\$ 243,280	\$ 4,428,748
COMPLETION FORM SUBTOTAL	\$ 10,173,108	\$ 359,258	\$ 612,193	\$ 11,144,560
CR DO'S (T1-X)	\$ -	\$ -	\$ -	\$ -
FFP DO'S (D1-X)	\$ -		\$ -	\$ -
TOTAL ISSUED IDIQ (NTE \$50M/YR)	\$ -	\$ -	\$ -	\$ -
TOTAL CONTRACT VALUE YEAR 4	\$ 10,173,108	\$ 359,258	\$ 612,193	\$ 11,144,560
TOTAL CONTRACT VALUE YEAR 1	\$ 10,019,423	\$ 337,595	\$ 601,984	\$ 10,959,002
TOTAL CONTRACT VALUE YEAR 2	\$ 9,825,435	\$ 341,955	\$ 590,980	\$ 10,758,370
TOTAL CONTRACT VALUE YEAR 3	\$ 9,969,389	\$ 349,498	\$ 599,786	\$ 10,918,673
TOTAL CONTRACT VALUE YEAR 1-4	\$ 39,987,355	\$ 1,388,306	\$ 2,404,943	\$ 43,780,604

GREEN = INPUT AREA / YELLOW = FORMULA

BLACK = NO INPUT AREA

OPTIONS	YEAR 5			
	COST/ PRICE	MAX AWARD FEE	NMGRT	TOTAL COST/ PRICE AND FEE
CF (CR)	\$ 6,158,514	\$ 369,511	\$ 379,441	\$ 6,907,466
CF (FP)	\$ 4,227,574		\$ 245,728	\$ 4,473,302
COMPLETION FORM SUBTOTAL	\$ 10,386,088	\$ 369,511	\$ 625,169	\$ 11,380,768
CR DO'S (T1-X)	\$ -	\$ -	\$ -	\$ -
FFP DO'S (D1-X)	\$ -		\$ -	\$ -
TOTAL ISSUED IDIQ (NTE \$50M/YR)	\$ -	\$ -	\$ -	\$ -
TOTAL CONTRACT VALUE YEAR 5	\$ 10,386,088	\$ 369,511	\$ 625,169	\$ 11,380,768
TOTAL CONTRACT VALUE YEAR 1	\$ 10,019,423	\$ 337,595	\$ 601,984	\$ 10,959,002
TOTAL CONTRACT VALUE YEAR 2	\$ 9,825,435	\$ 341,955	\$ 590,980	\$ 10,758,370
TOTAL CONTRACT VALUE YEAR 3	\$ 9,969,389	\$ 349,498	\$ 599,786	\$ 10,918,673
TOTAL CONTRACT VALUE YEAR 4	\$ 10,173,108	\$ 359,258	\$ 612,193	\$ 11,144,560
TOTAL CONTRACT VALUE YEAR 1-5	\$ 50,373,443	\$ 1,757,817	\$ 3,030,112	\$ 55,161,372

GREEN = INPUT AREA / YELLOW = FORMULA
 BLACK = NO INPUT AREA



B.4 CONTRACT FUNDING

- (a) For purposes of payment of cost, exclusive of fee, in accordance with the Limitation of Funds clause, the total amount allotted by the Government to this contract is stated below. This allotment is for facility operations and support services and covers the following estimated period of performance: March 1, 2006, through _____.
- (b) The additional amount obligated under this contract for payment of fee is stated below.

	Total Amount Alloted for Funding		
	Cost/Price	Award Fee	Total
CF (CR)			\$0
CF (FP)		\$0	\$0
Subtotal CF	\$0	\$0	\$0
Phase-In (FP)		\$0	\$0
CR DO's (T1 -)			\$0
FFP DO's (D1 -)		\$0	\$0
Total	\$0	\$0	\$0

[END OF SECTION]

<u>Item No.</u>	<u>Description of Services</u>	<u>Unit</u>	<u>No. Units</u>	<u>Unit Price</u>
4.4	Janitorial Services			
4.4.a	Remove waste and recycled material	Daily	251	53.40
4.4.a	Empty recycling retainers into repositories	Occurrence	26	238.38
4.4.b	Clean/disinfect all restrooms	Daily	251	228.84
4.4.b	Service and replenish restroom supplies	Daily	251	28.61
4.4.b	Inspect/test restroom appliances and fixtures	Daily	251	28.61
4.4.c	Clean, disinfect, polish drinking fountains and wash stations	Daily	251	28.61
4.4.d	Clean all general assembly and hallway areas	Monthly	12	1,239.55
4.4.d	Clean all office windows	Yearly	1	2,479.10
4.4.d	Clean all window and door treatments	Yearly	1	1,239.55
4.4.e	Clean carpet and rug flooring	Weekly	52	381.40
4.4.e	Shampoo all carpet surfaces	Yearly	1	762.80
4.4.f	Clean vinyl floor tile surfaces	Daily	251	209.77
4.4.f	Strip/seal/wax vinyl flooring	Yearly	1	2,097.70
4.4.g	Clean ceramic floor tile surfaces	Daily	251	19.07
4.4.g	Strip/seal/wax ceramic flooring	Yearly	1	190.70
4.4.h	Clean all concrete floor surfaces	Daily	251	238.38
4.4.i	Unscheduled janitorial services	Hour	200	21.95
4.4.j	Removal of blood or potentially infectious material and disinfect	Occurrence	20	19.07
4.4.k	Dust removal - Interior stairs, railings, ledges, stairwells, landing surfaces, and ramps	Weekly	52	57.21
4.4.k	Clean glass surfaces in stairwells	Bi-Yearly	2	152.56
4.4.l	Dust and clean conference rooms, auditoriums, management offices, and suites	Weekly	52	190.70
4.4.m	Implementation of safety requirements, precautions, and sign placement	Daily	251	1.91
4.4.n	Clean and maintain janitorial storage/use area	Daily	251	76.28
4.4.o	Janitorial services for Fitness Center	Daily	251	152.56
5.1	Logistics			
	Maintain WSTF Oracle Business System mainframe (ongoing throughout the month)	Monthly	12	3,659.04
5.1.a	Maintain supply, equipment, receiving, disposal, transportation, moving, and mail functions (ongoing throughout the month)	Monthly	12	14,636.17
5.1.b	Provide logistics services to support mission requirements (ongoing throughout the month)	Monthly	12	7,318.09
5.1.c	Support and development of NASA Integrated Asset Management Program (IAMP) (ongoing throughout the month)	Monthly	12	3,659.04
5.1.1	Mail Services			
5.1.1.a	Process and distribute all outgoing mail	Daily	251	9.97

<u>Item No.</u>	<u>Description of Services</u>	<u>Unit</u>	<u>No. Units</u>	<u>Unit Price</u>
5.1.1.a	Maintain postal logs and applicable postal forms for each type of mailing	Daily	251	9.97
5.1.1.a	Advise and assist customers	Daily	251	19.93
5.1.1.b	Process and distribute all incoming mail	Daily	251	39.87
5.1.1.b	Pick up official mail from Post Office	Daily	251	29.90
5.1.1.b	X-ray/Screen all incoming mail	Daily	251	9.97
5.1.1.b	Sort mail	Daily	251	19.93
5.1.1.b	Handle classified documents	Daily	251	9.97
5.1.1.b	Metered mail report delivery	Daily	251	9.97
5.1.2	Moving Services			
5.1.2	Perform moving services	Occurrence	25	4,925.37
5.1.3	Disposal			
5.1.3.a	Manage disposal, excess, and sales operation of Govt. products	Tons	90	366.42
		Line Item	900	
5.1.3.b	Maintain donations program (ongoing throughout the month)	Monthly	12	1,236.28
5.1.3.c	Maintain Sales Program (ongoing throughout the month)	Monthly	12	1,236.28
5.1.3.d	Precious metal process (ongoing throughout the month)	Monthly	12	618.14
5.1.3.e	Scrap metal program	Tons	20	549.63
5.1.4	Transportation			
5.1.4.a	Maintain and perform Freight Traffic Management Operations	Daily	251	38.18
5.1.4.b	Routine shipments	Occurrence	600	7.55
5.1.4.c	Priority Shipments	Occurrence	2,200	11.33
5.1.4.d	Critical shipments	Occurrence	75	15.10
5.1.4.e	Hazardous shipments	Occurrence	60	22.65
5.1.4.f	Establish and maintain daily Outbound Shipment and Detention Log	Daily	251	38.18
5.1.4.g	Provide annual required training and certifications for air and hazardous shipments	Class	5	927.97
5.1.4.h	Process and reporting - Post payment audits of freight bills	Monthly	12	212.94
5.1.4.i	Maintain and perform fleet management operations (ongoing throughout the month).	Monthly	12	212.94
5.1.4.j	Monthly fuel report	Monthly	12	212.94
5.1.4.k	Monthly Vehicle Utilization Summary Report	Monthly	12	212.94
5.1.4.l	GSA FAST System input (ongoing throughout the month).	Monthly	12	212.94
5.1.4.m	Maintain capability and submit vehicle accident reports upon occurrence (ongoing throughout the month).	Monthly	12	212.94

<u>Item No.</u>	<u>Description of Services</u>	<u>Unit</u>	<u>No. Units</u>	<u>Unit Price</u>
5.1.4.n	Establishment and maintaining new vehicles requests and exchanges process (ongoing throughout the month).	Monthly	12	212.94
5.1.4.o	Development and performance of vehicle maintenance and repair process (ongoing throughout the month).	Monthly	12	212.94
5.1.4.p	GSA vehicle key control program (ongoing throughout the month).	Monthly	12	212.94
5.1.4.q	Maintain NASA license plate inventory control (ongoing throughout the month).	Monthly	12	212.94
5.1.5	Equipment Management			
5.1.5.a	Manage, account, inventory, report, and maintain program (ongoing throughout the month).	Monthly	12	3,958.18
5.1.5.a	Provide property custodian training	Class	6	927.97
5.1.5.b	Conduct a triennial inventory of IAP	Yearly	1/3	851.22
5.1.5.c	Conduct annual sensitive inventories through visual verification	Yearly	1	510.73
5.1.5.d	Perform tagging of equipment (ongoing throughout the month).	Monthly	12	1,484.32
5.1.5.e	Perform debuggging of equipment (ongoing throughout the month).	Monthly	12	989.55
5.1.5.f	Implement a Cannibalization/Modification program (ongoing throughout the month).	Monthly	12	989.55
5.1.5.g	Maintain NEMS documentation, NEMS database, and provide NEMS reports (ongoing throughout the month).	Monthly	12	989.55
5.1.5.h	Submit monthly and annual NASA Form 1018	Monthly	12	85.12
		Yearly	1	170.24
5.1.5.i	Maintain a record of loses for IAP (ongoing throughout the month).	Monthly	12	494.77
5.1.5.j	Perform equipment acquisition screening for Contractor equipment acquisition	Purchase Request	2500	4.75
5.1.6	Supply			
5.1.6.a	Manage, store, issue, catalog, and control a stock supply program	Stock Requests	10,800	8.25
5.1.6.b	Perform and record inventory adjustments	Daily	251	35.51
5.1.6.c	Maintain a current store stock catalog (ongoing throughout the month).	Monthly	12	2,971.40
5.1.6.d	Manage a system spare stock program (ongoing throughout the month).	Monthly	12	2,971.40
5.1.6.e	Maintain a shelf life program	Line Items	16	557.14
5.1.6.f	Perform annual inventory of store stock	Yearly	1	7,668.12
5.1.7	Receiving			
5.1.7.a	Develop and maintain a log to record the delivery of incoming goods or products	Line Items	10,800	20.63
5.1.7.b	Develop and maintain a receiving and inspection process (ongoing throughout the month).	Monthly	12	1,031.60

<u>Item No.</u>	<u>Description of Services</u>	<u>Unit</u>	<u>No. Units</u>	<u>Unit Price</u>
5.1.7.c	Develop a process for maintaining, documenting, and recording discrepancies (ongoing throughout the month).	Monthly	12	1,031.60
5.2	Emergency Services			
5.2	Maintain a Fire Department w/ emergency medical service capabilities	Daily	365	679.85
5.2	Maintain fire protection, prevention, and emergency medical services 24/7	Daily	365	339.92
5.2.a	Maintain capability to respond to all alarm and emergency call incidents	Daily	365	339.92
5.2.b	Maintain readiness and operability of the WSTF Emergency Services 24/7	Daily	365	339.92
5.2.c	Maintain a dispatcher emergency call list and the NASA specified notification list (ongoing throughout the week).	Weekly	52	386.88
5.2.d	Maintain Emergency Medical Services capability and ability to transport injured/ill personnel	Daily	365	339.92
5.2.e	Provide fire prevention services, identify code non-compliances, and consult on remedial and corrective actions for buildings (ongoing throughout the month).	Monthly	12	16,764.95
5.2.f	Provide a Hazardous Materials response team	Daily	365	339.92
5.2.g	Provide a Confined Space Rescue Team	Daily	365	339.92
5.2.h	Investigate all fires for causes and recommend remedial actions (ongoing throughout the month.)	Monthly	12	5,029.49
5.2.i	Verify and record WSTF and WCS fire extinguisher readiness	Monthly	12	5,029.49
5.2.j	Maintain emergency preparedness capability and provide Incident Command	Daily	365	339.92
5.2.k	Train and coordinate auxiliary resources (ongoing throughout the month).	Monthly	12	5,029.49
5.2.l	Support wild land firefighting requirements	Daily	365	169.96
5.2.m	Control wildlife within workplace environment	Daily	365	169.96
6.3	Technical Library			
6.3.a	Internal and external technical publications (ongoing throughout the month).	Monthly	12	800.76
6.3.b	Online NASA information database and Scientific Technical Information Libraries Training (ongoing throughout the month).	Monthly	12	800.76
SOW	Perform DRD's.	DRD	7	1,372.73

Item No.	Description of Services	Unit	No. Units	Unit Price
4.4	Janitorial Services			
4.4.a	Remove waste and recycled material	Daily	251	56.07
4.4.a	Empty recycling retainers into repositories	Occurrence	26	250.29
4.4.b	Clean/disinfect all restrooms	Daily	251	240.28
4.4.b	Service and replenish restroom supplies	Daily	251	30.04
4.4.b	Inspect/test restroom appliances and fixtures	Daily	251	30.04
4.4.c	Clean, disinfect, polish drinking fountains and wash stations	Daily	251	30.04
4.4.d	Clean all general assembly and hallway areas	Monthly	12	1,301.53
4.4.d	Clean all office windows	Yearly	1	2,603.06
4.4.d	Clean all window and door treatments	Yearly	1	1,301.53
4.4.e	Clean carpet and rug flooring	Weekly	52	400.47
4.4.e	Shampoo all carpet surfaces	Yearly	1	800.94
4.4.f	Clean vinyl floor tile surfaces	Daily	251	220.26
4.4.f	Strip/seal/wax vinyl flooring	Yearly	1	2,202.59
4.4.g	Clean ceramic floor tile surfaces	Daily	251	20.02
4.4.g	Strip/seal/wax ceramic flooring	Yearly	1	200.24
4.4.h	Clean all concrete floor surfaces	Daily	251	250.29
4.4.i	Unscheduled janitorial services	Hour	200	22.45
4.4.j	Removal of blood or potentially infectious material and disinfect	Occurrence	20	20.02
4.4.k	Dust removal - Interior stairs, railings, ledges, stairwells, landing surfaces, and ramps	Weekly	52	60.07
4.4.k	Clean glass surfaces in stairwells	Bi-Yearly	2	160.19
4.4.l	Dust and clean conference rooms, auditoriums, management offices, and suites	Weekly	52	200.24
4.4.m	Implementation of safety requirements, precautions, and sign placement	Daily	251	2.00
4.4.n	Clean and maintain janitorial storage/use area	Daily	251	80.09
4.4.o	Janitorial services for Fitness Center	Daily	251	160.19
5.1	Logistics			
	Maintain WSTF Oracle Business System mainframe (ongoing throughout the month)	Monthly	12	3,842.00
5.1.a	Maintain supply, equipment, receiving, disposal, transportation, moving, and mail functions (ongoing throughout the month)	Monthly	12	15,367.98
5.1.b	Provide logistics services to support mission requirements (ongoing throughout the month)	Monthly	12	7,683.99
5.1.c	Support and development of NASA Integrated Asset Management Program (IAMP) (ongoing throughout the month)	Monthly	12	3,842.00
5.1.1	Mail Services			
5.1.1.a	Process and distribute all outgoing mail	Daily	251	10.47

<u>Item No.</u>	<u>Description of Services</u>	<u>Unit</u>	<u>No. Units</u>	<u>Unit Price</u>
5.1.1.a	Maintain postal logs and applicable postal forms for each type of mailing	Daily	251	10.47
5.1.1.a	Advise and assist customers	Daily	251	20.93
5.1.1.b	Process and distribute all incoming mail	Daily	251	41.86
5.1.1.b	Pick up official mail from Post Office	Daily	251	31.40
5.1.1.b	X-ray/Screen all incoming mail	Daily	251	10.47
5.1.1.b	Sort mail	Daily	251	20.93
5.1.1.b	Handle classified documents	Daily	251	10.47
5.1.1.b	Metered mail report delivery	Daily	251	10.47
5.1.2	Moving Services			
5.1.2	Perform moving services	Occurrence	25	5,171.64
5.1.3	Disposal			
5.1.3.a	Manage disposal, excess, and sales operation of Govt. products	Tons	90	384.74
		Line Item	900	
5.1.3.b	Maintain donations program (ongoing throughout the month)	Monthly	12	1,298.09
5.1.3.c	Maintain Sales Program (ongoing throughout the month)	Monthly	12	1,298.09
5.1.3.d	Precious metal process (ongoing throughout the month)	Monthly	12	649.05
5.1.3.e	Scrap metal program	Tons	20	577.11
5.1.4	Transportation			
5.1.4.a	Maintain and perform Freight Traffic Management Operations	Daily	251	40.09
5.1.4.b	Routine shipments	Occurrence	600	7.93
5.1.4.c	Priority Shipments	Occurrence	2,200	11.89
5.1.4.d	Critical shipments	Occurrence	75	15.86
5.1.4.e	Hazardous shipments	Occurrence	60	23.79
5.1.4.f	Establish and maintain daily Outbound Shipment and Detention Log	Daily	251	40.09
5.1.4.g	Provide annual required training and certifications for air and hazardous shipments	Class	5	974.37
5.1.4.h	Process and reporting - Post payment audits of freight bills	Monthly	12	223.59
5.1.4.i	Maintain and perform fleet management operations (ongoing throughout the month).	Monthly	12	223.59
5.1.4.j	Monthly fuel report	Monthly	12	223.59
5.1.4.k	Monthly Vehicle Utilization Summary Report	Monthly	12	223.59
5.1.4.l	GSA FAST System input (ongoing throughout the month).	Monthly	12	223.59
5.1.4.m	Maintain capability and submit vehicle accident reports upon occurrence (ongoing throughout the month).	Monthly	12	223.59

Item No.	Description of Services	Unit	No. Units	Unit Price
5.1.4.n	Establishment and maintaining new vehicles requests and exchanges process (ongoing throughout the month).	Monthly	12	223.59
5.1.4.o	Development and performance of vehicle maintenance and repair process (ongoing throughout the month).	Monthly	12	223.59
5.1.4.p	GSA vehicle key control program (ongoing throughout the month).	Monthly	12	223.59
5.1.4.q	Maintain NASA license plate inventory control (ongoing throughout the month).	Monthly	12	223.59
5.1.5	Equipment Management			
5.1.5.a	Manage, account, inventory, report, and maintain program (ongoing throughout the month).	Monthly	12	4,156.09
5.1.5.a	Provide property custodian training	Class	6	974.37
5.1.5.b	Conduct a triennial inventory of IAP	Yearly	1/3	893.78
5.1.5.c	Conduct annual sensitive inventories through visual verification	Yearly	1	536.27
5.1.5.d	Perform tagging of equipment (ongoing throughout the month).	Monthly	12	1,558.54
5.1.5.e	Perform debuggging of equipment (ongoing throughout the month).	Monthly	12	1,039.02
5.1.5.f	Implement a Cannibalization/Modification program (ongoing throughout the month).	Monthly	12	1,039.02
5.1.5.g	Maintain NEMS documentation, NEMS database, and provide NEMS reports (ongoing throughout the month).	Monthly	12	1,039.02
5.1.5.h	Submit monthly and annual NASA Form 1018	Monthly	12	89.38
		Yearly	1	178.75
5.1.5.i	Maintain a record of loses for IAP (ongoing throughout the month).	Monthly	12	519.51
5.1.5.j	Perform equipment acquisition screening for Contractor equipment acquisition	Purchase Request	2500	4.99
5.1.6	Supply			
5.1.6.a	Manage, store, issue, catalog, and control a stock supply program	Stock Requests	10,800	8.67
5.1.6.b	Perform and record inventory adjustments	Daily	251	37.29
5.1.6.c	Maintain a current store stock catalog (ongoing throughout the month).	Monthly	12	3,119.97
5.1.6.d	Manage a system spare stock program (ongoing throughout the month).	Monthly	12	3,119.97
5.1.6.e	Maintain a shelf life program	Line Items	16	584.99
5.1.6.f	Perform annual inventory of store stock	Yearly	1	8,051.53
5.1.7	Receiving			
5.1.7.a	Develop and maintain a log to record the delivery of incoming goods or products	Line Items	10,800	21.66
5.1.7.b	Develop and maintain a receiving and inspection process (ongoing throughout the month).	Monthly	12	1,083.18

Item No.	Description of Services	Unit	No. Units	Unit Price
5.1.7.c	Develop a process for maintaining, documenting, and recording discrepancies (ongoing throughout the month).	Monthly	12	1,083.18
5.2	Emergency Services			
5.2	Maintain a Fire Department w/ emergency medical service capabilities	Daily	365	713.84
5.2	Maintain fire protection, prevention, and emergency medical services 24/7	Daily	365	356.92
5.2.a	Maintain capability to respond to all alarm and emergency call incidents	Daily	365	356.92
5.2.b	Maintain readiness and operability of the WSTF Emergency Services 24/7	Daily	365	356.92
5.2.c	Maintain a dispatcher emergency call list and the NASA specified notification list (ongoing throughout the week).	Weekly	52	406.23
5.2.d	Maintain Emergency Medical Services capability and ability to transport injured/ill personnel	Daily	365	356.92
5.2.e	Provide fire prevention services, identify code non-compliances, and consult on remedial and corrective actions for buildings (ongoing throughout the month).	Monthly	12	17,603.20
5.2.f	Provide a Hazardous Materials response team	Daily	365	356.92
5.2.g	Provide a Confined Space Rescue Team	Daily	365	356.92
5.2.h	Investigate all fires for causes and recommend remedial actions (ongoing throughout the month.)	Monthly	12	5,280.96
5.2.i	Verify and record WSTF and WCS fire extinguisher readiness	Monthly	12	5,280.96
5.2.j	Maintain emergency preparedness capability and provide Incident Command	Daily	365	356.92
5.2.k	Train and coordinate auxiliary resources (ongoing throughout the month).	Monthly	12	5,280.96
5.2.l	Support wild land firefighting requirements	Daily	365	178.46
5.2.m	Control wildlife within workplace environment	Daily	365	178.46
6.3	Technical Library			
6.3.a	Internal and external technical publications (ongoing throughout the month).	Monthly	12	840.79
6.3.b	Online NASA information database and Scientific Technical Information Libraries Training (ongoing throughout the month).	Monthly	12	840.79
SOW	Perform DRD's.	DRD	7	1,441.36

Item No.	Description of Services	Unit	No. Units	Unit Price
4.4	Janitorial Services			
4.4.a	Remove waste and recycled material	Daily	251	58.87
4.4.a	Empty recycling retainers into repositories	Occurrence	26	262.80
4.4.b	Clean/disinfect all restrooms	Daily	251	252.29
4.4.b	Service and replenish restroom supplies	Daily	251	31.54
4.4.b	Inspect/test restroom appliances and fixtures	Daily	251	31.54
4.4.c	Clean, disinfect, polish drinking fountains and wash stations	Daily	251	31.54
4.4.d	Clean all general assembly and hallway areas	Monthly	12	1,366.61
4.4.d	Clean all office windows	Yearly	1	2,733.21
4.4.d	Clean all window and door treatments	Yearly	1	1,366.61
4.4.e	Clean carpet and rug flooring	Weekly	52	420.49
4.4.e	Shampoo all carpet surfaces	Yearly	1	840.99
4.4.f	Clean vinyl floor tile surfaces	Daily	251	231.27
4.4.f	Strip/seal/wax vinyl flooring	Yearly	1	2,312.72
4.4.g	Clean ceramic floor tile surfaces	Daily	251	21.02
4.4.g	Strip/seal/wax ceramic flooring	Yearly	1	210.25
4.4.h	Clean all concrete floor surfaces	Daily	251	262.80
4.4.i	Unscheduled janitorial services	Hour	200	23.15
4.4.j	Removal of blood or potentially infectious material and disinfect	Occurrence	20	21.02
4.4.k	Dust removal - Interior stairs, railings, ledges, stairwells, landing surfaces, and ramps	Weekly	52	63.07
4.4.k	Clean glass surfaces in stairwells	Bi-Yearly	2	168.20
4.4.l	Dust and clean conference rooms, auditoriums, management offices, and suites	Weekly	52	210.25
4.4.m	Implementation of safety requirements, precautions, and sign placement	Daily	251	2.10
4.4.n	Clean and maintain janitorial storage/use area	Daily	251	84.09
4.4.o	Janitorial services for Fitness Center	Daily	251	168.20
5.1	Logistics			
	Maintain WSTF Oracle Business System mainframe (ongoing throughout the month)	Monthly	12	4,034.10
5.1.a	Maintain supply, equipment, receiving, disposal, transportation, moving, and mail functions (ongoing throughout the month)	Monthly	12	16,136.38
5.1.b	Provide logistics services to support mission requirements (ongoing throughout the month)	Monthly	12	8,068.19
5.1.c	Support and development of NASA Integrated Asset Management Program (IAMP) (ongoing throughout the month)	Monthly	12	4,034.10
5.1.1	Mail Services			
5.1.1.a	Process and distribute all outgoing mail	Daily	251	10.99

<u>Item No.</u>	<u>Description of Services</u>	<u>Unit</u>	<u>No. Units</u>	<u>Unit Price</u>
5.1.1.a	Maintain postal logs and applicable postal forms for each type of mailing	Daily	251	10.99
5.1.1.a	Advise and assist customers	Daily	251	21.98
5.1.1.b	Process and distribute all incoming mail	Daily	251	43.95
5.1.1.b	Pick up official mail from Post Office	Daily	251	32.97
5.1.1.b	X-ray/Screen all incoming mail	Daily	251	10.99
5.1.1.b	Sort mail	Daily	251	21.98
5.1.1.b	Handle classified documents	Daily	251	10.99
5.1.1.b	Metered mail report delivery	Daily	251	10.99
5.1.2	Moving Services			
5.1.2	Perform moving services	Occurrence	25	5,430.22
5.1.3	Disposal			
5.1.3.a	Manage disposal, excess, and sales operation of Govt. products	Tons	90	403.98
		Line Item	900	
5.1.3.b	Maintain donations program (ongoing throughout the month)	Monthly	12	1,362.99
5.1.3.c	Maintain Sales Program (ongoing throughout the month)	Monthly	12	1,362.99
5.1.3.d	Precious metal process (ongoing throughout the month)	Monthly	12	681.50
5.1.3.e	Scrap metal program	Tons	20	605.97
5.1.4	Transportation			
5.1.4.a	Maintain and perform Freight Traffic Management Operations	Daily	251	42.09
5.1.4.b	Routine shipments	Occurrence	600	8.33
5.1.4.c	Priority Shipments	Occurrence	2,200	12.48
5.1.4.d	Critical shipments	Occurrence	75	16.65
5.1.4.e	Hazardous shipments	Occurrence	60	24.98
5.1.4.f	Establish and maintain daily Outbound Shipment and Detention Log	Daily	251	42.09
5.1.4.g	Provide annual required training and certifications for air and hazardous shipments	Class	5	1,023.09
5.1.4.h	Process and reporting - Post payment audits of freight bills	Monthly	12	234.77
5.1.4.i	Maintain and perform fleet management operations (ongoing throughout the month).	Monthly	12	234.77
5.1.4.j	Monthly fuel report	Monthly	12	234.77
5.1.4.k	Monthly Vehicle Utilization Summary Report	Monthly	12	234.77
5.1.4.l	GSA FAST System input (ongoing throughout the month).	Monthly	12	234.77
5.1.4.m	Maintain capability and submit vehicle accident reports upon occurrence (ongoing throughout the month).	Monthly	12	234.77

<u>Item No.</u>	<u>Description of Services</u>	<u>Unit</u>	<u>No. Units</u>	<u>Unit Price</u>
5.1.4.n	Establishment and maintaining new vehicles requests and exchanges process (ongoing throughout the month).	Monthly	12	234.77
5.1.4.o	Development and performance of vehicle maintenance and repair process (ongoing throughout the month).	Monthly	12	234.77
5.1.4.p	GSA vehicle key control program (ongoing throughout the month).	Monthly	12	234.77
5.1.4.q	Maintain NASA license plate inventory control (ongoing throughout the month).	Monthly	12	234.77
5.1.5	Equipment Management			
5.1.5.a	Manage, account, inventory, report, and maintain program (ongoing throughout the month).	Monthly	12	4,363.89
5.1.5.a	Provide property custodian training	Class	6	1,023.09
5.1.5.b	Conduct a triennial inventory of IAP	Yearly	1/3	938.47
5.1.5.c	Conduct annual sensitive inventories through visual verification	Yearly	1	563.08
5.1.5.d	Perform tagging of equipment (ongoing throughout the month).	Monthly	12	1,636.47
5.1.5.e	Perform debuging of equipment (ongoing throughout the month).	Monthly	12	1,090.97
5.1.5.f	Implement a Cannibalization/Modification program (ongoing throughout the month).	Monthly	12	1,090.97
5.1.5.g	Maintain NEMS documentation, NEMS database, and provide NEMS reports (ongoing throughout the month).	Monthly	12	1,090.97
5.1.5.h	Submit monthly and annual NASA Form 1018	Monthly	12	93.85
		Yearly	1	187.69
5.1.5.i	Maintain a record of loses for IAP (ongoing throughout the month).	Monthly	12	545.49
5.1.5.j	Perform equipment acquisition screening for Contractor equipment acquisition	Purchase Request	2500	5.24
5.1.6	Supply			
5.1.6.a	Manage, store, issue, catalog, and control a stock supply program	Stock Requests	10,800	9.10
5.1.6.b	Perform and record inventory adjustments	Daily	251	39.15
5.1.6.c	Maintain a current store stock catalog (ongoing throughout the month).	Monthly	12	3,275.97
5.1.6.d	Manage a system spare stock program (ongoing throughout the month).	Monthly	12	3,275.97
5.1.6.e	Maintain a shelf life program	Line Items	16	614.24
5.1.6.f	Perform annual inventory of store stock	Yearly	1	8,454.11
5.1.7	Receiving			
5.1.7.a	Develop and maintain a log to record the delivery of incoming goods or products	Line Items	10,800	22.74
5.1.7.b	Develop and maintain a receiving and inspection process (ongoing throughout the month).	Monthly	12	1,137.34

<u>Item No.</u>	<u>Description of Services</u>	<u>Unit</u>	<u>No. Units</u>	<u>Unit Price</u>
5.1.7.c	Develop a process for maintaining, documenting, and recording discrepancies (ongoing throughout the month).	Monthly	12	1,137.34
5.2	Emergency Services			
5.2	Maintain a Fire Department w/ emergency medical service capabilities	Daily	365	749.53
5.2	Maintain fire protection, prevention, and emergency medical services 24/7	Daily	365	374.77
5.2.a	Maintain capability to respond to all alarm and emergency call incidents	Daily	365	374.77
5.2.b	Maintain readiness and operability of the WSTF Emergency Services 24/7	Daily	365	374.77
5.2.c	Maintain a dispatcher emergency call list and the NASA specified notification list (ongoing throughout the week).	Weekly	52	426.54
5.2.d	Maintain Emergency Medical Services capability and ability to transport injured/ill personnel	Daily	365	374.77
5.2.e	Provide fire prevention services, identify code non-compliances, and consult on remedial and corrective actions for buildings (ongoing throughout the month).	Monthly	12	18,483.36
5.2.f	Provide a Hazardous Materials response team	Daily	365	374.77
5.2.g	Provide a Confined Space Rescue Team	Daily	365	374.77
5.2.h	Investigate all fires for causes and recommend remedial actions (ongoing throughout the month.)	Monthly	12	5,545.01
5.2.i	Verify and record WSTF and WCS fire extinguisher readiness	Monthly	12	5,545.01
5.2.j	Maintain emergency preparedness capability and provide Incident Command	Daily	365	374.77
5.2.k	Train and coordinate auxiliary resources (ongoing throughout the month).	Monthly	12	5,545.01
5.2.l	Support wild land firefighting requirements	Daily	365	187.38
5.2.m	Control wildlife within workplace environment	Daily	365	187.38
6.3	Technical Library			
6.3.a	Internal and external technical publications (ongoing throughout the month).	Monthly	12	882.83
6.3.b	Online NASA information database and Scientific Technical Information Libraries Training (ongoing throughout the month).	Monthly	12	882.83
SOW	Perform DRD's.	DRD	7	1,513.43

<u>Item No.</u>	<u>Description of Services</u>	<u>Unit</u>	<u>No. Units</u>	<u>Unit Price</u>
4.4	Janitorial Services			
4.4.a	Remove waste and recycled material	Daily	251	61.81
4.4.a	Empty recycling retainers into repositories	Occurrence	26	275.94
4.4.b	Clean/disinfect all restrooms	Daily	251	264.90
4.4.b	Service and replenish restroom supplies	Daily	251	33.12
4.4.b	Inspect/test restroom appliances and fixtures	Daily	251	33.12
4.4.c	Clean, disinfect, polish drinking fountains and wash stations	Daily	251	33.12
4.4.d	Clean all general assembly and hallway areas	Monthly	12	1,434.94
4.4.d	Clean all office windows	Yearly	1	2,869.87
4.4.d	Clean all window and door treatments	Yearly	1	1,434.94
4.4.e	Clean carpet and rug flooring	Weekly	52	441.51
4.4.e	Shampoo all carpet surfaces	Yearly	1	883.04
4.4.f	Clean vinyl floor tile surfaces	Daily	251	242.83
4.4.f	Strip/seal/wax vinyl flooring	Yearly	1	2,428.36
4.4.g	Clean ceramic floor tile surfaces	Daily	251	22.07
4.4.g	Strip/seal/wax ceramic flooring	Yearly	1	220.76
4.4.h	Clean all concrete floor surfaces	Daily	251	275.94
4.4.i	Unscheduled janitorial services	Hour	200	24.01
4.4.j	Removal of blood or potentially infectious material and disinfect	Occurrence	20	22.07
4.4.k	Dust removal - Interior stairs, railings, ledges, stairwells, landing surfaces, and ramps	Weekly	52	66.22
4.4.k	Clean glass surfaces in stairwells	Bi-Yearly	2	176.61
4.4.l	Dust and clean conference rooms, auditoriums, management offices, and suites	Weekly	52	220.76
4.4.m	Implementation of safety requirements, precautions, and sign placement	Daily	251	2.21
4.4.n	Clean and maintain janitorial storage/use area	Daily	251	88.29
4.4.o	Janitorial services for Fitness Center	Daily	251	176.61
5.1	Logistics			
	Maintain WSTF Oracle Business System mainframe (ongoing throughout the month)	Monthly	12	4,235.81
5.1.a	Maintain supply, equipment, receiving, disposal, transportation, moving, and mail functions (ongoing throughout the month)	Monthly	12	16,943.20
5.1.b	Provide logistics services to support mission requirements (ongoing throughout the month)	Monthly	12	8,471.60
5.1.c	Support and development of NASA Integrated Asset Management Program (IAMP) (ongoing throughout the month)	Monthly	12	4,235.81
5.1.1	Mail Services			
5.1.1.a	Process and distribute all outgoing mail	Daily	251	11.54

<u>Item No.</u>	<u>Description of Services</u>	<u>Unit</u>	<u>No. Units</u>	<u>Unit Price</u>
5.1.1.a	Maintain postal logs and applicable postal forms for each type of mailing	Daily	251	11.54
5.1.1.a	Advise and assist customers	Daily	251	23.08
5.1.1.b	Process and distribute all incoming mail	Daily	251	46.15
5.1.1.b	Pick up official mail from Post Office	Daily	251	34.62
5.1.1.b	X-ray/Screen all incoming mail	Daily	251	11.54
5.1.1.b	Sort mail	Daily	251	23.08
5.1.1.b	Handle classified documents	Daily	251	11.54
5.1.1.b	Metered mail report delivery	Daily	251	11.54
5.1.2	Moving Services			
5.1.2	Perform moving services	Occurrence	25	5,701.73
5.1.3	Disposal			
5.1.3.a	Manage disposal, excess, and sales operation of Govt. products	Tons	90	424.18
		Line Item	900	
5.1.3.b	Maintain donations program (ongoing throughout the month)	Monthly	12	1,431.14
5.1.3.c	Maintain Sales Program (ongoing throughout the month)	Monthly	12	1,431.14
5.1.3.d	Precious metal process (ongoing throughout the month)	Monthly	12	715.58
5.1.3.e	Scrap metal program	Tons	20	636.27
5.1.4	Transportation			
5.1.4.a	Maintain and perform Freight Traffic Management Operations	Daily	251	44.19
5.1.4.b	Routine shipments	Occurrence	600	8.75
5.1.4.c	Priority Shipments	Occurrence	2,200	13.10
5.1.4.d	Critical shipments	Occurrence	75	17.48
5.1.4.e	Hazardous shipments	Occurrence	60	26.23
5.1.4.f	Establish and maintain daily Outbound Shipment and Detention Log	Daily	251	44.19
5.1.4.g	Provide annual required training and certifications for air and hazardous shipments	Class	5	1,074.24
5.1.4.h	Process and reporting - Post payment audits of freight bills	Monthly	12	246.51
5.1.4.i	Maintain and perform fleet management operations (ongoing throughout the month).	Monthly	12	246.51
5.1.4.j	Monthly fuel report	Monthly	12	246.51
5.1.4.k	Monthly Vehicle Utilization Summary Report	Monthly	12	246.51
5.1.4.l	GSA FAST System input (ongoing throughout the month).	Monthly	12	246.51
5.1.4.m	Maintain capability and submit vehicle accident reports upon occurrence (ongoing throughout the month).	Monthly	12	246.51

<u>Item No.</u>	<u>Description of Services</u>	<u>Unit</u>	<u>No. Units</u>	<u>Unit Price</u>
5.1.4.n	Establishment and maintaining new vehicles requests and exchanges process (ongoing throughout the month).	Monthly	12	246.51
5.1.4.o	Development and performance of vehicle maintenance and repair process (ongoing throughout the month).	Monthly	12	246.51
5.1.4.p	GSA vehicle key control program (ongoing throughout the month).	Monthly	12	246.51
5.1.4.q	Maintain NASA license plate inventory control (ongoing throughout the month).	Monthly	12	246.51
5.1.5	Equipment Management			
5.1.5.a	Manage, account, inventory, report, and maintain program (ongoing throughout the month).	Monthly	12	4,582.08
5.1.5.a	Provide property custodian training	Class	6	1,074.24
5.1.5.b	Conduct a triennial inventory of IAP	Yearly	1/3	985.39
5.1.5.c	Conduct annual sensitive inventories through visual verification	Yearly	1	591.23
5.1.5.d	Perform tagging of equipment (ongoing throughout the month).	Monthly	12	1,718.29
5.1.5.e	Perform debuging of equipment (ongoing throughout the month).	Monthly	12	1,145.52
5.1.5.f	Implement a Cannibalization/Modification program (ongoing throughout the month).	Monthly	12	1,145.52
5.1.5.g	Maintain NEMS documentation, NEMS database, and provide NEMS reports (ongoing throughout the month).	Monthly	12	1,145.52
5.1.5.h	Submit monthly and annual NASA Form 1018	Monthly	12	98.54
		Yearly	1	197.07
5.1.5.i	Maintain a record of loses for IAP (ongoing throughout the month).	Monthly	12	572.76
5.1.5.j	Perform equipment acquisition screening for Contractor equipment acquisition	Purchase Request	2500	5.50
5.1.6	Supply			
5.1.6.a	Manage, store, issue, catalog, and control a stock supply program	Stock Requests	10,800	9.56
5.1.6.b	Perform and record inventory adjustments	Daily	251	41.11
5.1.6.c	Maintain a current store stock catalog (ongoing throughout the month).	Monthly	12	3,439.77
5.1.6.d	Manage a system spare stock program (ongoing throughout the month).	Monthly	12	3,439.77
5.1.6.e	Maintain a shelf life program	Line Items	16	644.95
5.1.6.f	Perform annual inventory of store stock	Yearly	1	8,876.82
5.1.7	Receiving			
5.1.7.a	Develop and maintain a log to record the delivery of incoming goods or products	Line Items	10,800	23.88
5.1.7.b	Develop and maintain a receiving and inspection process (ongoing throughout the month).	Monthly	12	1,194.21

Item No.	Description of Services	Unit	No. Units	Unit Price
5.1.7.c	Develop a process for maintaining, documenting, and recording discrepancies (ongoing throughout the month).	Monthly	12	1,194.21
5.2	Emergency Services			
5.2	Maintain a Fire Department w/ emergency medical service capabilities	Daily	365	787.01
5.2	Maintain fire protection, prevention, and emergency medical services 24/7	Daily	365	393.51
5.2.a	Maintain capability to respond to all alarm and emergency call incidents	Daily	365	393.51
5.2.b	Maintain readiness and operability of the WSTF Emergency Services 24/7	Daily	365	393.51
5.2.c	Maintain a dispatcher emergency call list and the NASA specified notification list (ongoing throughout the week).	Weekly	52	447.87
5.2.d	Maintain Emergency Medical Services capability and ability to transport injured/ill personnel	Daily	365	393.51
5.2.e	Provide fire prevention services, identify code non-compliances, and consult on remedial and corrective actions for buildings (ongoing throughout the month).	Monthly	12	19,407.53
5.2.f	Provide a Hazardous Materials response team	Daily	365	393.51
5.2.g	Provide a Confined Space Rescue Team	Daily	365	393.51
5.2.h	Investigate all fires for causes and recommend remedial actions (ongoing throughout the month.)	Monthly	12	5,822.26
5.2.i	Verify and record WSTF and WCS fire extinguisher readiness	Monthly	12	5,822.26
5.2.j	Maintain emergency preparedness capability and provide Incident Command	Daily	365	393.51
5.2.k	Train and coordinate auxiliary resources (ongoing throughout the month).	Monthly	12	5,822.26
5.2.l	Support wild land firefighting requirements	Daily	365	196.75
5.2.m	Control wildlife within workplace environment	Daily	365	196.75
6.3	Technical Library			
6.3.a	Internal and external technical publications (ongoing throughout the month).	Monthly	12	926.97
6.3.b	Online NASA information database and Scientific Technical Information Libraries Training (ongoing throughout the month).	Monthly	12	926.97
SOW	Perform DRD's.	DRD	7	1,589.10

<u>Item No.</u>	<u>Description of Services</u>	<u>Unit</u>	<u>No. Units</u>	<u>Unit Price</u>
4.4	Janitorial Services			
4.4.a	Remove waste and recycled material	Daily	251	64.90
4.4.a	Empty recycling retainers into repositories	Occurrence	26	289.74
4.4.b	Clean/disinfect all restrooms	Daily	251	278.15
4.4.b	Service and replenish restroom supplies	Daily	251	34.78
4.4.b	Inspect/test restroom appliances and fixtures	Daily	251	34.78
4.4.c	Clean, disinfect, polish drinking fountains and wash stations	Daily	251	34.78
4.4.d	Clean all general assembly and hallway areas	Monthly	12	1,506.69
4.4.d	Clean all office windows	Yearly	1	3,013.36
4.4.d	Clean all window and door treatments	Yearly	1	1,506.69
4.4.e	Clean carpet and rug flooring	Weekly	52	463.59
4.4.e	Shampoo all carpet surfaces	Yearly	1	927.19
4.4.f	Clean vinyl floor tile surfaces	Daily	251	254.97
4.4.f	Strip/seal/wax vinyl flooring	Yearly	1	2,549.78
4.4.g	Clean ceramic floor tile surfaces	Daily	251	23.17
4.4.g	Strip/seal/wax ceramic flooring	Yearly	1	231.80
4.4.h	Clean all concrete floor surfaces	Daily	251	289.74
4.4.i	Unscheduled janitorial services	Hour	200	24.88
4.4.j	Removal of blood or potentially infectious material and disinfect	Occurrence	20	23.17
4.4.k	Dust removal - Interior stairs, railings, ledges, stairwells, landing surfaces, and ramps	Weekly	52	69.53
4.4.k	Clean glass surfaces in stairwells	Bi-Yearly	2	185.44
4.4.l	Dust and clean conference rooms, auditoriums, management offices, and suites	Weekly	52	231.80
4.4.m	Implementation of safety requirements, precautions, and sign placement	Daily	251	2.32
4.4.n	Clean and maintain janitorial storage/use area	Daily	251	92.70
4.4.o	Janitorial services for Fitness Center	Daily	251	185.44
5.1	Logistics			
	Maintain WSTF Oracle Business System mainframe (ongoing throughout the month)	Monthly	12	4,447.60
5.1.a	Maintain supply, equipment, receiving, disposal, transportation, moving, and mail functions (ongoing throughout the month)	Monthly	12	17,790.36
5.1.b	Provide logistics services to support mission requirements (ongoing throughout the month)	Monthly	12	8,895.18
5.1.c	Support and development of NASA Integrated Asset Management Program (IAMP) (ongoing throughout the month)	Monthly	12	4,447.60
5.1.1	Mail Services			
5.1.1.a	Process and distribute all outgoing mail	Daily	251	12.12

<u>Item No.</u>	<u>Description of Services</u>	<u>Unit</u>	<u>No. Units</u>	<u>Unit Price</u>
5.1.1.a	Maintain postal logs and applicable postal forms for each type of mailing	Daily	251	12.12
5.1.1.a	Advise and assist customers	Daily	251	24.23
5.1.1.b	Process and distribute all incoming mail	Daily	251	48.46
5.1.1.b	Pick up official mail from Post Office	Daily	251	36.35
5.1.1.b	X-ray/Screen all incoming mail	Daily	251	12.12
5.1.1.b	Sort mail	Daily	251	24.23
5.1.1.b	Handle classified documents	Daily	251	12.12
5.1.1.b	Metered mail report delivery	Daily	251	12.12
5.1.2	Moving Services			
5.1.2	Perform moving services	Occurrence	25	5,986.82
5.1.3	Disposal			
5.1.3.a	Manage disposal, excess, and sales operation of Govt. products	Tons	90	445.39
		Line Item	900	
5.1.3.b	Maintain donations program (ongoing throughout the month)	Monthly	12	1,502.70
5.1.3.c	Maintain Sales Program (ongoing throughout the month)	Monthly	12	1,502.70
5.1.3.d	Precious metal process (ongoing throughout the month)	Monthly	12	751.36
5.1.3.e	Scrap metal program	Tons	20	668.08
5.1.4	Transportation			
5.1.4.a	Maintain and perform Freight Traffic Management Operations	Daily	251	46.40
5.1.4.b	Routine shipments	Occurrence	600	9.19
5.1.4.c	Priority Shipments	Occurrence	2,200	13.76
5.1.4.d	Critical shipments	Occurrence	75	18.35
5.1.4.e	Hazardous shipments	Occurrence	60	27.54
5.1.4.f	Establish and maintain daily Outbound Shipment and Detention Log	Daily	251	46.40
5.1.4.g	Provide annual required training and certifications for air and hazardous shipments	Class	5	1,127.95
5.1.4.h	Process and reporting - Post payment audits of freight bills	Monthly	12	258.84
5.1.4.i	Maintain and perform fleet management operations (ongoing throughout the month).	Monthly	12	258.84
5.1.4.j	Monthly fuel report	Monthly	12	258.84
5.1.4.k	Monthly Vehicle Utilization Summary Report	Monthly	12	258.84
5.1.4.l	GSA FAST System input (ongoing throughout the month).	Monthly	12	258.84
5.1.4.m	Maintain capability and submit vehicle accident reports upon occurrence (ongoing throughout the month).	Monthly	12	258.84

<u>Item No.</u>	<u>Description of Services</u>	<u>Unit</u>	<u>No. Units</u>	<u>Unit Price</u>
5.1.4.n	Establishment and maintaining new vehicles requests and exchanges process (ongoing throughout the month).	Monthly	12	258.84
5.1.4.o	Development and performance of vehicle maintenance and repair process (ongoing throughout the month).	Monthly	12	258.84
5.1.4.p	GSA vehicle key control program (ongoing throughout the month).	Monthly	12	258.84
5.1.4.q	Maintain NASA license plate inventory control (ongoing throughout the month).	Monthly	12	258.84
5.1.5	Equipment Management			
5.1.5.a	Manage, account, inventory, report, and maintain program (ongoing throughout the month).	Monthly	12	4,811.18
5.1.5.a	Provide property custodian training	Class	6	1,127.95
5.1.5.b	Conduct a triennial inventory of IAP	Yearly	1/3	1,034.66
5.1.5.c	Conduct annual sensitive inventories through visual verification	Yearly	1	620.79
5.1.5.d	Perform tagging of equipment (ongoing throughout the month).	Monthly	12	1,804.20
5.1.5.e	Perform debuggging of equipment (ongoing throughout the month).	Monthly	12	1,202.80
5.1.5.f	Implement a Cannibalization/Modification program (ongoing throughout the month).	Monthly	12	1,202.80
5.1.5.g	Maintain NEMS documentation, NEMS database, and provide NEMS reports (ongoing throughout the month).	Monthly	12	1,202.80
5.1.5.h	Submit monthly and annual NASA Form 1018	Monthly	12	103.47
5.1.5.i	Maintain a record of loses for IAP (ongoing throughout the month).	Yearly	1	206.92
5.1.5.j	Perform equipment acquisition screening for Contractor equipment acquisition	Monthly	12	601.40
		Purchase Request	2500	5.78
5.1.6	Supply			
5.1.6.a	Manage, store, issue, catalog, and control a stock supply program	Stock Requests	10,800	10.04
5.1.6.b	Perform and record inventory adjustments	Daily	251	43.17
5.1.6.c	Maintain a current store stock catalog (ongoing throughout the month).	Monthly	12	3,611.76
5.1.6.d	Manage a system spare stock program (ongoing throughout the month).	Monthly	12	3,611.76
5.1.6.e	Maintain a shelf life program	Line Items	16	677.20
5.1.6.f	Perform annual inventory of store stock	Yearly	1	9,320.66
5.1.7	Receiving			
5.1.7.a	Develop and maintain a log to record the delivery of incoming goods or products	Line Items	10,800	25.07
5.1.7.b	Develop and maintain a receiving and inspection process (ongoing throughout the month).	Monthly	12	1,253.92

<u>Item No.</u>	<u>Description of Services</u>	<u>Unit</u>	<u>No. Units</u>	<u>Unit Price</u>
5.1.7.c	Develop a process for maintaining, documenting, and recording discrepancies (ongoing throughout the month).	Monthly	12	1,253.92
5.2	Emergency Services			
5.2	Maintain a Fire Department w/ emergency medical service capabilities	Daily	365	826.36
5.2	Maintain fire protection, prevention, and emergency medical services 24/7	Daily	365	413.19
5.2.a	Maintain capability to respond to all alarm and emergency call incidents	Daily	365	413.19
5.2.b	Maintain readiness and operability of the WSTF Emergency Services 24/7	Daily	365	413.19
5.2.c	Maintain a dispatcher emergency call list and the NASA specified notification list (ongoing throughout the week).	Weekly	52	470.26
5.2.d	Maintain Emergency Medical Services capability and ability to transport injured/ill personnel	Daily	365	413.19
5.2.e	Provide fire prevention services, identify code non-compliances, and consult on remedial and corrective actions for buildings (ongoing throughout the month).	Monthly	12	20,377.91
5.2.f	Provide a Hazardous Materials response team	Daily	365	413.19
5.2.g	Provide a Confined Space Rescue Team	Daily	365	413.19
5.2.h	Investigate all fires for causes and recommend remedial actions (ongoing throughout the month.)	Monthly	12	6,113.37
5.2.i	Verify and record WSTF and WCS fire extinguisher readiness	Monthly	12	6,113.37
5.2.j	Maintain emergency preparedness capability and provide Incident Command	Daily	365	413.19
5.2.k	Train and coordinate auxiliary resources (ongoing throughout the month).	Monthly	12	6,113.37
5.2.l	Support wild land firefighting requirements	Daily	365	206.59
5.2.m	Control wildlife within workplace environment	Daily	365	206.59
6.3	Technical Library			
6.3.a	Internal and external technical publications (ongoing throughout the month).	Monthly	12	973.32
6.3.b	Online NASA information database and Scientific Technical Information Libraries Training (ongoing throughout the month).	Monthly	12	973.32
SOW	Perform DRD's.	DRD	7	1,668.56

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**Facility Operations and Support Contract
Statement of Work (SOW)**

TABLE OF CONTENTS

1.0 INTRODUCTION.....3

2.0 OPERATING ENVIRONMENT3

3.0 SITE-WIDE OPERATING REQUIREMENTS.....3

 3.1 MANAGEMENT SYSTEMS.....4

 3.2 GENERAL REQUIREMENTS7

 3.3 INSTITUTIONAL SAFETY REQUIREMENTS9

 3.4 TECHNICAL TRAINING.....13

 3.4.1 *Training Management and Administration*.....13

 3.4.2 *Training Development and Delivery*14

 3.5 QUALITY ASSURANCE.....14

 3.6 GENERAL ENVIRONMENTAL REQUIREMENTS.....14

4.0 FACILITY MAINTENANCE AND OPERATIONS15

 4.1 FACILITY SYSTEMS OPERATIONS17

 4.1.1 *General Facility Systems Requirements*17

 4.1.2 *Specific Facility Systems Requirements*.....20

 4.2 PREVENTIVE, PREDICTIVE, AND PROGRAMMED MAINTENANCE28

 4.3 FACILITY REPAIRS UNDER \$2,50030

 4.4 JANITORIAL SERVICES.....31

5.0 INSTITUTIONAL SYSTEMS AND SERVICES.....37

 5.1 LOGISTICS37

 5.1.1 *Mail Services*39

 5.1.2 *Moving Services*.....41

 5.1.3 *Disposal*.....42

 5.1.4 *Transportation*.....44

 5.1.5 *Equipment Management*.....49

 5.1.6 *Supply*.....54

 5.1.7 *Receiving*.....57

 5.2 EMERGENCY SERVICES58

 5.3 EMERGENCY NOTIFICATION SYSTEMS63

 5.4 REAL PROPERTY MANAGEMENT64

 5.5 RADIOS AND PAGING SYSTEMS68

 5.6 LIFTING DEVICES AND EQUIPMENT71

 5.7 DRAFTING72

6.0 MANAGEMENT AND DOCUMENTATION SYSTEMS73

 6.1 MSM AND WDS MANAGEMENT.....73

 6.2 CONFIGURATION MANAGEMENT.....74

 6.3 TECHNICAL LIBRARY75

7.0 ENVIRONMENTAL.....75

8.0 WHITE SANDS SPACE HARBOR.....89

9.0 FACILITY PROJECTS.....91

1.0 Introduction

"The mission of WSTF is to provide the expertise and infrastructure to test and evaluate spacecraft materials, components, and propulsion systems to enable the safe human exploration and utilization of space."

The Facility Operations and Support Contract (FOSC) provides the services, which are non-mission or more institutional in nature such as facility construction projects, environmental services, and the operation of the White Sands Space Harbor. The FOSC will also provide services that support the performance of the primary mission of the White Sands Test Facility (WSTF), which will be performed under the Test and Evaluation Contract (TEC).

2.0 Operating Environment

WSTF is a Government-owned, Government-operated installation. Government-Contractor and Contractor-Contractor partnering is essential to the success of WSTF operations. Therefore, the Associate Contractor Agreement between TEC and FOSC is important to ensure successful operation of WSTF. Similarly, ACA's between other support Contractors may also be necessary for successful WSTF operations. Other support Contractors include Security, ODIN, Occupational Health and Medical Operations, and the Goddard Space Flight Center Contractor who support the White Sands Space Harbor operations.

NASA and Contractor personnel share the responsibility for ensuring that procedures and operations are performed safely and consistent with NASA, Federal, and State regulations to minimize hazards to personnel, property, and the environment. NASA and all current Contractors hold an OSHA Voluntary Protection Program (VPP) Star certification. At WSTF this safety focus takes on particular significance because of the hazardous operating environment.

The FOSC contractor provides occasional support to the White Sands Complex (WSC) and Air Force Communications Support Facility (AFSC), which are co-located in the WSTF industrial complex. This support, primarily limited to facility water, sewer, grounds, minor construction, heavy equipment, and environmental support for WSC, and emergency response/firefighting by Emergency Services to both WSC and AFSC, requires personnel to obtain and retain SECRET security clearances.

3.0 Site-Wide Operating Requirements

The Contractor shall perform this contract and all ordered work, furnishing all resources, labor, equipment, materials, and services required to meet the contract and project performance requirements, except where specifically stated as provided by the Government. The Contractor shall ensure all elements of this contract, whether performed by the Contractor or fulfilled through agreement with other parties, are fully

integrated and maintained to meet WSTF's ultimate mission and objectives. See Section J-9 for workload sizing data.

3.1 Management Systems

WSTF has established a management system that ensures products conform to specified requirements. This system is documented in the WSTF Management System documentation, which consists of the Management System Manual (MSM) and the WSTF Document System (WDS).

The MSM defines the top level management system policies and outlines the structure of the documentation used in the management system. It contains the WSTF Mission Statement and a description of the scope of registration for both ISO 9001 and 14001.

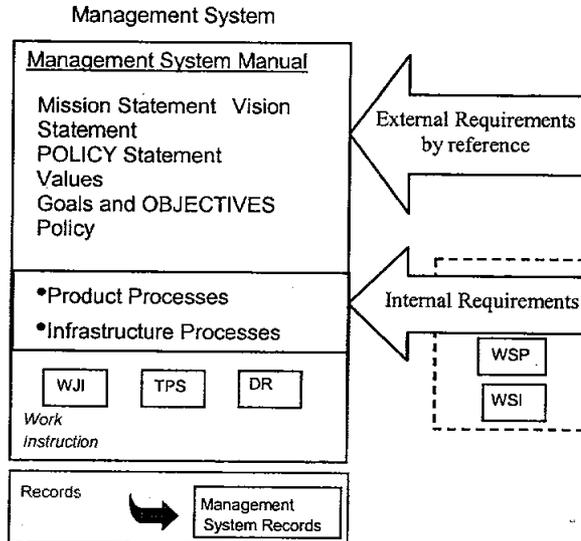
The WDS contains the procedures and instructions consistent with WSTF's stated management policy and is used to carry out WSTF Operations. These are referenced through the MSM. The WDS consists of Product Processes, Infrastructure Processes, WSTF Standard Procedures (WSP's), WSTF Standard Instructions (WSI's), and WSTF Job Instructions (WJI's). The Product and Infrastructure processes are process diagrams that map the required activities necessary to satisfy WSTF policies and achieve product quality. There are eight product processes including Component Refurbishment; Component, Fluid, and Material Testing; Hazard Analysis; Propulsion System Testing; Research and Development; Standard Testing; Training, Development, and Education; and White Sands Space Harbor Operations. There are forty-seven infrastructure processes, which map the primary support functions to the product processes. The WSTF Standard Procedure (WSP) and WSTF Standard Instruction (WSI) are used to document internal requirements in the form of lists of rules or general instructions. WSP's and WSI's are listed as either site-wide or department requirements according to the numbering index used for the document and contained in the following table. Compliance with the WSTF Management System is mandatory for both Completion Form and Indefinite Delivery/Indefinite Quantity (IDIQ) portions of the contract.

Requirements under this element are Completion Form and Cost Reimbursable.

MSM Document Category	Category Descriptor
01	Management Responsibility
02	Quality System Requirements
03	Customer Agreements
04	Design Control

MSM Document Category	Category Descriptor
05	Document and Data Control
06	Purchasing
07	Control of Customer Supplied Product
08	Product Identification and Traceability
09	Process Control
10	Inspection and Testing
11	Control of Inspection, Measuring, and Test Equipment
12	Inspection and Test Status
13	Control of Non-Conforming Product
14	Corrective and Preventive Action
15	Handling, Storage, Packaging, Preservation, and Delivery
16	Quality Records
17	Internal Auditing
18	Training
19	<i>Reserved</i>
20	Statistical Techniques
21	Software
22	Environmental Management System
23	<i>Reserved</i>
24	Security
25	Safety

The WSTF Job Instruction (WJI) is used to document work instructions which provide step-by-step directions for performing a specific job or task. Process and Infrastructure processes contain links to other WSTF documents such as WSP's, WSI's, or WJI's. A hierarchy of authority for this relationship can be found in the following figure.



WSTF document structure showing hierarchy of documents and their uses

WSTF is a certified ISO 9001 and ISO 14001 site and WSTF Management System documents are consistent with the requirements of these standards. The scope of the 9001 certification is:

White Sands Test Facility provides engineering and scientific services to external customers for test, evaluation, and maintenance of materials, components, propulsion and power systems, and landing facilities

The scope of the 14001 certification is:

The environmental management system of White Sands Test Facility located in Las Cruces, NM associated with the testing, evaluation, and maintenance of spacecraft materials, components, and propulsion systems

A Third-Party Registrar certifies WSTF to ISO 14001 and ISO 9001. This certification is currently a site certification inclusive of a joint Contractor-Government effort and supports integration of WSTF management and work processes.

One of the foundations of the ISO 9001 and 14001 certifications is the MSM and the associated WDS. Audits to certify to these ISO standards are to the MSM and WDS. Contractor and NASA policies, processes, and procedures necessary for these certifications are integrated in both the MSM and WDS. The WDS also contains the documents necessary to maintain and operate all institutional support functions,

including many functions that are beyond the scope of this contract. The Contractor shall comply with all applicable instructions, procedures, processes, roles, and responsibilities defined in the MSM and WDS and shall manage and continuously improve these instructions, procedures, and processes.

The latest versions of the MSM and WDS are incorporated by reference and form a part of this SOW requirement.

	PERFORMANCE REQUIREMENT	PERFORMANCE STANDARDS
a.	Comply with all requirements in MSM and WDS.	MSM Section 1.0 and 2.0
b.	Maintain WSTF certification to ISO 9001 and 14001. Two semiannual audits for ISO 9001 and two semiannual audits for ISO 14001	MSM and WDS in its entirety Third party certification
c.	Participate in the performance of internal audits with other WSTF-resident contractor and NASA representatives. 12 audits per year	Internal Audit Performance and Reporting Infrastructure Process Internal Audit Planning Infrastructure Process WSP 17-0001, Internal Audits WSI 17-SW-0001 WSTF Internal Audit Planning, Performance, and Reporting
d.	Respond to and implement corrective/preventive actions for deficiencies within this contract.	Corrective/Preventive Action Request (C/PAR) Infrastructure Process WSP 14-0001 Corrective/Preventive Action

3.2 General Requirements

The Contractor shall provide appropriate management of personnel, data and data systems, equipment and property, schedules, projects, training, records, acquisitions, subcontracts, and business functions necessary to perform the statement of work, deliver all required Data Requirement Document (DRD's) and other deliverables, and meet all contract requirements including safety, quality, environmental, and energy conservation.

Requirements under this element are Completion Form and Cost Reimbursable.

The following performance requirements and standards are applicable to all functions within the SOW.

	PERFORMANCE REQUIREMENT	PERFORMANCE STANDARDS
a.	<p>Ensure support agreements (e.g., ACA's, Memorandum of Understanding (MOU's), contracts, purchase orders, et. al.) are in place to meet WSTF mission and objectives.</p> <p>Provide evidence of mission readiness as necessary to fulfill project requirements and customer agreements.</p>	<p>WSTF mission is not adversely impacted due to ineffective interaction.</p>
b.	<p>Manage and report the technical, schedule, and cost performance for all ordered projects on a periodic basis In accordance with (IAW) DRD 3.1</p>	<p>WSP 09-0014, Project Management Delivery Order(s)</p>
c.	<p>Ensure all Inspection, Testing, and Measuring Equipment (IMTE) is within calibration during data measurement.</p>	<p>Calibration Infrastructure Process</p>
d.	<p>Operate certified Pressurized Vessels and Systems (PV/S) (See list in J-11).</p> <p>Create and maintain documentation package for certification.</p> <p>Note: In accordance with the stated Infrastructure Process, S&MA will perform the certification inspection and TEC will perform the annual configuration verification for the required PV/S.</p>	<p>Pressure Vessel System Infrastructure Process</p>
e.	<p>Provide highly-effective project management of IDIQ projects.</p>	<p>WSP 09-0014, Project Management Project Management Institute, Project Management Body of Knowledge (PMBOK®) Level 3 Maturity</p>
f.	<p>Maintain and develop Facility and System Baseline Documentation (150 systems site-wide).</p>	<p>WSP 25-0011 Facility Baseline Documentation Requirements</p>
g.	<p>Maintain the capability to handle classified material and/or access</p>	<p>NPR 1600</p>

PERFORMANCE REQUIREMENT	PERFORMANCE STANDARDS
<p>to areas where classified work is performed or classified material is stored.</p> <p>Maintain secret security status for emergency services personnel, engineers and technicians to support facility maintenance and repair at WSC, and Emergency Response requirements at WSC and AFCS.</p> <p>20 emergency services personnel with secret security clearance.</p> <p>2-4 facility engineers and 3-5 facility technicians with secret security clearance.</p>	

3.3 Institutional Safety Requirements

All activities at WSTF shall be performed in a safe and healthful manner in accordance with OSHA regulations (29 CFR 1910, 1926) and NASA WSTF Safety and Health Policies. In cooperation with NASA, adherence to 29 CFR 1960 is also required to ensure safety practices are consistent for all WSTF employees. Safety and health are the responsibility of each employee at WSTF and facilitated by effective regulatory management, WSTF leadership commitment, and the active involvement of the WSTF workforce.

The Contractor shall provide Institutional Safety services to assess WSTF activities for hazard identification and assessment, to provide and monitor sufficient hazard controls, and to record and analyze WSTF accidents and associated trends. The Contractor shall serve to integrate all Institutional Safety aspects of WSTF activities to assure a consistent and positive Safety & Health Culture is maintained throughout WSTF. This is accomplished through visible management commitment, employee involvement, safety review, consultation and inspection to reduce evident hazards, and improve workplace safety practices. The Contractor shall review new, proposed, or revised OSHA regulations for potential impact to WSTF operations and provide recommendations for implementation.

All requirements under this element are Completion Form and Cost Reimbursable.

	PERFORMANCE REQUIREMENT	PERFORMANCE STANDARDS
a.	<p>Provide and implement a Safety and Health plan.</p> <p>IAW DRD 3.2</p>	<p>29 CFR, NASA Procedures and Requirements (NPR) 8715.3, JSC Procedures and Requirements (JPR) 1700.1</p> <p>WSP 25-0002</p> <p>Injury prevention efforts must limit injury rates below applicable North American Industry Classification System (NAICS) industry average.</p>
b.	<p>Prepare and submit employee injury and lost-time rate on a monthly basis.</p> <p>IAW DRD 3.2</p>	<p>29 CFR Part 1904, 1910.20</p> <p>WSP 25-0002</p> <p>Injury rates and supporting data must be 100% accurate with respect to number of injuries, and calculated rate</p> <p>Labor hour exposures will be reviewed with respect to best available data estimating labor delivery and associated effect on injury rate calculation</p>
c.	<p>Ensure mishaps and close calls are reported, analyzed, and resulting corrective actions are completed.</p>	<p>NPR 8621.1</p> <p>WSI 25-SW-0009</p> <p>Close Call Infrastructure Process</p> <p>Mishap (type A &B) notification within 1 hour of occurrence</p> <p>Mishap (type C or less) notification within 8 hours of occurrence.</p> <p>Mishap corrective actions within 15 calendar days of estimated completion</p> <p>Mishap prevention efforts must limit injury rates below applicable North American Industry Classification System (NAICS) industry average.</p>

	PERFORMANCE REQUIREMENT	PERFORMANCE STANDARDS
d.	<p>Perform review of each safety program and workplace at WSTF (20 program and workplace reports are prepared annually).</p>	<p>WSP 25-0002</p> <p>WSI 25-SW-0015</p> <p>Annual review schedule submitted for approval prior to January 1st of each year</p> <p>Documented reports of reviews will be submitted within 30 calendar days of review performance and 100% accurate with respect to conditions noted and applicable requirements cited</p>
e.	<p>Maintain and coordinate the WSTF Chemical Inventory and Hazard Communication Program.</p> <p>Provide Safety and Health Awareness Training.</p> <p>Approximately 1,000 Material Safety Data Sheets (MSDS's) processed annually.</p> <p>The existing MSDS database will be provided to the Contractor. The database is supported by an Oracle platform that contains a list of chemicals and quantities and Legato WEBxtender application software that provides access to the scanned MSDS's.</p>	<p>WSP 25-0002</p> <p>WSI 25-SW-0002</p> <p>Chemical inventory updated within 24 hrs of arrival of hazardous material</p> <p>100% of MSDS's shall be available to employees at time of material use</p> <p>Site safety and health awareness training provided to visitors and subcontractors within 2 hours of request or to meet negotiated project requirements</p> <p>95% of safety and health training information shall be accurate with respect to latest regulations, NASA standards, and WSTF practices</p>
f.	<p>Perform surveillance activities and provide compliance recommendations of work tasks, advising personnel and supervisors on engineering controls, safe work practices, and personal protective equipment for the task.</p> <p>600 survey actions and compliance recommendations performed annually including code</p>	<p>29 CFR</p> <p>WSP 25-0002</p> <p>Written recommendations and options for compliance within 24 hrs of observation. 100% of compliance-related observations and recommendations shall be accurate with respect to hazard observed and requirements cited</p>

	PERFORMANCE REQUIREMENT	PERFORMANCE STANDARDS
	<p>and practice interpretations, program reviews, workplace and task assessments, and Personal Protective Equipment (PPE) consultations.</p> <p>Provide immediate notification to project representatives and NASA Safety and Mission Assurance (S&MA) of hazards that could pose an immediate danger to life or health.</p>	
g.	<p>Provide NASA and Contractor management, supervision, and personnel with OSHA and NASA institutional safety requirements interpretations and implementation options.</p>	<p>29 CFR, NPR 8715.3, JPR 1700.1</p> <p>WSP 25-0002</p> <p>Written advisory to NASA S&MA a minimum of 60 calendar days prior to regulatory implementation</p>
h.	<p>Advise WSTF management, supervision, and personnel of recommendations to eliminate or control unsafe conditions and unsafe acts.</p> <p>Provide immediate notification to project representatives and NASA S&MA of hazards that could pose an immediate danger to life or health.</p>	<p>29 CFR, NPR 8715.3, JPR 1700.1</p> <p>WSP 25-0002</p> <p>Written recommendations and options for compliance within 24 hrs of observation</p> <p>100% of compliance-related observations and recommendations shall be accurate with respect to hazard observed and requirements cited</p>
i.	<p>Perform workplace surveys where potential health hazards may exist including: air sampling of hazardous chemicals handled or used; reviewing ergonomics, heat stress, lighting, noise, and engineering controls; reviewing chemical usage and handling procedures; and performing hazard analysis to ensure that appropriate personnel protective equipment is utilized.</p> <p>Assesments of potential</p>	<p>NPR 1800.1</p> <p>WSP 25-0002</p> <p>WSI-25-SW-0015</p> <p>JPR 1700.1</p> <p>Monitoring results to NASA Occupational Health (SD) and medical representatives within 5 working days of completion</p> <p>100% of compliance-related observations and recommendations shall be accurate with</p>

PERFORMANCE REQUIREMENT	PERFORMANCE STANDARDS
exposures per year are 30 chemical 20 physical (i.e. noise, particulate, radiation, thermal, etc.) 60 ergonomic 30 PPE	respect to hazard observed and requirements cited

3.4 Technical Training

Contractor personnel are required to meet the performance challenges faced at WSTF and to expand, develop, and advance processes and capabilities associated with the WSTF mission. The Contractor shall ensure that personnel performing specific assigned tasks are qualified on the basis of appropriate certification, education, training, and/or experience. See Section J-10 for training requirements and description. All requirements under this element are Completion Form and Cost Reimbursable.

3.4.1 Training Management and Administration

The Contractor shall schedule, track, and report training status for all WSTF-resident Contractor and NASA personnel. The Contractor shall provide notification of employee training requirements and any deficiencies to relevant management and line supervision in a timely manner to preclude unqualified performance of contract requirements. All requirements under this element are Completion Form and Cost Reimbursable.

PERFORMANCE REQUIREMENT	PERFORMANCE STANDARDS
a. Maintain and provide employee training status, trends, and effectiveness reports IAW DRD 3.3 There are approximately 800 active training categories, with approximately 24,000 current training actions active (See Section J-10).	WSP 18-0001 WSI 18-SW-0001 WSI QARSO-Q-1602 Training status is maintained up to date within one week of completed training and monthly reports are issued

3.4.2 Training Development and Delivery

The Contractor shall provide technical expertise for development and delivery of training. Development and delivery of new and unique training is supported by the projects requiring qualified employee performance.

All requirements under this element are Completion Form and Cost Reimbursable.

	PERFORMANCE REQUIREMENT	PERFORMANCE STANDARDS
a.	Train and certify personnel to perform assigned tasks. There are approximately 800 active training categories, with approximately 24,000 current training actions active (See Section J-10).	MSM Section 4.1.1 WSP 18-0001 WSI 18-SW-0001 Customer agreements

3.5 Quality Assurance

A systematic quality assurance methodology shall be provided to plan work as necessary to meet requirements, verify results against those requirements, and take necessary actions to correct discrepancies. The Contractor shall perform these activities in accordance with the WSTF Management System, maintained in accordance with ISO 9001.

Quality assurance document review and control and operational verification are performed through the WSTF TEC. The FOSC Contractor shall ensure work performed within the scope of this contract is accomplished in accordance with WSTF quality assurance processes including:

- WSP 02-0001 and WSP 02-0002 for quality planning and verification of work performance.
- MSM and WDS requirements for work documentation preparation, control, performance, and closeout.
- WSP 02-0002 and WSI 02SW-0002 for the application of any Designated Verification controls.

All requirements under this element are Completion Form and Cost Reimbursable.

3.6 General Environmental Requirements

Operations at WSTF shall be performed in accordance with existing permits, laws, executive orders, and regulations (e.g., Clean Air Act, Resource Conservation and Recovery Act (RCRA), Clean Water Act, Safe Drinking Water Act, etc.). The FOSC

shall manage the environmental compliance and restoration program at NASA WSTF (IAW Section 7.0). This includes providing environmental services to the TEC and other WSTF resident Contractors. The FOSC must also collect specific environmental compliance data from the TEC. The TEC costs to maintain environmental compliance during TEC operations are paid for by TEC.

The Contractor shall comply with MSM Section 4.2.1.6, Environmental Management System and WSP 22-0021, Legal and Other Requirements. These standards apply to all of the following performance requirements.

All requirements under this element are IDIQ and Cost Reimbursable.

	PERFORMANCE REQUIREMENT	PERFORMANCE STANDARDS
a.	Perform all work in accordance with existing permits, laws, and regulations (e.g., Clean Air Act, RCRA, Clean Water Act, Safe Drinking Water, etc.).	MSM Section 4.2.1.6 WSP 22-0021
b.	Support site-wide recycling program and green purchases.	MSM Section 4.2.1.6 WSP 22-0021
c.	Comply with site wide National Environmental Policy Act (NEPA) requirements including initiating Records of Environmental Considerations, and Permits to Excavate.	MSM Section 4.2.1.6 WSP 22-0021
d.	Support on-site internal and external environmental audits, inspections, and other functional reviews.	MSM Section 4.2.1.6 WSP 22-0021

4.0 Facility Maintenance and Operations

Operation, maintenance, and repair of facility and utility infrastructure systems are necessary to successfully support the WSTF mission and provide cost effective usage and dependable systems to all WSTF customers. The facility maintenance and operations function is subdivided into the following four functions:

- Facility Systems Operations
- Preventive, Predictive, and Programmed Maintenance
- Facility Repairs under \$2500
- Janitorial Services

The Contractor shall operate all WSTF facility and utility systems and perform the activities necessary to configure systems for maintenance, repair, inspection, and testing and return of the systems to operational status following reconfiguration. This includes continuous operations, start-ups, shut-downs and re-starts, diagnosis and analysis of failures and deficiencies, trouble-shooting, and isolation of faults. This also includes preventive measures such as identification of necessary improvements, configuration control, management of systems critical spares, coordination of outages, and effective overall management of interrelationships among all combined systems. The facility and utility infrastructure systems shall not be interrupted during critical activities. In addition, the performance of maintenance activities may have to be conducted during other duty times and/or including evenings, week-ends, and holidays.

The maintenance program shall be an integral and coordinated part of the Facility and Maintenance organization. The Contractor shall include in the WSTF maintenance program the adoption of the safest, most cost effective practices, best combination of Reliability Centered Maintenance (RCM) techniques, and safety procedures to provide safe and reliable facilities to support NASA's mission. The Contractor shall perform all work on a Work Authorizing Document (WAD); utilizing paperless technologies whenever practical for assigning, documenting, and recording maintenance instructions. The contractor shall perform approximately 4,200 WAD's per year associated with maintenance, repairs, and operations. Continuous improvement and establishment of a proactive maintenance program is valued and required. The greater use and application of paperless and wireless technologies shall be integral to the maintenance program. The maintenance program shall be executed in accordance to NASA Procedures and Requirements (NPR) 8831.2D "Facilities Maintenance Management" and referenced documentation, and all documents specifically indicated herein, including the NASA "Reliability Centered Maintenance Guide for Facilities and Collateral Equipment".

The maintenance program shall include the periodical review of the existing Computerized Maintenance Management System (CMMS) database and the corresponding work steps for each piece of equipment to determine adequacy, applicability, and identification and execution of any changes for improvement and transition to proactive maintenance techniques and technologies. The current CMMS used at WSTF is MAPCON version 3.40, which is a Windows-based. Although the current CMMS (MAPCON) will be provided to the Contractor, the Contractor can use a different CMMS. Data incorporated by the Contractor into the existing database or a replacement database is Government owned per the data rights clause. If the Contractor elects to use a different database that is not owned by the Government, the Contractor will provide the data in a format that is usable by other data systems.

Incidental facility repairs are an expected and normal part of a facility maintenance and operations program. Repairs costing less than \$2,500 will be considered incidental and considered part of this function. The repair program shall be effectively integrated with the maintenance and operations programs to ensure that more planned repairs are

scheduled and performed versus performance of repairs resulting from unforeseen breakdowns.

The available funding for performing the repair program will require cost effective management of the repair program and judicious prioritization and selection of repair activities to ensure safe and dependable systems to all WSTF customers. The repair program shall also include activities necessary to configure systems for repair, inspection, testing, construction, and return the systems to operational status following reconfiguration.

The majority of the WSTF infrastructure backbone was first installed in the 1960's. The continually successful operations of the systems shall rely on specialized engineering consultation and technical professionals that are knowledgeable and experienced with 45-year old facility systems that have received mainly reactive and preventive maintenance and limited proactive techniques. Historically, WSTF has invested substantially less than the National Research Council's recommendation to invest 2-4% of the facility Current Replacement Value (CRV) into a maintenance and repair program.

Many operations do not require continuous coverage but do require operations support to be available 24 hours a day to accomplish routine and expected activities and respond to emergencies. The Contractor shall incorporate this approach to support into developed plans.

Requirements under this element are considered Completion Form and are either Fixed Price or Cost Reimbursable and will be noted in the sub-elements. Maintenance performed on buildings and equipment dedicated to an IDIQ project will be funded by that project.

4.1 Facility Systems Operations

The facility operations and services require the collection, evaluation, archival, and reporting of data. The analysis of this data plays an important part in how WSTF performs maintenance on each facility system. The analysis of this data results in actions that the FOSC Contractor shall perform as directed by the MSM and WDS's. The requirements common to these operations and services are listed in the table below.

Requirements under this element are Completion Form and Cost Reimbursable.

4.1.1 General Facility Systems Requirements

The following requirements are applicable to all Facility Systems discussed under this element.

	PERFORMANCE REQUIREMENT	PERFORMANCE STANDARDS
a.	<p>Maintain all systems specified in section 4.1.2 in accordance with good engineering practices, governing codes and standards, NASA Safety Manuals, and OEM.</p> <p>Identify discrepancies in drawings, initiate a Facilities Engineering Request for system engineer review, and initiate a drawing change request.</p> <p>Identify to the Technical Manager Representative (TMR) discrepancies and opportunities for improvement for all WAD's. Implement approved changes and corrections.</p> <p>Provide all resources to support inspections and inquires, including those conducted by New Mexico Environment Department (NMED) or NASA and to correct all deficiencies.</p> <p>Perform system inspections and correct all deficiencies. Maintain an electronic record of inspections and disposition of any actions.</p> <p>Identify and document in CMMS or an electronic form or data base, approved by the TMR, all necessary system repairs and modifications. Information in the data base shall include system description, key equipment word, area, building, system, cost, status, priority, need date, etc.</p> <p>Identify and report all necessary repairs or modifications. Maintain a network data base file of all</p>	<p>Engineering Support Request Infrastructure Process</p> <p>WJI 24 SW-0003, Utility Outages</p> <p>WJI ENGR-DPT Series</p> <p>CMMS</p> <p>Original Equipment Manufacturer (OEM) Specifications</p> <p>NMED</p>

PERFORMANCE REQUIREMENT	PERFORMANCE STANDARDS
<p>repairs and modifications. Generate, maintain, and submit a project(s) and maintenance request list in an electronic file on the WSTF Local Area Network (LAN) that can be net accessed and sorted by description, key equipment word, area, building, system, cost, status, priority, need date, etc.</p> <p>All work shall be performed by personnel who are properly and currently certified.</p> <p>Coordinate all requested service(s) outages with all WSTF users and WSTF customers, including White Sands Complex (WSC) and Air Force Communications Support Facility (AFCSF) and commercial power suppliers, as applicable to the service(s) being taken out. (80 outages per year)</p> <p>Restore service outages.</p> <p>Report all information of service outage(s) to the TMR and all affected WSTF users and WSTF customers. Include cause, status of work to restore, time target to restore, and any other pertinent facts.</p> <p>Generate/maintain a prioritized critical spares list.</p> <p>Maintain an electronic data base for tracking critical spares that can be queried on the WSTF local area network (LAN) and sorted by quantities, location, minimum</p>	<p>WSTF service outages scheduled with no negative impacts to any WSTF user or customer</p> <p>Unforeseen service outages responded to within 1-hour during normal working hours and within 4-hours at all other times</p> <p>Information of service outages reported to the TMR within one hour of emergency services notification and all affected WSTF users and customers no later than the beginning of the next working day</p> <p>Electronic data base(s) of critical spares available to multiple parties</p>

	PERFORMANCE REQUIREMENT	PERFORMANCE STANDARDS
	<p>levels, cost, and persons authorized to remove stock.</p> <p>Maintain a data base or an electronic file of all service meters and monthly meter readings. Meter readings shall be collected, recorded, filed, and posted on the WSTF LAN that can be accessed by NASA and provides historical and trending data.</p> <p>IAW DRD 4.1.</p>	<p>100% of all meter readings are recorded on the 23rd of each month and posted on the net by the 5th of the following month</p> <p>DRD 4.1 is complete and timely</p>

4.1.2 Specific Facility Systems Requirements

The following requirements are applicable to specific Facility Systems discussed under this element.

	PERFORMANCE REQUIREMENT	PERFORMANCE STANDARDS
a.	<p>Maintain and operate electrical power systems and all related operations and sustaining services to WSTF (12 miles of distribution lines)</p> <p>IAW DRD 4.2</p> <p>Operate and maintain all electrical distribution and utilization systems, including 24.9/14.4-kilovolt (kV), 480/277 and 120/208-volt distribution; making sure all utilization services are available to support WSTF end-users without negative impact to WSTF mission as long as commercial power is available.</p>	<p>Engineering Support Request Infrastructure Process</p> <p>WSI 24-SW-0021, WSTF Electrical Work Practices</p> <p>WJI ENGR-DPT Series</p> <p>CMMS</p> <p>OEM Specifications</p> <p>OSHA</p> <p>NEC (NFPA 70)</p> <p>IEEE National Electrical Safety Code C2.2</p> <p>NM Electrical Code</p> <p>DRD 4.2 is complete and timely</p>
b.	<p>Maintain and operate potable</p>	<p>CMMS</p>

	PERFORMANCE REQUIREMENT	PERFORMANCE STANDARDS
	<p>water systems and all related operations and sustaining services to the WSTF facilities (60,000 linear feet of various sized lines)</p> <p>IAW DRD 4.3</p> <p>Operate and sustain a continuous supply of water to all WSTF, WSC, and AFCSF users with a minimum of 16-feet of level in the WSTF Storage tank, or higher, as dictated by testing, fire fighting activities, or customer requirements.</p> <p>Ensure that the WSTF water system meets NMED requirements and is approved for operation. Operate in accordance with good engineering practices and all applicable Federal and State drinking water requirements.</p>	<p>NMED Water Quality Standard</p> <p>OEM Specifications</p> <p>OSHA</p> <p>NFPA Water Requirements</p> <p>NEC</p> <p>IEEE National Electrical Safety Code C2.2</p> <p>NM Electrical Code</p> <p>DRD 4.3 is complete and timely</p>
c.	<p>Operate and maintain all sewer system and sewage treatment operations and sustaining services (20,000 linear feet of various sized lines)</p> <p>IAW DRD 4.3</p> <p>Maintain NMED approval for operation of the WSTF waste water system.</p> <p>Ensure that all sewer system operation is restored following any unforeseen outages.</p>	<p>NMED Sewer System Requirements</p> <p>American Water Works Association (AWWA)</p> <p>WSP 25-0002</p> <p>CMMS</p> <p>DRD 4.3 is complete and timely</p>
d.	<p>Provide, operate, and maintain all Heating, Ventilation, and Air Conditioning (HVAC) systems, operations, and sustaining services (Equipment listed in the MAPCON CMMS system)</p>	<p>CMMS</p> <p>OEM Specifications</p> <p>OSHA</p>

	PERFORMANCE REQUIREMENT	PERFORMANCE STANDARDS
	<p>IAW DRD 4.4</p> <p>Maintain required environmental conditions in all facilities.</p> <p>Operate and maintain the WSTF Energy Management System for the 100 and 200 areas.</p> <p>Include in the database or electronic file all HVAC electrical power meters, water meters, and monthly meter readings. Also include cooling towers and boiler blowdown and supply meters. Meter readings shall be collected, recorded, filed, and posted on the WSTF LAN that can be accessed by NASA and provides historical and trending data.</p>	<p>American Society of Heating, Refrigerating, and Air Conditioning Engineers (ASHRAE)</p> <p>NEC</p> <p>NM Electrical and Mechanical Code</p> <p>DRD 4.4 is complete and timely</p>
e.	<p>Provide, maintain, and operate natural gas systems and all related operations and sustaining services (20,000 linear feet of various sized lines)</p> <p>IAW DRD 4.5</p> <p>Notify the TMR of any leaks and initiate immediate corrective action with follow-on WAD.</p>	<p>CMMS</p> <p>OSHA</p> <p>NM Natural Gas Code</p> <p>NFPA Natural Gas Requirements</p> <p>Uniform Building Code (UBC)</p> <p>OEM Specifications</p> <p>DRD 4.5 is complete and timely</p>
f.	<p>Operate, maintain, and sustain Life Safety Systems, other Safety Shutdown and Annunciation Systems, including WSTF and WSTF users and customers (WSC and AFCSF), and the B104 Alarm Room to ensure no negative impact to life safety, WSTF or customer missions. Life Safety Systems include Fire Alarm and</p>	<p>OSHA</p> <p>NFPA Life Safety Systems Requirements</p> <p>OEM Specifications</p> <p>WJI SVC-RADL Series</p> <p>WJI PAD-FIRE Series</p>

PERFORMANCE REQUIREMENT	PERFORMANCE STANDARDS
<p>Detection, Fire Suppression, Emergency Egress Lighting, Eyewashes and Eye Showers, and Water Level Monitors.</p> <p>Maintenance includes providing configuration control, documentation of the current system layouts, scheduling of preventative maintenance tasks, providing guidance for new emergency notification systems, and keeping the current systems active and available.</p> <p>Systems discussed above include:</p> <p>1 – Fire Command Control (FCC) panel/console with 25 Remote Panels communicating with FCC with 5-300 devices supervised by each panel.</p> <p>Fire Suppression: 3-5 building water systems, 1-clean agent system, 2-3 other agents, 65 fire hydrants.</p> <p>Emergency Egress Lighting: 320 fixtures.</p> <p>Eyewashes and eye showers: 100</p> <p>Water Level Monitors: 1-local monitor at water storage tank and 1-remote display at alarm room.</p> <p>2 Chemical Spill Sirens</p> <p>B104 Alarm Room annunciation and Monitoring Systems</p> <p>IAW DRD 4.4</p>	<p>DRD 4.4 is complete and timely</p> <p>Contingency plans must be activated within one hour of loss of one or more emergency notification or communication systems as defined in WSP 25-0009, Attachments A and B.</p>

	PERFORMANCE REQUIREMENT	PERFORMANCE STANDARDS
	Contingencies must be planned and in place in event of loss of one or more life safety systems.	
g.	<p>Provide all operations and sustaining services on WSTF emergency and uninterruptible power systems and generators (Equipment listed in the MAPCON CMMS system)</p> <p>IAW DRD 4.4</p> <p>Restore all Emergency/Back-up and Uninterruptible Power Systems and Generator systems following any unforeseen outages.</p>	<p>OEM Specifications</p> <p>OSHA</p> <p>NFPA Power and Generator Requirements</p> <p>NEC</p> <p>NM Electrical Code</p> <p>DRD 4.4 is complete and timely</p>
h.	<p>Provide all operations and sustaining services to all building systems, facilities, and structures</p> <p>IAW DRD 4.4</p> <p>Operate, maintain, and sustain all building systems (80-buildings, including the Fitness Center) to a condition substantially equivalent to its originally intended and designed capacity, efficiency, or capability to enable WSTF personnel to perform their assigned duties.</p> <p>Building systems include electrical, HVAC, potable water, sewer and drains, mechanical, structural, pest control, roofing and roofing drains, wall surfaces (interior/exterior), natural gas, stairways (interior/exterior), lighting (interior and exterior), lightning protection and grounding, and personnel restraining and other Life Safety Systems. Other structures may include fences,</p>	<p>Engineering Support Request Infrastructure Process</p> <p>CMMS</p> <p>OEM Specifications</p> <p>DRD 4.4 is complete and timely</p> <p>WSI 24-SW-0021, WSTF Electrical Work Practices</p> <p>WJI ENGR-DPT Series</p> <p>NEC (NFPA 70)</p> <p>IEEE National Electrical Safety Code C2.2</p> <p>NM Electrical Code</p> <p>NMED Water Quality Standard</p> <p>NFPA Natural Gas Requirements</p> <p>NM Natural Gas Code</p> <p>Uniform Building Code (UBC)</p>

	PERFORMANCE REQUIREMENT	PERFORMANCE STANDARDS
	<p>L, 272 Road, etc.) such that they are always passable by common POV or made passable within 4-hours of the identification or request for clearing. All shoulders are kept mowed and cleared to allow emergency shoulder access.</p> <p>Maintain Perimeter Roads such that they are made passable for security and fire fighting use.</p> <p>Maintain Primary Parking areas (STGT, WSC, AFCSF, 100 Area, 200 Areas, 300 Areas, and 400 Areas) and Secondary Parking areas such that they are made passable for personnel POV use.</p> <p>IAW DRD 4.4</p>	<p>within 3 calendar days of identification or request to clear or made passable by POV within 2-hours in the event of emergency need to egress WSTF, AFCSF, or WSC.</p> <p>Perimeter Roads are made passable within 3-days of identification for need or request for clearing.</p> <p>Primary Parking areas are made passable within 4-hours of the identification for need or request for clearing.</p> <p>Secondary Parking areas are made passable within 5-working days following the identification of the need or request for clearing.</p> <p>DRD 4.4 is complete and timely</p>
j.	<p>Provide all operations and sustaining services to systems and structures that control erosion, flood, and drainage, including culverts, berms, and other contours</p> <p>IAW DRD 4.4</p> <p>Maintain all erosion and drainage control structures.</p> <p>Clean culverts and berms, etc. (remove brush, excessive dirt, etc.) as directed by the NASA</p>	<p>CMMS</p> <p>DRD 4.4 is complete and timely</p>

	PERFORMANCE REQUIREMENT	PERFORMANCE STANDARDS
k.	<p>TMR (50 times per year).</p> <p>Provide the operations and sustaining services to all grounds and landscaping systems</p> <p>Maintain (clean, remove brush, etc.) all exterior landscaped areas, walkways, and entrances for the main gate guard station, visitor processing building, cafeteria, rotunda, Building 100/101, and associated parking lots as directed by NASA TMR (50 times per year).</p> <p>IAW DRD 4.4</p> <p>Maintain all grounds and landscaping systems</p>	<p>CMMS</p> <p>DRD 4.4 is complete and timely</p> <p>WSTF personnel are able to perform their assigned duties and there are no negative impacts to the WSTF mission.</p>
l.	<p>Maintain Cafeteria Equipment</p> <p>Special cleaning of cafeteria outdoor patio (removal of sand and debris, washing, etc) as per TMR direction (30 times per year).</p> <p>Pump and clean grease traps in food preparation areas.</p> <p>Maintain cafeteria food service fixtures and equipment (tables, chairs, ovens, coolers, freezers, etc).</p>	<p>OEM Specifications</p>
m.	<p>Maintain and operate Fuel Dispensing System. System consists of two Fuel Master fuel dispensers, two submersible pumps, two fuel tanks, one fuel leak detector and level indicator, one electronic card swipe authorization system, and associated piping and control cables.</p>	<p>NMED Standards and Underground Storage Tanks</p> <p>OEM Specifications</p> <p>NM Weights and Standards</p> <p>Leak detection tests are performed monthly.</p>

	PERFORMANCE REQUIREMENT	PERFORMANCE STANDARDS
	<p>Notify NASA for replenishment of fuels to ensure sufficient fuel(s) for the WSTF and WSC vehicle fleet.</p> <p>Perform leak detection tests.</p>	
n.	<p>Maintain the site vehicle weigh scale equipment and ensure that it is certified and functional at all times.</p> <p>The scale is a 50-ton scale with limits equal to +/- 40 lbs of applied load.</p>	OEM Specifications
o.	<p>Maintain the facility paint booth and ensure that it is certified and periodically tested. Paint booth is a Binks Model CA-530(T)LH Paint Spray Booth. The dimensions are ~ 16' w x 30' l x 12' h.</p>	OEM Specifications
p.	<p>Maintain the steam cleaning and pressure washing system, which consists of one commercially available off the shelf power washer. Maintain the 15 foot square concrete pad free of unsightly or large debris.</p>	OEM Specifications
q.	<p>Provide pest control and extermination services to all buildings where personnel may be present.</p>	All buildings sprayed on a monthly basis beginning October 1 through September 30. During the period from May 1 through August 31, buildings sprayed on a bi-weekly basis.
r.	<p>Maintain the portable sandblasting equipment, which consists of a hopper, air compressor, and associated lines and nozzles.</p>	OEM Specifications

4.2 Preventive, Predictive, and Programmed Maintenance

Requirements under this element are Completion Form and Cost Reimbursable.

	PERFORMANCE REQUIREMENT	PERFORMANCE STANDARDS
a.	Implement a preventive and	NPR 8831.2D

PERFORMANCE REQUIREMENT	PERFORMANCE STANDARDS
<p>predictive facilities maintenance program</p> <p>IAW DRD 4.1 Implement a 5-year Annual Work Plan (AWP) for all facilities, structures, and equipment listed in NASA Real Property Database (RPDB) and WSTF CMMS.</p> <p>Perform a RCM Decision Logic Tree analysis for all facility structures, equipment and systems and issue appropriate maintenance task assignment(s).</p> <p>Prepare and maintain appropriate maintenance procedures, as identified by RCM analysis, for all pieces of equipment listed in the CMMS and that those maintenance procedures are entered into a CMMS.</p> <p>Develop and implement instructions that define the data fields that need to be entered into a CMMS and in such a way that the data is useful for system designers or analyst, e.g., failure mode, materials, lubricant and wear particle analysis, vibration readings, current, etc.</p> <p>Implement Preventive, Testing and Inspection (PT&I) technology (equipment, training, out sourcing) into the maintenance program.</p> <p>Record all pertinent information from the WAD into the CMMS and track and trend equipment maintenance costs.</p>	<p>NASA-RCM-IIG - Reliability Centered Maintenance Guide for Facilities and Collateral Equipment</p> <p>CMMS</p> <p>Update the AWP on a semi-annual basis</p> <p>DRD 4.4 is complete and timely</p> <p>Preventive Maintenance tasks/activities are complete, on time, and prevent the equipment and facilities from losing their intended functions, outputs, and availability</p>

	PERFORMANCE REQUIREMENT	PERFORMANCE STANDARDS
b.	Develop a long range Programmed Maintenance Plan. Present plan to NASA on a semi-annual basis for consideration into the Modification, Construction, Rehabilitation, and Repair (MCRR) and Construction of Facilities (CoF) programs.	CMMS Semi-annually

4.3 Facility Repairs Under \$2,500

Requirements under this element are Completion Form and Cost Reimbursable.

	PERFORMANCE REQUIREMENT	PERFORMANCE STANDARDS
a.	<p>Perform scheduled repairs to all facility and utility infrastructure systems. Does not include repairs to test systems.</p> <p>Coordinate all repairs with all WSTF users and WSTF customers, including WSC and AFCSF and commercial power supplier.</p> <p>Verify all repairs for proper operations and perform the intended function and all baseline tests. Document results of these tests in the CMMS.</p> <p>900 repair work tickets/year</p>	<p>CMMS</p> <p>Repairs are complete, on time as negotiated with the requestor, and equipment and facilities returned back to their intended functions, outputs, and availability.</p>
b.	Perform immediate actions to correct unsafe conditions that have resulted in an injury, accident, or presents a threat to human health, and schedule and complete required repairs.	All incidents are responded to within 30-minutes of notification during normal working hours and within 4-hours at other times.
c.	Maintain CMMS database that tracks all individual repairs and total repair costs by incident, equipment number, labor hours, and material costs. Code all repair tickets:	<p>CMMS</p> <p>Update CMMS within 2 working days after task completed</p>

	PERFORMANCE REQUIREMENT	PERFORMANCE STANDARDS
	Repair as a Result of PT&I, Repair as a Result of Breakdown, Repair as a Result of Accident.	
d.	Maintain CMMS database that identifies and tracks all system repairs. Enter all information such as description, key equipment word, area, building, system, cost, status, priority, need date, etc., into the dbase.	CMMS Update CMMS within 2 working days after task completed

4.4 Janitorial Services

WSTF has a requirement for clean work spaces. These services are required in all WSTF areas including administrative offices, buildings, and facilities that are used in conjunction with operations of laboratories, propulsion and materials testing, and environmental activities.

The janitorial services shall be performed on a non-interference basis and are expected to compliment and in no way hinder the WSTF mission. Flexibility, sensitivity, and accommodation to varying WSTF testing and operations schedules are also required. The Contractor shall accommodate frequency of use of various facilities at WSTF. This will include 50-100 annual special meetings or events, normally held in one of the conference rooms or the rotunda, which will require additional unscheduled janitorial services as defined in the table below. In addition, there will be additional NASA requests for office type cleanings (100-150/year). The Contractor shall provide a means for WSTF to request these additional services.

The Contractor shall provide all supplies, cleaning tools, equipment, materials, and chemicals necessary to perform the janitorial services unless specifically provided by the Government as IAP. This includes trashcan liners and restroom supplies such as toilet tissue, hand towels, toilet seat covers, and air fresheners.

The following definitions will apply to the janitorial requirements unless otherwise stated.

- Clean – Free of dirt, dust, odors, marks, spots, streaks, stains, smudges, litter, trash, debris, graffiti, and other residue. May require damp or wet mopping.

- Damp Mopping – Removal of light soil, dirt, liquid, or other foreign material using a cotton or similar yarn-type mop, which has been mechanically wrung/squeezed to remove excess solution. This method is often employed when the area that requires cleaning is not soiled sufficiently to require wet mopping. This includes rinsing if recommended by the detergent manufacturer.
- Disinfecting – Removal or neutralization of material containing or supporting the growth of bacterial/viral organisms capable of causing infection in humans if untreated.
- Dusting – Removal of bugs, cobwebs, dirt, liquid, refuse, scale, soil, stains, trash, and any other foreign material from an item, fixture, horizontal or vertical surface, or area, and may include the process of disinfecting.
- Mirror/Glass/Window Cleaning – Removal of dirt, soil, smudges, smears, or any other substance, which will interfere with the passage or reflectance of light.
- Sealing – Application of an approved floor sealer prior to application of the final floor finish in accordance with industry standards and manufacturers recommendations.
- Shampooing – Application of a cleaning agent to a carpeted floor, cloth material, or covering to remove embedded soil, dirt, stains, or other foreign materials.
- Spot Cleaning – Removal of dirt, soil, debris, liquids, stains, or other foreign materials where adequate cleanliness can be accomplished by cleaning only affected areas and where the cleaning of the entire area would not be necessary.
- Stripping – Complete (95 percent or more) removal of the wax/finish applied to non-carpeted flooring.
- Sweeping – Removal of loose dirt, dust, debris, and other foreign material through either manual or mechanized methods not requiring a wet mop.
- Waxing/Finishing – Application of a non-slip gloss finish to hard surface floors, such as vinyl, rubber, cork, linoleum, terrazzo, wood, or tile. Includes buffing if manufacture recommended.
- Wet Mopping – Removal of build up dirt, soil, liquids or other foreign materials from a floor using either manual or mechanized methods with either sufficient neutral detergent and water solution or neutral disinfecting detergent and water solution. This includes rinsing if recommended by the detergent manufacturer.

Requirements under this element are Completion Form and Fixed Price.

	PERFORMANCE REQUIREMENT	PERFORMANCE STANDARDS
a.	Provide janitorial services which result in hygienic and safe work spaces. (305,000 square feet of buildings on-site which includes those described in following sections) Complete janitorial status	ANSI Z4.1-1986 CMMS Waste containers emptied a minimum of once per day excluding holidays and weekends.

	PERFORMANCE REQUIREMENT	PERFORMANCE STANDARDS
	<p>summary</p> <p>IAW DRD 4.4</p> <p>Remove and control all solid waste, including white paper and cardboard to be recycled, by emptying and relining all waste and recycling containers. Convey and deposit the contents in designated exterior trash containers. This shall be accomplished a minimum of once per day.</p> <p>Collect white paper and cardboard to be recycled. Place white paper in white paper recycling containers. Empty full recycling containers into one of the white paper or cardboard recycling repositories for pickup by the City of Las Cruces. (26 occurrences as the recycle containers become full.)</p> <p>260 offices each containing 1-5 waste containers and 20 conference rooms and auditoriums each containing 1-3 waste containers</p> <p>25 white paper recycling containers are located throughout the site. 3 white paper recycling repositories. 7 cardboard recycling repositories</p> <p>42,000 lbs of white paper and 58,000 lbs of cardboard are recycled each year.</p>	
b.	Clean and disinfect all restrooms (45 restrooms on-site) and all restroom components, which	ANSI Z4.1-1986 CMMS

	PERFORMANCE REQUIREMENT	PERFORMANCE STANDARDS
	<p>include but are not limited to toilets, urinals, lavatories, sinks, showers, shelves, dispensers, mirrors, wainscoting, partitions, stalls, stall doors, walls, exposed plumbing, and floor drains.</p> <p>Allow no cross contamination of tools, products, or PPE between the cleaning of waste handling appliances and the cleaning of any other restroom component.</p> <p>Service and replenish supplies in all restrooms ensuring all dispensers are stocked with sufficient supplies to last to the next scheduled service.</p> <p>Inspect or test all restroom appliances and fixtures and report need for corrective actions, making sure all urinals, commodes, hot and cold water faucets are actuated to ensure proper flow and drainage rate and all floor drains have the proper water level and all problems are reported to appropriate contractor personnel.</p>	<p>Clean and disinfect a minimum of once per day excluding holidays and weekends.</p>
c.	<p>Clean, disinfect, and polish all drinking fountains (30 each).</p>	<p>ANSI Z4.1-1986</p> <p>Minimum of once per day excluding holidays and weekends.</p>
d.	<p>Clean all general assembly and hallway areas (130 ea):</p> <ul style="list-style-type: none"> • Glass surfaces, to include but not limited to all door glass surfaces including, door frames (interior and exterior facing); • Picture frames; • Bulletin boards; • Windows in hallways and at entry foyers (interior and 	<p>ANSI Z4.1-1986</p> <p>CMMS</p> <p>All general assembly and hallway areas a minimum of once per month.</p> <p>All window glass surfaces in offices minimum of once per year.</p> <p>All window and door treatments minimum of</p>

	PERFORMANCE REQUIREMENT	PERFORMANCE STANDARDS
	<p>exterior) including ledges and sills (50 stairwells and foyers); and</p> <ul style="list-style-type: none"> All glass surfaces in hallways between Building 100 (B110) and 100 and between B111 and B100 including, door frames (interior and exterior facing), picture frames, bulletin boards, windows at entry foyers (interior and exterior). <p>Clean all window glass surfaces in offices.</p> <p>Clean all window and door treatments including blinds, curtains, and draperies and all auditorium-type curtains and draperies.</p>	<p>once every year.</p> <p>Vacated/or as requested offices are cleaned "as needed"/~100-150/year.</p>
e.	<p>Clean all types of carpeted and rug floor surfaces (60,000-square feet) and associated baseboards and all entrance mats. Vacuumed cleaned using a High Efficiency Particulate Air (HEPA) vacuum cleaner. Shampoo all carpet surfaces.</p>	<p>Uniform in appearance</p> <p>Carpet Manufacturer Cleaning Recommendations</p> <p>All carpeted and rug floor surfaces cleaned a minimum of once per week.</p> <p>All carpet surfaces shampooed a minimum of once per year.</p>
f.	<p>Clean all vinyl floor tile surfaces (110,000-square feet) including composite asbestos, pedestal mounted tile, and associated baseboards.</p> <p>Strip, seal, and wax/seal to a uniform glossy appearance all vinyl floor surfaces with no evidence of splashing.</p>	<p>OSHA Floor Care Operations, 29 CFR 1910</p> <p>All vinyl floor tile surfaces cleaned a minimum of once per day excluding holidays and weekends.</p> <p>All vinyl floor surfaces stripped, sealed, and waxed/sealed a minimum of once per year.</p>
g.	<p>Clean all ceramic floor tile surfaces (10,000-square feet) and associated baseboards.</p>	<p>Clean minimum of once per day excluding holidays and weekends.</p>

	PERFORMANCE REQUIREMENT	PERFORMANCE STANDARDS
	Strip, seal, and wax/seal for all ceramic floor tile surfaces with no evidence of splashing.	Strip, seal, and wax/seal minimum of once per year.
h.	Clean all concrete floor surfaces (125,000 square feet) and associated baseboards.	Cleaned a minimum once per day excluding holidays and weekends.
i.	<p>Provide unscheduled janitorial services (200 hours). Provide accounting of hours to TMR.</p> <p>This will include approximately 50-100 annual special meetings or events, normally held in one of the conference rooms or the rotunda and additional NASA requests for vacated office of office type cleanings (100-150/year).</p> <p>Vacated office cleanings include cleaning walls, floors, fixtures, HVAC louvers, baseboards, corners, areas behind doors, doors, blinds, windows, ledges, sills, and furniture.</p>	<p>ANSI Z4.1-1986</p> <p>Hours accounted for monthly.</p> <p>Services provided within 1-hour if request is made during normal working hours and within 4-hours at other times.</p>
j.	Remove all blood or potentially infectious material and disinfect the area (20 occurrences).	<p>WSI 25-SW-0010, Blood borne Pathogen Control</p> <p>Within 30-minutes if request is made during normal working hours and within 4-hours at other times.</p>
k.	<p>Remove dust from all interior stairs, railings, ledges, stairwells, landing surfaces, and ramp, including all associated fixtures.</p> <p>Clean all glass surfaces providing day lighting for stairwells.</p>	<p>All interior stairs, railings, ledges, stairwells, landing surfaces, and ramp, including all associated fixtures are cleaned at a minimum once per week.</p> <p>All glass surfaces providing day lighting for stairwells are cleaned at a minimum twice per year.</p>
l.	Remove dust and clean all surfaces in conference rooms, auditoriums, and management offices and suites. (20 conference rooms and auditoriums –	A minimum of once per week

	PERFORMANCE REQUIREMENT	PERFORMANCE STANDARDS
	management offices included in Section 4.4 d above). Surfaces include tables, chairs, desks, bookcases, shelves, lamps, coffee brewers, glass surfaces, etc.	
m.	Implement all safety requirements, precautions, and placement and display of signs and placards during janitorial activities.	ANSI Z4.1-1986 Manufacturers Recommended PPE and product use instructions
n.	Clean and maintain all Janitor Storage/Use Areas.	ANSI Z4.1-1986
o.	Provide daily janitorial services for Fitness Center which shall include cleaning and disinfecting of all restrooms and component fixtures, including toilets, urinals, lavatories, sinks, shelves, dispensers, mirrors, wainscoting, partitions, stalls, stall doors, walls, exposed plumbing, floor drains, locker rooms, bathrooms, showers, floors (including gym floor), mats, and exercise machines.	ANSI Z4.1-1986 CMMS Daily Servicing excluding holidays and weekends.

5.0 Institutional Systems and Services

Institutional Systems and Services include a broad range of activities. WSTF currently provides the following operations: logistics, emergency fire protection, prevention, and emergency medical services as well as emergency notification, radio and paging systems, and real property management. WSTF also provides lifting devices and equipment and drafting. Buildings for most of these services are provided. Secure outside storage areas are also available for bulk storage and disposal operations, as well as secure areas for housing k-bottle cylinders, tubing, and critical materials. Office space is provided to support mail services. Requirements under this element are considered either Completion Form (Fixed Price or Cost Reimbursable) or IDIQ (Cost Reimbursable) and will be noted in the sub-elements.

5.1 Logistics

The Contractor shall provide logistics services to support mission requirements. Logistic services consist of supply, receiving, disposal, transportation, equipment management, moving, and mail delivery.

The Contractor shall maintain the WSTF Oracle Business System mainframe or equivalent. The system is a total supply system database for the tracking and visibility of a complete catalog of stock items and asset information including, but not limited to availability, warehousing, usage history, procurement lead times, reorder points, replenishment, economic order quantity, demand history, shelf life, manufacturer's lot information, serialization, inventory, hazardous material control and coding, accounting data, potential excess, receipts, issues, due ins, due outs, backorders, and total item management capabilities. Oracle electronically initiates document tracking for the accountable transactions associated with receipts, issues, and turn-ins. The transactions are tracked from the time of issue or receipt generation, through staging, and delivery to the final destination. NASA Equipment Management System (NEMS) is a mainframe application located at NASA Marshall Space Flight Center (MSFC) in Huntsville, Alabama. NEMS is a total equipment system database for the tracking and accountability of equipment functions including, but not limited to location changes, acquisitions, adds/deletes, inventory, archival, and history.

The Contractor shall use the NASA Property Disposal Management System (NPDMS), an Agency-wide automated disposal management system, for all functions related to disposal. All functions shall be performed in accordance with NASA and other Federal regulations, policies, and procedures.

As part of the NASA Integrated Asset Management Program (IAMP), the Contractor is required to support an implementation plan to integrate a full cost accounting system to account for all assets that are related to NASA Programs and contracts.

Four warehouse buildings are available to the Contractor to support the site's logistic operations. These buildings are available to house stores stock, items held for temporary storage, transportation operations, equipment management, and disposal operations. Building 120 (18,000 ft²) houses general stores stock, system spares, spare parts held in controlled storage, equipment management operations, and transportation operations. Buildings 150 (6,000 ft²), 152 (1,152 ft²), and 155 (5,200 ft²) are used to house temporary storage and disposal process (GSA Sales).

Requirements under this element are Completion Form and are Fixed Price.

	PERFORMANCE REQUIREMENT	PERFORMANCE STANDARDS
a.	Maintain supply, equipment, receiving, disposal, transportation, moving, and mail distribution service functions to support WSTF infrastructure and mission requirements IAW DRD 5.1	Outbound Hazardous Materials Infrastructure Process Critical Material approval/Acceptance Infrastructure Process Bulk Products Order and Delivery Infrastructure Process

	PERFORMANCE REQUIREMENT	PERFORMANCE STANDARDS
		Return of Customer Supplied Product Infrastructure Process Shipping Infrastructure Process WSI 15-SW Series WJI ADM-LOG Series
b.	Provide logistics services to support mission requirements. Logistics services consist of supply, receiving, equipment management, disposal, freight traffic management, real property accountability, furniture moves and mail delivery.	Outbound Hazardous Materials Infrastructure Process Critical Material Approval/Acceptance Infrastructure Process Bulk Products Order and Delivery Infrastructure Process Return of Customer Supplied Product Infrastructure Process Shipping Infrastructure Process WSI 15-SW Series WJI ADM-LOG Series
c.	Provide support and development of the NASA Integrated Management Program. Provide training for use of the NASA IAMP.	

5.1.1 Mail Services

The Contractor shall provide a mail distribution and pickup service. The Contractor shall serve as the central point for incoming and outgoing material and process incoming, outgoing, and JSC internal mail including classified and unclassified materials. Mail is not delivered to the WSSH. WSSH personnel pick up mail at the WSTF mail room.

The Mail Delivery area is equipped with a digital metering machine. Metered mail accounts for NASA and the WSTF Contractors are maintained independently. Only the Government metered mail is subject to NASA reporting.

Requirements under this element are Completion Form and Fixed Price.

	PERFORMANCE REQUIREMENTS	PERFORMANCE STANDARDS
a.	<p>Process and distribute all outgoing mail including official outgoing Registered, Certified, Insured, Express and Priority mail. Maintain postal logs and applicable postal forms required for each specific type of mailing. This includes assigning control numbers, maintaining an accurate control log, preparing appropriate forms, producing reports regarding the meters, tracking the amount of outgoing metered mail, and preparing classified documents for mailing.</p> <p>Advise and assist customers as required, wrap official packages and prepare for mailing, including affixing metered postage to US Postal Service mailings.</p> <p>Approximately 150,000 pieces of mail are handled per year.</p>	<p>WSP 24-SW-0007, Mail Service</p> <p>US Postal Service domestic mail regulations</p> <p>International mail regulations</p> <p>100% of outbound mail shall be delivered to the Las Cruces Post Office within the same day</p>
b.	<p>Process and distribute all incoming mail.</p> <p>Pick up and deliver official mail from the local post office.</p> <p>X-ray and screen all incoming mail.</p> <p>Sort and set aside official "fan" mail, Federal, State, and City Government mail, and all other official correspondence.</p> <p>Distribute mail between various buildings onsite.</p> <p>Handle classified documents in accordance with JSCM 1600D "JSC Security Manual", at all times and</p>	<p>WSP 24-SW-0007, Mail Service</p> <p>US Postal Service guidelines</p> <p>100% of daily mail received at the Las Cruces Post Office shall be delivered within WSTF the same day.</p> <p>JSCM 1600D "JSC Security Manual"</p>

	PERFORMANCE REQUIREMENTS	PERFORMANCE STANDARDS
	<p>establish and maintain a database for proper and efficient control of classified documents. Security clearances shall be required for some work in this area.</p> <p>Submit metered mail reports</p> <p>IAW DRD 5.2</p>	

5.1.2 Moving Services

The Contractor shall provide moving services necessary to satisfy WSTF's internal relocations requirements for office and equipment moves. Moving services shall deal with moving and relocating furniture and equipment. This pertains to only office type moves.

Requirements under this element are Completion Form and Fixed Price.

	PERFORMANCE REQUIREMENT	PERFORMANCE STANDARDS
a.	<p>Perform moving services to support WSTF organizations (25 moves/year).</p> <p>Provide moving services and equipment for the relocation of items on dates requested. Examples of items to be moved include: furniture, boxes, equipment, etc. Ensure items being moved and surrounding areas are protected against damage.</p> <p>A typical office move would require moving a desk, 2 file cabinets, 1 table, 4 chairs, 2 bookcases, and 5-10 boxes.</p>	<p>If no date is specified for the move, complete within 5 working days with minimal impact to personnel.</p>

	PERFORMANCE REQUIREMENT	PERFORMANCE STANDARDS
b.	<p>Create and maintain a database that provides historical and trending data on moving services.</p> <p>Provide data report on moving services to NASA Property Administrator.</p>	<p>Report is due annually</p>

5.1.3 Disposal

The Contractor shall provide excess and disposal services to support the disposition of excess Government property that is unserviceable or no longer required to support mission requirements. The Contractor shall use the NASA Property Disposal Management System to record and report excess property in accordance with NPR 4300.

The Contractor shall coordinate sales through General Services Administration (GSA) using GSA XCESS, and assist the NASA Property Administrator in coordinating donations to schools in accordance with the Stevenson Wydler Act and NPR 4300 and sell scrap materials through GSA.

Requirements under this element are Completion Form and Fixed Price.

	PERFORMANCE REQUIREMENT	PERFORMANCE STANDARDS
a.	<p>Manage a disposal, excess, and sales operation of excess Government products generated by WSTF and WSC.</p> <p>Develop a process for maintaining, recording, screening, and documenting disposal of excess Government property using the NASA Property Disposal Management System and the GSA Electronic interface as the electronic tools for the sales disposal process.</p> <p>Annual historical average work load of excess and disposal operations is 90 tons of excess</p>	<p>WSI 15-SW Series</p> <p>WJI ADM-LOG Series</p> <p>FAR 45, NFSD 1845, NPR 4300</p>

	PERFORMANCE REQUIREMENT	PERFORMANCE STANDARDS
	<p>property and scrap involving 900 line items per year.</p> <p>Government-furnished facility space will be provided for storage of items pending sale, donation, or excess to another agency. Space available for this storage is approximately 12,000 ft².</p>	
b.	<p>Maintain a donations program to K-12 schools.</p> <p>Submit reports on donations</p> <p>IAW DRD 5.3</p>	<p>NPR 4300</p> <p>Stevenson Wydler Act</p> <p>Executive Order 1299</p>
c.	<p>Maintain a Sales Program.</p> <p>Submit Annual Exchange Sale Report</p> <p>IAW DRD 5.3</p>	<p>WSI 15-SW Series</p> <p>WJI ADM-LOG Series</p> <p>NPR 4300</p>
d.	<p>Maintain a process for collection, disposal, and reporting of precious metal recovery. Precious metal recovery is infrequent and determined by excess generated by projects or programs (1 collection, disposal, reporting per year).</p> <p>Submit Annual Precious Metal Report.</p> <p>IAW DRD 5.3</p>	<p>WSI 15-SW Series</p> <p>WJI ADM-LOG Series</p> <p>NPR 4300</p> <p>FAR Part 45</p>
e.	<p>Maintain and implement a process for segregating and collecting scrap metals for sales through the GSA scrap Contractor. Close interaction is required with GSA to set up a Scrap contract for the disposition and sales of scrap.</p> <p>Identify items or equipment that can not be excessed, sold,</p>	<p>WSI 15-SW Series</p> <p>WJI ADM-LOG Series</p>

	PERFORMANCE REQUIREMENT	PERFORMANCE STANDARDS
	<p>donated, or transferred to another Government agency and make necessary preparations to sale items or equipment to GSA scrap Contractor.</p> <p>IAW DRD 5.3</p> <p>Annual estimated scrap sold and process from WSTF is 20 tons per year.</p>	

5.1.4 Transportation

The Contractor shall provide transportation support services for handling, packing, and coordinating the delivery of routine, critical, and hazardous shipments to and from WSTF. The Contractor shall also provide accounting and maintenance support services for GSA and Government owned vehicles.

The Contractor shall provide Freight and Traffic Management services in accordance with NASA, Federal regulations, and WSTF policies, procedures, and instructions.

Requirements under this element are Completion Form and Fixed Price.

	PERFORMANCE REQUIREMENT	PERFORMANCE STANDARDS
a.	<p>Maintain and perform Freight Traffic Management Operations to support WSTF mission requirements.</p> <p>Establish a process for handling, packaging, and shipping of critical, priority, hazardous and routine products.</p> <p>Process shipments to satisfy customer, project and mission requirements:</p> <p>600 Routine shipments</p> <p>2,200 Priority Shipments: Air and Ground</p>	<p>Outbound Hazardous Materials Infrastructure Process</p> <p>Critical Material Approval/Acceptance Infrastructure Process.</p> <p>Bulk Products Order and Delivery Infrastructure Process</p> <p>Return of Customer Supplied Product Infrastructure Process</p> <p>Shipping Infrastructure Process</p> <p>WSI 15-SW Series</p> <p>WJI ADM-LOG Series</p>

	PERFORMANCE REQUIREMENT	PERFORMANCE STANDARDS
	60 Hazardous shipments 75 Critical Shipments	NPR 6000.1 NPR 6200.1 Process shipments safely, damage free, accurately, and on time
b.	Perform routine shipments; i.e., pickup shipments from customer's locations and properly package and prepare all routine shipments. Routine shipments are those shipments that do not have a "Date Required Destination" stated on the shipping document. (600 Routine Shipments).	Return of Customer Supplied Product Infrastructure Process Shipping Infrastructure Process WSI 15-SW Series WJI ADM-LOG Series Routine shipments within 4 working days of receipt. Shipments processed safely, damage free, accurately and on time to satisfy customer, project and mission requirements.
c.	Perform priority shipments; i.e., pickup shipments from customer's locations and properly package and prepare priority shipments to meet the "Date Required Destination" stated on the shipping document. (2,200 Priority Shipments Air and Ground).	Return of Customer Supplied Product Infrastructure Process Shipping Infrastructure Process WSI 15-SW Series WJI ADM-LOG Series Priority shipments must meet the "Date Required Destination" stated on the shipping document. Shipments processed safely, damage free, accurately and on time to satisfy customer, project and mission requirements.
d.	Perform critical shipments; i.e., pickup shipments from customer's locations and properly package and prepare priority shipments to meet the "Date Required Destination" stated on the shipping document (75 critical	Return of Customer Supplied Product Infrastructure Process Shipping Infrastructure Process WSI 15-SW Series

	PERFORMANCE REQUIREMENT	PERFORMANCE STANDARDS
	shipments).	WJI ADM-LOG Series
e.	<p>Perform hazardous shipments; i.e., pickup shipments from customer's locations and properly package and prepare hazardous materials for shipment. All shipments shall be packed, marked, labeled, and documented. (60 hazardous shipments).</p> <p>Prepare a Hazardous Materials Packaging Checklist, JSC Form 582 (for air transportation) or JSC Form 582A (for surface transportation), for each hazard being shipped. Tasks and expertise dependent on customer requirements, hazardous conditions and criticality.</p>	<p>Outbound Hazardous Materials Infrastructure Process</p> <p>Return of Customer Supplied Product Infrastructure Process</p> <p>Shipping Infrastructure Process</p> <p>WSI 15-SW Series</p> <p>WJI ADM-LOG Series</p> <p>Shipments processed safely, damage free, accurately and on time to satisfy customer, project and mission requirements.</p>
f.	<p>Establish and maintain a daily Outbound Shipment and Detention Log. Provide the log to the NASA Transportation Officer for review upon request</p> <p>This log shall include: date issued, date shipping document received, required due date if stated, date processed, date shipped, carrier and mode, carrier arrival date and time, loading time started, load completion time, freight bill number, voucher number, Government Bill of Lading (GBL) if provided, number of pieces and weight of the shipment, shipment destination, detention, reason for detention, etc.</p>	<p>Daily Outbound shipping log accurately maintained and updated daily.</p>
g.	<p>Provide transportation, training, and certifications required for air shipments (1900/year) and hazardous shipments (see "e" in</p>	<p>Outbound Hazardous Materials Infrastructure Process</p> <p>Shipping Infrastructure Process</p>

	PERFORMANCE REQUIREMENT	PERFORMANCE STANDARDS
	<p>this table for sizing information).</p> <p>Maintain annual required training and certifications for air and hazardous material transportation (5 training classes/year for 20 employees).</p> <p>Maintain up-to-date certifications required to support transportation operations.</p>	<p>WSI 15-SW Series</p> <p>WJI ADM-LOG Series</p> <p>CFR 49 172.704</p> <p>International Air Transport Association (IATA)</p>
h.	<p>Develop a process for performing post payment audits of freight bills for transportation services over \$50 that are charged to the contract.</p> <p>Validate that the cost for transportation services agree with original proposed freight charges. Report anomalies or discrepancies on the monthly Post payment audit report.</p> <p>Submit monthly Post Payment Audit reports to GSA and JSC.</p> <p>IAW DRD 5.4</p>	<p>NPD 6000</p> <p>Monthly Post Payment Audit reports to GSA and JSC shall be accurate and timely.</p> <p>DRD 5.4</p>
i.	<p>Maintain and perform vehicle fleet management operations to support WSTF mission requirements.</p> <p>Provide real time GSA vehicle data, expenditures, and relevant data (e.g., mileage, lease cost, fuel consumption, etc.).</p> <p>Support provided shall include: maintaining the JSC Vehicle Fleet Database; maintaining and updating electronic and hard copy files; generating various reports, issuing vehicles, etc.</p>	<p>NPR 6200</p> <p>NPD 6000</p> <p>Update within 24 hours of receiving new data</p> <p>DRD 5.4 is complete, accurate, and timely.</p>

	PERFORMANCE REQUIREMENT	PERFORMANCE STANDARDS
	<p>Submit monthly and annual reports</p> <p>IAW DRD 5.4</p>	
j.	<p>Submit monthly fuel report IAW DRD 5.4.</p>	<p>DRD 5.4 is complete, accurate, and timely.</p>
k.	<p>Submit the monthly Vehicle Utilization Summary Report IAW DRD 5.4.</p>	<p>DRD 5.4 is complete, accurate, and timely.</p>
l.	<p>Input WSTF information into GSA FAST system.</p> <p>Submit an annual Fast Report on the GSA FAST System which includes the GSA Drive through Report IAW DRD 5.4.</p>	<p>DRD 5.4 is complete, accurate, and timely.</p>
m.	<p>Submit Vehicle Accident Report when accidents occur IAW DRD 5.4.</p>	<p>WSI 24-SW-0018, Vehicle Accident Reporting</p> <p>DRD 5.4 is complete, accurate, and timely</p>
n.	<p>Establish a process for requesting new vehicles.</p> <p>Submit request to GSA and the NASA Transportation Officer.</p> <p>Maintain a record of all new vehicle requests and exchanges.</p>	<p>Requisitions for new vehicles and terminations and work orders with-in one week of the request</p>
o.	<p>Coordinate vehicle maintenance and repair with GSA contracted mechanic</p> <p>Develop a process for creating and monitoring work orders and invoices for all maintenance and repair requirements for GSA vehicles.</p> <p>Maintain a record of work orders for repairs and maintenance and verify invoices on a weekly schedule and work with the GSA Contractor to process the invoices for payment on the GSA Voyager</p>	<p>GSA Guidelines</p> <p>WSI 24-SW-0009, Dispatch and Control of Government Vehicles</p>

	PERFORMANCE REQUIREMENT	PERFORMANCE STANDARDS
	Card.	
p.	<p>Maintain accountability of the extra set of entry and ignition keys for GSA Vehicles. Mark keys individually for each vehicle and file by the license plate numbers. Keys for vehicles turned in or replaced are forwarded to GSA/FMC, as required.</p> <p>Approximately 140 vehicles exist at WSTF. This is not a static list and is subject to change dependent on WSTF mission requirements. Extra sets of keys available upon demand.</p>	GSA Guidelines
q.	<p>Maintain an inventory of all NASA License Plates issued for Government Vehicles.</p> <p>Order license plates from NASA HQ. (Coordinate orders of NASA Government license plates with NASA Transportation Officer prior to placing orders.)</p> <p>Record the new assignments and deletions in the NASA Logistics Information Management System (LIMS).</p> <p>Perform license plate inventory.</p>	<p>NPD 6000</p> <p>License plate orders through NASA Headquarters should be processed and received within 3 working days.</p> <p>Inventory of license plates held at WSTF should be inventoried every 3 years.</p>

5.1.5 Equipment Management

The Contractor shall maintain the NASA Equipment Management System (NEMS), which is used to manage, account, inventory, report, and maintain a redistribution and utilization program for Installation Accountable Property (IAP) held at WSTF or acquired to support WSTF mission requirements.

Equipment management shall be performed in accordance with NASA, Federal regulations, and WSTF policies, procedures, and instructions.

Requirements under this element are Completion Form and Fixed Price.

	PERFORMANCE REQUIREMENT	PERFORMANCE STANDARDS
a.	<p>Utilize the NEMS to manage, account, inventory, report, and maintain a redistribution and utilization program for IAP held at WSTF or acquired to support WSTF mission requirements.</p> <p>Perform a physical inventory on WSTF personal or controlled property. (~6,000 line items)</p> <p>Provide property custodian training. (6 classes/year for 100 employees/year)</p>	<p>WSI 15-SW Series</p> <p>WJI 15-SW Series</p> <p>FAR Part 45</p> <p>NFS 1845</p> <p>NPR 4200</p> <p>NEMS</p> <p>Inventory at least once every 3 years and annually on 20% of all sensitive items not otherwise scheduled for inventory.</p>
b.	<p>Conduct a triennial inventory of IAP.</p> <p>Upon completion of entire IAP inventory process, upload disk to NEMS. Research, reconcile, and update NEMS on all adjustments. Maintain an inventory folder for every inventory. (Note: NEMS is updated at the completion of inventories by custodial accounts, however, once the inventory cycle is complete, in order to start a new inventory cycle, the NEMS inventory would have to be closed and reconciled.)</p> <p>Report missing items to the NASA Property Administrator.</p> <p>Inventory schedule performed in accordance to the inventory plan approved by the NASA Property Administrator.</p>	<p>WSI 15-SW Series</p> <p>WJI 15-SW Series</p> <p>NEMS</p> <p>NPR 4200.1</p> <p>NEMS upload completed within 1 working day</p>

	PERFORMANCE REQUIREMENT	PERFORMANCE STANDARDS
	IAW DRD 5.5.	
c.	<p>Conduct annual sensitive inventories through visual verification at property location, and affix a fiscal year sticker.</p> <p>Research, reconcile, and update all items on NEMS-generated discrepancy list. Maintain an inventory folder for every inventory. A 100% sensitive item inventory must be performed if all items on the 20% are not located.</p> <p>Report missing items to the NASA Property Administrator.</p>	<p>WSI 15-SW Series</p> <p>WJI 15-SW Series</p> <p>NPR 4200.1</p>
d.	<p>Perform tagging of equipment. Government will provide the bar code tags and contract stickers.</p> <p>Since 2000-2005, property totals have decreased from 7,313 to 5,017. The decrease was due to the NPR tagging threshold change from \$1,000 to \$5,000 and ODIN transition for computers.</p> <p>Receive and process NASA Form 1618, Found on Station, from organizations for any equipment found not tagged on the Center that meets the criteria for tagging. Complete recommendation actions Part II. Submit to NASA Property Administrator for signature approval, complete NEMS Control Transmittal, and input into NEMS database.</p>	<p>WSI 15-SW Series</p> <p>WJI 15-SW Series</p> <p>NPR 4200.1</p> <p>NEMS</p>
e.	<p>Perform detagging of equipment.</p> <p>Locate and de-tag equipment per</p>	<p>WSI 15-SW Series</p> <p>WJI 15-SW Series</p>

	PERFORMANCE REQUIREMENT	PERFORMANCE STANDARDS
	<p>NASA Property Administrator provided listing. Remove the NASA tag and replace with a NASA Form 1517, Property US Government Decal. Note: Contractor acquired assets will be transferred to the Government five days after receipt. Items not meeting the tagging criteria for equipment or sensitive items will be affixed with a NASA property Decal 1517.</p> <p>Affix the NASA tag to the provided list. Prepare DD Form 1149, Requisition and Invoice/Shipping Document, acquire NASA Property Administrator signature, obtain a Credit Voucher (C-Voucher).</p>	<p>NEMS</p> <p>NEMS Control Transmittal completed and placed into the NEMS database within 3 working days.</p>
f.	<p>Implement a Cannibalization/Modification program.</p> <p>Cannibalization/Modification - Receive and prepare NASA Form 1617, Cannibalization/Modification, complete recommendation action, forward to NASA Property Administrator for approval, obtain C-voucher, and input to the NEMS database.</p>	<p>WSI 15-SW Series</p> <p>WJI 15-SW Series</p> <p>NEMS</p> <p>Completed copies of source documentation distributed and cannibalization/modification request completed within 3 working days of receipt</p>
g.	<p>Maintain NEMS documentation, NEMS database, and provide NEMS reports (30-55 average monthly equipment receipts.)</p> <p>Receive source documents, complete, NEMS Control Transmittal, and update NEMS database.</p> <p>Source documents received include NASA Form 1602, NASA</p>	<p>NEMS</p> <p>Process same day if request received before 2 pm.; process next working day if received after 2 p.m.</p> <p>NEMS Custodian Lists generated and distributed annually.</p>

	PERFORMANCE REQUIREMENT	PERFORMANCE STANDARDS
	<p>Equipment Management System (NEMS) Transaction Document, DD Form 1149, Requisition and Invoice/Shipping Document, JSC Form 290 Shipping Document, etc.</p> <p>Verify that all NEMS entry reference numbers are accounted for and in numerical sequence. Make a copy of all source documents for capitalized equipment (\$100,000 and above) and forward to the Financial Management TMR daily.</p> <p>The average number of NEMS transactions involving all NEMS Property on the facility ranges from 2,200 – 2,500 transactions per year. These transactions include custodial account changes, disposals, cannibalization requests, locations changes or record changes.</p> <p>Process and distribute NEMS reports to JSC.</p>	
h.	<p>Submit to the NASA Property Administrator a monthly and annual report of all Government Owned Contractor Held Property, NASA Form 1018, including NASA and TEC IAP and equipment procured by TEC and transferred to NASA using a DD-Form 1149.</p> <p>Data and metrics will be incorporated into the Logistics Monthly Report for ultimate reporting on the Supply and Equipment Management Operations report NASA Form 1324.</p>	<p>NPR 4200</p> <p>NPD 4200</p> <p>FAR Part 45, NFS 1845</p> <p>Reported losses for the contactor shall not exceed the NASA agency standards of 0.5%.</p> <p>Form 1324 is submitted semi annually and annually.</p>

	PERFORMANCE REQUIREMENT	PERFORMANCE STANDARDS
	IAW DRD 5.5	
i.	Maintain a record of loses for IAP IAW DRD 5.5.	WSI 15-SW Series WJI 15-SW Series NPR 4200.
j.	<p>Perform equipment acquisition screening for Contractor equipment acquisition. Screen Contractor purchase requests (PR) to verify if equipment is available as government and NASA agency excess. (2,500 PR's screened annually).</p> <p>Note: All contractors are responsible for performing the necessary screening of new acquisitions to verify if excess Government equipment is available.</p>	<p>WSI 15-SW Series WJI 15-SW Series NPR 4200</p> <p>Purchase requests shall be screened within 3 working days of receipt.</p>

5.1.6 Supply

The Contractor shall provide Supply Management services to manage, issue, reorder, catalog, and inventory store stock and system spares to support WSTF mission requirements.

Supply Management services shall be performed in accordance with Federal regulations and NASA and WSTF policies, procedures, and instructions. The Contractor shall use the WSTF Oracle Business system or equivalent to issue, reorder, and maintain accountability of WSTF store stock. Items in WSTF store stock are Government owned and are provided for use by both the TEC and FOSC. NASA will establish the mechanism for funding the replacement of store stock.

Requirements under this element are Completion Form and Fixed Price.

	PERFORMANCE REQUIREMENT	PERFORMANCE STANDARDS
a.	<p>Manage, store, issue, catalog, and control a stock supply program.</p> <p>Maintain, issue and inventory 3,000 general supply items and 7,000 stock system spares. Estimated annual stock issue workload is 10,800 stock requests. Identify and fully describe all items in the stock system. National stock numbers, as set forth in NPR 4410, are to be utilized for all items when available. If not available, the Federal Stock Code (FSC) and Manufacturer Part Number (MFR) shall be used as a substitute.</p>	<p>WSI 15-SW Series</p> <p>WJI 15-SW Series</p> <p>FAR Part 45</p> <p>NFSD 1845</p> <p>NPD 4100</p> <p>NPR 4100</p> <p>Maintain a 92% store stock supply effectiveness.</p>
b.	<p>Perform and record inventory adjustments for the WSTF store stock system that are identified during daily issuing operations, and as part of the scheduled and random inventories.</p> <p>Submit completed JSC Form 1256.</p> <p>IAW DRD 5.6</p>	<p>WSI 15-SW Series</p> <p>WJI 15-SW Series</p>
c.	<p>Maintain a current store stock catalog for use by the facility and review annually for accuracy.</p> <p>Update electronic catalogs real time. Update hard copy catalogs monthly and published annually. Record of monthly additions and deletions to the catalog and approved by the NASA Property Administrator.</p> <p>IAW DRD 5.6</p>	<p>NPR 4410</p>

	PERFORMANCE REQUIREMENT	PERFORMANCE STANDARDS
d.	<p>Manage a system spare stock program.</p> <p>Perform stock system spare reviews. Assess inactive system spare items every 3 years and provide deletion recommendations to the NASA Property Administrator.</p> <p>IAW DRD 5.6</p>	<p>WSI 15-SW Series</p> <p>WJI 15-SW Series</p> <p>NPR 4100</p> <p>NPD 4100</p> <p>DRD 5.6 is complete and timely</p>
e.	<p>Maintain a shelf life program for items requiring shelf life control in the WSTF stock supply system. (16 line items)</p> <p>Track, maintain, and update shelf life material in the WSTF stock supply system.</p> <p>Catalog records shall indicate item is shelf life controlled if indicated by either the manufacturer of the item or by Defense Logistics Supply Catalogue (DLSC).</p> <p>Verify sufficient shelf life is remaining when received.</p> <p>Track shelf life information and expiration dates from the time of receipt through storage life. Mark the expiration date on all shelf life material before it is stored and mark locations as containing shelf life material. Issue store stock and critical spares based on the first in, first out (FIFO) method.</p> <p>IAW DRD 5.6</p>	<p>WSI 15-SW Series</p> <p>WJI 15-SW Series</p> <p>NPR 4100.1</p> <p>100% of items deemed for shelf life tracking shall be tracked and inventoried quarterly.</p> <p>DRD 5.6 is complete and timely</p>
f.	<p>Perform annual inventories of all store stock in accordance to an approved schedule by the property administrator</p>	<p>WJI 15-SW Series</p> <p>NPR 4100.1</p>

5.1.7 Receiving

The Contractor shall provide Receiving and Inspection services to account for receipt of NASA and Contractor procured or acquired materials or equipment to support WSTF mission requirements.

Receiving of NASA procured or acquired products shall be recorded on the NASA Agency IAMP or any agency system that is implemented for use. Contractor receipts shall be accounted for in an independent system separate from NASA's system. An x-ray machine is available for use to screen packages upon delivery.

Requirements under this element are Completion Form and Fixed Price.

	PERFORMANCE REQUIREMENT	PERFORMANCE STANDARDS
a.	Develop and maintain a Log in process to record the delivery of incoming goods or products. Average monthly receipts are 900 line items (or 10,800/year), which includes 30-55 equipment receipts.	WSI 15-SW Series WJI 15-SW Series FAR Part 45 NFSD 1845 Incoming products logged the same day of delivery.
b.	Develop and maintain a receiving and Inspection process. NASA procured goods and other customer related products such as flight hardware or critical materials that are sent to WSTF to support external programs must be performed on the NASA Integrated Financial Management System. IAW DRD 5.1	Critical Material Receiving Infrastructure Process Emergency orders: 95% of receipts and inspections completed within 24 hours of delivery to WSTF. Non-Emergency orders: 92% of receipts and inspections completed within 72 hours of delivery to WSTF. DRD 5.1 is complete and timely
c.	Develop a process for maintaining, documenting and recording discrepancies of all products delivered to WSTF.	WSI 15-SW Series WJI 15-SW Series Discrepancies for Non-critical materials should be reported to the NASA/Contractor procurement offices within 72 hours of

	PERFORMANCE REQUIREMENT	PERFORMANCE STANDARDS
		delivery.

5.2 Emergency Services

The Contractor shall maintain a Fire Department with emergency medical service capabilities to provide fire prevention, protection, and emergency response services to protect WSTF, WSC, and the Air Force employees and site facilities. The most significant potential emergencies at WSTF include fire, explosion, chemical release, and medical emergencies.

The Contractor shall maintain fire protection, prevention, and emergency medical services on an around-the-clock basis to prevent or fight fires, respond to operational emergencies (including hazardous material response), provide confined space rescue, and render medical attention to injured or ill employees. Emergency services is required to respond to a building fire in compliance with NFPA 1500, Standard on Fire Department Occupational Safety & Health, NASA-STD 8719.11, NASA Safety Standard for Fire Protection, and NPR 8715.2, NASA Emergency Preparedness Plan Procedural Requirement, and manage fire prevention and protection services.

Requirements under this element are Completion Form and Fixed Price.

	PERFORMANCE REQUIREMENT	PERFORMANCE STANDARDS
a.	<p>Respond to all alarm and emergency call incidents (fire or medical) at the WSTF, WSC, or AFCSF.</p> <p>Maintain capability to simultaneously fight an interior building fire, staff the alarm room, and provide emergency medical assistance and transportation, utilizing professional firefighting staff, emergency medical technicians, qualified auxiliary personnel, and community mutual aid accommodations.</p> <p>Emergency alarm responses average 200 runs annually at</p>	<p>NFPA 1500</p> <p>WSP 25-0002</p> <p>WSP 25-0003</p> <p>WSP 25-0009</p> <p>WSI 25-SW-0012</p> <p>WSI 25-SW-0029</p> <p>WSI 25-SW-0030</p> <p>Emergency response shall be on scene within the WSTF industrial area within 5 minutes with capabilities on hand to respond to the immediate emergency.</p>

	PERFORMANCE REQUIREMENT	PERFORMANCE STANDARDS
	<p>within the WSTF industrial area, consisting of:</p> <ul style="list-style-type: none"> - 70 fire alarms - 55 Employee assists - 10 Vehicle accidents - 45 Emergency medical response - 20 Hazardous material & fire suppression activities <p>Note: Each event is a response to an alarm, which may include false alarms or minor events not necessarily incident or injury.</p>	
b.	<p>Maintain readiness and operability of the WSTF Emergency Services Center on an around-the-clock basis.</p> <p>Maintain vehicles, hoses, bunker gear, communications systems, and personal protective equipment/systems on a continuous basis.</p> <p>Provide consumable emergency services supplies such as fire fighting agents and EMS supplies and Fire Fighter and Hazardous Materials PPE.</p>	<p>WSP 25-0002</p> <p>WSP 25-0003</p> <p>WSP 25-0009</p> <p>NFPA 1500</p> <p>NFPA 1901</p> <p>NASA-STD 8719.11</p>
c.	<p>Maintain a dispatcher emergency call list and the NASA specified notification list.</p> <p>Provide a report detailing the incident or emergency to the notification list.</p>	<p>WSP 25-0002</p> <p>WSP 25-0003</p> <p>WSP 25-0009</p> <p>NASA-STD 8719.11</p> <p>Report will reflect 98% accurate status of emergency disposition.</p> <p>Report delivered to notification list within 30 minutes of return to station.</p>

	PERFORMANCE REQUIREMENT	PERFORMANCE STANDARDS
d.	<p>Perform Emergency Medical Services (EMS) and medical transport of injured or ill personnel.</p> <p>At least one EMS technician must be qualified at the paramedic level for all shifts. All other personnel providing EMS shall be qualified at the Emergency Medical Technician (EMT) Intermediate level as prescribed by New Mexico Administrative Code Title 7.</p> <p>Maintain ambulances in accordance with Department of Transportation (DOT) Ambulance Standards. Ambulances shall be outfitted with Advance Cardiac Life Support equipment and medications.</p> <p>Emergency medical responses average 45 runs annually.</p>	<p>WSP 25-0002</p> <p>WSP 25-0009</p> <p>NPR 1800.1</p> <p>New Mexico Administrative Code Title 7.</p> <p>Emergency response shall be on scene within the WSTF industrial area within 5 minutes with capabilities on hand to respond to the immediate emergency.</p> <p>DOT Ambulance Standard</p>
e.	<p>Provide fire prevention services, identify code non-compliances, and consult on remedial and corrective actions for buildings at the WSTF, WSC, and AFCSF.</p> <p>Inspection activities will be performed daily with results provided to Contractor supervision and NASA S&MA.</p> <p>Daily fire prevention inspections are performed on 60 buildings and structures.</p> <p>IAW DRD 3.2</p>	<p>WSP 25-0002</p> <p>WSP 25-0003</p> <p>WSP 25-0009</p> <p>NFPA</p> <p>NASA-STD 8719.11</p> <p>100% of inspection services shall meet NFPA qualifications and identified non-compliances will reference specific citations.</p>

	PERFORMANCE REQUIREMENT	PERFORMANCE STANDARDS
f.	<p>Provide a Hazardous Materials (HAZMAT) response team. The HAZMAT team shall maintain a HAZMAT response trailer for quick response to a chemical release or spill.</p> <p>Team shall be qualified, available, and sufficiently equipped to respond to WSTF HAZMAT emergencies at all times.</p> <p>200 HAZMAT escort, test stand-by, and response events are supported annually.</p>	<p>WSP 25-0002</p> <p>NASA-STD 8719.11</p> <p>OSHA 29 CFR 1910.120(q)</p> <p>Emergency response shall be on scene within the WSTF industrial area within 5 minutes with capabilities on hand to respond to the immediate emergency.</p>
g.	<p>Provide a Confined Space Rescue (CSR) Team. The CSR team shall monitor and maintain CSR equipment for use by the CSR Team.</p> <p>Team shall be qualified, available, and sufficiently equipment to respond to WSTF CSR emergencies at all times.</p>	<p>WSP 25-0002</p> <p>WSI 25-SW-0003</p> <p>OSHA 29 CFR 1910.146</p>
h.	<p>Investigate all fires for cause and recommend remedial actions.</p> <p>Submit cause and corrective action investigation reports</p> <p>60 fire investigations are performed per month resulting from either call responses or routine fire prevention inspections.</p> <p>IAW DRD 3.2</p>	<p>WSP 25-0003</p> <p>NFPA</p> <p>NASA-STD 8719.11</p>
i.	<p>Verify and record WSTF and WSC fire extinguisher readiness on a monthly basis.</p> <p>Perform maintenance and ensure that all extinguishers are hydrostatically tested.</p>	<p>WSP 25-0002</p> <p>WSI 25-SW-0029</p> <p>NFPA</p> <p>NASA-STD 8719.11</p>

	PERFORMANCE REQUIREMENT	PERFORMANCE STANDARDS
	600 fire extinguisher and suppression system inspections are performed monthly.	At least 99% of extinguishers distributed in the field will be accounted for and in compliant condition at all times.
j.	<p>Maintain emergency preparedness capability and provide Incident Command for incidents that exceed localized test area containment capabilities.</p> <p>Plan and conduct emergency exercises to meet NASA stipulated objectives and schedule.</p> <p>One site-wide exercise is conducted annually.</p> <p>12 area/capability-specific exercises are conducted annually, including verification of mutual aid, HAZMAT, confined space rescue, vehicle extraction, and mass casualty capacities.</p>	<p>WSP 25-0002</p> <p>WSP 25-0009</p> <p>NPR 8715.2</p>
k.	<p>Train and coordinate auxiliary resources made up of qualified WSTF operational personnel to ensure availability of contingency assistance in event of a major emergency.</p> <p>Capabilities must be available during hazardous test operations. Auxiliary resources shall be capable of providing communication, firefighting, confined space rescue, and HAZMAT support in the event regular emergency response personnel are occupied with an emergency.</p> <p>A minimum of 12 auxiliary response personnel are fully</p>	<p>WSP 25-0002</p> <p>OSHA 29 CFR 1910.120(q), 1910.146 and 1910.156</p> <p>Capabilities must meet NFPA 1081 standards and augment NFPA 1500 and NASA-STD 8719.11 mandated functions.</p>

	PERFORMANCE REQUIREMENT	PERFORMANCE STANDARDS
	<p>qualified in their respective specialty to support emergencies.</p> <p>In order to have all the required unique WSTF expertise (such as hypergol systems knowledge), resources from the TEC contract shall be used to complete this team.</p>	
<p>l.</p>	<p>Support wild land firefighting requirements for WSTF land.</p> <p>Fulfill current memorandums of agreement with adjoining Federal, State, County, and municipal lands.</p> <p>Report deficiencies in meeting WSTF response obligations to NASA Management.</p>	<p>WSP 25-0002</p> <p>WSP 25-0003</p> <p>MOU's</p>
<p>m.</p>	<p>Control wildlife within workplace environment. Wildlife includes rattlesnakes, scorpions, brown recluse spiders, black widow spiders, ringtail cats, mountain lions, coyotes, Oryx, bats, deer, cattle, etc.</p> <p>50 wildlife control actions are performed annually.</p>	<p>New Mexico Game and Fish</p> <p>Hazardous wildlife response shall be on scene in WSTF industrial area within 5 minutes with capabilities on hand to respond to the immediate emergency</p>

5.3 Emergency Notification Systems

WSTF utilizes several Emergency Notification Systems that are maintained by FOSC, TEC, or JSC. Current WSTF Notification Systems include a Fire Alarm and Detection System, Fire Suppression System, thirty-eight Red Phones, Public Address (8 systems at WSTF), Pagers, two Chemical Spill Sirens, four warning horns, two way radio system, and Video.

WSTF is a hazardous test facility and requires emergency notification systems that will not fail during an emergency. WSTF employees must be knowledgeable about the notification systems and their corresponding actions to be taken when a system is activated.

Requirements under this element are Completion Form and Cost Reimbursable.

	PERFORMANCE REQUIREMENT	PERFORMANCE STANDARDS
a.	Ensure all personnel at WSTF will be trained to be familiar with emergency notification system(s) that are applicable in that location.	WSI 25-SW-0034 WSP 25-0009
b.	Evaluate notification methods that may enhance the emergency notification systems and provide recommendations for implementation to WSTF management.	WSI 25-SW-0034 WSP 25-0009 Recommendations presented annually

5.4 Real Property Management

The Contractor shall maintain and record Real Property Records in the NASA Real Property Accounting system.

The NASA Real Property infrastructure consists of buildings, other structures and facilities, land, lease hold improvements, and ingrats/outgrants. Current NASA/WSTF Real Property accounts consist of 114 Building records, 86 Other Structures and Facilities records, 11 Land accounts, and 2 Leasehold improvement accounts.

Requirements under this element are Completion Form and Cost Reimbursable.

	PERFORMANCE REQUIREMENT	PERFORMANCE STANDARDS
a.	<p>Maintain Real Property accountability records and ensure changes to site's asset accounts are recorded in the Real Property Accounting System (RPAS).</p> <p>Update and maintain the NASA RPAS or equivalent database and all hard copy historical files necessary to document all asset value changes. Provide programming and system support for the RPAS such as addressing questions, trouble shooting, assistance in printing, etc.</p> <p>Process Real Property Vouchers</p>	<p>WSI 15-SW Series</p> <p>WJI 15-SW Series</p> <p>NASA Financial Management Manual 9252</p> <p>NPR 8800.15</p> <p>NPD 8800.14.</p> <p>Asset records shall be accurately maintained to reflect site Real Property Values</p>

	PERFORMANCE REQUIREMENT	PERFORMANCE STANDARDS
	<p>to record additions, deletions and Modifications to WSTF's Real Property asset accounts.</p> <p>Estimated annual work load is 50 vouchers per year.</p>	<p>Vouchers processed within 30 calendar days after notification from the project manager of the completion of work.</p>
b.	<p>Prepare real property documentation.</p> <p>Prepare all documentation to accurately capitalize expense costs associated with real estate including new construction, maintenance, repairs, additions, extensions, relocations, disposals, leases, permits, agreements, out-grants, in-grants, etc. Evaluate construction redline drawings, transfer documents, and periodic reports from the Government-furnished Financial Management Report and the Information Management Accounting Systems (IMAS), and other related documentation to assist in ascertaining the actual cost data and identification numbers required for real property accountability.</p>	<p>WSI 15-SW Series</p> <p>WJI 15-SW Series</p> <p>Vouchers submitted are accurate and timely</p>
c.	<p>Report asset records.</p> <p>IAW DRD 5.7</p> <p>Provide final documentation for accounting transactions to the WSTF Real Property Officer for Certification.</p>	<p>WSI 15-SW Series</p> <p>WJI 15-SW Series</p> <p>NASA Financial Management Manual 9252</p> <p>NPR 8800.15</p> <p>NPD 8800.14</p>
d.	<p>Provide field inspection to verify all work related to facility improvement or disposal and equipment installation or removal shown on supporting</p>	<p>Field inspections and recording completed within 30 calendar days of receipt of construction.</p>

	PERFORMANCE REQUIREMENT	PERFORMANCE STANDARDS
	documentation agrees with actual state of existence. Complete field inspections and recording to include any adjustments resulting from inspection and recordings.	
e.	<p>Maintain Real Property Accountability databases.</p> <p>Maintain and update the RPAS and any existing NASA Headquarters databases for real property including Annual Reports of Real Property Owned by the United States, Quarterly Inventory Detail Listing, Annual Inventory Reports, Annual Replacement Values using the NASA Real Property Data Base (RPDB) Systems, Annual Unneeded, Underutilized-Properties, Annual Facilities Summary, Annual Real Property Growth Quarterly Voucher Register, Quarterly General Ledger, Quarterly Card Control Register, Annual In-grant and Out-grant validation, Monthly Construction Work-In-Progress, etc.</p> <p>Submit Report of Real Property Owned by the United States.</p> <p>Submit Report of Inventory Detail Listing.</p> <p>Submit Report of Current Replacement Values of facilities.</p> <p>Annual Report of Unneeded, Underutilized Properties, Annual Facilities Summary, Annual Real Property Growth Quarterly Voucher Register, Quarterly General Ledger Report, Quarterly</p>	<p>WSI 15-SW Series</p> <p>WJI 15-SW Series</p> <p>Financial Management Manual 9252</p> <p>NPR 8800.15</p> <p>NPD 8800.14</p> <p>Inventory completed timely and accurately and scheduled with-in the 3 year approved cycle.</p>

	PERFORMANCE REQUIREMENT	PERFORMANCE STANDARDS
	<p>Card Control Register Report, Annual In-Grant and Out Grant Validation, Construction Work in progress report.</p> <p>IAW DRD 5.7.</p>	
f.	<p>Reconcile property accounts.</p> <p>Ensure an accurate account of the quarterly and semi-annual in-house reconciliation. Maintain account accuracy with quarterly in-house and semi-annual reconciliation with Financial Management for all real property under the jurisdiction of WSTF secondary locations.</p> <p>200 subsidiary accounts.</p>	<p>Backlog completed within 30 calendar days from notification of financial completion.</p>
g.	<p>Perform Real Property Inventory.</p> <p>Perform a 3-year Facility Equipment Inventory cycle per the latest Government schedule to accurately indicate all existing equipment and prepare a report to indicate the current Collateral Equipment Inventory. At the end of 3 years, the Contractor shall prepare and maintain a new 3-year, Facility Equipment Inventory cycle.</p>	<p>NPD 8800.14</p>
h.	<p>Label and tag all installed (collateral) equipment valued over \$5,000. Remove, as part of the 3-year inventory cycle, any existing inventory tags on items valued at less than \$5,000.</p> <p>Field verification by the Contractor shall include matching of the equipment serial numbers, manufacturer identification, and location. within the facility to the</p>	<p>Financial Management Manual 9252</p> <p>NPD 88014</p>

	PERFORMANCE REQUIREMENT	PERFORMANCE STANDARDS
	inventory listing. Update inventory lists and make available for inspection by the Government.	
i.	Perform technical researches in the RPAS and hardcopy historical files and prepare required Government forms for the disposal of real property, declarations of non-utilization of real property, land asset changes, NASA and General Accounting Office Inspections, Executive Order (EO) Surveys, and other Agency, Center, and Directorate reviews. Reviews required to satisfy Real Property assessments and audits are identified by NASA Head Quarters. 35 requirements for researches and data calls per year.	Data calls or requirements completed within 2 working days. Minimal deficiencies identified during external reviews by the NASA Inspector General .
j.	Conduct and support RPAS periodic reviews. Reviews required to satisfy Real Property assessments and audits are identified by NASA Headquarters.	EO 12512, Federal Property Management Regulation (FPMR) 101-47.8 Audits and assessments supported within 5 working days of requests. Minimal deficiencies identified during external reviews by the NASA IG.

5.5 Radios and Paging Systems

The Contractor shall provide and maintain radio communications, radio-to-telephone interconnects, microwave, and paging systems for use in a variety of aerospace and special application systems, test and evaluation functions, White Sands Space Harbor, Fire Department, and Security. The paging system also supports the White Sands Missile Range and the U.S. Border Patrol. Towers and associated antennas and equipment are located in 10 remote locations.

The following requirements are Completion Form and Cost Reimbursable.

	PERFORMANCE REQUIREMENT	PERFORMANCE STANDARDS
a.	<p>Operate and maintain the equipment required by WSTF and WSC to provide radio communications, radio-to-telephone interconnects, microwave, and paging systems.</p> <p>Annual workload is 400 radio communication tasks per year. There are approximately 1200 pagers within the WSTF paging system, which includes those carried by WSTF, White Sands Missile Range, Border Patrol, and White Sands Complex.</p> <p>Note: There are 360 Portable, 43 Mobile units, 41 management control stations, 2 loan pool batteries. Maintenance and purchase of handheld and mobile radios, remote control stations, and pagers are considered IDIQ.</p>	<p>WJI SVC-RADL Series</p> <p>OEM Specifications</p> <p>All equipment must be operational 98% of time.</p>
b.	<p>Comply with radio frequency (RF) equipment regulations.</p>	<p>WSP 24-0011 Control of Radio Frequencies</p> <p>Federal Communications Commission (FCC) and National Telecommunications and Information (NTIA) regulations.</p>
c.	<p>Maintain trunking and paging databases.</p>	<p>WJI SVC-RADL Series</p> <p>All new information must be entered in database within 1 week.</p>
d.	<p>Provide and maintain RF radio call groups and mapping plans in the master RF database and ensure all information is accurate.</p>	<p>WJI SVC-RADL Series</p> <p>Update all plans within 1 week of request</p>
e.	<p>Maintain solar power plant.</p>	<p>OEM Specifications</p> <p>Solar power plant must be operational 98% of time.</p>
f.	<p>Maintain the portable radio battery maintenance equipment to recondition customer batteries.</p>	<p>OEM Specifications</p>

	PERFORMANCE REQUIREMENT	PERFORMANCE STANDARDS
g.	Maintain loan pool trunking radios and recondition loan pool radio batteries	WJI SVC-RADL Series OEM Specifications

The following Requirements are IDIQ and Cost Reimbursable.

	PERFORMANCE REQUIREMENT	PERFORMANCE STANDARDS
h.	Design and install RF equipment in support of projects.	WJI SVC-RADL Series Delivery Order(s) Required products provided within negotiated time frame.
i.	Comply with RF equipment regulations.	WSP 24-0011 Control of Radio Frequencies FCC/NTIA regulations
j.	Provide and program digital pagers to customers.	WJI SVC-RADL Series
k.	Provide, program, and repair handheld and mobile RF equipment.	WJI SVC-RADL Series Delivery Order(s) OEM Specifications
l.	Provide, program, and repair other RF equipment as required by customer.	WJI SVC-RADL Series Delivery Order(s) OEM Specifications
m.	Remove and install mobile RF equipment.	WJI SVC-RADL Series Delivery Order(s)
n.	Recondition portable radio batteries.	WJI SVC-RADL Series Delivery Order(s) OEM Specifications
o.	Maintain the WSSH custom built equipment that provides real time communication locally and between NASA Kennedy Space Center (KSC), JSC, and WSSH.	WJI SVC-RADL Series Delivery Order(s) Equipment must be operational 99% during daily operations and 100% of the time during

	PERFORMANCE REQUIREMENT	PERFORMANCE STANDARDS
	Maintain effective communications and operations with Goddard Space Flight Center (GSFC) Shuttle communications support Contractor, maintain the UHF equipment supporting the Shuttle Program located at WSSH and owned by GSFC.	Shuttle flight. GSFC Procedures

5.6 Lifting Devices and Equipment

NASA has a requirement for lifting devices and equipment (LDE) services to support mission critical and heavy lift requirements. The Contractor shall maintain the equipment and processes and provide routine and critical lifting services on facility systems, test system hardware, and test articles.

NASA provides equipment to support lifting devices and equipment as identified and maintained in the NASA WSTF CMMS. Examples of equipment used to support lifting devices and equipment includes mobile cranes, overhead cranes and hoists. Additional service requirements include moving of mobile and portable equipment in support of WSTF mission requirements.

Requirements under this element are IDIQ and Cost Reimbursable.

	PERFORMANCE REQUIREMENT	PERFORMANCE STANDARDS
a.	Provide moving and lifting of test articles, facility structures, and equipment, including critical lifts.	WSP 25-0006, WSTF Lifting Devices and Equipment (LDE) Program WSI 25-SW-0018, Critical Lifting, Hoisting, and Moving, and Load Testing of Lifting Devices and Equipment Delivery Order(s) No damage to test articles or facilities and no injuries to personnel.
b.	Maintain test and maintenance records of all lifting and moving equipment.	WSP 25-0006, WSTF Lifting Devices and Equipment (LDE) Program WSI 25-SW-0018, Critical Lifting, Hoisting, and Moving, and Load Testing of Lifting Devices and Equipment

	PERFORMANCE REQUIREMENT	PERFORMANCE STANDARDS
		Delivery Order(s) LDE data in database is accurate and complete.
c.	Train and license equipment operators.	WSP 25-0006, WSTF Lifting Devices and Equipment (LDE) Program WSI 25-SW-0018, Critical Lifting, Hoisting, and Moving, and Load Testing of Lifting Devices and Equipment Delivery Order(s) NASA-STD-8719.9 All operators have required licensing and certification when performing LDE task.
d.	Move oversized and/or overweight loads. Coordinate with the NASA Transportation Officer when hauling or moving oversized or overweight loads to ensure proper permits are secured prior to movement.	Delivery Order(s) U.S. Department of Transportation (DOT) Regulations No impacts to program or project schedules and no penalties or fines.
e.	Maintain all lifting devices and equipment.	WSP 25-0006, WSTF Lifting Devices and Equipment (LDE) Program WSI 25-SW-0018, Critical Lifting, Hoisting, and Moving, and Load Testing of Lifting Devices and Equipment Delivery Order OEM

5.7 Drafting

The Contractor shall provide drafting services for facility and test projects to document the configuration of the infrastructure and test systems. Both computerized assisted drafting and conventional drafting equipment is utilized. Many historical drawings (blue line format) have been converted to AutoCAD format or are in the process of being converted as funding allows.

Requirements under this element are IDIQ and Cost Reimbursable.

	PERFORMANCE REQUIREMENT	PERFORMANCE STANDARD
a.	Provide drafting services on facility systems, test system hardware, and flight hardware.	Drafting Infrastructure Process Delivery Order(s) All requests for drafting completed within established priority timeframes.
b.	Sequentially number and provide a control system for all drawings.	Drafting Infrastructure Process Delivery Order(s)

6.0 Management and Documentation Systems

This element contains the requirements for the maintenance of the Management System Manual (MSM), WSTF Document System (WDS), the infrastructure drawing system, and the Technical Library.

Requirements under this element are Completion Form and are either Fixed Price or Cost Reimbursable and will be appropriately noted in the following sub-elements.

6.1 MSM and WDS Management

The MSM and WDS contain WSTF's mission, vision, policy statements, values, goals and objectives, process diagrams, work procedures, and work instructions. These systems have both electronic and hard copy components. The Contractor shall perform the processes necessary to maintain and provide configuration control for the MSM and the WDS.

Requirements under this element are Completion Form and Cost Reimbursable.

	PERFORMANCE REQUIREMENT	PERFORMANCE STANDARDS
a.	Maintain the MSM and WDS by incorporating and posting all approved revisions and new releases. Maintain the records of the approvals.	Management System Manual Control Infrastructure Process Management System Configuration Control Infrastructure Process WSP 16-0001 Management System Record Control Changes performed within 3 working days of

	PERFORMANCE REQUIREMENT	PERFORMANCE STANDARDS
		approved document or process submitted. No audit findings attributable to Contractor performance deficiency

6.2 Configuration Management

The Contractor shall perform the tasks necessary to maintain current records of WSTF's infrastructure. Maintaining a current record of the configuration of the facility infrastructure at the WSTF is critical to successfully completing our mission. Currently, WSTF has two levels of infrastructure data: Plant level and Building Level. Plant level data such as roads, building footprints, and utilities are stored in a Geographic Information System (GIS). Building level data (e.g., floor plans, interior utility lines, network drops) are stored in AutoCAD files. Many of WSTF's infrastructure drawings were developed during the original construction and exist in blue line format. The contractor will be required to maintain configuration control on multiple types of media, as many drawings have been converted to AutoCAD, some remain in the original format (blue line or vellum), and others will be, or are in the process of being converted as funding allows. In 2002, WSTF implemented a GIS system to aid in configuration management. Typical updating tasks that the Contractor is required to perform in support of this activity could include updating a floor plan in AutoCAD or updating the GIS data to indicate a new power line.

Requirements under this element are Completion Form and Cost Reimbursable.

	PERFORMANCE REQUIREMENT	PERFORMANCE STANDARDS
a.	Update Plant level facility infrastructure modifications in the Geographic Information System (GIS). Modification updates to the GIS are performed on a daily and weekly basis.	WSI 05-SW-0011 Configuration Management WJI-ENV-0058, Rield GPS Survey 100% of Plant level facility infrastructure modifications will be updated in the GIS. Updates to data completed no later than 30 calendar days after modification is finished.
b.	Update Building level facility infrastructure modifications in the appropriate AutoCAD file(s).	WSI 05-SW-0011 Configuration Management 100% of Building level facility infrastructure modifications will be updated on the appropriate AutoCAD file(s). Updates to data completed no later than 30 calendar days after modification is finished.

	PERFORMANCE REQUIREMENT	PERFORMANCE STANDARDS
c.	Control all data to prevent any incorrect updates to the master files, ensuring that the most current data is available to facility engineers as requested.	WSI 05-SW-0011 Configuration Management

6.3 Technical Library

The Contractor shall maintain a technical library such that WSTF and other publications (e.g., reports, conference papers, presentations, bulletins, brochures, and electronic media) are retained for future use or reference. This includes transitioning on site and external publications from historical hard copies to digital media that is searchable for content so that the information is available to engineers and scientists.

Requirements under this element are Completion Form and Fixed Price.

	PERFORMANCE REQUIREMENT	PERFORMANCE STANDARDS
a.	File or obtain internal and external technical publications. Acquire industry standard documentation and white papers. Provide assistance for finding the locations of Scientific and Technical Information (STI). (700 scanning and filing jobs/year and 250 document locations and assistance provided/year).	WSI ENG-0001, Technical Library Operations Customer requests met with 2 working days
b.	Provide training and notification for the Online NASA information databases and Scientific Technical Information Libraries. Provide training to engineers, scientists, and facility personnel at WSTF to use new resources as they become available.	WSI ENG-0001, Technical Library Operations

7.0 Environmental

The Contractor shall provide environmental services to comply with multimedia regulations and permits. These services will enable the facility to meet its mission. In addition, the Contractor shall perform large-scale remediation efforts required to clean up a large groundwater contamination plume and the corresponding source areas.

The environmental program at WSTF consists of compliance, restoration, pollution prevention, and conservation activities.

WSTF operates to the requirements of 13 multimedia permits described below.

- Resource Conservation and Recovery Act (RCRA) Hazardous Waste Operating Permit for two operating units (Evaporation Tank Unit and the Fuel Treatment Unit)
- RCRA Post Closure Care Permit for 5 closures
- Hazardous Solid Waste Act (HSWA) Permit for corrective action for ~35 Solid Waste Management Units WSTF
- Solid Waste Post Closure Care Permit for a Landfill
- 5 discharge permits
- 4 air permits

WSTF is a large quantity generator of hazardous waste and generates approximately 200,000 pounds per month. The majority of WSTF hazardous waste is investigative derived waste (contaminated purge water) from the sampling of numerous groundwater monitoring wells and corrosive wastewater from the Clean Room operations. Approximately 40 satellite accumulation points are managed at the site.

Due to historical waste handling operations at WSTF, groundwater underlying the facility has been contaminated with a number of hazardous chemicals. The groundwater contaminants are trichloroethene (TCE), tetrachloroethene (PCE), four distinct Freon compounds, n-nitrosodimethylamine (NDMA), and n-nitrodimethylamine (DMN). The TCE, PCE, and Freon compounds are present in the groundwater in part-per-billion concentrations, while the NDMA and DMN are present in part-per-trillion concentrations. The contaminated groundwater plume is ~20,000 feet in length by up to 8,000 feet in width by ~700 ft average thickness. The plume is slowly migrating westwards. There are over 100 active monitoring wells with over 200 discrete monitoring zones that are used to determine the boundaries of the plume. The plume front remediation system is currently being activated to start the first phase of remediating the contaminated groundwater.

Previous pollution prevention activities included such things as eliminating Freon's, new firing range bullet trap system to contain lead, and active recycling programs for paper, aerosol cans, batteries, and fluorescent bulbs. Conservation activities include protecting endangered plants such as the night blooming cereus, which is a rare, state endangered cactus and managing the historic preservation requirements for Love Ranch, which is located in the WSTF industrial area.

WSTF is ISO 14001 certified, has been awarded the New Mexico Green Zia Achievement Level award for 4 years, was a charter member of Performance Track, and participates in Project XL.

The Contractor shall comply with MSM Section 4.2.1.6, Environmental Management System and WSP 22-0021, Legal and Other Requirements. These standards apply to all of the following performance requirements.

Requirements under this element are IDIQ and Cost Reimbursable.

	PERFORMANCE REQUIREMENT	PERFORMANCE STANDARDS
a.	<p>Manage and report the technical, schedule, and cost performance for all ordered projects on a periodic basis IAW DRD 3.1.</p> <p>Perform Hazards Analysis, System Safety Analysis as required for new or significantly modified systems</p>	<p>System Safety Analysis (SSA) Review Infrastructure Process</p> <p>Safety and Readiness Review Infrastructure Process</p> <p>WSP 09-0014 Project Management</p> <p>Delivery Order(s)</p>
b.	<p>Perform all environmental compliance and regulatory activities for the WSTF and WSC sanitary wastewater (sewage) and industrial wastewater discharge plans including sampling, analyses, inspections, data review, reporting, and recordkeeping.</p> <p>Prepare discharge plan compliance reports IAW DRD 7.1.</p> <p>Prepare Notice of Intent (NOI) and permit renewal applications.</p>	<p>WJI ENV Series</p> <p>Delivery Order(s)</p> <p>No unresolved Notice of Violation (NOV) issues, no fines, no penalties.</p> <p>NOI's provided to NASA for submittal to regulatory agency within 30 calendar days of request or as required by a specific project's timeline.</p> <p>Renewal applications submitted to NASA at least 180 calendar days prior to expiration date.</p>
c.	<p>Operate and maintain the site's plume-front groundwater remediation system (and mid-plume remediation system when operational).</p> <p>Conduct performance evaluation of the site's plume-</p>	<p>WJI ENV Series</p> <p>WSTF Plume-Front Project Plan</p> <p>Discharge Plan 1255 (DP-1255)</p> <p>Delivery Order(s)</p>

	PERFORMANCE REQUIREMENT	PERFORMANCE STANDARDS
	<p>front groundwater remediation system.</p> <p>Manage and perform all compliance and regulatory activities for the site's plume-front groundwater remediation system discharge plan including sampling, analyses, data review, reporting, and recordkeeping.</p> <p>Prepare discharge plan compliance report for the plume front remediation system IAW DRD 7.2.</p>	
d.	<p>Provide surface water regulatory compliance support including documented updates and maintenance of best management practices (BMP's) at surface water areas of concern. (~ 5-10 storm water BMP's [silt fences, erosion control, water course clean-ups] per year).</p>	<p>WJI ENV Series</p> <p>Delivery Order(s)</p> <p>Annual update to the Storm Water Pollution Prevention Plan by November 1 of each year.</p>
e.	<p>Manage and perform all requirements as specified by the RCRA Hazardous Waste Operating Permit. Meet all permit requirement due dates and maintain a continuous, up-to-date, Operating Record</p> <p>Prepare Evaporation Tank Unit annual liner study report IAW DRD 7.3.</p>	<p>WJI ENV Series</p> <p>Delivery Order(s)</p> <p>RCRA</p> <p>Permit NM8800019434-1 inclusive of 2 Subpart J tank treatment units</p> <p>No unresolved Notice of Violation (NOV) issues, no fines, no penalties.</p>
f.	<p>Provide continuous, site-wide, hazardous waste identification, profiling, minimization, and management services including any required waste sampling and analysis to ensure proper characterization. (~50-75</p>	<p>Waste Management Infrastructure Process</p> <p>WSI 22-SW-0005, Waste Management</p> <p>WJI ENV Series</p> <p>Delivery Order(s)</p>

	PERFORMANCE REQUIREMENT	PERFORMANCE STANDARDS
	<p>generator requests per year)</p> <p>Prepare Hazardous Waste Data Reports IAW DRD 7.4.</p> <p>Manage the hazardous waste tracking documentation system (WSTF Individual Waste Profiling System (WIWPS)), including annual review of each WIWPS, and associated update of the tracking database.</p> <p>Provide hazardous and non-hazardous waste move support to site-wide generators (~50-100 waste moves/year).</p>	<p>RCRA</p> <p>All WIWPS completed within 10 working days of generator request.</p> <p>WIWPS annual review and database update completed by February 1st of each year.</p> <p>Waste move support provided within 5 working days from generator request.</p>
g.	<p>Manage a 90-day Container Storage Area, all satellite accumulation area, and 90-day areas in compliance with all regulatory requirements. Complete all hazardous waste (and non-hazardous [e.g., used oil]) satellite area and 90-day storage area compliance inspections. (~30-50 satellite accumulation areas and one to five 90-day accumulation areas per year).</p>	<p>WJI ENV Series</p> <p>Delivery Order(s)</p> <p>RCRA</p> <p>No unresolved NOV issues, no fines, no penalties.</p>
h.	<p>Prepare all off-site waste shipment documentation. Schedule and dispose of all hazardous and non-hazardous wastes that require off-site shipment/disposal. (~10-30 manifests and shipments)</p>	<p>WJI ENV Series</p> <p>Delivery Order(s)</p> <p>RCRA</p> <p>No unresolved NOV issues, no fines, no penalties</p>
i.	<p>Complete off-site Treatment, Storage, and Disposal (TSD) audits (~1-3 off-site TSD facility audits per year). Provide TSD audit reports.</p>	<p>WJI ENV Series</p> <p>Delivery Order(s)</p> <p>RCRA</p> <p>TSD reports submitted within 10 working</p>

	PERFORMANCE REQUIREMENT	PERFORMANCE STANDARDS
j.	<p>Support on-site internal and external environmental audits, inspections, and other functional reviews. (~1-4 internal/external audits).</p> <p>Prepare corrective action documentation for any identified deficiencies.</p>	<p>days of completing each audit.</p> <p>Internal Audit Performance and Reporting Infrastructure Process</p> <p>Internal Audit Planning Infrastructure Process</p> <p>Corrective/Preventive Action Request (C/PAR) Infrastructure Process</p> <p>WSP 14-0001 Corrective/Preventive Action</p> <p>WSP 17-0001, Internal Audits</p> <p>WSI 17-SW-0001 WSTF Internal Audit Planning, Performance, and Reporting</p> <p>Delivery Order(s)</p>
k.	<p>Prepare and submit hazardous waste unit and generation fees with associated paperwork. Prepare two fee documents per year. One for annual unit fees and one for annual hazardous waste generation fees IAW DRD 7.5.</p>	<p>Delivery Order(s)</p> <p>NMED Regulations</p> <p>DRD 7.5 is complete, accurate, and timely.</p>
l.	<p>Perform all requirements as specified by the RCRA Post Closure Care Permit (PCC).</p> <p>Prepare RCRA PCC Annual Report IAW DRD 7.6.</p> <p>Prepare RCRA PCC Quarterly Report IAW DRD 7.7.</p> <p>Perform groundwater well evaluations and make well replacement/repair recommendations. (Potential of 1-2 well replacements/year)</p> <p>Maintain a continuous, up-to-date, Operating Record.</p>	<p>WJI ENV Series</p> <p>Delivery Order(s)</p> <p>RCRA</p> <p>Permit NM8800019434-2</p> <p>No unresolved NOV issues, no fines, no penalties.</p>

	PERFORMANCE REQUIREMENT	PERFORMANCE STANDARDS
m.	<p>Prepare Post-Closure Care Permit, RCRA Operating Permit, Sampling and Analysis Plan (SAP), and Quality Assurance Project Plan (QAPP) permit modification requests to maintain up-to-date compliance with regulatory requirements and compliance with best available procedures (e.g., analytical methods, sampling techniques, etc.).</p>	<p>WJI ENV Series</p> <p>Delivery Order(s)</p> <p>RCRA</p> <p>SAP</p> <p>QAPP</p> <p>All permit modification requests completed within 30 calendar days of request from NASA, regulatory agency, or waste generators.</p>
n.	<p>Provide RCRA Facility Investigation (RFI) support for the on-going groundwater monitoring program including extensive sampling, analyses, water level determinations, hydrogeologic data collection, data review, Quality Assurance/Quality Control (QA/QC), report preparation, and recordkeeping activities.</p> <p>Prepare RCRA Quarterly RFI Report IAW DRD 7.8.</p>	<p>WJI ENV Series</p> <p>Delivery Order(s)</p> <p>RCRA</p> <p>Level III QA/QC is required for analytical data unless otherwise negotiated with NASA.</p> <p>Reports provided to NASA at least 10 working days prior to the submittal due date unless otherwise negotiated with NASA.</p>
o.	<p>Provide as-needed and as-requested environmental support to the White Sands Complex (WSC), El Paso Forward Operating Location (FOL – Hangar), and White Sands Space Harbor. (~10-20 requests/year).</p>	<p>WJI ENV Series</p> <p>Delivery Order(s)</p> <p>Required support provided within 5 working days of initial request unless otherwise negotiated with NASA.</p>
p.	<p>Manage the site-wide recycling program (white paper, batteries, cardboard, shredded paper, used wood, brass casings, lead shot, and other recyclable materials) including training, scheduling, providing infrastructure, and</p>	<p>Delivery Order(s)</p> <p>Semi-annual internal tracking report due to NASA by July 15 and January 15 of each year</p>

	PERFORMANCE REQUIREMENT	PERFORMANCE STANDARDS
	<p>notifications/tracking documentation.</p> <p>Provide a semi-annual internal tracking report to NASA on recycled materials and quantities (report must include metrics showing site trends on recycling activities and quantities).</p>	
q.	<p>Perform all compliance activities as specified by all current air quality permits.</p> <p>Prepare Air Permit Compliance Reports IAW DRD 7.9.</p> <p>Prepare new air permit applications and current permit requests for modifications.</p>	<p>WSI 22-SW-0011, Air Quality Environmental Compliance</p> <p>WJI ENV Series</p> <p>Delivery Order(s)</p> <p>No unresolved NOV issues, no fines, no penalties.</p>
r.	<p>Provide monitoring and trend evaluation of site air emissions for Title V evaluation and potential permit preparation. Prepare semi-annual analysis of Title V applicability to WSTF operations.</p>	<p>Delivery Order(s)</p> <p>Reports provided by January 1 and July 1 of each year.</p>
s.	<p>Provide atmospheric dispersion modeling activities in support of new, or modified, air quality permit applications.</p>	<p>Delivery Order(s)</p> <p>If required in off-site submittals, modeling with associated reports provided 10 working days before required submittal date.</p>
t.	<p>Monitor the site drinking water supply system (small, self-contained, non-transient, non-community system) and ensure it is in compliance with all applicable drinking water regulations.</p> <p>Prepare drinking water compliance report IAW DRD 7.10.</p>	<p>WJI ENV Series</p> <p>Delivery Order(s)</p> <p>If deficiencies are identified, perform corrective actions or complete a formal schedule for attaining compliance within 30 calendar days (or as specified by regulatory agency direction).</p>

	PERFORMANCE REQUIREMENT	PERFORMANCE STANDARDS
	Support any off-site regulatory inspections of the site drinking water system including sanitary surveys and implement corrective actions if necessary.	
u.	<p>Complete all general environmental compliance reports IAW DRD 7.11.</p> <p>Prepare all community right to know reports IAW DRD 7.12.</p>	<p>Delivery Order(s)</p> <p>DRD 7.11 and 7.12 are complete, accurate, and timely.</p>
v.	<p>Complete NASA Environmental Tracking System (NETS) data calls (except energy calls) and attend all associated Video Teleconference System (ViTS) meetings: RCRA, archeological, inspections/compliance, recycling, affirmative procurement, environmental functional management, and others as requested by NASA Headquarters</p> <p>IAW DRD 7.13</p>	<p>Delivery Order(s)</p>
w.	<p>Manage all facility underground storage tanks (UST) and regulated above ground storage tanks (AST) as required by Petroleum Storage Tank Bureau regulations including inspections, testing, reporting, recordkeeping, and fees</p> <p>IAW DRD 7.5</p> <p>(~4 UST's and 2 AST's)</p>	<p>Delivery Order(s)</p> <p>NMED UST and AST Regulations</p> <p>Annual tank registrations and fees provided at least 10 working days before required due date.</p> <p>Operating Record is updated with monthly testing documents by the 15th day of each calendar month.</p> <p>No unresolved NOV issues, no fines, no penalties.</p>
x.	<p>Complete National Environmental Policy Act (NEPA) assessments and documentation as required for</p>	<p>Delivery Order(s)</p>

	PERFORMANCE REQUIREMENT	PERFORMANCE STANDARDS
	new and proposed projects including Records of Environmental Consideration, Permits to Excavate, Environmental Assessments, Findings of No Significant Impact, and Environmental Impact Statements (as necessary).	
y.	Provide National Historic Preservation Act (NHPA) support including historic property identification, reporting, and eligibility determinations.	WSI 22-SW-0008 Historic Preservation Delivery Order(s) Headquarters requested information provided to NASA WSTF for formal submittal at least 10 working days prior to the submittal date.
z.	Manage currently known archeological sites to ensure protection from impacts and organize/schedule investigations for any new archeological sites that may be identified or located during site activities.	WSI 22-SW-0008 Historic Preservation Delivery Order(s)
aa.	Provide written regulatory reviews and impact assessments of proposed and recently promulgated multimedia environmental regulatory requirements. Provide written reviews, impacts, and implementation plans for Executive Orders.	Delivery Order(s) Written reviews with site impact assessments provided within 30 calendar days of identification of new or recently promulgated regulations.
bb.	Maintain a regulatory and compliance deliverable database system to track all reports, compliance requirements, and internal recordkeeping requirements for all multi-media environmental activities.	WJI ENV Series Delivery Order(s) Status report no later than the 10 th of the following month. Planning report no later than the 1 st of each month.

	PERFORMANCE REQUIREMENT	PERFORMANCE STANDARDS
	Provide status report of previous month's activities and a planning report of the upcoming month's activities.	
cc.	Provide documentation, meeting attendance, and information tracking support for miscellaneous continuous improvement activities including programs like Green Zia, Project XL, Performance Track, and others.	WSP 22-SW Series WJI ENV Series Delivery Order(s)
dd.	Prepare spill reports with assistance from the affected personnel for all minor and major accidental spills.	Waste Management Infrastructure Process WSI 22-SW-0005, Waste Management WJI ENV Series Spill report completed within 24 hours of incident. Spill report submitted to NASA environmental office within 48 hours. NASA immediately notified if any reportable quantity thresholds have been exceeded.
ee.	Perform RCRA Facility Investigations (RFI) and complete formal RCRA RFI reports for currently closed RCRA units and Solid Waste Management Units (SWMU's) including extensive field activities. Perform Corrective Measures Study (CMS), and complete final CMS reports for currently closed RCRA units and SWMU's including extensive field activities. Meet Schedule of Compliance in the corrective measures module of the RCRA renewal hazardous waste operating permit.	Delivery Order(s) RCRA

	PERFORMANCE REQUIREMENT	PERFORMANCE STANDARDS
ff.	<p>Complete Corrective Measures Implementation (CMI) reports for the closed RCRA units and the SWMU's. Design the treatment system(s) selected and/or evaluate options to complete all clean-up activities.</p> <p>Meet Schedule of Compliance in the corrective measures module of the RCRA renewal hazardous waste operating permit.</p>	<p>Delivery Order(s) RCRA</p>
gg.	<p>Provide environmental compliance and regulatory RCRA closure support for any clean closure or risk-based clean closure activities.</p>	<p>Delivery Order(s) RCRA</p>
hh.	<p>Provide continuous groundwater monitoring program data analysis including plume boundary tracking, contaminant identification, and contaminants level reviews.</p> <p>Use groundwater modeling programs to evaluate and predict groundwater flow and contaminant transport processes.</p>	<p>Delivery Order(s)</p> <p>Quarterly presentations provided on plume boundaries and contaminant levels/migration. Provide 30 calendar days after the close of each calendar quarter.</p>
ii.	<p>Provide analyses and reports for all groundwater data anomalies and data trends from all sampling activities (both RFI and post-closure care monitoring).</p> <p>Perform a monthly evaluation of data that is considered suspect, anomalous, unanticipated, or otherwise inconsistent with the current understanding of plume conditions.</p> <p>Recommend corrective actions</p>	<p>Delivery Order(s)</p> <p>Monthly data presentation to NASA on data issues and suggested corrective actions</p>

	PERFORMANCE REQUIREMENT	PERFORMANCE STANDARDS
	to evaluate and dispute (or confirm) the data including possible bench scale testing, changes to field procedures, equipment modifications, new wells, or other processes.	
jj.	Prepare a 5-year Restoration Project Plan for all corrective measures activities.	Delivery Order(s) Plan delivered 45 calendar days prior to the start of each fiscal year. Monthly status report
kk.	Implement a groundwater monitoring well Operation and Maintenance (O&M) plan including recommendations for replacements, installation of protective systems (cathodic), or other maintenance procedures to extend life and utility of all well systems (both PVC and stainless steel wells).	WJI ENV Series Delivery Order(s)
ll.	Maintain and update records for groundwater remediation and monitoring wells, piezometers, and soil vapor monitor wells.	WJI ENV Series Delivery Order(s)
mm.	Provide regulatory and compliance support to respond to agency requests for information, notices of deficiency, and other formal data collection requests. Requests for information and notices of deficiency comments that require NASA response can average 200-500 individual comments per year. An estimated 20,000+ pages of documentation could be required to respond to these regulatory requests for information.	Delivery Order(s) All regulatory responses provided to NASA at least 10 working days prior to the submittal dates. If due dates cannot be achieved, provide extension requests (with explanation) to NASA within 30 calendar days prior to the due dates for submittal to the regulatory agency.

	PERFORMANCE REQUIREMENT	PERFORMANCE STANDARDS
nn.	Provide Geographic Information System capability for all environmental activities including field GPS survey grade mapping ability.	WJI ENV Series Delivery Order(s) GPS field survey support provided within 5 working days of request.
oo.	Provide health risk analyses support for remediation systems/proposals, existing site conditions, special projects, and regulatory and /or public inquiries.	Delivery Order(s) Health risk presentations to NASA ten working days prior to the meetings.
pp.	Provide a detailed Communications Plan that details specific activities to ensure effective interactions and cooperative working relationships with Federal and State agencies, other NASA Centers, and the general public IAW DRD 7.14	Delivery Order(s)
qq.	Provide public outreach and community meeting programs to maintain visibility of site operations with the affected public. (~1-5 public meetings/year).	Delivery Order(s)
rr.	Prepare all required reports for NMED, New Mexico State Land Office (NMSLO), and New Mexico State Engineer's Office (NMSEO). Prepare NMED monthly activity report IAW DRD 7.15. Prepare NMSLO quarterly report IAW DRD 7.16. Prepare NMSEO monthly report IAW DRD 7.17.	Delivery Order(s) RCRA All reports provided to NASA at least 5 working days prior to their scheduled submittal date unless otherwise negotiated with NASA.
ss.	Provide all environmental compliance and regulatory	Delivery Order(s)

	PERFORMANCE REQUIREMENT	PERFORMANCE STANDARDS
	activities for a closed solid waste sanitary landfill system that is currently in post-closure care IAW DRD 7.18.	State of NM Solid Waste Act Reports provide to NASA ten working days prior to required submittal date.
tt.	Perform financial tracking for all general environmental compliance and regulatory oversight funding and Environmental Compliance and Restoration (ECR) (corrective action) funds.	Delivery Order(s)
uu.	Prepare and Environmental Compliance Plan IAW DRD 7.19.	DRD 7.19 is complete, accurate, and timely.

8.0 White Sands Space Harbor

White Sands Space Harbor (WSSH) is a WSTF satellite facility consisting of three dry lakebed (unpaved gypsum) runways and associated facilities established and a tenant on the US Army White Sands Missile Range (WSMR). It lies within a 100 square mile area on the Alkali Flats lakebed. WSSH is approximately 55 miles from WSTF.

The facility was established to provide NASA the capability to perform flight training of astronauts and for landings of the Space Shuttle Orbiter. The facility is scheduled through WSMR Range Control for Shuttle Training Aircraft (STA) training 250 days per year. Government vehicles are provided at WSMR Small Missile Range and Holloman Air Force Base (HAFB) locations for WSSH Contractor personnel use. There are a few permanent facilities however; most structures are classified as temporary type. In the event of a Shuttle landing at WSSH, the FOSC Contractor will require support from the TEC Contractor per the WDS.

Requirements under this element are IDIQ and Cost Reimbursable.

	PERFORMANCE REQUIREMENT	PERFORMANCE STANDARDS
a.	Provide, maintain, and operate all WSSH facilities and equipment (conventional, custom built, collateral, and non-collateral) supporting astronaut training and the Space Shuttle landing operations, including the NASA-owned building at HAFB as a	White Sands space Harbor (WSSH) Operations (Shuttle Landing support; Astronaut Training) Product Process WJI PAD-SAF-0007 Delivery Order

	PERFORMANCE REQUIREMENT	PERFORMANCE STANDARDS
	<p>fallback area during WSMR evacuations and roadblocks.</p> <p>Provide required expertise to perform maintenance and operations of gypsum surface runways, taxiways, roads, etc, navigational aids, and the WSSH radar tracking system.</p> <p>Provide required expertise to perform air traffic and ground operations control.</p> <p>There are 342 equipment line items assigned to WSSH property custodians.</p>	<p>95% of the issued work tickets completed on or before the due date.</p> <p>Minimum 1 year of experience working with gypsum and airfield M&O</p> <p>Minimum 7 years of FAA traffic control experience</p> <p>Certified in navigational aides and runway M&O experience</p>
b.	<p>Operate and maintain the WSSH facilities and equipment (conventional, custom built, collateral, and non-collateral) in full support, capable of accepting an Orbiter landing during any WSTF or JSC Landing Support Officer specified time, and in cooperation with WSMR, Holloman Air Force Base (HAFB), El Paso FOL, Goddard Space Flight Center (GSFC), and JSC.</p>	<p>White Sands space Harbor (WSSH) Operations (Shuttle Landing support; Astronaut Training) Product Process</p> <p>Delivery Order(s)</p> <p>Facilities and equipment are to be 100% available, unless availability is outside the control of the Contractor, no less than 98% of the scheduled and requested time.</p>
c.	<p>Operate and maintain the WSSH facilities and equipment (conventional, custom built, collateral, and non-collateral) in full support of the Shuttle Training Aircraft (STA) astronaut training missions, which will include:</p> <p>(1) a significant amount of time coordinating with WSMR, HAFB, El Paso FOL, and JSC</p> <p>(2) exceptions where precluded by WSMR launch activities, holidays, and inclement weather.</p>	<p>White Sands space Harbor (WSSH) Operations (Shuttle Landing support; Astronaut Training) Product Process</p> <p>Delivery Order(s)</p> <p>Facilities and equipment are to be 100% available, unless availability is outside the control of the Contractor, no less than 98% of the scheduled and requested time.</p>

	PERFORMANCE REQUIREMENT	PERFORMANCE STANDARDS
d.	Provide NASA designated services (e.g., janitorial, fire protection, etc.) to support the El Paso FOL with establishment of services no later than the end of November.	Delivery Order(s)

9.0 Facility Projects

The Contractor shall have on-site estimating, design, and construction capabilities in the areas of civil, mechanical, and electrical engineering. These services are required for both WSTF infrastructure support and any special facility requirements that a specific test program might require.

The scope of work involves approximately 250 annual requests for cost estimates, designs, or construction/repair tasks associated with various programmatic or institutional facility systems. Examples include modification, rehabilitation, and/or repair of buildings, utilities, safety systems, roads, grounds, vacuum test cells, thrust measurement systems and structures, and pressure systems/vessels for inert gases, hypergolic propellants, and cryogenics.

The value of these projects can vary considerably, but can typically be grouped into either minor, major, or programmatic specific construction, rehabilitation, or repair. Minor projects range in size and complexity and costs will generally be greater than \$2,500 but will not exceed \$500k. During the year, requirements are defined, which require facility engineering design and construction to be performed on the basic facility infrastructure and in support of the various programmatic activities. Major projects range in size and complexity and cost over \$500k. Major project requirements are typically defined in a 5-year plan that requires facility engineering design and construction to be performed on the basic facility infrastructure and in support of the various programmatic activities.

During the year, requirements are defined which require facility engineering design and construction to be performed on the basic facility infrastructure and in support of the various programmatic activities. When the requirements are defined and the cost of the project agreed to by the Government, funds are designated for the project. Due to the dynamic test schedule, it some times becomes necessary to have an in-house construction group providing the capabilities to perform modifications on existing structures or to construct new facilities on short notice in response to testing requirements.

Requirements under this element are IDIQ and may be Cost Reimbursable or Fixed Price.

	PERFORMANCE REQUIREMENT	PERFORMANCE STANDARDS
a.	Provide engineering designs, specifications, and technical reviews for each project. Complete tasks within negotiated schedule and cost.	WSI ENG Series Delivery Order(s)
b.	Provide technical oversight and integration of multiple facility projects.	WSI ENG Series Delivery Order(s)
c.	Provide cost estimates for facility infrastructure projects for planning purposes.	WSI ENG Series Delivery Order(s)
d.	Construct, modify, and rehabilitate buildings, structures, and utility systems per NASA approved engineering designs and specifications.	WSI ENG Series WSI 09-WS-0023 Facility Construction, Rehabilitation, and/or Modification Delivery Order(s)

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SECTION D - PACKAGING AND MARKING

D.1 LISTING OF CLAUSES INCORPORATED BY REFERENCE

NOTICE: The following contract clauses pertinent to this section are hereby incorporated by reference:

I. FEDERAL ACQUISITION REGULATION (48 CFR CHAPTER 1)

CLAUSE		
NUMBER	DATE	TITLE

None included by reference.

II. NASA FAR SUPPLEMENT (48 CFR CHAPTER 18) CLAUSES

CLAUSE		
NUMBER	DATE	TITLE

None included by reference.

(End of clause)

**D.2 PACKAGING, HANDLING, AND TRANSPORTATION (NASA 1852.211-70)
(NOV 2004)**

(a) The Contractor shall comply with NPR 6000.1E, "Requirements for Packaging, Handling, and Transportation for Aeronautical and Space Systems, Equipment, and Associated Components", dated April 26, 1999, as may be supplemented by the statement of work or specifications of this contract, for all items designated as Class I, II, or III.

(b) The Contractor's packaging, handling, and transportation procedures may be used, in whole or in part, subject to the written approval of the Contracting Officer, provided (1) the Contractor's procedures are not in conflict with any requirements of this contract, and (2) the requirements of this contract shall take precedence in the event of any conflict with the Contractor's procedures.

(c) The Contractor must place the requirements of this clause in all subcontracts for items that will become components of deliverable Class I, II, or III items.

(End of clause)

[END OF SECTION]

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SECTION E - INSPECTION AND ACCEPTANCE

E.1 LISTING OF CLAUSES INCORPORATED BY REFERENCE

NOTICE: The following contract clauses pertinent to this section are hereby incorporated by reference:

I. FEDERAL ACQUISITION REGULATION (48 CFR CHAPTER 1)

CLAUSE
NUMBER DATE TITLE

Firm-Fixed-Price Clauses:

52.246-2 AUG 1996 INSPECTION OF SUPPLIES-- FIXED-PRICE
52.246-4 AUG 1996 INSPECTION OF SERVICES-- FIXED-PRICE
52.246-16 APR 1984 RESPONSIBILITY FOR SUPPLIES

Cost-Reimbursement Clauses:

52.246-3 MAY 2001 INSPECTION OF SUPPLIES-- COST-REIMBURSEMENT
52.246-5 APR 1984 INSPECTION OF SERVICES-- COST-REIMBURSEMENT

Construction Clauses:

52.246-12 AUG 1996 INSPECTION OF CONSTRUCTION
52.246-13 AUG 1996 INSPECTION-DISMANTLING, DEMOLITION, OR
REMOVAL OF IMPROVEMENTS

II. NASA FAR SUPPLEMENT (48 CFR CHAPTER 18) CLAUSES

CLAUSE
NUMBER DATE TITLE

Clauses applicable to both Firm-Fixed-Price and Cost-Reimbursement:

1852.246-73 MAR 1997 HUMAN SPACE FLIGHT ITEM

(End of clause)

**E.2 HIGHER-LEVEL CONTRACT QUALITY REQUIREMENT (FAR 52.246-11)
(FEB 1999)**

The Contractor shall comply with the higher-level quality standard selected below

<u>Title</u>	<u>Number Date</u>	<u>Tailoring</u>
Quality Management	ANSI/ISO/ASQ Q9001-2000	Current revision applicable to

<u>System – Requirements</u>		NASA WSTF is dated <u>December 13, 2000.</u> <u>Revision to future application is subject to NASA direction.</u>
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(End of clause)

E.3 GOVERNMENT CONTRACT QUALITY ASSURANCE FUNCTIONS (NFS 1852.246-71) (OCT 1988)

In accordance with the inspection clause of this contract, the Government intends to perform the following functions at the locations indicated:

Government Quality Assurance functions are performed by the NASA JSC Safety & Mission Assurance (S&MA) Office to be performed by WSTF-resident S&MA representatives. At NASA WSTF S&MA discretion, functions may be delegated to S&MA contractor representatives.

Item	Quality Assurance Function	Location
WSSH Space Shuttle Operations	Flight support readiness verification.	WSTF, WSSH
Management System	Management System coordination.	WSTF
Management System	Internal audit scheduling, closeout and acceptance.	WSTF
Management System	Corrective/preventive action coordination and acceptance	WSTF

(End of clause)

E.4 MATERIAL INSPECTION AND RECEIVING REPORT (NFS 1852.246-72) (AUG 2003)

- (a) At the time of each delivery to the Government under this contract, the Contractor shall furnish a Material Inspection and Receiving Report (DD Form 250 series) prepared in 6 copies, an original and 5 copies.
- (b) The Contractor shall prepare the DD Form 250 in accordance with NASA FAR Supplement 1846.6. The Contractor shall enclose the copies of the DD Form 250 in the package or seal them in a waterproof envelope, which shall be securely attached to the exterior of the package in the most protected location.
- (c) When more than one package is involved in a shipment, the Contractor shall list on the DD Form 250, as additional information, the quantity of packages and the

package numbers. The Contractor shall forward the DD Form 250 with the lowest numbered package of the shipment and print the words "CONTAINS DD FORM 250" on the package.

(End of clause)

E.5 INSPECTION AND ACCEPTANCE (JSC 52.246-90) (JUN 1991)

Final inspection and acceptance shall be accomplished by the CO or his/her duly authorized representative at NASA Lyndon B. Johnson Space Center, White Sands Test Facility.

(End of clause)

[End of section]

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SECTION F - DELIVERIES OR PERFORMANCE

F.1 LISTING OF CLAUSES INCORPORATED BY REFERENCE

NOTICE: The following contract clauses pertinent to this section are hereby incorporated by reference:

I. FEDERAL ACQUISITION REGULATION (48 CFR CHAPTER 1)

CLAUSE		
NUMBER	DATE	TITLE

Firm-Fixed-Price Clauses:

52.242-15	AUG 1989	STOP-WORK ORDER
52.242-17	APR 1984	GOVERNMENT DELAY OF WORK
52.247-34	NOV 1991	F.O.B. DESTINATION

Cost-Reimbursement Clauses:

52.242-15	AUG 1989	STOP-WORK ORDER (ALTERNATE I) (APR 1984)
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II. NASA FAR SUPPLEMENT (48 CFR CHAPTER 18) CLAUSES

CLAUSE		
NUMBER	DATE	TITLE

None included by reference.

(End of clause)

F.2 COMMENCEMENT, PROSECUTION, AND COMPLETION OF WORK (FAR 52.211-10) (APR 1984) (CONSTRUCTION ONLY)

The Contractor shall be required to (a) commence work under this contract within 7 calendar days after the date the Contractor receives the notice to proceed, (b) prosecute the work diligently, and (c) complete the entire work ready for use not later than the date specified in the order. The time stated for completion shall include final cleanup of the premises.

(End of clause)

F.3 TASK ORDERING PROCEDURES (OCTOBER 1996) (NFS 1852.216-80) (COST REIMBURSABLE IDIQ DELIVERY ORDERS ONLY)(DELIVERY ORDERS TO BE NUMBERED T1, T2, T3, ETC.)

(a) Only the Contracting Officer may issue task orders to the Contractor, providing specific authorization or direction to perform work within the scope of the contract and

as specified in the schedule. The Contractor may incur costs under this contract in performance of task orders and task order modifications issued in accordance with this clause. No other costs are authorized unless otherwise specified in the contract or expressly authorized by the Contracting Officer.

(b) Prior to issuing a task order, the Contracting Officer shall provide the Contractor with the following data:

(1) A functional description of the work identifying the objectives or results desired from the contemplated task order.

(2) Proposed performance standards to be used as criteria for determining whether the work requirements have been met.

(3) A request for a task plan from the Contractor to include the technical approach, period of performance, appropriate cost information, and any other information required to determine the reasonableness of the Contractor's proposal.

(c) Within 5 calendar days after receipt of the Contracting Officer's request, the Contractor shall submit a task plan conforming to the request.

(d) After review and any necessary discussions, the Contracting Officer may issue a task order to the Contractor containing, as a minimum, the following:

(1) Date of the order.

(2) Contract number and order number.

(3) Functional description of the work identifying the objectives or results desired from the task order, including special instructions or other information necessary for performance of the task.

(4) Performance standards, and where appropriate, quality assurance standards.

(5) Maximum dollar amount authorized (cost and fee or price). This includes allocation of award fee among award fee periods, if applicable.

(6) Any other resources (travel, materials, equipment, facilities, etc.) authorized.

(7) Delivery/performance schedule including start and end dates.

(8) If contract funding is by individual task order, accounting and appropriation data.

(e) The Contractor shall provide acknowledgment of receipt to the Contracting Officer within 2 calendar days after receipt of the task order.

(f) If time constraints do not permit issuance of a fully defined task order in accordance with the procedures described in paragraphs (a) through (d), a task order which includes a ceiling price may be issued.

(g) The Contracting Officer may amend tasks in the same manner in which they were issued.

(h) In the event of a conflict between the requirements of the task order and the Contractor's approved task plan, the task order shall prevail.

(End of clause)

F.4 BILLS OF LADING (NFS 1852.247-73)(JUN 2002)

The purpose of this clause is to define when a commercial bill of lading or a government bill of lading is to be used when shipments of deliverable items under this contract are f.o.b. origin.

(a) **Commercial Bills of Lading.** All domestic shipments shall be made via commercial bills of lading (CBLs). The Contractor shall prepay domestic transportation charges. The Government shall reimburse the Contractor for these charges if they are added to the invoice as a separate line item supported by the paid freight receipts. If paid receipts in support of the invoice are not obtainable, a statement as described below must be completed, signed by an authorized company representative, and attached to the invoice.

I certify that the shipments identified below have been made, transportation charges have been paid by (company name), and paid freight or comparable receipts are not obtainable.

Contract or Order Number: _____

Destination: _____".

(b) **Government Bills of Lading.** (1) International (export) and domestic overseas shipments of items deliverable under this contract shall be made by Government bills of lading (GBL's). As used in this clause, "domestic overseas" means non-continental United States, i.e. Hawaii, Commonwealth of Puerto Rico, and possessions of the United States.

(2) At least 15 days before shipment, the Contractor shall request in writing GBL's from: WSTF Transportation Officer. If time is limited, requests may be by telephone: 505-524-5140. Requests for GBL's shall include the following information.

- (i) Item identification/ description.
- (ii) Origin and destination.
- (iii) Individual and total weights.
- (iv) Dimensional Weight.
- (v) Dimensions and total cubic footage.
- (vi) Total number of pieces.
- (vii) Total dollar value.
- (viii) Other pertinent data.

(End of clause)

F.5 COMPLETION OF WORK (JSC 52.211-95) (OCT 2001)

All work required under this contract, including submission of all reports, shall be completed on or before April 30, 2009.

(End of clause)

F.6 METHOD OF PLACING DELIVERY ORDERS (JSC 52.216-95) (SEP 1998) **(FIXED PRICE IDIQ ONLY)**

Delivery Orders may be placed only by the contracting officer. Delivery Orders will be in writing on JSC Form 1429 or orally, followed by written confirmation. Delivery Orders will be numbered "D1," second will be Number "D2", and each succeeding Delivery Order will be numbered consecutively.

Each Delivery Order placed against this contract shall consist of the following information: (A) delivery order number and contract number; (B) place of delivery or performance (including consignee); (C) item/items ordered, including quantity, unit price, and amount of each; (D) date of order, and required delivery date; (E) name of person placing order; (F) funding and appropriation data; (G) Procurement placement code; (H) total amount; (I) signature of the contracting officer.

Amendments to orders may be issued in the same manner as original orders. Each order or amended order shall contain a citation of funds from which payment for the supplies or services ordered shall be made.

(End of clause)

F.7 OPTION TO EXTEND COMPLETION DATE (JSC 52.217-90) (OCT 1996)

The Government may require the contractor to continue to perform services under this contract. The CO may exercise this option by issuance of a unilateral contract modification 30 days or more before the end of the completion date set forth in section F. Should the option be exercised, the resultant contract will include all terms and conditions of the basic contract as it exists immediately prior to the exercise of the option, except for the following changes:

Option 1 (Fourth Contract Year)

(a) B.3, entitled "Estimated Cost/Price and Fee" is stated below:

SEE THE EXCEL ICON IN SECTION B.3. SELECT THE "OPTIONS" TAB

- (b) F.5, entitled "Completion Of Work" shall be modified to extend the Completion Date to April 30, 2010.
- (c) I.1, entitled "Ordering" shall be modified to change issue order dates from May 1, 2009, through April 30, 2010.
- (d) I.4, the last sentence of the clause entitled "Indefinite Quantity" shall be modified to read "The contract shall govern the Contractor's and Government's rights and obligations with respect to that order to the same extent as if the order were completed during the contract's effective period; provided, that the Contractor shall not be required to make any deliveries under this contract after April 30, 2010."
- (e) I.5, entitled "Payment for Overtime Premiums" shall be modified to increase the payment of overtime premiums by \$184,753.

Option 2 (Fifth Contract Year)

(a) B.3, entitled "Estimated Cost/Price and Fee" is stated below:

SEE THE EXCEL ICON IN SECTION B.3. SELECT THE "OPTIONS" TAB

- (b) F.5, entitled "Completion Of Work" shall be modified to extend the Completion Date to April 30, 2011.
- (c) I.1, entitled "Ordering" shall be modified to change issue order dates from May 1, 2010, through April 30, 2011.
- (d) I.4, the last sentence of the clause entitled "Indefinite Quantity" shall be modified to read "The contract shall govern the Contractor's and Government's rights and obligations with respect to that order to the same extent as if the order were completed during the contract's effective period; provided, that the Contractor shall not be required to make any deliveries under this contract after April 30, 2011."
- (f) I.5, entitled "Payment for Overtime Premiums" shall be modified to increase the payment of overtime premiums by \$186,372.

(End of clause)

F.8 SHIPPING INSTRUCTIONS (JSC 52.247-94) (APR 1997)

All documentation shall be shipped to the addresses cited in the appropriate DRD in Section J. Shipment of all other items shall be as follows:

Parcel Post Shipments and Freight Shipments

Ship to: Transportation Officer,
NASA/JSC/White Sands Test Facility
NASA Road 12600
Building 120
Las Cruces, NM 88012

Mark with: Purchase Request No. _____

Contract Number: NNJ _____

For reissue to: _____

(Name)(Mail Code)(Bldg.)(Rm.)

(End of clause)

F.9 FLIGHT ITEM (JSC 52.247-95) (SEP 1989)

Block 16 of each DD Form 250 prepared for flight hardware or equipment to be shipped under this contract must be annotated as follows in 1/4-inch letters or larger by handprinting or rubber stamp:

"THIS IS A FLIGHT ITEM" or "THIS IS MISSION ESSENTIAL GROUND SUPPORT EQUIPMENT", as applicable.

(End of clause)

F.10 PHASE-IN AND PHASE-OUT

(a) Contractor Phase-In:

The services provided by this contract are vital to the Government's overall effort, and continuity must be maintained at a consistently high level without interruption. The Contractor is expected to meet full performance requirements from the start date of the base contract period. The phase-in period shall be approximately 60 calendar days prior to the start date of the base contract period. The Government will provide approximately 2,700 square feet of office space in Building T-20, to be shared between FOOSC and TEC. Various onsite conference rooms may be scheduled with the Government. The Contractor shall support a weekly meeting with the preceding Contractor(s) to discuss/identify problems or areas requiring attention during this phase-in period. The Contractor shall accomplish phase-in in accordance with Section J-6.

The effort performed during phase-in period will be evaluated during Award Fee Period 1.

(b) Contractor Phase-Out:

Phase-out activities shall be accomplished in accordance with FAR 52.237-3, Continuity of Services

[END OF SECTION]

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SECTION G - CONTRACT ADMINISTRATION DATA

G.1 LISTING OF CLAUSES INCORPORATED BY REFERENCE

NOTICE: The following contract clauses pertinent to this section are hereby incorporated by reference:

I. FEDERAL ACQUISITION REGULATION (48 CFR CHAPTER 1)

CLAUSE NUMBER	DATE	TITLE
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None included by reference.

II. NASA FAR SUPPLEMENT (48 CFR CHAPTER 18) CLAUSES

CLAUSE NUMBER	DATE	TITLE
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Clauses applicable to both Firm-Fixed-Price and Cost-Reimbursement:

1852.223-71	DEC 1988	FREQUENCY AUTHORIZATION
1852.227-86	DEC 1987	COMMERCIAL COMPUTER SOFTWARE- LICENSING
1852.242-73	NOV 2004	NASA CONTRACTOR FINANCIAL MANAGEMENT REPORTING
1852.245-70	NOV 2004	CONTRACTOR REQUESTS FOR GOVERNMENT- OWNED EQUIPMENT

(End of clause)

G.2 AWARD FEE FOR SERVICE CONTRACTS (NFS 1852.216-76) (JUN 2000)

- (a) The contractor can earn award fee from a minimum of zero dollars to the maximum stated in NASA FAR Supplement clause 1852.216-85, "Estimated Cost and Award Fee" in this contract.
- (b) Beginning 6 months after the start date of this contract, the Government shall evaluate the Contractor's performance every 6 months to determine the amount of award fee earned by the contractor during the period. The Contractor may submit a self-evaluation of performance for each evaluation period under consideration. These self-evaluations will be considered by the Government in its evaluation. The Government's Fee Determination Official (FDO) will determine the award fee amounts based on the Contractor's performance in accordance with the award fee plan of the contract. The plan may be revised unilaterally by the Government prior to the beginning of any rating period to redirect emphasis.

- (c) The Government will advise the Contractor in writing of the evaluation results. The Financial Management Division will make payment based on issuance of unilateral modification by Contracting Officer.
- (d) After 85 percent of the potential award fee has been paid, the Contracting Officer may direct the withholding of further payment of award fee until a reserve is set aside in an amount that the Contracting Officer considers necessary to protect the Government's interest. This reserve shall not exceed 15 percent of the total potential award fee.
- (e) The amount of award fee which can be awarded in each evaluation period is limited to the amounts set forth at Section J-1. Award fee which is not earned in an evaluation period cannot be reallocated to future evaluation periods.
- (f)(1) Provisional award fee payments will be made under this contract pending the determination of the amount of fee earned for an evaluation period. If applicable, provisional award fee payments will be made to the Contractor on a monthly basis. The total amount of award fee available in an evaluation period that will be provisionally paid is the lesser of 80 percent or the prior period's evaluation score.
 - (2) Provisional award fee payments will be superseded by the final award fee evaluation for that period. If provisional payments exceed the final evaluation score, the Contractor will either credit the next payment voucher for the amount of such overpayment or refund the difference to the Government, as directed by the Contracting Officer.
 - (3) If the Contracting Officer determines that the Contractor will not achieve a level of performance commensurate with the provisional rate, payment of provisional award fee will be discontinued or reduced in such amounts as the Contracting Officer deems appropriate. The Contracting Officer will notify the Contractor in writing if it is determined that such discontinuance or reduction is appropriate.
 - (4) Provisional award fee payments will be made prior to the first award fee determination by the Government.
- (g) Award fee determinations are unilateral decisions made solely at the discretion of the Government.

(End of clause)

G.3 SUBMISSION OF VOUCHERS FOR PAYMENT (NFS 1852.216-87) (MAR 1998) (COST-REIMBURSEMENT ONLY)

(a) The designated billing office for cost vouchers for purposes of the Prompt Payment clause of this contract is indicated below. Public vouchers for payment of costs shall include a reference to the number of this contract.

(b)(1) If the contractor is authorized to submit interim cost vouchers directly to the NASA paying office, they shall be prepared in accordance with paragraph (c) of this clause and submitted to:

*NASA Johnson Space Center
Attn: LF231/Accounts Payable Group
Houston, TX 77058-3696*

(2) For any period that the Defense Contract Audit Agency has authorized the Contractor to submit interim vouchers directly to the Government paying office, interim vouchers are not required to be sent to the Auditor, and are considered to be provisionally approved for payment, subject to final audit.

(3) Copies of vouchers should be submitted as follows:

- (i) Copy 1 - NASA Contracting Officer
- (ii) Copy 2 - DCAA Auditor
- (iii) Copy 3 - Contractor
- (iv) Copy 4 - Contract Administration Office, if delegated

(c) If the contractor is not authorized to submit interim cost vouchers directly to the paying office as described in paragraph

(b), the contractor shall prepare and submit vouchers as follows:

(1) One original Standard Form (SF) 1034, SF 1035, or equivalent Contractor's attachment to the cognizant DCAA office

(2) Five copies of SF 1034A, SF 1035A, or equivalent Contractor's attachment to the following offices by insertion in the memorandum block of their names and addressees:

- (i) Copy 1 - NASA Contracting Officer
- (ii) Copy 2 - DCAA Auditor
- (iii) Copy 3 - Contractor
- (iv) Copy 4 - Contract Administration Office, if delegated

(3) The Contracting Officer may designate other recipients as required.

(d) Public vouchers for payment of fee shall be prepared similarly to the procedure in paragraph (c) of this clause, and be forwarded to:

NASA WSTF
Attn: BH5/Contracting Officer
P.O. Box 20
Las Cruces, NM 88004

This is the designated billing office for fee vouchers for purposes of the Prompt Payment clause of this contract.

(e) In the event that amounts are withheld from payment in accordance with provisions of this contract, a separate voucher for the amount withheld will be required before payment for that amount may be made.

(End of clause)

G.4 DESIGNATION OF NEW TECHNOLOGY REPRESENTATIVE AND PATENT REPRESENTATIVE (NASA 1852.227-72) (JUL 1997)

(a) For purposes of administration of the clause of this contract entitled "New Technology" or "Patent Rights -- Retention by the Contractor (Short Form)", whichever is included, the following named representatives are hereby designated by the Contracting Officer to administer such clause:

NEW TECHNOLOGY REPRESENTATIVE:

New Technology Rep. and Patent Rep.
AT/Technology Transfer & Commercialization Office
NASA Johnson Space Center
Houston, TX 77058

PATENT REPRESENTATIVE:

AL Patent Representative
NASA Johnson Space Center
Houston, TX 77058

(b) Reports of reportable items, and disclosure of subject inventions, interim reports, final reports, utilization reports, and other reports required by the clause, as well as any correspondence with respect to such matters, should be directed to the New Technology Representative unless transmitted in response to correspondence or request from the Patent Representative. Inquires or requests regarding disposition of rights, election of rights, or related matters should be directed to the Patent Representative. This clause shall be included in any subcontract hereunder

requiring a "New Technology" clause or "Patent Rights--Retention by the Contractor (Short Form)" clause, unless otherwise authorized or directed by the Contracting Officer. The respective responsibilities and authorities of the above-named representatives are set forth in 1827.305-370 of the NASA FAR Supplement.

(End of clause)

G.5 TECHNICAL DIRECTION (NFS 1852.242-70) (SEP 1993)

- (a) Performance of the work under this contract is subject to the written technical direction of the Contracting Officer Technical Representative (COTR), who shall be specifically appointed by the Contracting Officer in writing in accordance with NASA FAR Supplement 1842.270. "Technical direction" means a directive to the Contractor that approves approaches, solutions, designs, or refinements; fills in details or otherwise completes the general description of work or documentation items; shifts emphasis among work areas or tasks; or furnishes similar instruction to the Contractor. Technical direction includes requiring studies and pursuit of certain lines of inquiry regarding matters within the general tasks and requirements in Section C of this contract.
- (b) The COTR does not have the authority to, and shall not, issue any instruction purporting to be technical direction that--
 - (1) Constitutes an assignment of additional work outside the statement of work;
 - (2) Constitutes a change as defined in the changes clause;
 - (3) Constitutes a basis for any increase or decrease in the total estimated contract cost, the fixed fee (if any), or the time required for contract performance;
 - (4) Changes any of the expressed terms, conditions, or specifications of the contract; or
 - (5) Interferes with the contractor's rights to perform the terms and conditions of the contract.
- (c) All technical direction shall be issued in writing by the COTR.
- (d) The Contractor shall proceed promptly with the performance of technical direction duly issued by the COTR in the manner prescribed by this clause and within the COTR's authority. If, in the Contractor's opinion, any instruction or direction by the COTR falls within any of the categories defined in paragraph (b) of this clause, the Contractor shall not proceed but shall notify the Contracting

Officer in writing within 5 working days after receiving it and shall request the Contracting Officer to take action as described in this clause. Upon receiving this notification, the Contracting Officer shall either issue an appropriate contract modification within a reasonable time or advise the Contractor in writing within 30 days that the instruction or direction is--

- (1) Rescinded in its entirety; or
 - (2) Within the requirements of the contract and does not constitute a change under the changes clause of the contract, and that the Contractor should proceed promptly with its performance.
- (e) A failure of the contractor and contracting officer to agree that the instruction or direction is both within the requirements of the contract and does not constitute a change under the changes clause, or a failure to agree upon the contract action to be taken with respect to the instruction or direction, shall be subject to the Disputes clause of this contract.
- (f) Any action(s) taken by the contractor in response to any direction given by any person other than the Contracting Officer or the COTR shall be at the Contractor's risk.

(End of clause)

**G.6 INSTALLATION-ACCOUNTABLE GOVERNMENT PROPERTY (NFS
1852.245-71) (NOV 2004) (JSC VERSION NOV 2004)**

- (a) The Government property described in the clause at 1852.245-77, List of Installation- Accountable Property and Services, shall be made available to the Contractor on a no-charge basis for use in performance of this contract. This property shall be utilized only within the physical confines of the NASA installation that provided the property. Under this clause, the Government retains accountability for, and title to, the property, and the Contractor assumes the following user responsibilities:
- (1) Reporting any missing or untagged (meeting the criteria for control) equipment, transfer, location change, or user change of equipment to the cognizant property custodian.
 - (2) Notifying the cognizant property custodian, supervisor, and the Installation Security Officer immediately if theft of Government property is suspected.
 - (3) Ensuring that such equipment is used only in pursuit of approved NASA programs and projects.

- (4) Identifying equipment not being actively used in pursuit of approved NASA programs and projects.
- (5) Ensuring that equipment is turned in to the Property Disposal Officer through the cognizant property custodian when no longer needed. Under no circumstances will an employee throw away Government equipment.
- (6) At Installations with full-time property custodians, assigned users retain all responsibilities including notifying cognizant property custodian of all activity associated with the user's assigned equipment.
- (7) The Contractor shall perform maintenance, calibration and repair on all Installation Accountable Government Property Attachment J-4, List 1 in accordance with FAR 45.509.1.
- (8) The Contractor shall properly store and control IAP.
- (9) The contractor shall establish and adhere to a system of written procedures for compliance with these user responsibilities. Such procedures must include holding employees liable, when appropriate, for loss, damage, or destruction of Government property.

The contractor shall establish and adhere to a system of written procedures for compliance with these user responsibilities. Such procedures must include holding employees liable, when appropriate, for loss, damage, or destruction of Government property.

(b)(1) The official accountable recordkeeping, physical inventory, financial control, and reporting of the property subject to this clause shall be retained by the Government and accomplished by the installation Supply and Equipment Management Officer (SEMO) and Financial Management Officer. If this contract provides for the contractor to acquire property, title to which will vest in the Government, the following additional procedures apply:

(i) The contractor's purchase order shall require the vendor to deliver the property to the installation central receiving area;

(ii) The contractor shall furnish a copy of each purchase order, prior to delivery by the vendor, to the installation central receiving area:

(iii) The contractor shall establish a record of the property as required by FAR 45.5 and 1845.5 and furnish to the Industrial Property Officer a DD Form 1149 Requisition and Invoice/Shipping Document (or installation equivalent) to transfer accountability to the Government within 5 working days after receipt of the property by the contractor. The contractor is accountable for all contractor-acquired property until the property is

transferred to the Government's accountability. Semi annual listing for materials, decal, tagged to waive the requirements of individual dd1149. The transfers would be accomplished semi-annually as part of the contractors report. White sands clause that identifies the transfer and accountability requirements.

Since the contractor is using the government provided software for tracking government property and receipts are being posted to those systems within 5 days the individual DD Form149 for receipt requirement will be waived and a DD Form 1149 may be processed semi-annually to satisfy the requirement in clause 1852.245-71.

(iv) Contractor use of Government property at an off-site location and off-site subcontractor use require advance approval of the contracting officer and notification of the SEMO. The contractor shall assume accountability and financial reporting responsibility for such property. The contractor shall establish records and property control procedures and maintain the property in accordance with the requirements of FAR Part 45.5 until its return to the installation.

- (2) After transfer of accountability to the Government, the contractor shall continue to maintain such internal records as are necessary to execute the user responsibilities identified in paragraph (a) and document the acquisition, billing, and disposition of the property. These records and supporting documentation shall be made available, upon request, to the SEMO and any other authorized representatives of the contracting officer.

(End of clause)

G.7 FINANCIAL REPORTING OF NASA PROPERTY IN THE CUSTODY OF CONTRACTORS (NFS 1852.245-73)(OCT 2003)

(a) The Contractor shall submit annually a NASA Form (NF) 1018, NASA Property in the Custody of Contractors, in accordance with the provisions of 1845.505-14, the instructions on the form, subpart 1845.71, and any supplemental instructions for the current reporting period issued by NASA.

(b)(1) Subcontractor use of NF 1018 is not required by this clause; however, the Contractor shall include data on property in the possession of subcontractors in the annual NF 1018.

(2) The Contractor shall mail the original signed NF 1018 directly to the cognizant NASA Center Deputy Chief Financial Officer, Finance, unless the Contractor uses the NF 1018 Electronic Submission System (NESS) for report preparation and submission.

(3) One copy shall be submitted (through the Department of Defense (DOD) Property Administrator if contract administration has been delegated to DOD) to the following address: [Insert name and address of appropriate NASA Center office.], unless the Contractor uses the NF 1018 Electronic Submission System (NESS) for report preparation and submission.

(c)(1) The annual reporting period shall be from October 1 of each year through

September 30 of the following year. The report shall be submitted in time to be received by October 15. The information contained in these reports is entered into the NASA accounting system to reflect current asset values for agency financial statement purposes. Therefore, it is essential that required reports be received no later than October 15. Some activity may be estimated for the month of September, if necessary, to ensure the NF 1018 is received when due. However, contractor procedures must document the process for developing these estimates based on planned activity such as planned purchases or NASA Form 533 (NF 533 Contractor Financial Management Report) cost estimates. It should be supported and documented by historical experience or other corroborating evidence, and be retained in accordance with FAR Subpart 4.7, Contractor Records Retention. Contractors shall validate the reasonableness of the estimates and associated methodology by comparing them to the actual activity once that data is available, and adjust them accordingly. In addition, differences between the estimated cost and actual cost must be adjusted during the next reporting period. Contractors shall have formal policies and procedures, which address the validation of NF 1018 data, including data from subcontractors, and the identification and timely reporting of errors. The objective of this validation is to ensure that information reported is accurate and in compliance with the NASA FAR Supplement. If errors are discovered on NF 1018 after submission, the contractor shall contact the cognizant NASA Center Industrial Property Officer (IPO) within 30 days after discovery of the error to discuss corrective action.

(2) The Contracting Officer may, in NASA's interest, withhold payment until a reserve not exceeding \$25,000 or 5 percent of the amount of the contract, whichever is less, has been set aside, if the Contractor fails to submit annual NF 1018 reports in accordance with 1845.505-14 and any supplemental instructions for the current reporting period issued by NASA. Such reserve shall be withheld until the Contracting Officer has determined that NASA has received the required reports. The withholding of any amount or the subsequent payment thereof shall not be construed as a waiver of any Government right.

(d) A final report shall be submitted within 30 days after disposition of all property subject to reporting when the contract performance period is complete in accordance with (b)(1) through (3) of this clause.

(End of clause)

G.8 LIST OF INSTALLATION-ACCOUNTABLE PROPERTY AND SERVICES (NFS 1852.245-77) (JULY 1997)

In accordance with the clause at 1852.245-71, Installation-Accountable Government Property, the Contractor is authorized use of the types of property and services listed below, to the extent they are available, in the performance of this contract within the physical borders of the installation which may include buildings and space owned or directly leased by NASA in close proximity to the installation, if so designated by the Contracting Officer.

- (a) Office space, work area space, and utilities. Government telephones are available for official purposes only; pay telephones are available for contractor employees for unofficial calls.
- (b) General and special purpose equipment, including office furniture.
 - (1) The following will be made available as listed in Section J-4 (Government assumes responsibility for repair or replacement):
 - (i) List 1 – FOSC IAP
 - (ii) List 4 – Government-provided GSA Vehicles
 - (iii) List 5 – Office Space

The Government retains accountability for this property under clause at 1852.245.71, Installation-Accountable Government Property, regardless of its authorized location.

- (2) If the Contractor acquires property, title to which vests in the Government pursuant to other provisions of this contract, this property also shall become accountable to the Government upon its entry into Government records as required by the clause at 1852.245-71, Installation-Accountable Government Property.
 - (3) The Contractor shall not bring to the installation for use under this contract any property owned or leased by the Contractor, or other property that the Contractor is accountable for under any other Government contract, without the Contracting Officer's prior written approval. The contractor shall not utilize the installation's central receiving station for receipt of Contractor-owned property. However, the Contractor shall provide listings suitable for establishing accountable records of all such property received, on a quarterly basis, to the Contracting Officer and the Supply and Equipment Management Officer.
- (c) Vehicles will be provided: [Section J-4, List 4].
 - (d) Publications and blank forms stocked by the installation.
 - (e) Safety and fire protection for Contractor personnel and facilities.
 - (f) Installation service facilities: [Section J-4, List 5].
 - (g) Medical treatment of a first-aid nature for Contractor personnel injuries or illnesses sustained during on-site duty.
 - (h) Cafeteria privileges for Contractor employees during normal operating hours.
 - (i) Building maintenance for facilities occupied by Contractor personnel.

- (j) Moving and hauling for office moves, movement of large equipment, and delivery of supplies. Moving services shall be provided on-site, as approved by the Contracting Officer.
- (k) Installation services facilities: Library, Official Mail Services (excluding meter usage), Wellness/Fitness Center, and general ODIN services as approved by the Government which includes telephones (excludes cell phones), ODIN Seats (354), two-way radios, and network connections.
- (l) Disposal Services for excess on-site and off-site Contractor-held/Government-owned property.
- (m) Reserved
- (n) The user responsibilities of the Contractor are defined in paragraph (a) of the clause at 1852.245-71, Installation-Accountable Government Property. They are further defined in the following property management directives and installation supplements to these directives.
 - (1) NPD 4100.1 Supply Support and Material Management Policy.
 - (2) NPR 4100.1D NASA Materials Inventory Management Manual.
 - (3) NPD 4200.1A Equipment Management Policy.
 - (4) NPR 4200.1E NASA Equipment Management Manual.
 - (5) NPR 4200.2B Equipment Management Manual for Property Custodians.
 - (6) NPD 4300.1 NASA Personal Property Disposal Policy.
 - (7) NPR 4300.1A NASA Personal Property Disposal Procedures and Guidelines.
 - (8) The Department of the Army Supply Bulletin SB 708-21, *Federal Supply Classification Part 1, Groups and Classes* (Dec 1986)

(End of clause)

G.9 SECURITY/BADGING REQUIREMENTS FOR FOREIGN NATIONAL VISITORS AND EMPLOYEES/REPRESENTATIVES OF FOREIGN CONTRACTORS (JSC 52.204- 91) (MAR 2002)

- (a) An employee of a domestic Johnson Space Center (JSC) contractor or its subcontractor who is not a U.S. citizen (foreign national) may not be admitted to the JSC site for purposes of performing work without special arrangements. In addition, all employees or representatives of a foreign JSC contractor/subcontractor may not be admitted to the JSC site without special arrangements. For employees as described above, advance notice must be given to the Security Office of the host installation [JSC or White Sands Test Facility (WSTF)] at least 3 weeks prior to the scheduled need for access to the site so that instructions on obtaining access may be provided.
- (b) All visit/badge requests for persons described in (a) above must be entered in the NASA Request for Request (RFR) and Foreign National Management System (NFMMS) for acceptance, review, concurrence and approval purposes. When an authorized company official requests a JSC or WSTF badge for site access, he/she is certifying that steps have been taken to ensure that its contractor or subcontractor employees, visitors, or representatives will not be given access to export-controlled or classified information for which they are not authorized. The authorized company officials shall serve as the contractor's representative(s) in certifying that all visit/badge request forms are processed in accordance with JSC and WSTF security and export control procedures. No foreign national, representative, or resident alien contractor/subcontractor employee shall be granted access into JSC or WSTF until a completed RFR has been approved and processed through the NFMMS. Unescorted access will not be granted unless a favorable National Agency Check (NAC) has been completed by the JSC Security Office.
- (c) The contractor agrees that it will not employ for the performance of work onsite at the JSC or WSTF any individuals who are not legally authorized to work in the United States. If the JSC or WSTF Industrial Security Specialist or the contracting officer has reason to believe that any employee of the contractor may not be legally authorized to work in the United States and/or on the contract, the contractor may be required to furnish copies of Form I-9 (Employment Eligibility Verification), U.S. Department of Labor Application for Alien Employment Certification, and any other type of employment authorization document.

The contractor agrees to provide the information requested by the JSC or WSTF Security Office in order to comply with NASA policy directives and guidelines related to foreign visits to NASA facilities so that (1) the visitor/employee/ representative may be allowed access to JSC or other NASA Centers for performance of this contract, (2) required investigations can be conducted, and (3) required annual or revalidation reports can be submitted to NASA Headquarters. All requested information must be submitted in a timely manner in accordance with instructions provided by JSC or any other Center to be visited.

(End of clause)

G.10 JSC HAZARDOUS MATERIALS USE (JSC 52.223-92) (DEC 1999)

- (a) This clause is JSC-unique, and the requirements are in addition to any U.S. Environmental Protection Agency, U.S. Occupational Safety and Health Administration, or other state or Federal regulation or statute. Therefore, the following requirements do NOT supersede any statutory or regulatory requirements for any entity subject to this clause.
- (b) "Hazardous materials," for the purposes of this clause, consist of the following:
 - (1) Those materials defined as "highly hazardous chemicals" in Occupational Safety and Health Administration Process Safety Management Regulation, 29 Code of Federal Regulation 1010.119, without regard for quantity.
 - (2) Those "extremely hazardous substances" subject to the emergency planning requirements in the Environmental Protection Agency Emergency Planning and Community Right-to-Know Regulation, 40 Code of Federal Regulation 355, Part 355, without regard for quantity.
 - (3) Those "hazardous substances" subject to the release notification requirements under Environmental Protection Agency's Emergency Planning and Community Right-to-Know Regulation, 40 Code of Federal Regulation 302.4, without regard for quantity.
 - (4) Any radioisotope material or device that produces ionizing radiation.
 - (5) Any Class II, III, or IV laser as defined by the American National Standards Institute No. Z136.1 (1986)
 - (6) Any explosive or any pyrotechnics.
 - (7) Any pesticide.
- (c) The contractor shall develop and maintain an inventory listing the identity and quantity of hazardous materials stored or used onsite at JSC/White Sands Test Facility for the performance of the contract.
- (d) The contractor shall ensure that the proper training of its employees in the use and inherent hazards of these materials is accomplished prior to use.
- (e) The contractor shall notify the JSC Occupational Health and Test Support Office (SD13) prior to any initial use or different application of these materials.

- (f) The contractor shall use all hazardous materials properly and take all necessary precautions to ensure no harm is done to humans or the environment.
- (g) The contractor shall insert the substance of this clause, including this Paragraph F with appropriate changes of designations of the parties, in subcontracts under which hazardous materials will be utilized, or may reasonably be expected to be utilized, onsite at JSC/White Sands Test Facility.
- (h) In the event the contractor fails or refuses to comply with any aspect of this clause, such failure or refusal may be considered a material breach of this contract.

(End of clause)

G.11 SUBMISSION OF INVOICES (FIXED-PRICE ONLY)

1. Invoices for payment for Completion Form services: Invoices shall be prepared and submitted in quadruplicate unless otherwise specified. Invoices shall contain the following information as applicable: contract and order number, item numbers, description of supplies or services, sizes, quantities (especially 4.4.i), and unit prices per Section B.5. The Contractor shall bill the Government 1/12 of the total annual price.

2. Invoices for payment for IDIQ services: Invoices shall be prepared and submitted in quadruplicate unless otherwise specified. The Contractor shall submit an invoice for all delivery order work completed and accepted by the Government and for which payment has not already been requested or made. For each delivery order, upon demonstrating to the Government that work has been performed and receipt by the Government of required submittals, the Contractor shall obtain written acceptance from the Government prior to requesting payment. The Contractor shall not invoice for any delivery order prior to acceptance of the work by the Government. If, in the case of construction, the Government at its sole discretion agrees to make progress payments, they will be made in accordance with the clause at NFS 1852.232-82. All requests for progress payments shall include written evidence of Government acceptance of all work for which the contractor is requesting payment. If multiple service orders are authorized using a single delivery order to be scheduled later by the COTR, the contractor may request payment as frequently as permitted by this clause for service orders completed and accepted by the Government since the last invoice.

A properly submitted invoice for IDIQ requirements shall at a minimum provide the following:

- A copy of the Government acceptance documentation for each delivery order.
- A columnar summary of all delivery orders for which payment is being requested. For each delivery order, this summary should include the

delivery order number, a brief title or description, and the amount for which payment is requested.

A grand total of all the delivery orders for which payment is being sought.

All Invoices shall be submitted to:

NASA/JSC/White Sands Test Facility
Attn: BH5/Contracting Officer
P.O. Box 20
Las Cruces, NM 88004

In the event that amounts are withheld from payment in accordance with the New Technology Clause or other provisions of this contract, a separate invoice for the amount withheld will be required before payment for that amount may be made.

(End of clause)

G.12 UNDERSTANDING WITH RESPECT TO COST VARIATIONS (JSC 52.232-93)
(MAR 1989)

The estimated cost of this contract is based on cost estimates for a number of cost elements (e.g., direct labor, overhead, materials, travel). One or more of these estimates were made by the Government and provided to the contractor in the solicitation leading to this contract. The parties recognize that the contractor's obligation to perform tasks within the scope of the Statement of Work could result in actual contractor expenditures which are greater or less than the Government's estimates provided to the contractor for the related cost element. Should such be the case, the parties agree that there will be no adjustment to the fee provided for in this contract, nor to any other terms and conditions hereof, except the contract estimated cost, should that become necessary. Any such adjustment in estimated cost will be subject to the terms of the "Limitation of Cost" or "Limitation of Funds" clause hereof, whichever is applicable.

(End of clause)

G.13 IDENTIFICATION OF EMPLOYEES (JSC 52.242-92) (MAR 2002)

At all times while on Government property, the contractor, subcontractors, their employees and agents shall wear badges which will be issued by the NASA Badging &

Visitor Control Office, located in Building 110 at the Johnson Space Center (JSC), or at the Main Gate at the White Sands Test Facility (WSTF). JSC employee badges will be issued only between the hours of 7:30 a.m. to 4 p.m., Monday through Thursday, and 7:30 am to 12:00 pm on Friday. JSC visitor badges will be issued between the hours of 6 a.m. to 10 p.m., 7 days a week. WSTF employee badges will be issued only between the hours of 8 a.m. to 2 p.m., Monday through Friday. WSTF visitor badges will be issued on a 7-day a week, 24-hour a day basis. Resident aliens and foreign nationals/representatives shall be issued green foreign national badges.

Each individual who wears a badge shall be required to sign personally for the badge. The contractor shall be held accountable for issued badges and all other related items and must assure that they are returned to the NASA Badging & Visitor Control Offices upon completion of work under the contract in accordance with Security Management Directive (SMD) 500-15, "Security Termination Procedures." Failure to comply with the NASA contractor termination procedures upon completion of the work (e.g., return of badges, decals, keys, CAA cards, clearance terminations, JSC Public Key Infrastructure (PKI)/special program deletions, etc.) may result in final payment being delayed.

(End of clause)

G.14 REPAIR OF GOVERNMENT PROPERTY (JSC 52.245-91(JUN 1986))

When removal of Government-owned property from its place of use for repair is necessary, the contractor must prepare a JSC Form 290 prior to removing the equipment. The form and instructions regarding its use are available from the Property Administrator, Building 100, phone 505-524-5140. The repaired Government property is to be returned to the location from which it was removed unless otherwise directed by the Government.

(End of clause)

G.15 USE OF WSTF ON-SITE CAPABILITIES

The contractor shall utilize on-site capabilities to the maximum extent practical for service and products such as calibration, chemistry and metallurgical laboratories, component services, drafting, lifting, photo and video, and environmental compliance under this contract. In the event that the contractor has a compelling rationale for obtaining services outside of WSTF on-site capabilities, prior express permission from the COTR is required.

[END OF SECTION]

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SECTION H - SPECIAL CONTRACT REQUIREMENTS

H.1 LISTING OF CLAUSES INCORPORATED BY REFERENCE

NOTICE: The following contract clauses pertinent to this section are hereby incorporated by reference:

I. FEDERAL ACQUISITION REGULATION (48 CFR CHAPTER 1)

CLAUSE
NUMBER DATE TITLE

Construction Clauses:

52.236-19	APR 1984	ORGANIZATION AND DIRECTION OF WORK
52.236-5	APR 1984	MATERIAL AND WORKMANSHIP
52.236-7	NOV 1991	PERMITS AND RESPONSIBILITIES
52.236-13	NOV 1991	ACCIDENT PREVENTION (ALT I) (NOV 1991)
52.236-18	APR 1984	WORK OVERSIGHT IN COST-REIMBURSEMENT CONSTRUCTION CONTRACTS
52.236-19	APR 1984	ORGANIZATION AND DIRECTION OF THE WORK
52.243-2	AUG 1984	CHANGES – COST-REIMBURSEMENT (ALTERNATE III) (APR 1984)

II. NASA FAR SUPPLEMENT (48 CFR CHAPTER 18) CLAUSES

CLAUSE
NUMBER DATE TITLE

Cost-Reimbursement Clauses:

1852.223-76	JUL 2003	FEDERAL AUTOMOTIVE STATISTICAL TOOL (FAST) REPORTING
1852.242-72	AUG 1992	OBSERVANCE OF LEGAL HOLIDAYS (ALTERNATE II) (OCT 2000)

Clauses applicable to both Firm-Fixed-Price and Cost-Reimbursement:

1852.208-81	NOV 2004	RESTRICTIONS ON PRINTING AND DUPLICATING
1852.223-70	APR 2002	SAFETY AND HEALTH
1852.223-75	FEB 2002	MAJOR BREACH OF SAFETY OR SECURITY
1852.223-76	JUL 2003	FEDERAL AUTOMOTIVE STATISTICAL TOOL REPORTING
1852.225-70	FEB 2000	EXPORT LICENSES (ALTERNATE I) (FEB 2000) Insert in Paragraph (b): "White Sands Test Facility"
1852.228-72	SEP 1993	CROSS-WAIVER OF LIABILITY FOR SPACE SHUTTLE SERVICES
1852.228-76	DEC 1994	CROSS-WAIVER OF LIABILITY FOR SPACE STATION

1852.228-78 SEP 1993 ACTIVITIES
CROSS-WAIVER OF LIABILITY FOR NASA
EXPENDABLE LAUNCH VEHICLE (ELV) LAUNCHES

(End of clause)

H.2 KEY PERSONNEL AND FACILITIES (NASA 1852.235-71) (MAR 1989)

(a) The personnel and/or facilities listed below (or specified in the contract Schedule) are considered essential to the work being performed under this contract. Before removing, replacing, or diverting any of the listed or specified personnel or facilities, the Contractor shall (1) notify the Contracting Officer reasonably in advance and (2) submit justification (including proposed substitutions) in sufficient detail to permit evaluation of the impact on this contract.

(b) The Contractor shall make no diversion without the Contracting Officer's written consent; provided, that the Contracting Officer may ratify in writing the proposed change, and that ratification shall constitute the Contracting Officer's consent required by this clause.

(c) The list of personnel and/or facilities (shown below or as specified in the contract Schedule) may, with the consent of the contracting parties, be amended from time to time during the course of the contract to add or delete personnel and/or facilities.

(End of clause)

H.3 REPRESENTATIONS, CERTIFICATIONS, AND OTHER STATEMENTS OF OFFERORS (JSC 52.209-90) (SEP 1988)

This contract incorporates Section K, Representations, Certifications, and Other Statements of Offerors, as set forth in the contractor's proposal NNJ05098307R dated August 15, 2005, by reference, with the same force and effect as if it were given in full text.

(End of clause)

H.4 RESERVED**H.5 SPECIAL PROVISION FOR CONTRACT CHANGES (COMPLETION FORM, COST REIMBURSABLE ONLY)**

The parties agree that, notwithstanding the provisions of the "Changes" clause and the "Government Property" clause, no change made pursuant to the "Changes" clause shall give rise to an equitable adjustment in the estimated cost or fee or any other contract provision when said change causes an increase or decrease of \$150,000 or less in the estimated cost of this contract. Each change shall be controlling in making this determination, and such change shall not, for purposes of determining the applicability of this clause, be added to any other change(s). The parties recognize that several changes may be grouped together in a bilateral modification for definitization; however, the dollar value of each individual change will be controlling in determining whether or not an equitable adjustment is in order.

H.6 ASSOCIATE CONTRACTOR AGREEMENT FOR WHITE SANDS TEST FACILITY

- (a) The success of White Sands Test Facility is dependent on the efforts of multiple contractors. The FOSC contractor is a key participant. The other key contract includes the:

Test and Evaluation Contract (TEC)

The TEC contract provides Test System Safety, Technical Service Centers, Propulsion Test Projects, and Materials and Component Testing Projects.

- (b) In order to achieve efficient and effective implementation of WSTF operations, the contractor shall establish the means for coordination and exchange of information with associate contractors. The information to be exchanged shall be that required by the contractors in the execution of their respective contract requirements. The contractors are strongly encouraged to seek out and foster cooperative efforts that will benefit WSTF with increased safety, efficiency, and productivity.
- (c) Given the unique role of this contract, and interrelations with the operation, maintenance and utilization of WSTF, the contractor will engage in cooperative relationships that facilitate effective management of the overall WSTF effort. This joint cooperation will be evaluated as part of the contract award fee process, as defined in the Award Fee Evaluation Plan for the contract.

- (d) To ensure successful operation of WSTF, the contractor shall establish formal guidelines to address coordination, cooperation, and communication. All program elements shall work in a coordinated fashion. Each contractor shall establish the means for the exchange of such data as needed to keep other project elements fully informed.

H.7 ADDITIONAL EXPORT CONTROL REQUIREMENTS

In addition to the requirements set forth in NFS 1852.225-70 EXPORT LICENSES, the contractor shall perform the following tasks when they facilitate exports of NASA hardware, software or technical data according to the Export Administration Regulations, International Traffic in Arms Regulations or any other U.S. export control regulations (e.g. Nuclear Regulatory Commission, Drug Enforcement Agency etc.) pursuant to this contract:

1. Provide to the Johnson Space Center (JSC) Export Services Team (EST), in writing, an "Advanced Notification of Export" (ANE) for all program related exports (hardware, software and technical data) where NASA is considered the "U.S. Principal Party in Interest" (USPPI)". The requirements below shall be met by the contractor and its subcontractors, respectively, when accomplishing the following activities:
 - a. Submitting requests for NASA to apply for an export license with the Department of Commerce or Department of State for use under the contract activity in support of the International Space Station Program.
 - b. Submitting notice of the contractor's intent to use Department of Commerce or Department of State export licenses obtained by NASA as they apply to the contract activity in support of the International Space Station Program.
 - c. Submitting notice of the contractor's intent to use any export license exceptions or exemptions as they apply to the contract activity in support of the International Space Station Program.
2. For all program related exports (hardware, software or technical data), submit the equivalent information described below to the Center Export Administrator (CEA) at the geographically closest NASA Space Flight Center (JSC, Marshall Space Flight Center (MSFC) or Kennedy Space Center (KSC)) according to the policies and procedures of that center (check with the cognizant Contracting Officer or CEA). A courtesy copy of equivalent information submitted to MSFC or KSC shall be provided to the JSC CEA's office. Provide copies of shipping documents for shipments made under a NASA Export License, exemption or exception to the appropriate CEA within two weeks after the shipment.
 - a. The contractor shall submit requests for NASA to apply for a license at least 7 months prior to the need date to export. Note that the agencies which approve the licenses can take up to 6 months or more to process them.
 - b. The contractor shall submit an ANE in a formal letter, fax or e-mail (e-mail is preferred), containing the information described below (as applicable), addressed to the CEA's Office in accordance with the submission schedule

below. The schedule provides a minimum amount of time required to process the information, however license requests may take longer than 6 months to process by the controlling agency.

Required Information	License Application	Use of License	Use Exemption/Exception
Submission Schedule	7 months prior to need date	At least 30 days prior to planned export date	At least 30 days prior to planned export date
Description of Commodity (as it appears on the license)	X	X	X
Specific End Use	X		X
1) NASA license number (include date of expiration), International Traffic in Arms Regulation (ITAR) license exemption (e.g. 125.4(b)(3)) or Export Administration Regulation (EAR) exception (e.g. GOV, RPL, TMP, ENC, etc.). *		X	X
2) Quantity and description as it appears on the applicable license.	X	X	X
3) Date of planned export	X	X	X
4) Origin of export (Company and city).	X	X	X
5) Intermediate and Ultimate Consignees, End User (full name and address), and Destination of export (Country, city and company).	X		
6) Point of contact with current phone number and e-mail address (for technical questions –	X	X	X

must be a representative of the contractor originating the export).			
7) Contractor Point of contact, current e-mail address and phone number for CEA's use to send response	X	X	X
8) Export Classification Control Number (ECCN) under the Export Administration Regulations or category under the United States Munitions List regulations	X		X
9) The technical rationale used to support the classification	X		X
10) Requirement to export (i.e., MOU, contract number, meeting minutes). Upon request by the CEA or CO, the contractor shall provide a copy of the requirement within 3 working days	X		X
11) Additional information as necessary to clarify the export	X	X	X
12) A copy of the completed Pro Forma Invoice (JSC Form 1735) or equivalent form/ document attached to an email if prepared for the export	X	X	X
13) A copy of the completed electronically signed JSC Form 1724 (Export Control Request and Approval Worksheet) or equivalent form	X Signed by Civil Servant - Export Rep	X Copy of Signed form	X Signed by Civil Servant - Export Rep

NASA Point of Contact	X		X
Specific End Use	X	X	X

* Additional information is required for these exceptions.

- i. If using RPL, provide the license number, or copy of records confirming export authorization for the item being replaced.
- ii. If using ENC, provide reference to the manufacturer's record verifying eligibility for ENC (e.g. full internet address (URL), e-mail from manufacturer or copy of Commerce Department communication to manufacturer.
- iii. If using TMP, provide the expected return date.) **

c. After all the information is submitted, the cognizant CEA's office will respond to the contractor or its subcontractor with a status within ten (10) working days. It is the CEA's goal to provide a notice of approval or other disposition within 10 working days for "Use of License" and "Use of Exemption/Exception" to the contractor or its subcontractors who are exporting on behalf of NASA. Once approved, NASA will provide the destination control statement to use on all export documentation via e-mail or hardcopy letter.

- 3. In addition to other applicable export exemptions, the contractor or its subcontractors are authorized to export hardware, software or data to ISS International Partner (IP) governmental offices that meet the conditions of license exception GOV (15 CFR 740.11(b)(2)(iii)(A)).
- 4. ** For temporary exports (TMP), the contractor or its subcontractors shipping on behalf of NASA shall submit written notice to the CEA and CO within five (5) business days of the date that the item was actually returned, along with the incoming documentation.
- 5. The contractor or its subcontractors shall keep those records required by Department of Commerce and Department of State regulations for all exports and make them available upon request to NASA and its representatives.
- 6. These requirements do not apply to contractor or subcontractor commercial contract related exports or exports pursuant to Technical Assistance Agreements or other license authorizations received by the contractor or its subcontractors and for which the contractor or its subcontractors will be the USPPI . and/or "exporter of record".
- 7. These requirements do not apply to exports for which there is "No License Required" (e.g. EAR99, 9A004 to Canadian International Partners on ISS, etc.)
- 8. The contractor and its subcontractors shall report to the NASA JSC EST, in writing, any potential export issues (including those related to support of sustaining engineering and operations of ISS) that cannot be resolved by the contractor or its subcontractors, respectively. Such report and/or notification of issues and technical tasks should be reported to the NASA JSC EST at least three (3) months in advance of requested action.
- 9. Upon discovery of unforeseen adverse export issues, the contractor shall immediately notify NASA JSC EST by telephone with a follow up e-mail or hardcopy

letter of said issue and shall report to the NASA JSC EST, in writing, as the facts become known.

10. This clause applies when the contractor or its subcontractors elect to export NASA owned Government Furnished Equipment and Property (GFE, GFP) (including data, software or hardware). In such instances, the contractor or its subcontractors are the USPPI. They shall provide verifiable evidence that a valid export license, exemption or exception has been processed and approved (as applicable). They shall also provide this information for additional property that is not GFE or GFP that the contractor or its subcontractors elect to include with the GFE and GFP.

H.8 CONTRACT ADJUSTMENT (COMPLETION FORM, COST REIMBURSABLE ONLY)

- (a) The purpose of this clause is to set forth the terms and conditions governing adjustments to the estimated cost and fee, if any, to account for growth or shrinkage in the work to be performed.
- (b) The Government's objective is to have the Statement of Work performed in the most efficient manner possible, consistent with the furnishing of high-quality services. One means of achieving this objective is to minimize changes, and thus reduce or eliminate the administrative costs to both parties that are caused by issuing, pricing, and negotiating changes. The contract adjustment provisions set forth herein are intended to achieve that objective, while at the same time compensating the contractor fairly for the furnishing of services that are within a reasonable range of the baseline work (including metrics) projected to be performed under the contract.
- (c) Adjustment Provisions:
 - (1) The elements of the work described in the SOW are in some instances accompanied by "metrics." These data represent the Government's estimates of the level of services required, and are only intended to reflect the amount of activity anticipated for those elements of work. Workload sizing data do not constitute a limitation on the contractor's obligation to perform work in the areas to which they relate.
 - (2) Workload sizing data define the thresholds which must be met before the performance of work which exceeds or is less than the threshold may become the basis for a contract adjustment. Work performed under the contract which falls within a range of plus or minus 20 percent of the metrics will not be subject to contract adjustment (unless an adjustment is necessitated by some other provision of this contract). The fact that the contractor has performed work that is 20 percent above the metrics shall not relieve the contractor of its obligation to continue to perform such work to the extent it is required by the Government.

(3) An equitable adjustment (either upwards or downwards) will be made in the contract cost and fee provided for in this contract if the following conditions are met at the end of each performance period of the contract.

a. The contractor's proposal demonstrates that the cost incurred for the workload sizing data thresholds are in excess of or have not been met in one or more of the WBS/metrics by 20 percent; and

b. the net cost increase or decrease of all WBS/metrics combined is greater than \$200,000; and

c. the contractor demonstrates in its proposal that any increase in cost is attributable to increased effort in excess of the threshold(s) and is not reasonably attributable to an overrun of cost incurred on effort within the threshold(s) or to cost incurred on other work covered by the SOW.

(d) The contractor is responsible for: tracking the performance of work in each area; keeping current, complete, and accurate records regarding the quantum of work performed in relation to any metrics; making such records available to the Contracting Officer as may be requested from time to time; and submitting an adjustment proposal if the contractor believes the conditions of paragraph (c) above are met, or if requested by the Contracting Officer. If initiated by the contractor, the proposal shall be submitted within 90 days of the last day of the contract performance period. If requested by the Contracting Officer, the proposal shall be submitted within 90 days of the request.

H.9 EQUITABLE ADJUSTMENTS (NFS 1852.243-72)(APRIL 1998) **(CONSTRUCTION)**

(a) The provisions of all other clauses contained in this contract which provide for an equitable adjustment, including those clauses incorporated by reference with the exception of the "Suspension of Work" clause (FAR 52.242-14), are supplemented as follows:

Upon written request, the Contractor shall submit a proposal for review by the Government. The proposal shall be submitted to the contracting officer within the time limit indicated in the request or any extension thereto subsequently granted. The proposal shall provide an itemized breakdown of all increases and decreases in the contract for the Contractor and each subcontractor in at least the following detail: material quantities and costs; direct labor hours and rates for each trade; the associated FICA, FUTA, SUTA, and Workmen's Compensation Insurance; and equipment hours and rates.

(b) The overhead percentage cited below shall be considered to include all indirect costs including, but not limited to, field and office supervisors and assistants, incidental job burdens, small tools, and general overhead allocations. "Commission" is defined as profit on work performed by others. The percentages for overhead, profit, and commission are negotiable according to the nature, extent, and complexity of the work involved, but in no case shall they exceed the following ceilings:

	Overhead (Percent)	Profit (Percent)	Commission
To Contractor on work performed by other than its own forces	9 percent	0 percent	10 percent
To first tier subcontractor on work performed by its subcontractors	9 percent	0 percent	10 percent
To Contractor and/or subcontractors on work performed with their own forces	10 percent	10 percent	0 percent

(c) Not more than four percentages for overhead, profit, and commission shall be allowed regardless of the number of subcontractor tiers.

(d) The Contractor or subcontractor shall not be allowed overhead or commission on the overhead, profit, and/or commission received by its subcontractors.

(e) Equitable adjustments for deleted work shall include credits, limited to the same percentages for overhead, profit, and commission in paragraph (b) of this clause.

(f) On proposals covering both increases and decreases in the amount of the contract, the application of the overhead, profit, and commission shall be on the net change in direct costs for the Contractor or the subcontractor performing the work.

(g) After receipt of the Contractor's proposal, the contracting officer shall act within a reasonable period, provided that when the necessity to proceed with a change does not permit time to properly check the proposal, or in the event of a failure to reach an agreement on a proposal, the contracting officer may order the Contractor to proceed on the basis of the price being determined at the earliest practicable date. In such a case, the price shall not be more than the increase or less than the decrease proposed.

(End of clause)

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