ATTACHMENT B

DIRECT LABOR RATES, INDIRECT RATES, AND AWARD FEE MATRICES

Environmental Test and Integration Services (ETIS)

RFP- NNG06160944R

(August 06)

1. PRIME DIRECT LABOR RATE MATRIX (For All Task Orders):

The Contractor shall not exceed the rates as specified below for pricing all task orders contemplated or issued in accordance with Clause H.9, Task Ordering Procedure. Any task orders issued in accordance with Clause H.9 will be applied to the guaranteed minimum amount and maximum amount as provided in Clause B.2.

2. PRIME INDIRECT COST RATE MATRIX (For All Task Orders):

The Contractor shall not exceed the rates as specified below for pricing all task orders contemplated or issued in accordance with Clause H.9, Task Ordering Procedure. Any task orders issued in accordance with Clause H.9 will be applied to the guaranteed minimum amount and maximum amount as provided in Clause B.2.

4. SUBCONTRACTOR (Name-TBP) LOADED LABOR RATE MATRIX (For All Task Orders):

The Contractor shall not exceed the rates as specified below for pricing the subcontractor labor hours on all task orders contemplated or issued in accordance with Clause H.9, Task Ordering Procedure. Any task orders issued in accordance with Clause H.9 will be applied to the guaranteed minimum quantity and maximum quantity as provided in Clause B.2.

5. POSITION DESCRIPTIONS (For All Offeror Direct Labor Categories including significant subcontractors):

ATTACHMENT C

FINANCIAL MANAGEMENT REPORTING REQUIREMENTS

General

Financial Management Reports shall be submitted by the Contractor on the NASA 533 series reports, in accordance with the instructions on the reverse of the forms, NASA Procedures and Guidelines NPR 9501.2D entitled, "NASA Contractor Financial Management Reporting," effective date May 23, 2001, and additional instructions issued by the Contracting Officer.

a. Level of Detail

The Contractor's 533 reports shall contain a summary of total contract costs, as well as a separate 533 sheet for each task and work directive. The reports shall contain a breakdown of each area by element of cost, i.e. direct labor hours/dollars (by category), overhead, general & administrative (G&A), travel, equipment, material, and other direct costs for both actual and estimated costs.

The government reserves the right to require a lower level of 533 reporting for a particular work directive on a case by case basis as specified by the Contracting Officer. The purpose of this is to allow the government to separate costs on work directives that support multiple WBS elements on in-house instruments and/or missions. A sample of a 533 is attached for reference. This form should be used when reporting contract costs to the Government, or a comparable equivalent form, upon approval of the Contracting Officer.

b. Distribution

The Contractor shall distribute 533 reports to each addressee indicated in the Basic Contract Clause G.1 FINANCIAL MANAGEMENT REPORTING. These reports shall be distributed no later than the fifteenth (15) calendar day following the month being reported.

c. Reporting Requirements by Work Directive and Task

Each report shall provide cost data for reporting categories presented below:

Direct Labor Hours (Regular and Overtime – Shown Separately)
    (List applicable labor categories)

Direct Labor Dollars (Regular and Overtime – Shown Separately)
    (List according to applicable labor categories)

    Total Direct Labor Hours (Regular and Overtime – Shown Separately)
    Total Prime's Hours
    Teaming Subcontractor Hours

Subcontractor Hours
Total Labor Hours

Total Direct Labor Onsite (Regular and Overtime – Shown Separately)

Total Overhead
Other Direct Costs
    Material
    Subcontractors
    Travel
    Miscellaneous
    Total ODC's
Subtotal (Direct Cost plus Overhead)
G&A
Total Cost

Award Fee (Earned, Provisional, and Planned – Shown Separately)

Total Cost Plus Award Fee (CPAF)

The 533 for each work directive shall report direct labor hours by category.

d.   Required Special Reports

The Contractor shall submit the following reports no later than the fifteenth (15) calendar day following the month being reported:
1. Liquid Nitrogen Consumption (LN2) Report by Work Directive
2. SSDIF Usage Report
3. Unfilled Orders Outstanding by Work Directive

e.   Other Special Reports

The Contractor shall submit as required, special cost or manpower reports either in the areas of actual, projections or both. These reports may take the form of labor, overhead, other direct charges, billing analyses or other business information. When required, specific instructions will be provided by the Contracting Officer.

e. Additional Requirements

1. Before the summary 533 sheet, the Contractor shall submit a financial summary containing a one-line summary for all tasks and underlying work directives on the contract. It shall include the following columns:

- Reporting Month Values (Actual and Planned)
- Planned
- Contract Cum (Actual)

It will show the cost summary of the reporting categories detailed in Section c "Reporting Categories by Work Directive".

The GSFC Integration and Testing cost management system, TIMIS, allows the authorized users to upload the contractor cost data on a weekly and monthly basis, through the weekly and 533 upload process. The weekly and 533 files are prepared by the Integration and Test Contractor by following the requirements set forth in the Parts 2 and 3 of this document.

In order to upload the weekly and 533 data to the Code 700 server:

- The computer that the designated user uses to upload the files must be within the GSFC firewall:
- The user must have a login account to access the TIGRIS server.
- The user must have the secure file transfer software, SSH, installed on the computer.

2. As mentioned above, in addition to the hardcopy of the summary sheet, the Contractor shall provide the summary sheet in an e-mail file and uploaded into the TIMIS system, as a delimited text file.

Below are the steps required in uploading the file:

- The 533 upload file is provided by the Contractor who supports the GSFC Testing and Integration activities on a monthly basis.

- The 533 upload file must be a text file with the file name, TM533.dat. The file name is not case sensitive.

- The data is delimited by the pipe bar sign, '|'.

- The 533 data should contain data for <u>ALL work directives in TIMIS and the hours and costs included are the cumulative (inception-to-date) data incurred during the life of a work directive</u>.

- The hours and costs must be summarized at the work directive level.

- The value for all data elements ending with 'One_Month' must be '0' since the projected data for the current month is handled through the weekly data.

- The first four data elements, Contract_Number, Cost_Period_Start_Date, Cost_Period_End_Date, and WD_Number, are mandatory fields and cannot be spaces or 0.

- Make sure the Cost Period Start Date and Cost Period End Date reflects the correct month. Otherwise, the hours and costs will be overwritten if exist.

- For the data with a 'null' value or spaces, a space must be entered for the alphanumeric fields and '0.00' for the numeric fields.

- The file format for the 533 file is:

Field Name	Data type	Length	Field Description/Comments
Contract_Number	Alphanumeric	5	The Contract Number
Cost_Period_Start_ Date	Alphanumeric	8	The period starting date of the 533 cost in YYYYMMDD format
Cost_Period_End_Date	Alphanumeric	8	The period ending date of the 533 cost in YYYYMMDD format
WD_Number	Alphanumeric	4	The work directive number
Contractor_Regular_ Hours_Cum	Numeric	8,2	The total contractor regular hours for a work directive.
Contractor_Regular_ Hours_One_Month	Numeric	8,2	The total one-month planned contractor regular hours for a work directive.
Contractor_Overtime_ Hours_Cum	Numeric	8,2	The total cumulative-to-date contractor overtime hours for a work directive.
Contractor_Overtime_ Hours_One_Month	Numeric	8,2	The total contractor overtime hours for a work directive.
On-Site_ Subcontractor_ Hours_ Cum	Numeric	8,2	The total cumulative-to-date on-site subcontractor hours for a work directive.
On-Site_ Subcontractor_ Hours_ One_Month	Numeric	8,2	The total one-month planned on-site subcontractor hours for a work directive.
Contractor_Regular_ Direct_Labor_Cost_ Cum	Numeric	11,2	The total cumulative-to-date contractor direct regular labor costs for a work directive.
Contractor_Regular_ Direct_Labor_Cost_ One_Month	Numeric	11,2	The total one-month planned contractor direct regular labor costs for a work directive.
Contractor_Overtime_ Direct_Labor_Cost_ Cum	Numeric	11,2	The total cumulative-to-date contractor direct overtime labor costs for a work directive.
Contractor_Overtime_ Direct_Labor_Cost_ One_Month	Numeric	11,2	The total one-month planned contractor direct overtime labor costs for a work directive.
Contractor_Overhead_ Labor_Cost_Cum	Numeric	11,2	The total cumulative-to-date contractor overhead labor costs for a work directive.
Contractor_Overhead_ Labor_Cost_One_Month	Numeric	11,2	The total one-month planned contractor overhead labor costs for a work directive.
ODC_Miscellaneous_ Cost_Cum	Numeric	11,2	The total cumulative-to-date ODC miscellaneous costs for a work directive.
ODC_Miscellaneous_ Cost_One_Month	Numeric	11,2	The total one-month planned ODC miscellaneous costs for a work directive.
ODC_Subcontractor_ Cost_Cum	Numeric	11,2	The total cumulative-to-date ODC subcontractor costs for a work directive.

ODC_Subcontractor_ Cost_One_Month	Numeric	11,2	The total one-month planned ODC subcontractor costs for a work directive.
ODC_Material_Cost_ Cum	Numeric	11,2	The total cumulative-to-date ODC materials costs for a work directive.
ODC_Material_Cost_ One_Month	Numeric	11,2	The total one-month planned ODC materials costs for a work directive.
G&A_Cost_Cum	Numeric	11,2	The total cumulative-to-date G&A costs for a work directive.
G&A_Cost_One_Month	Numeric	11,2	The total one-month planned G&A costs for a work directive.
Award_Fee_Earned_ Cum	Numeric	11,2	The total cumulative-to-date award fee earned for a task order.
Award_Fee_Earned_ One_Month	Numeric	11,2	The total one-month planned award fee earned for a task order.
Provisional_Award_ Fee_Cum	Numeric	11,2	The total cumulative-to-date provisional award fee for a task order.
Provisional_Award_ Fee_One_Month	Numeric	11,2	The total one-month planned provisional award fee for a task order.
Planned_Award_Fee_ Cum	Numeric	11,2	The total cumulative-to-date planned award fee for a task order.
Planned_Award_Fee_ One_Month	Numeric	11,2	The total one-month planned award fee for a task order.

3. Due to the nature of the type of work provided, the contractor will also be required to submit weekly cost reports via email showing the following information:

- Work Directive
- NASA Financial Information
- The same reporting categories as outlined in Section c " Reporting Requirements by Work Directive

This file will also be uploaded as a delimited file by each Tuesday close of business into the TIMIS system.

Below are the steps required in uploading the file:

- The weekly upload file is provided by the Contractor who supports GSFC Testing and Integration activities on a weekly basis.

- The weekly upload file must be a text file with the file name, TMActual.dat. The file name is not case sensitive.

- The data is delimited by the pipe bar, '|'.

- The weekly data should contain only the work directive data that has hours and costs incurred during the specified week.

- The hours and costs must be summarized at the work directive level.

- The first two data elements, WD_Number and Period_End_Date, are mandatory fields and cannot be spaces or 0.

- Make sure the Period_End_Date reflects the correct week. Otherwise, the hours and costs will be overwritten if exist.

- For the data with a 'null' value or spaces, a space must be entered for the alphanumeric fields and '0.00' for the numeric fields.

- The file format for the weekly file is:

Field Name	Data type	Length	Field Description/Comments
WD_Number	Numeric	4	The work directive number
Period_End_Date	Alphanumeric	8	The period ending date of the contractor actuals in YYYYMMDD format.
Contractor_Regular_Hours	Numeric	8,2	The total contractor regular hours for a work directive during a specified period.
Contractor_Overtime_Hours	Numeric	8,2	The total contractor overtime hours for a work directive during a specified period.
On-Site_Subcontractor_Hours	Numeric	8,2	The total on-site subcontractor hours for a work directive during a specified period.
Contractor_Regular_Direct_Labor_Cost	Numeric	11,2	The total contractor direct regular labor costs for a work directive during a specified period.
Contractor_Overtime_Direct_Labor_Cost	Numeric	11,2	The total contractor direct overtime labor costs for a work directive during a specified period.
Contractor_Overhead_Labor_Cost	Numeric	11,2	The total contractor overhead labor costs for a work directive during a specified period.
ODC_Miscellaneous_Cost	Numeric	11,2	The total ODC miscellaneous costs for a work directive during a specified period.
ODC_Subcontractor_Cost	Numeric	11,2	The total ODC subcontractor costs for a work directive during a specified period.
ODC_Material_Cost	Numeric	11,2	The total ODC materials costs for a work directive for a specified period.
G&A_Cost	Numeric	11,2	The total G&A costs for a work directive during a specified period.
Award_Fee_Earned	Numeric	11,2	The total award fee earned for a task order during a specified period.
Provisional_Award_Fee	Numeric	11,2	The total provisional award fee for a task order during a specified period.
Planned_Award_Fee	Numeric	11,2	The total planned award fee for a task order during a specified period.

Contract NNG08CA01C
for
Environmental Test and Integration Services

Attachment D

Small Business Subcontracting Plan

Attachment D

Environmental Test
and Integration Services Contract
(ETIS)

SMALL BUSINESS,
SMALL DISADVANTAGED BUSINESS,
HUBZONE SMALL BUSINESS,
VETERAN-OWNED SMALL BUSINESS,
AND
WOMEN-OWNED SMALL BUSINESS
SUBCONTRACTING PLAN

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