

2. CONTRACT NO. NNJ07JF17B 3. SOLICITATION NO. NNJ05BJ099R 4. TYPE OF SOLICITATION SEALED BID (IFB) NEGOTIATED (RFP) 5. DATE ISSUED July 20, 2006 6. REQUISITION/PURCHASE NO. 006 APPROVED 184381

7. ISSUED BY CODE NASA LYNDON B. JOHSON SPACE CENTER Institutional Procurement Office MAILCODE: BJ HOUSTON, TX 77058-3696 8. ADDRESS OFFER TO (if other than item 7) JSC PROCUREMENT OFFICER 2-15-07 DATE

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

9. Sealed offers in original and 5 copies for furnishing the supplies or services in the Schedule will be received at the place specified in Item 8, or if handcarried, in the depository located in Bldg. 45, Room 110 until 3:00 p.m. local time, on Monday, August 21, 2006 (date). CAUTION - LATE Submissions, Modifications, and Withdrawals: See Section L, Provision No. 52.214-7 or 52.215-1. All offers are subject to all terms and conditions contained in this solicitation.

10. FOR INFORMATION CALL: A. NAME Rose A. Herrera B. TELEPHONE NO. (NO COLLECT CALLS) AREA CODE (281) NUMBER 244-5811 EXT. C. EMAIL ADDRESS rose.a.herrera@nasa.gov

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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 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 20 CALENDAR DAYS 30 CALENDAR DAYS 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

15. NAME AND ADDRESS OF OFFEROR CODE OTL51 FACILITY Science Applications International Corp - SAIC 12620 Campus Point Dr. San Diego, CA 92121 16. NAME AND TITLE OF PERSON AUTHORIZED TO SIGN OFFER (Type or print) Michael D. Higdon, Contracts Manager

15B. TELEPHONE NO. (Include area code) 210-731-1410 15C. CHECK IF REMITTANCE ADDRESS IS DIFFERENT FROM ABOVE - ENTER SUCH ADDRESS IN SCHEDULE 17. SIGNATURE Michael D. Higdon 18. OFFER DATE

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 10 U.S.C. 2304(c) () 41 U.S.C. 253(c) () 23. SUBMIT INVOICES TO ADDRESS SHOWN IN: (4 copies unless otherwise specified) ITEM G.3

24. ADMINISTERED BY (if other than item 7) CODE 25. PAYMENT WILL BE MADE BY CODE

26. NAME OF CONTRACTING OFFICER (Type or print) Frances L. Mahan 27. UNITED STATES OF AMERICA Frances L. Mahan (Signature of Contracting Officer) 28. AWARD DATE 2/16/07

IMPORTANT - Award will be made on this Form, or on Standard Form 26, or by other authorized official written notice.

PART I - THE SCHEDULE

SECTION B - SUPPLIES OR SERVICES AND PRICE/COSTS

B.1 LISTING OF CLAUSES INCORPORATED BY REFERENCE

NOTICE: The following solicitation provisions and/or 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 FEDERAL ACQUISITION REGULATION SUPPLEMENT (48 CFR CHAPTER 18)

CLAUSE NUMBER	DATE	TITLE
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None included by reference

(End of clause)

III. FULL TEXT CLAUSES

B.2 TYPE OF CONTRACT: INDEFINITE QUANTITY INDEFINITE DELIVERY (IDIQ)

This is an IDIQ contract; for services to be delivered as per the Indefinite Quantity clause in Section I.4. The minimum and maximum orders are set forth below in the Order Limitations clause that follows.

B.3 ORDER LIMITATIONS (52.216-19) (OCT 1995)

(a) *Minimum order.* When the Government requires supplies or services covered by this contract in an amount of less than \$10,000 the Government is not obligated to purchase, nor is the Contractor obligated to furnish, those supplies or services under the contract.

(b) *Maximum order.* The Contractor is not obligated to honor-

(1) Any order for a single item in excess of \$6,500,000;

(2) Any order for a combination of items in excess of \$13,500,000

or;

(3) A series of orders from the same ordering office within 5 (five) days that together call for quantities exceeding the limitation in paragraph (b)(1) or (2) of this section.

(c) If this is a requirements contract (i.e., includes the Requirements clause at subsection 52.216-21 of the Federal Acquisition Regulation (FAR)), the Government is not required to order a part of

any one requirement from the Contractor if that requirement exceeds the maximum-order limitations in paragraph (b) of this section.

(d) Notwithstanding paragraphs (b) and (c) of this section, the Contractor shall honor any order exceeding the maximum order limitations in paragraph (b), unless that order (or orders) is returned to the ordering office within 5 (five) days after issuance, with written notice stating the Contractor's intent not to ship the item (or items) called for and the reasons. Upon receiving this notice, the Government may acquire the supplies or services from another source.

(End of clause)

B.4 DESCRIPTION OF WORK/INSTRUCTIONS

The contractor shall provide all resources (except as may be expressly stated in this contract as furnished by the Government) necessary to support the services to be provided in accordance with the Statement of Work (SOW) set forth in Section C. This contract is for Financial and Administrative Support Services for NASA Johnson Space Center (JSC).

(End of clause)

B.5 ESTIMATED COST AND FIXED FEE (NFS 1852.216.74) (DEC 1991)

(a) The estimated cost of this contract is \$2,278,997 exclusive of the fixed fee of \$165,227. The total estimated cost and fixed fee is \$2,444,224.

This clause shall be updated periodically to reflect the value of Task Orders (TOs) issued.

(End of clause)

B.6 CONTRACT FUNDING (NFS 1852.232-81) (JUN 1990)

(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 \$359,906.76. This allotment is for financial and administrative systems services that will provide technical support for existing and implementation support for the new Center-unique administrative systems that support the Office Chief Financial Officer, Procurement Office, Human Resources, and Center Operations Directorate and covers the following estimated period of performance: February 16, 2007 through March 23, 2007.

(b) An additional amount of \$26,093.24 is obligated under this contract for payment of fee.

(End of clause)

B.7 IDIQ RATE PROVISION

The purpose of this clause is to set forth the direct, indirect, and fee rates to be used in subsequent negotiations and price establishments for IDIQ task orders in accordance with the task ordering procedures set forth in paragraph H.3 of this contract. The contractor will provide the labor categories and fully burdened rates (FBRs) in the following tables. The contractor will use the rates herein to estimate the cost of each IDIQ task order. Rates are fully loaded, excluding fee and units are in hours. The following tables are provided for each contract year of the basic period of performance and options 1 and 2:

(End of clause)

[END OF SECTION]

SECTION C - DESCRIPTION/SPECIFICATION/WORK STATEMENT

C.1 STATEMENT OF WORK (SOW)

The contractor shall, in a manner consistent with and subject to the terms and conditions hereof, furnish all resources necessary to accomplish the NASA-JSC Financial and Administrative Support Services (FASS) requirements in accordance with the Statement of Work set forth below.

Area 1) Program Management

The Contractor shall provide the technical, functional and safety related activities at the task level needed for the management of this SOW. This task includes the use of productivity and management methods such as quality assurance, configuration management, work breakdown structure, and human engineering at the contract level. The Contractor will also provide the centralized administrative, clerical, documentation, and related functions required in support of the management of the contract.

Program deliverables should be via electronic mail, when applicable, and will include:

1) Technical/Functional Areas:

- a) A weekly status reports including: accomplishments; consultation; support summary; CR/DR summary; CR/DR stats; schedule, milestones and task progress; and technical issues
- b) Work Plan and Schedule
- c) CR/DR lists, status and technical support to Change Control Board (CCB)
- d) Special Reports when requested
- e) Test Plan including test scenarios and test scripts
- f) Test Results

2) Financial/Resource Areas:

- g) Monthly NF533 Financial Management Reports
- h) Monthly Financial Task Tracking - Hours/Cost recap by task that compares plan to actual expenditures
- i) Estimates of resources (ROM) required to perform CR/DRs

3) Other deliverables:

- j) As required to support Center, Integrated Enterprise Management Program (IEMP) and e-Gov implementations

Area 2) Support for Administrative Systems

The contractor shall manage, execute, and document all phases of the software application life cycle using Software Engineering Institute (SEI) practices, maintaining their SEI/CMM (Software Engineering Institute Capabilities Maturity Model) level 3

provide the contractor with the defined task. The contractor shall provide the cost and schedule to complete the task.

- **Data Management**

The contractor shall provide data management support activities in the following areas:

- o Support data conversion activities to migrate to new Center, IEMP and e-Gov modules as required during this performance period.
- o Provide database maintenance activities, including scheduled backups, of the current data warehouses and databases used by local JSC applications.
- o Support configuration and maintenance of the Hyperion (Brio) Intelligence server used by the JSC reporting applications.

- **Communication Activities**

The contractor shall provide support in the dissemination of messages to be communicated internally and externally in the operation of implemented Center, IEMP, and e-Gov modules if requested.

- **Training Activities for JSC, IEMP, and e-Gov Systems**

The contractor shall provide required training as needed for JSC operational systems in the CFO, HRO, COD and Office of Procurement systems and any other organization, if requested.

The sustaining Engineering activities must be itemized at a level that allocates cost to the organization that is supported: includes LA, BA, CA, JA and any other organization requiring support.

Area 3) Help Desk and Reporting Support

The contractor shall provide support for the operation of the local JSC Help Desk and user consultations for Center, IEMP and e-Gov applications. The contractor will continue to provide support in the usage of the Business Warehouse, Actuate, and BRIO Query reporting tool to retrieve data from the data warehouses.

Area 4) IEMP & e-Gov Implementation Support

Current Implementations in process at JSC include:

e-Travel	scheduled implementation March 2007
Integrated Asset Management	scheduled implementation March & October 2007
Human Capital Information Environment	scheduled implementation July 2008

- 1) The contractor shall provide support for the implementation of IEMP & e-Gov modules at JSC. Modules currently planned for this performance period are the Contract Management Module (CMM), SAP Version Update (SVU) module, and the e-Travel module. In addition, the Integrated Asset Management (IAM) module may be

initiated during this period of performance. The contractor must report IEMP and e-Gov implementation work by the WBS categories required by Agency Management.

Implementation support activities may include:

- a) **Project management and planning** for IEMP and e-Gov module implementations, including overall project expertise, coordination with other contractors and responses to requests for technical data. Support will also include preparatory activities for the deployment of additional modules as required.
- b) **Technical support** activities required for the implementation of Center, IEMP and e-Gov software at JSC. These activities may include:
 - 1) **Interface development** for local systems
 - 2) **Testing Support** including planning, preparation and execution support, desktop connections and configuration, and performance testing
 - 3) **Report development and validation**
 - 4) **Data conversion/data migration** activities including data conversion programs and data validation as needed
 - 5) **System Configuration** and maintenance as required for local JSC activities
 - 6) **Support for re-engineering of JSC business processes**
- c) **Change management and communication support** in the dissemination of messages to be communicated internally and externally in support of the implementation of IEMP and e-Gov modules if requested.
- d) **Training support** for IEMP and e-Gov module implementation and operations if requested. Training support may include trainers, training plans, development and preparation of training materials, and administrative support for scheduling students, teachers and classrooms.
- e) **Post implementation support** including activities in Help Desk operation and user consultation; report generation; data warehouse activities; local JSC user access control; workstation and networking troubleshooting, and interface maintenance when applicable.

Area 5) Special Studies Provide support to conduct special information technology-related studies, analysis, and/or system development as needed.

Area 6) Information Technology (IT) Enhancement or Refresh
Provide support to research IT capabilities such as: new applications; network infrastructure, including security and user access; operating system upgrades; new databases; data administration functions; IT related training services; web-page development and maintenance; and other software or hardware related support effort as needed.

(END OF SECTION)

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
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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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None included by reference.

(End of clause)

**D.2 PACKAGING, HANDLING, AND TRANSPORTATION (NFS 1852.211-70)
(SEPTEMBER 2005)**

(a) The Contractor shall comply with NASA Procedural Requirements (NPR) 6000.1, "Requirements for Packaging, Handling, and Transportation for Aeronautical and Space Systems, Equipment, and Associated Components", 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]

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
52.246-5	APR 1984	INSPECTION OF SERVICES-COST-REIMBURSEMENT

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

CLAUSE NUMBER	DATE	TITLE
None included by reference		

(End of clause)

E.2 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 5, an original and 4 copies. The 5 copies will be distributed as follows: Contracting Officer - Original; D. Swanson, COTR/LP - 1 Copy; Transportation Officer/JB7 - 1 Copy; Property and Equipment Branch/JB3 - 1 Copy; and Property Accounting/LF6 - 1 Copy.

(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.3 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.

(End of clause)

[END OF SECTION]

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
52.242-15	AUG 1989	STOP-WORK ORDER (ALTERNATE I) (APR 1984)
52.247-34	NOV 1991	F.O.B. DESTINATION

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

CLAUSE NUMBER	DATE	TITLE
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None included by reference

(End of clause)

F.2 COMPLETION OF WORK (JSC 52.211-95) (OCT 2001)

All work required under this contract, including submission of all reports, shall be from February 16, 2007 to August 24, 2009.

(End of clause)

F.3 METHOD OF PLACING DELIVERY ORDERS (JSC 52.216-95) (APRIL 2006)

Delivery Orders may be placed only by the Contracting Officer. Delivery Orders will be in writing on Optional Form 347 or orally, followed by written confirmation. Delivery Orders will be numbered "1", second will be number "2", 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.

F.4 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 contracting officer may exercise this option by issuance of a unilateral contract modification 30 days or more before the completion date set forth in F.2 Completion of Work. 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

1. B.3 entitled "ORDER LIMITATIONS (52.216-19) (OCT 1995)" will be modified to state:
 - (a) Minimum order. When the Government requires supplies or services covered by this contract in an amount of less than **\$10,000** the Government is not obligated to purchase, nor is the Contractor obligated to furnish, those supplies or services under the contract.
 - (b) Maximum order. The Contractor is not obligated to honor-
 - (1) Any order for a single item in excess of **\$6,500,000**
 - (2) Any order for a combination of items in excess of **\$19,500,000**
2. B.7 entitled "INDEFINITE DELIVERY INDEFINITE QUANTITY (IDIQ) RATE PROVISION," use fully loaded rates for Option 1/CY4 only.
3. F.2 entitled "COMPLETION OF WORK (JSC 52.211-95) (OCT 2001)" will be modified to state:

"All work required under this contract, including submission of all reports, shall be from February 16, 2007, to August 24, 2010."
4. I.3 entitled "ORDERING (FAR 52.216-18) (OCT 1995)" shall be modified to state:

"Such orders may be issued from February 16, 2007, through August 24, 2010."

OPTION 2

1. B.3 entitled "ORDER LIMITATIONS (52.216-19) (OCT 1995)" will be modified to state:
 - (a) Minimum order. When the Government requires supplies or services covered by this contract in an amount of less than **\$10,000** the Government is not obligated to purchase, nor is the Contractor obligated to furnish, those supplies or services under the contract.
 - (b) Maximum order. The Contractor is not obligated to honor-
 - (1) Any order for a single item in excess of **\$6,500,000**
 - (2) Any order for a combination of items in excess of **\$25,000,000**

- 2. B.7 entitled "INDEFINITE DELIVERY INDEFINITE QUANTITY (IDIQ) RATE PROVISION," use fully loaded rates for Option 2/CY5 only.
- 3. F.2 entitled "COMPLETION OF WORK (JSC 52.211-95) (OCT 2001)" will be modified to state:
 "All work required under this contract, including submission of all reports, shall be from February 16, 2007, to August 24, 2011."
- 4. I.3 entitled "ORDERING" shall be modified to state:
 "Such orders may be issued from February 16, 2007, through August 24, 2011."

(End of clause)

F.5 PLACE OF PERFORMANCE

The primary effort required under this contract shall be performed at NASA JSC as covered by the Statement of Work; and at other NASA facilities as required to fulfill the contracts requirements.

(End of clause)

F.6 SHIPPING INSTRUCTIONS (JSC 52.247-94) (APR 2006)

All documentation shall be shipped to the addresses cited in JSC 52.247-94. Shipment of all other items shall be as follows:

Parcel Post Shipments and Freight Shipments

Ship to: NASA Johnson Space Center
 Building 421
 2101 NASA Parkway
 Houston, TX 77058-3696

Mark for: Accountable Property Officer
 Mark with: Purchase Request Number: _____
 Contract Number: NNJ07JF17B

For reissue to: Dorothy E. Swanson, COTR Mail Code: LP
 Bldg. 12 Room: 247

(End of clause)

[END OF SECTION]

SECTION G - CONTRACT ADMINISTRATION DATA

G.1 LISTING OF CLAUSES INCORPORATED BY REFERENCE

NOTICE: The following solicitation provisions and/or 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
1852.227-70	MAY 2002	NEW TECHNOLOGY
1852.227-86	DEC 1987	COMMERCIAL COMPUTER SOFTWARE-LICENSING
1852.242-73	NOV 2004	NASA CONTRACTOR FINANCIAL MANAGEMENT REPORTING
1852.245.70	JUL 1997	CONTRACTOR REQUESTS FOR GOVERNMENT-OWNED EQUIPMENT

(End of clause)

G.2 PAYMENT OF FIXED FEE (1852.216-75) (DEC 1988)

All charges for Fixed Fee, are subject to the withholding provisions of the contract clause 52.216-8 entitled, "Fixed Fee" incorporated in Section I.1 of the contract. The fixed fee shall be paid in monthly installments. The amount of each installment will be determined by applying to the amount payable as allowable cost, a percentage reflecting the ratio of total fixed fee to total estimated cost. Fixed Fee will be paid at a rate of 85% of the negotiated fixed fee based on the cost associated with the effort delivered until a retainage of \$100,000 is met. At the point where the retainage is met, no further withholds against invoices shall be necessary. At that point the Contractor may invoice for the negotiated fixed fee based on cost associated with the effort delivered. The withheld fee will be released to the Contractor in accordance with FAR Clause 52.216-8 Fixed Fee.

(End of clause)

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

(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, the original voucher should be submitted to:

NASA Johnson Space Center
Attn: Fran Mahan/BJ2
2101 NASA Parkway
Houston, Texas 77058-3696

(2) For any period that the Defense Contract Audit Agency has authorized the Contractor to submit interim cost 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 directed by the Contracting Officer.

(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:

Defense Contract Audit Agency
Houston Branch Office
8876 Gulf Freeway, Suite 500
Houston, Texas 77017

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

- (i) Copy 1 NASA Contracting Officer
- (ii) Copy 2 Auditor
- (iii) Copy 3 Contractor
- (iv) Copy 4 Contract administration office; and
- (v) Copy 5 Project management office.

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

(d) Public vouchers for payment of fee shall be prepared similarly to the procedures in paragraphs (b) or (c) of this clause, whichever is applicable, and be forwarded to the same address as b(1) above. 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 (NFS 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:

Title	Office Code	Address (including zip code)
New Technology Representative	AT NASA/JSC	Johnson Space Center AT/Technology Transfer and Commercialization Office Houston, TX 77058
Patent Representative	AL NASA JSC	Johnson Space Center AL/Legal Office 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 INSTALLATION-ACCOUNTABLE GOVERNMENT PROPERTY (NFS 1852.245-71) (NOV 2004) (ALTERNATE I) (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:

Property Custodian Responsibilities: Reference NPR 4200.2

Chapter 2: Responsibilities

Section 2.3. Property Custodians

Section 2.4 Full Time Property Custodians

Paragraphs 2.4.1 and 2.4.2

Chapter 4: Operational Procedures

Section 4.2 Identification of Equipment

Paragraphs 4.2.8, 4.2.9, 4.2.10,

Section 4.3. Standard NEMS Reports for Property Custodians.

Paragraphs 4.3.1 through 4.3.4.5

Section 4.4. Inventory Procedures.

Paragraphs 4.4.1 through 4.4.5

Chapter 5. (Entire Content)

User Responsibilities: Reference Document (NPR 4200.2)

Chapter 2.

2.7. Responsibility of the Individual. The contractor shall ensure that each of its employees are responsible for Government property as follows: An employee has a duty to protect and conserve Government property and shall not use such property, or allow its use, for other than authorized purposes. Additional responsibilities include the following:

2.7.1. Reporting any missing or un-tagged (meeting the criteria for control) equipment, transfer, location change, or user change of equipment to the property custodian immediately.

2.7.2. Notifying the property custodian, supervisor, and the Center security officer immediately if theft of Government property is suspected.

2.7.3. Ensuring that equipment is used only in pursuit of approved NASA programs and projects.

2.7.4. Notifying the property custodian of equipment not actively being used for determination of proper disposition.

2.7.5. Ensuring that equipment is returned through the property custodian when no longer needed. Under no circumstances will an employee throw away Government equipment.

2.7.6. Assigned users retain all responsibilities including notifying property custodians of all activity associated with the user's assigned equipment.

2.8. The contractor must ensure that all on-site contractor employees notify the contracting officer, property custodian, and SEMO upon termination of employment.

Chapter 4.

4.2.11. The user will assist the custodian in completing NF 1618 and sign in the designated block.

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 shall not utilize the installation's central receiving facility for receipt of Contractor acquired 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.

(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 NFS 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.

(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.6 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: **LF631/Property Accounting and JB3/Property Administrator**, 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, contractors 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.7 LIST OF GOVERNMENT-FURNISHED PROPERTY (NFS 1852.245-76)
(OCT 1988)**

For performance of work under this contract, the Government will make available Government property identified in Section J, Att. J-4, Item 1, entitled "Government Furnished Equipment" of this contract, on a no-charge-for-use basis. The Contractor shall use this property in the performance of this contract at JSC and at other location(s) as may be approved by the Contracting Officer. Under the FAR 52.245-5 Government property clause of this contract, the Contractor is accountable for the identified property.

(End of clause)

**G.8 LIST OF INSTALLATION-ACCOUNTABLE PROPERTY AND SERVICES (NFS
1852.245-77) (JUL 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) Equipment to be made available is listed in Section J, Attachment J-4. Attachment J-4 consists of 4 items; 1) Government Furnished Property, 2) Inventory of Systems, 3) JSC Standard Odin Seats and 4) Facilities as Required. The Government retains accountability for this property under the 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.

(c) Supplies from stores stock.

(d) Publications and blank forms stocked by the installation.

(e) Safety and fire protection for Contractor personnel and facilities.

(f) Installation service facilities: Johnson Space Center

1. Audiovisual: Presentation services, sound services, Release Print Film Library, Film Repository, and loan of audiovisual equipment.

2. Automatic Data Processing (ADP) Services (onsite only): Generally, this includes access to large general-purpose computer systems, workstations, and the accessing media; i.e., terminals, printers, data communications, and consultation and training in the use of said systems. Unless otherwise specified in the contract, this does not include providing computer systems or ADP services for the Contractor business management, accounting, and administrative functions.

3. Transportation: Shuttle bus service for Contractor employees within the parameters provided for Government employees.

4. Disposal Services: Disposal services for excess onsite and offsite Contractor-held/Government-owned property.

5. Fabrication Services: Fabrication services such as machining, sheet metal and welding, electronics, metal finishing, model and plastics, and precision cleaning.

6. Photography, Processing, and Closed-Circuit Television: For technical and scientific photography, photographic processing, photographic sciences, and closed-circuit television.

7. Pickup and Delivery of Official Mail: Within the Center and to and from the Albert Thomas Post Office, provided the mail is properly sealed and stamped. Such mail will be picked up or dropped from only one point as designated by JSC or, if preferred, JSC will provide a box in the central mailroom for the Contractor to pick up and deposit its mail.

(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) The user responsibilities of the Contractor are defined in paragraph (a) of the clause at 1852.245-71, Installation-Accountable Government Property.

(End of clause)

**G.9 SECURITY/BADGING REQUIREMENTS FOR FOREIGN NATIONAL VISITORS
AND EMPLOYEES/REPRESENTATIVES OF FOREIGN CONTRACTORS
(JSC 52.204-91) (JAN 2006)**

(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 (NFNMS) 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 NFNMS. 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 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.

(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 IDENTIFICATION OF EMPLOYEES (JSC 52.242-92) (AUG 2006)

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 badges and credentials will be issued only between the hours of 6:00 a.m. to 7:30 p.m., Monday through Friday, and 7:00 am to 3:00 pm on Saturday. 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, 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.12 NASA RECORDS MANAGEMENT.

The Contractor shall create, maintain, preserve and dispose of NASA records in accordance with NPG 1441.1, "NASA Records Retention Schedule".

(End of clause)

[END OF SECTION]

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
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None included by reference.

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

CLAUSE NUMBER	DATE	TITLE
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
1852.225-70	FEB 2000	EXPORT LICENSES Insert in Paragraph (b): Johnson Space Center
1852.242-72	AUG 1992	OBSERVANCE OF LEGAL HOLIDAYS (ALT I) (SEPT 1989) (ALT II) (OCT 2000)

(End of clause)

H.2 TASK ORDERING PROCEDURE (NFS 1852.216-80) (OCT 1996)

(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 10 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. All travel shall be as directed by the Government and will be a direct cost to the contract based on actual airfare and per diem rate per the most current official Continental United States (CONUS) Travel Per Diem Allowances located at www.dtic.mil/cgi-bin/cpdrates.pl

(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)

H.3 KEY PERSONNEL AND FACILITIES (NFS 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 as shown below and the list of facilities identified in Section J Attachment J-4 (Item 4) 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.4 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 NNJ07JF17B dated August 17, 2006, by reference, with the same force and effect as if it were given in full text.

(End of clause)

H.5 POTENTIAL CONFLICT OF INTEREST

1. In performing work under this contract, the Contractor may be required to inspect, evaluate, access, critique, review or perform other similar services with respect to products or services provided by the Contractor under other NASA contracts. The occurrence of situations of this kind could possibly cause the Contractor's judgment to be influenced favorably toward such products or services in performing tasks under this contract. In addition, the Contractor may be required to perform tasks which will affect the quantum or nature of work to be performed by the Contractor under other Government contracts. In order to eliminate or adequately mitigate any conflict of interest which may arise from either of these situations, the prime contractor agrees that it will: (a) provide the Contracting Officer immediate notice in any case where the Contractor learns that it or

its subcontractors will either be (i) performing inspection, evaluation, or similar work concerning products and services which Contractor provides to NASA under other NASA contracts, or (ii) developing requirements for the products or services which Contractor may provide under another contract; (b) within 7 calendar days after providing such notice to the Government, submit to the Contracting Officer for approval a proposed plan of action for eliminating or adequately mitigating the conflict identified (and subsequently submit any modifications to such plan as may be requested by the Contracting Officer); and (c) implement the plan of action as approved by the Contracting Officer. The Contractor shall not undertake the performance of work for which notice has been given until the prime Contractor's plan has been approved, unless the Contracting Officer authorized the prime Contractor to proceed with the work pending approval. Where the term "Contractor" is used in this clause, it shall be deemed to mean the prime contractor, and any subcontractor, except in the instance where the term "prime contractor" is specifically used.

2. To the extent that the work under this contract requires access to proprietary, business confidential, or financial data or other companies, and as long as these data remain proprietary or confidential, the Contractor shall protect these data from unauthorized use and disclosure and agrees not to use them to compete with other companies.

3. The Contractor agrees to include the substantive provisions of this clause in any subcontracts, appropriately modified to reflect a prime-subcontract relationship. The Contractor's Organizational Conflict of Interest Mitigation Plan is included in Appendix A of the contract.

(End of clause)

H.6 ASSOCIATE CONTRACTOR AGREEMENT

(a) The success of NASA Agency current and future implementation of financial systems objectives is dependent on the efforts of multiple contractors, including Financial Administrative Systems Services.

b) In order to achieve efficient and effective implementation of the objectives, the contractor shall establish the means for coordination and exchange of information with all relative 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 the NASA Space Flight Objectives with increased safety, efficiency, and productivity.

(c) Given the unique role of this contract in providing replacement and integration of a wide range of data management systems for aircraft maintenance system, aircraft quality assurance, technical publications and documentation, engineering, operations, development of security management, disaster recovery, continuity of operation plans, and remote access and administration processes, the contractor

will engage in cooperative relationships that facilitate effective management of the overall NASA Financial Objectives.

(d) To ensure successful implementation and utilization of these services, the contractors 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.

(End of clause)

H.7 HANDLING OF DATA

It is anticipated that in performance of this contract, the Contractor may have access to and use of NASA's sensitive financial and management data. The Contractor agrees that it will not use, copy, or disclose this data, except as necessary for the performance of the contract and will not disclose this data to others without the written consent of the Contracting Officer.

(End of clause)

[END OF SECTION]

PART II - CONTRACT CLAUSES**SECTION I - CONTRACT CLAUSES****I.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
52.202-1	JUL 2004	DEFINITIONS
52.203-3	APR 1984	GRATUITIES
52.203-5	APR 1984	COVENANT AGAINST CONTINGENT FEES
52.203-6	JUL 1995	RESTRICTIONS ON SUBCONTRACTOR SALES TO THE GOVERNMENT
52.203-7	JUL 1995	ANTI-KICKBACK PROCEDURES
52.203-8	JAN 1997	CANCELLATION, RESCISSION AND RECOVERY OF FUNDS FOR ILLEGAL OR IMPROPER ACTIVITY
52.203-10	JAN 1997	PRICE OR FEE ADJUSTMENT FOR ILLEGAL OR IMPROPER ACTIVITY
52.203-12	SEP 2005	LIMITATION ON PAYMENTS TO INFLUENCE CERTAIN FEDERAL TRANSACTIONS
52.204-4	AUG 2000	PRINTED OR COPIED DOUBLE-SIDED ON RECYCLED PAPER
52.204-7	OCT 2003	CENTRAL CONTRACTOR REGISTRATION
52.204-9	JAN 2006	PERSONAL IDENTITY VERIFICATION OF CONTRACTOR PERSONNEL
52.208-9	JUL 2004	CONTRACTOR USE OF MANDATORY SOURCES OF SUPPLY OR SERVICES
52.209-6	JAN 2005	PROTECTING THE GOVERNMENT'S INTEREST WHEN SUBCONTRACTING WITH CONTRACTORS DEBARRED, SUSPENDED, OR PROPOSED FOR DEBARMENT
52.211-15	SEP 1990	DEFENSE PRIORITY AND ALLOCATION REQUESTS
52.215-2	JUN 1999	AUDIT AND RECORDS--NEGOTIATION
52.215-8	OCT 1997	ORDER OF PRECEDENCE - UNIFORM CONTRACT FORMAT
52.215-10	OCT 1997	PRICE REDUCTION FOR DEFECTIVE COST OR PRICING DATA
52.215-12	OCT 1997	SUBCONTRACTOR COST OR PRICING DATA
52.215-15	OCT 2004	PENSION ADJUSTMENTS AND ASSET REVERSIONS
52.215-18	JUL 2005	REVERSION OR ADJUSTMENT OF PLANS FOR POST RETIREMENT BENEFITS (PRB) OTHER THAN PENSIONS

52.215-19 OCT 1997 NOTIFICATION OF OWNERSHIP CHANGES
52.215-21 OCT 1997 REQUIREMENTS FOR COST OR PRICING DATA
OR INFORMATION OTHER THAN COST OR
PRICING DATA -- MODIFICATIONS (ALT II)
(OCT 1997) (ALT III) (OCT 1997)
52.216-7 DEC 2002 ALLOWABLE COST AND PAYMENT
Insert "30th" day in Paragraph (a)(3).
52.216-8 MAR 1997 FIXED FEE
52.217-8 NOV 1999 OPTION TO EXTEND SERVICES
Insert "30 days".
52.219-8 MAY 2004 UTILIZATION OF SMALL BUSINESS CONCERNS
52.219-9 SEPT 2006 SMALL BUSINESS SUBCONTRACTING PLAN
(ALTERNATE II) (OCT 2001)
52.219-16 JAN 1999 LIQUIDATED DAMAGES SUBCONTRACTING PLAN
52.222-1 FEB 1997 NOTICE TO THE GOVERNMENT OF LABOR
DISPUTES
52.222-3 JUN 2003 CONVICT LABOR
52.222-4 JUL 2005 CONTRACT WORK HOURS AND SAFETY
STANDARDS ACT - OVERTIME COMPENSATION
52.222-19 JAN 2006 CHILD LABOR-COOPERATION WITH
AUTHORITIES AND REMEDIES
52.222-21 FEB 1999 PROHIBITION OF SEGREGATED FACILITIES
52.222-26 APR 2002 EQUAL OPPORTUNITY
52.222-35 SEPT 2006 EQUAL OPPORTUNITY FOR SPECIAL DISABLED
VETERANS, VETERANS OF THE VIETNAM ERA,
AND OTHER ELIGIBLE VETERANS
52.222-36 JUN 1998 AFFIRMATIVE ACTION FOR WORKERS WITH
DISABILITIES
52.222-37 SEPT 2006 EMPLOYMENT REPORTS ON SPECIAL DISABLED
VETERANS, VETERANS OF THE VIETNAM ERA,
AND OTHER ELIGIBLE VETERANS
52.222-39 DEC 2004 NOTIFICATION OF EMPLOYEE RIGHTS
CONCERNING PAYMENT OF UNION DUES OR
FEES
52.222-41 JUL 2005 SERVICE CONTRACT ACT OF 1965, AS
AMENDED
52.222-42 MAY 1989 STATEMENT OF EQUIVALENT RATES FOR
FEDERAL HIRES
52.222-47 MAY 1989 SCA MINIMUM WAGES AND FRINGE BENEFITS
APPLICABLE TO SUCCESSOR
52.223-3 JAN 1997 HAZARDOUS MATERIAL IDENTIFICATION AND
MATERIAL SAFETY DATA (ALTERNATE I) (JUL
1995)
Insert "NONE" in paragraph (b).
52.223-5 AUG 2003 POLLUTION PREVENTION AND RIGHT-TO-KNOW
INFORMATION ALT 1 (AUG 2003) ALT II
(AUG 2003)
52.223-6 MAY 2001 DRUG-FREE WORKPLACE
52.223-10 AUG 2000 WASTE REDUCTION PROGRAM
52.224-1 APR 1984 PRIVACY ACT NOTIFICATION
52.224-2 APR 1984 PRIVACY ACT
52.225-1 JUN 2003 BUY AMERICAN ACT-SUPPLIES
52.225-13 FEB 2006 RESTRICTIONS ON CERTAIN FOREIGN

		PURCHASES
52.227-1	JUL 1995	AUTHORIZATION AND CONSENT
52.227-2	AUG 1996	NOTICE AND ASSISTANCE REGARDING PATENT AND COPYRIGHT INFRINGEMENT
52.227-14	JUN 1987	RIGHTS IN DATA GENERAL As modified by 1852.227-14 NASA FAR Supplement (OCT 1995)
52.227-16	JUN 1987	ADDITIONAL DATA REQUIREMENTS
52.228-7	MAR 1996	INSURANCE--LIABILITY TO THIRD PERSONS
52.229-1	APR 1984	STATE AND LOCAL TAXES
52.229-4	APR 2003	FEDERAL, STATE, AND LOCAL TAXES (NON-COMPETITIVE CONTRACT)
52.230-2	APR 1998	COST ACCOUNTING STANDARDS
52.230-6	APR 2005	ADMINISTRATION OF COST ACCOUNTING STANDARDS
52.232-8	FEB 2002	DISCOUNTS FOR PROMPT PAYMENT
52.232-9	APR 1984	LIMITATION ON WITHHOLDING OF PAYMENTS
52.232-17	JUN 1996	INTEREST
52.232-22	APR 1984	LIMITATION OF FUNDS
52.232-23	JAN 1986	ASSIGNMENT OF CLAIMS
52.232-25	OCT 2003	PROMPT PAYMENT (ALTERNATE I) (FEB 2002)
52.232-34	MAY 1999	PAYMENT BY ELECTRONIC FUNDS TRANSFER-- OTHER THAN CENTRAL CONTRACTOR REGISTRATION
		Insert no later than 15 days prior to submission of the first request for payment in Paragraph (b) (1).
52.233-1	JUL 2002	DISPUTES (ALTERNATE I) (DEC 1991)
52.233-3	AUG 1996	PROTEST AFTER AWARD (ALTERNATE I) (JUN 1985)
52.233-4	OCT 2004	APPLICABLE LAW FOR BREACH OF CONTRACT CLAIM
52.237-2	APR 1984	PROTECTION OF GOVERNMENT BUILDINGS, EQUIPMENT, AND VEGETATION
52.237-3	JAN 1991	CONTINUITY OF SERVICES
52.239-1	AUG 1996	PRIVACY OR SECURITY SAFEGUARDS
52.242-1	APR 1984	NOTICE OF INTENT TO DISALLOW COSTS
52.242-3	MAY 2001	PENALTIES FOR UNALLOWABLE COSTS
52.242-4	JAN 1997	CERTIFICATION OF FINAL INDIRECT COSTS
52.242-13	JUL 1995	BANKRUPTCY
52.243-2	AUG 1987	CHANGES--COST-REIMBURSEMENT (ALTERNATE I) (APR 1984)
52.244-2	AUG 1998	SUBCONTRACTS (ALT I) (JAN 2006)
52.244-5	DEC 1996	COMPETITION IN SUBCONTRACTING
52.244-6	SEP 2006	SUBCONTRACTS FOR COMMERCIAL ITEMS
52.245-5	MAY 2004	GOVERNMENT PROPERTY (COST-REIMBURSEMENT, TIME-AND- MATERIAL, OR LABOR-HOUR CONTRACTS)
52.245-9	AUG 2005	USE AND CHARGES
52.248-1	FEB 2000	VALUE ENGINEERING
52.249-6	MAY 2004	TERMINATION (COST-REIMBURSEMENT)
52.249-14	APR 1984	EXCUSABLE DELAYS
52.251-1	APR 1984	GOVERNMENT SUPPLY SOURCES

52.253-1 JAN 1991 COMPUTER GENERATED FORMS

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

CLAUSE NUMBER	DATE	TITLE
1852.203-70	JUN 2001	DISPLAY OF INSPECTOR GENERAL HOTLINE POSTERS
1852.216-89	JUL 1997	ASSIGNMENT AND RELEASE FORMS
1852.219-74	SEP 1990	USE OF RURAL AREA SMALL BUSINESSES
1852.219-75	MAY 1999	SMALL BUSINESS SUBCONTRACTING REPORTING
1852.219-76	JUL 1997	NASA 8 PERCENT GOAL
1852.223-74	MAR 1996	DRUG-AND ALCOHOL-FREE WORKFORCE
1852.228-75	OCT 1988	MINIMUM INSURANCE COVERAGE
1852.237-70	DEC 1988	EMERGENCY EVACUATION PROCEDURES
1852.237-72	JUNE 2005	ACCESS TO SENSITIVE INFORMATION
1852.237-73	JUNE 2005	RELEASE OF SENSITIVE INFORMATION
1852.243-71	MAR 1997	SHARED SAVINGS

(End of clause)

I.2 APPROVAL OF CONTRACT (FAR 52.204-1) (DEC 1989)

This contract is subject to the written approval of the JSC Procurement Officer, Debra L. Johnson, and shall not be binding until so approved.

(End of clause)

I.3 ORDERING (FAR 52.216-18) (OCT 1995)

(a) Any supplies and services to be furnished under this contract shall be ordered by issuance of delivery orders or task orders by the individuals or activities designated in the Schedule. Such orders may be issued from February 16, 2007 through August 24, 2009.

(b) All delivery orders or task orders are subject to the terms and conditions of this contract. In the event of conflict between a delivery order or task order and this contract, the contract shall control.

(c) If mailed, a delivery order or task order is considered "issued" when the Government deposits the order in the mail. Orders may be issued orally, by facsimile, or by electronic commerce methods only if authorized in the Schedule.

(End of clause)

I.4 INDEFINITE QUANTITY (FAR 52.216-22) (OCT 1995)

(a) This is an indefinite-quantity contract for the supplies or services specified, and effective for the period stated, in the

Schedule. The quantities of supplies and services specified in the Schedule are estimates only and are not purchased by this contract.

(b) Delivery or performance shall be made only as authorized by orders issued in accordance with the Ordering clause. The Contractor shall furnish to the Government, when and if ordered, the supplies or services specified in the Schedule up to and including the quantity designated in the Schedule as the "maximum." The Government shall order at least the quantity of supplies or services designated in the Schedule as the "minimum."

(c) Except for any limitations on quantities in the Order Limitations clause or in the Schedule, there is no limit on the number of orders that may be issued. The Government may issue orders requiring delivery to multiple destinations or performance at multiple locations.

(d) Any order issued during the effective period of this contract and not completed within that period shall be completed by the Contractor within the time specified in the order. 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 for one year from the Task Order end date.

(End of clause)

I.5 PAYMENT FOR OVERTIME PREMIUM (FAR 52.222-2) (JUL 1990)

(a) The use of overtime is authorized under this contract if the overtime premium does not exceed \$0 or the overtime premium is paid for work-

(1) Necessary to cope with emergencies such as those resulting from accidents, natural disasters, breakdowns of production equipment, or occasional production bottlenecks of a sporadic nature;

(2) By indirect-labor employees such as those performing duties in connection with administration, protection, transportation, maintenance, standby plant protection, operation of utilities, or accounting;

(3) To perform tests, industrial processes, laboratory procedures, loading or unloading of transportation conveyances, and operations in flight or afloat that are continuous in nature and cannot reasonably be interrupted or completed otherwise; or

(4) That will result in lower overall costs to the Government.

(b) Any request for estimated overtime premiums that exceeds the amount specified above shall include all estimated overtime for contract completion and shall-

(1) Identify the work unit; e.g., department or section in which the requested overtime will be used, together with present workload, staffing, and other data of the affected unit sufficient to permit the Contracting Officer to evaluate the necessity for the overtime;

(2) Demonstrate the effect that denial of the request will have on the contract delivery or performance schedule;

(3) Identify the extent to which approval of overtime would affect the performance or payments in connection with other Government contracts, together with identification of each affected contract; and

(4) Provide reasons why the required work cannot be performed by using multishift operations or by employing additional personnel.

(End of clause)

I.6 STATEMENT OF EQUIVALENT RATES FOR FEDERAL HIRES (FAR 52.222-42) (MAY 1989)

In compliance with the Service Contract Act of 1965, as amended, and the regulations of the Secretary of Labor (29 CFR Part 4), this clause identifies the classes of service employees expected to be employed under the contract and states the wages and fringe benefits payable to each if they were employed by the contracting agency subject to the provisions of 5 U.S.C. 5341 or 5332.

*This Statement is for Information Only:
It is not a Wage Determination*

Employee Class	Monetary Wage -- Fringe Benefits
Secretary, III	GS-6 \$17.01

(End of clause)

I.7 CLAUSES INCORPORATED BY REFERENCE (FAR 52.252-2) (FEB 1998)

This contract incorporates one or more clauses by reference, with the same force and effect as if they were given in full text. Upon request, the Contracting Officer will make their full text available. Also, the full text of a clause may be accessed electronically at this/these address(es):

- _____ <http://www.arnet.gov/far/> _____
- _____ <http://www.hq.nasa.gov/office/procurement/regs/nfstoc.htm> _____

(End of clause)

I.8 SECURITY REQUIREMENTS FOR UNCLASSIFIED INFORMATION TECHNOLOGY RESOURCES (NFS 1852.204-76) (NOV 2004) (DEVIATION)

(a) The Contractor shall be responsible for information and information technology (IT) security when the Contractor or its subcontractors must obtain physical or electronic (i.e., authentication level 2 and above as defined in National Institute of Standards and Technology (NIST) Special Publication (SP) 800-63, Electronic Authentication Guideline) access to NASA's computer systems, networks, or IT infrastructure, or where information categorized as low, moderate, or high by the Federal Information Processing Standards (FIPS) 199, Standards for Security Categorization of Federal Information and Information Systems, is stored, generated, or exchanged by NASA or on behalf of NASA by a contractor or

subcontractor, regardless of whether the information resides on a NASA or a contractor/subcontractor's information system.

(b) IT Security Requirements.

(1) Within 30 days after contract award, a Contractor shall submit to the Contracting Officer for NASA approval an IT Security Plan, Risk Assessment, and FIPS 199, Standards for Security Categorization of Federal Information and Information Systems, Assessment. These plans and assessments, including annual updates shall be incorporated into the contract as compliance documents.

(i) The IT system security plan shall be prepared consistent, in form and content, with NIST SP 800-18, Guide for Developing Security Plans for Federal Information Systems, and any additions/augmentations described in NASA Procedural Requirements (NPR) 2810, Security of Information Technology. The security plan shall identify and document appropriate IT security controls consistent with the sensitivity of the information and the requirements of Federal Information Processing Standards (FIPS) 200, Recommended Security Controls for Federal Information Systems. The plan shall be reviewed and updated in accordance with NIST SP 800-26, Security Self-Assessment Guide for Information Technology Systems, and FIPS 200, on a yearly basis.

(ii) The risk assessment shall be prepared consistent, in form and content, with NIST SP 800-30, Risk Management Guide for Information Technology Systems, and any additions/augmentations described in NPR 2810. The risk assessment shall be updated on a yearly basis.

(iii) The FIPS 199 assessment shall identify all information types as well as the "high water mark," as defined in FIPS 199, of the processed, stored, or transmitted information necessary to fulfill the contractual requirements.

(2) The Contractor shall produce contingency plans consistent, in form and content, with NIST SP 800-34, Contingency Planning Guide for Information Technology Systems, and any additions/augmentations described in NPR 2810. The Contractor shall perform yearly "Classroom Exercises." "Functional Exercises," shall be coordinated with the Center CIOs and be conducted once every three years, with the first conducted within the first two years of contract award. These exercises are defined and described in NIST SP 800-34.

(3) The Contractor shall ensure coordination of its incident response team with the NASA Incident Response Center and the NASA Security Operations Center.

(4) The Contractor shall ensure that its employees, in performance of the contract, receive annual IT security training in NASA IT Security policies, procedures, computer ethics, and best practices in accordance with NPR 2810 requirements. The Contractor may use web-based training available from NASA to meet this requirement.

(5) The Contractor shall provide NASA, including the NASA Office of Inspector General, access to the Contractor's and subcontractors' facilities, installations, operations, documentation, databases, and personnel used in performance of the contract. Access shall be provided to the extent required to carry out IT security inspection, investigation, and/or audits to safeguard against threats and hazards

to the integrity, availability, and confidentiality of NASA information or to the function of computer systems operated on behalf of NASA, and to preserve evidence of computer crime. To facilitate mandatory reviews, the Contractor shall ensure appropriate compartmentalization of NASA information, stored and/or processed, either by information systems in direct support of the contract or that are incidental to the contract.

(6) The Contractor shall ensure that all individuals who perform tasks as a system administrator, or have authority to perform tasks normally performed by a system administrator, demonstrate knowledge appropriate to those tasks. Knowledge is demonstrated through the NASA System Administrator Security Certification Program. A system administrator is one who provides IT services, network services, files storage, and/or web services, to someone else other than themselves and takes or assumes the responsibility for the security and administrative controls of that service. Within 30 days after contract award, the Contractor shall provide to the Contracting Officer a list of all system administrator positions and personnel filling those positions, along with a schedule that ensures certification of all personnel within 90 days after contract award. Additionally, the Contractor should report all personnel changes which impact system administrator positions within 5 days of the personnel change and ensure these individuals obtain System Administrator certification within 90 days after the change.

(7) When the Contractor is located at a NASA Center or installation or is using NASA IP address space, the Contractor shall -

(i) Submit requests for non-NASA provided external Internet connections to the Contracting Officer for approval by the Network Security Configuration Control Board (NSCCB);

(ii) Comply with the NASA CIO metrics including patch management, operating systems and application configuration guidelines, vulnerability scanning, incident reporting, system administrator certification, and security training; and

(iii) Utilize the NASA Public Key Infrastructure (PKI) for all encrypted communication or non-repudiation requirements within NASA when secure email capability is required.

(c) Physical and Logical Access Requirements.

(1) Contractor personnel requiring access to IT systems operated by the Contractor for NASA or interconnected to a NASA network shall be screened at an appropriate level in accordance with NPR 2810 and Chapter 4, NPR 1600.1, NASA Security Program Procedural Requirements. NASA shall provide screening, appropriate to the highest risk level, of the IT systems and information accessed, using, as a minimum, National Agency Check with Inquiries (NACI). The Contractor shall submit the required forms to the NASA Center Chief of Security (CCS) within fourteen (14) days after contract award or assignment of an individual to a position requiring screening. The forms may be obtained from the CCS. At the option of NASA, interim access may be granted pending completion of the required investigation and final access determination. For Contractors who will reside on a NASA Center or installation, the security screening required for all required access (e.g., installation, facility, IT, information, etc.)

is consolidated to ensure only one investigation is conducted based on the highest risk level. Contractors not residing on a NASA installation will be screened based on their IT access risk level determination only. See NPR 1600.1, Chapter 4.

(2) Guidance for selecting the appropriate level of screening is based on the risk of adverse impact to NASA missions. NASA defines three levels of risk for which screening is required (IT-1 has the highest level of risk).

(i) IT-1 -- Individuals having privileged access or limited privileged access to systems whose misuse can cause very serious adverse impact to NASA missions. These systems include, for example, those that can transmit commands directly modifying the behavior of spacecraft, satellites or aircraft.

(ii) IT-2 -- Individuals having privileged access or limited privileged access to systems whose misuse can cause serious adverse impact to NASA missions. These systems include, for example, those that can transmit commands directly modifying the behavior of payloads on spacecraft, satellites or aircraft; and those that contain the primary copy of "level 1" information whose cost to replace exceeds one million dollars.

(iii) IT-3 -- Individuals having privileged access or limited privileged access to systems whose misuse can cause significant adverse impact to NASA missions. These systems include, for example, those that interconnect with a NASA network in a way that exceeds access by the general public, such as bypassing firewalls; and systems operated by the Contractor for NASA whose function or information has substantial cost to replace, even if these systems are not interconnected with a NASA network.

(3) Screening for individuals shall employ forms appropriate for the level of risk as established in Chapter 4, NPR 1600.1.

(4) The Contractor may conduct its own screening of individuals requiring privileged access or limited privileged access provided the Contractor can demonstrate to the Contracting Officer that the procedures used by the Contractor are equivalent to NASA's personnel screening procedures for the risk level assigned for the IT position.

(5) Subject to approval of the Contracting Officer, the Contractor may forgo screening of Contractor personnel for those individuals who have proof of a --

(i) Current or recent national security clearances (within last three years);

(ii) Screening conducted by NASA within the last three years that meets or exceeds the screening requirements of the IT position; or

(iii) Screening conducted by the Contractor, within the last three years, that is equivalent to the NASA personnel screening procedures as approved by the Contracting Officer and concurred on by the CCS.

(d) The Contracting Officer may waive the requirements of paragraphs (b) and (c)(1) through (c)(3) upon request of the Contractor. The Contractor shall provide all relevant information requested by the Contracting Officer to support the waiver request.

(e) The Contractor shall contact the Contracting Officer for any documents, information, or forms necessary to comply with the requirements of this clause.

(f) The Contractor shall insert this clause, including this paragraph (f), in all subcontracts when the subcontractor is required to -

(1) Have physical or electronic access to NASA's computer systems, networks, or IT infrastructure; or

(2) Use information systems to generate, store, or exchange data with NASA or on behalf of NASA, regardless of whether the data resides on a NASA or a contractor's information system.

(End of clause)

I.9 OMBUDSMAN (NFS 1852.215-84) (OCT 2003) (ALTERNATE I) (JUNE 2000)

(a) An ombudsman has been appointed to hear and facilitate the resolution of concerns from offerors, potential offerors, and contractors during the preaward and postaward phases of this acquisition. When requested, the ombudsman will maintain strict confidentiality as to the source of the concern. The existence of the ombudsman is not to diminish the authority of the contracting officer, the Source Evaluation Board, or the selection official. Further, the ombudsman does not participate in the evaluation of proposals, the source selection process, or the adjudication of formal contract disputes. Therefore, before consulting with an ombudsman, interested parties must first address their concerns, issues, disagreements, and/or recommendations to the contracting officer for resolution.

(b) If resolution cannot be made by the contracting officer, interested parties may contact the installation ombudsman,

JSC Ombuds: Lucy V. Kranz Mail Code AC Phone: 281-483-0490

Concerns, issues, disagreements, and recommendations which cannot be resolved at the installation may be referred to the NASA ombudsman, the Director of the Contract Management Division, at 202-358-0445, facsimile 202-358-3083, e-mail james.a.balinskas@nasa.gov. Please do not contact the ombudsman to request copies of the solicitation, verify offer due date, or clarify technical requirements. Such inquiries shall be directed to the Contracting Officer or as specified elsewhere in this document.

(c) If this is a task or delivery order contract, the ombudsman shall review complaints from contractors and ensure they are afforded a fair opportunity to be considered, consistent with the procedures of the contract.

(End of clause)

[END OF SECTION]

PART III - LIST OF DOCUMENTS, EXHIBITS AND OTHER ATTACHMENTS

SECTION J - LIST OF ATTACHMENTS

ATTACHMENTS

TITLE

Att J-1

DATA REQUIREMENTS LIST

Att J-2

DATA REQUIREMENTS DOCUMENTS

Line Item No.

DRD Title

FASS-01	Lessons Learned Program Plan and Lessons Learned
FASS-02	Monthly Safety and Health Metrics
FASS-03	Safety and Health Plan
FASS-04	Safety and Health Program Self-Evaluation
FASS-05	Contract Financial Management Report NF533
FASS-06	Wage/Salary and Fringe Benefit Data
FASS-07	Information Technology Security Plan
FASS-08	Information Technology (IT) Capital Planning and Investment Control (CPIC)
FASS-09	Nondisclosure Statements
FASS-10	Reprocurement Data Package
FASS-11	Small Business Subcontracting Plan
FASS-12	CR/DR Analysis
FASS-13	Special Reports
FASS-14	Program Management Plan
FASS-15	Task Plans
FASS-16	Work Breakdown Structure
FASS-17	Monthly Detail Cost Status Report
FASS-18	Quality Assurance Plan
FASS-19	Other Plans and Reports As Required
FASS-20	Monthly Status Reports
FASS-21	Weekly Status Reports
FASS-22	IEMP/e Gov System Integration-Interface Definition Agreement

Att J-3

WAGE DETERMINATIONS

Title

FASS SF98A

Wage Determination No. 2005-2516 Rev. 2

Att J-4

GOVERNMENT FURNISHED EQUIPMENT (GFE)

Item No.

Title

Item No. 1	Government Furnished Property
Item No. 2	Inventory of Systems
Item No. 3	JSC Standard ODIN Seats
Item No. 4	Facilities as Required

[END OF SECTION]

ATTACHMENT J-1
Financial and Administrative Support Services (FASS)
JSC DATA REQUIREMENTS LIST (DRL)
Based on JSC-STD-123

a. Title of Contract, Project, SOW, etc. Financial and Administrative Support Services (FASS)				b. Contract/RFP No. NNJ06JF17B		c. DRL Date/Mod Date July 5, 2006	
1. Line item no. FASS-01	2. DRD Title Lessons Learned Program Plan and Lessons Learned	3. Frequency See block 9	4. As-of-Date See block 9	5. 1st subm. date See block 9	6. Copies Other	a. type	b. number
7. Data type: <input type="checkbox"/> (1) Written approval <input checked="" type="checkbox"/> (2) Mandatory Submittal <input type="checkbox"/> (3) Submitted upon request							
8. Distribution (Continue on a blank sheet if needed) COTR - 1 copy			9. Remarks See DRD for frequency and distribution				
1. Line item no. FASS-02	2. DRD Title Monthly Safety and Health Metrics	3. Frequency MO	4. As-of-Date See block 9	5. 1st subm. date See block 9	6. Copies Other	a. type	b. number*
7. Data type: <input type="checkbox"/> (1) Written approval <input checked="" type="checkbox"/> (2) Mandatory Submittal <input type="checkbox"/> (3) Submitted upon request							
8. Distribution (Continue on a blank sheet if needed) NS2/Occupational Safety Branch (2 copies) SD13/Occupational Health Officer (1 copy) Contracting Officer's Technical Representative (COTR) (1 copy)			9. Remarks Electronic format to NS2, SD13; hard copy to COTR. Send as Excel spreadsheet or in tables compatible with MS Word. Frequency of submission. Monthly by 10 th of month following month being reported.				
1. Line item no. FASS-03	2. DRD Title Safety and Health Plan	3. Frequency RT	4. As-of-Date See block 9	5. 1st subm. date See block 9	6. Copies Other	a. type	b. number
7. Data type: <input checked="" type="checkbox"/> (1) Written approval <input type="checkbox"/> (2) Mandatory Submittal <input type="checkbox"/> (3) Submitted upon request							
8. Distribution (Continue on a blank sheet if needed)			9. Remarks See DRD for additional information on frequency and distribution				
1. Line item no. FASS-04	2. DRD Title Safety and Health Program Self-Evaluation	3. Frequency AN	4. As-of-Date See block 9	5. 1st subm. date See block 9	6. Copies Other	a. type	b. number
7. Data type: <input type="checkbox"/> (1) Written approval <input checked="" type="checkbox"/> (2) Mandatory Submittal <input type="checkbox"/> (3) Submitted upon request							
8. Distribution (Continue on a blank sheet if needed) Ron Montague SD/Sean Keptra			9. Remarks Due September 30 th of each year See DRD for additional information				

ATTACHMENT J-1
Financial and Administrative Support Services (FASS)
JSC DATA REQUIREMENTS LIST (DRL)
Based on JSC-STD-123

1. Line item no. FASS-08	2. DRD Title Information Technology (IT) Capital Planning and Investment Control (CPIC)	3. Frequency AR	4. As-of-Date See block 9	5. 1st subm. date See block 9	6. Copies a. type b. number Other
7. Data type: <input checked="" type="checkbox"/> (1) Written approval <input type="checkbox"/> (2) Mandatory Submittal <input type="checkbox"/> (3) Submitted upon request					
8. Distribution (<i>Continue on a blank sheet if needed</i>) Per Contracting Officer's Letter			9. Remarks Initial submission: 30 days following start of contract		
1. Line item no. FASS-09	2. DRD Title Nondisclosure Statements	3. Frequency See block 9	4. As-of-Date See block 9	5. 1st subm. date See block 9	6. Copies a. type b. number Other
7. Data type: <input type="checkbox"/> (1) Written approval <input checked="" type="checkbox"/> (2) Mandatory Submittal <input type="checkbox"/> (3) Submitted upon request					
8. Distribution (<i>Continue on a blank sheet if needed</i>) Distribution specified below plus additional distribution per Contracting Officer's Letter Initial – Contracting Officer, COTR, 1 Electronic Posting as per CO direction Frequency – Contracting Officer, COTR, 1 Electronic Posting as per CO direction Updates – As required by the Contracting Officer			9. Remarks Electronic Format Maintenance – Revision shall be accomplished by complete reissue. Submission: Initial – Required for all employees prior to contract start Frequency – As necessary to meet 100% compliance for all employees		
1. Line item no. FASS-10	2. DRD Title Reprocurement Data Package	3. Frequency OT	4. As-of-Date	5. 1st subm. date See block 9	6. Copies a. type b. number Other
7. Data type: <input type="checkbox"/> (1) Written approval <input checked="" type="checkbox"/> (2) Mandatory Submittal <input type="checkbox"/> (3) Submitted upon request					
8. Distribution (<i>Continue on a blank sheet if needed</i>) Per Contracting Officer's Letter			9. Remarks Submitted one year prior to contract end or at Contracting Officer's discretion Electronic Format		
1. Line item no. FASS-11	2. DRD Title Small Business Subcontracting Plan	3. Frequency See DRD	4. As-of-Date See DRD	5. 1st subm. date See DRD	6. Copies a. type b. number Other
7. Data type: <input checked="" type="checkbox"/> (1) Written approval <input type="checkbox"/> (2) Mandatory Submittal <input type="checkbox"/> (3) Submitted upon request					
See DRD	8. Distribution (<i>Continue on a blank sheet if needed</i>)		9. Remarks See DRD for additional information.		

ATTACHMENT J-1
Financial and Administrative Support Services (FASS)
JSC DATA REQUIREMENTS LIST (DRL)
Based on JSC-STD-123

1. Line item no. FASS-12	2. DRD Title CR/DR Analysis	3. Frequency See DRD	4. As-of-Date See DRD	5. 1st subm. date See DRD	6. Copies a. type b. number Other
7. Data type: <input type="checkbox"/> (1) Written approval <input checked="" type="checkbox"/> (2) Mandatory Submittal <input type="checkbox"/> (3) Submitted upon request					
	8. Distribution (Continue on a blank sheet if needed) Contracting Officer COTR	9. Remarks See DRD for additional information.			
1. Line item no. FASS-13	2. DRD Title Special Reports	3. Frequency See DRD	4. As-of-Date See DRD	5. 1st subm. date See DRD	6. Copies a. type b. number Other
7. Data type: <input type="checkbox"/> (1) Written approval <input checked="" type="checkbox"/> (2) Mandatory Submittal <input type="checkbox"/> (3) Submitted upon request					
	8. Distribution (Continue on a blank sheet if needed) Contracting Officer COTR	9. Remarks See DRD for additional information.			
1. Line item no. FASS-14	2. DRD Title Program Management Plan	3. Frequency AR	4. As-of-Date See DRD	5. 1st subm. date See DRD	6. Copies a. type b. number Other
7. Data type: <input checked="" type="checkbox"/> (1) Written approval <input type="checkbox"/> (2) Mandatory Submittal <input type="checkbox"/> (3) Submitted upon request					
	8. Distribution (Continue on a blank sheet if needed) Contracting Officer COTR	9. Remarks Submitted within 30 days of award			
1. Line item no. FASS-15	2. DRD Title Task Plans	3. Frequency See DRD	4. As-of-Date See DRD	5. 1st subm. date See DRD	6. Copies a. type b. number Other
7. Data type: <input checked="" type="checkbox"/> (1) Written approval <input type="checkbox"/> (2) Mandatory Submittal <input type="checkbox"/> (3) Submitted upon request					
See DRD	8. Distribution (Continue on a blank sheet if needed) Contracting Officer COTR Technical Monitor	9. Remarks Submitted within 10 working days after issuance of technical direction to proceed			

ATTACHMENT J-1
Financial and Administrative Support Services (FASS)
JSC DATA REQUIREMENTS LIST (DRL)
Based on JSC-STD-123

1. Line item no. FASS-16	2. DRD Title Work Breakdown Structure	3. Frequency See DRD	4. As-of-Date See DRD	5. 1st subm. date See Block 9	6. Copies a. type b. number Other
7. Data type: <input checked="" type="checkbox"/> (1) Written approval <input type="checkbox"/> (2) Mandatory Submittal <input type="checkbox"/> (3) Submitted upon request					
	8. Distribution (Continue on a blank sheet if needed) Contracting Officer COTR	9. Remarks Submitted within 30 days of award			
1. Line item no. FASS-17	2. DRD Title Monthly Detail Cost Status Report	3. Frequency See DRD	4. As-of-Date See DRD	5. 1st subm. date See DRD	6. Copies a. type b. number Other
7. Data type: <input type="checkbox"/> (1) Written approval <input checked="" type="checkbox"/> (2) Mandatory Submittal <input type="checkbox"/> (3) Submitted upon request					
	8. Distribution (Continue on a blank sheet if needed) LFB Cost Accounting (1 hardcopy) Contracting Officer (1 hardcopy) Budget/Program Analyst (1 hardcopy) Technical (1 hardcopy) Upon Request E-Mail Account (1 electronic copy)	9. Remarks See DRD for additional information.			
1. Line item no. FASS-18	2. DRD Title Quality Assurance Plan	3. Frequency See DRD	4. As-of-Date See DRD	5. 1st subm. date See DRD	6. Copies a. type b. number Other
7. Data type: <input type="checkbox"/> (1) Written approval <input checked="" type="checkbox"/> (2) Mandatory Submittal <input type="checkbox"/> (3) Submitted upon request					
	8. Distribution (Continue on a blank sheet if needed) Contracting Officer COTR	9. Remarks Submitted within 30 days of award			
1. Line item no. FASS-19	2. DRD Title Other Plans and Reports as Required	3. Frequency AR	4. As-of-Date See DRD	5. 1st subm. date See DRD	6. Copies a. type b. number Other
7. Data type: <input type="checkbox"/> (1) Written approval <input checked="" type="checkbox"/> (2) Mandatory Submittal <input type="checkbox"/> (3) Submitted upon request					
See DRD	8. Distribution (Continue on a blank sheet if needed) COTR Contracting Officer	9. Remarks See DRD for additional information.			

ATTACHMENT J-1
Financial and Administrative Support Services (FASS)
JSC DATA REQUIREMENTS LIST (DRL)
Based on JSC-STD-123

1. Line item no. FASS-20	2. DRD Title Monthly Status Report	3. Frequency MO	4. As-of-Date See DRD	5. 1st subm. date See DRD	6. Copies a. type b. number Other
7. Data type: <input type="checkbox"/> (1) Written approval <input checked="" type="checkbox"/> (2) Mandatory Submittal <input type="checkbox"/> (3) Submitted upon request					
	8. Distribution (Continue on a blank sheet if needed) COTR Contracting Officer	9. Remarks Submitted 7 th day of following month			
1. Line item no. FASS-21	2. DRD Title Weekly Status Report	3. Frequency WK	4. As-of-Date See DRD	5. 1st subm. date See DRD	6. Copies a. type b. number Other
7. Data type: <input type="checkbox"/> (1) Written approval <input checked="" type="checkbox"/> (2) Mandatory Submittal <input type="checkbox"/> (3) Submitted upon request					
	8. Distribution (Continue on a blank sheet if needed) COTR Contracting Officer	9. Remarks Submitted via E-mail Submitted weekly, no later than Thursday of the following week			
1. Line item no. FASS-22	2. DRD Title IEMP/e-Gov System Integration-Interface Definition Agreement	3. Frequency AR	4. As-of-Date See DRD	5. 1st subm. date See DRD	6. Copies a. type b. number Other
7. Data type: <input type="checkbox"/> (1) Written approval <input type="checkbox"/> (2) Mandatory Submittal <input type="checkbox"/> (3) Submitted upon request					
	8. Distribution (Continue on a blank sheet if needed) COTR Contracting Officer	9. Remarks See DRD for additional information.			
1. Line item no.	2. DRD Title	3. Frequency	4. As-of-Date	5. 1st subm. date	6. Copies a. type b. number
7. Data type: <input type="checkbox"/> (1) Written approval <input type="checkbox"/> (2) Mandatory Submittal <input type="checkbox"/> (3) Submitted upon request					
See DRD	8. Distribution (Continue on a blank sheet if needed)	9. Remarks			

ATT J-2
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Att J-2 DATA REQUIREMENTS DOCUMENTS

<u>Line Item No.</u>	<u>DRD Title</u>
FASS-01	Lessons Learned Program Plan and Lessons Learned
FASS-02	Monthly Safety and Health Metrics
FASS-03	Safety and Health Plan
FASS-04	System and Health Program Self-Evaluation
FASS-05	Contract Financial Management Report NF533
FASS-06	Wage/Salary and Fringe Benefit Data
FASS-07	Information Technology Security Plan
FASS-08	Information Technology (IT) Capital Planning and Investment Control (CPIC)
FASS-09	Nondisclosure Statements
FASS-10	Reprocurement Data Package
FASS-11	Small Business Subcontracting Plan
FASS-12	CR/DR Analysis
FASS-13	Special Reports
FASS-14	Program Management Plan
FASS-15	Task Plans
FASS-16	Work Breakdown Structure
FASS-17	Monthly Detail Cost Status Report
FASS-18	Quality Assurance Plan
FASS-19	Other Plans and Reports As Required
FASS-20	Monthly Status Reports
FASS-21	Weekly Status Reports
FASS-22	IEMP/e Gov System Integration-Interface Definition Agreement

JSC DATA REQUIREMENTS DESCRIPTION (DRD)

(Based on JSC-STD-123)

J2-2

1. DRD Title SA-1-16, Lessons Learned Program Plan and Lessons Learned	2. Current Version Date 08/05	3. DRL Line Item No. FASS-01	RFP/Contract No. (Procurement completes) NNJ06JF17B
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4. Use (Define need for, intended use of, and/or anticipated results of data)

Establishes Process for obtaining Lessons Learned from Contractor for possible publication in JSC Lessons Learned Database and NASA Lessons Learned Information System (LLIS)

***The Office of Primary Responsibility for this DRD is the JSC Office of the Chief Engineer

5. DRD Category: (check one) Technical Administrative SR&QA

6. References (Optional)

AG-CWI-001, "WI for JSC Lessons Learned Process"
NPR 7120.5C, "NASA Program and Project Management Processes and Requirements"
NPR 7120.6, "Lessons Learned Process"
NPR 8621.1, "NASA Procedural Requirements for Mishap Reporting, Investigating, and Recordkeeping"
NPR 8715.3, "NASA Safety Manual"

7. Interrelationships (e.g., with other DRDs) (Optional)

8. Preparation Information (Include complete instructions for document preparation)

Lessons Learned Program Plan. The contractor will develop and implement a lessons learned program plan consistent with the areas defined in the statement of work and/or the work breakdown structure. The lessons learned program plan will include:

- Lessons learned program structure and management responsibility for lessons learned.
- Lessons Learned advocacy throughout the contracted effort.
- Approach to selection, review, and validation of lessons learned using contract and government assets.
- Approach used to balance trade secret and security imperatives vice government rights in data and the need to capture lessons for publication in Government information systems and processes.
- The dissemination of lessons learned throughout appropriate NASA programs including the retrieval and dissemination of lessons published in the JSC Lessons Learned Database and the NASA Lessons Learned Information System.
- Information on the successful use of retrieved lessons including how they were used, by whom, for what purposed, and implementation detail delivered to the Government as additional recommendations for previously published lessons.
- Goals for the contractor's lessons learned program including schedules, scope, breadth, quality, and quantity of lessons the government can expect as delivered lessons. Appropriate metrics for identification, publication, and dissemination are highly desirable.
- The approach to the selection of media to be used for of supporting data inclusion with each lesson learned (such as photographs, analyses, diagrams, schematics, drawings, and streamed video.)

Access to the JSC Lessons Learned Database and the NASA Lessons Learned Information System.

- To obtain access privileges to the JSC Lesson learned Database, JSC Domain Internet access is required to enter and review lessons learned information. The JSC lessons learned databases is accessible at <http://iss-www.jsc.nasa.gov/ss/issapt/lldb/>.
- To obtain access to the NASA Lessons Learned Information System, go to <http://llis.gsfc.nasa.gov/> and follow instructions.

Criteria for Selecting Lessons Learned. Uncommon insight arising from any event or observation that will benefit from sharing with a larger community of interested parties. Lessons learned are intended to prevent recurrence of undesirable events and to allow NASA and its team members to capitalize to the greatest extent practical on unique successes requiring documented insight for retrieval on demand. Sharing of lessons with other Government agencies is also expected.

Frequency of submission for lessons learned. As follows (in order of decreasing Government preference):

- Data entry to the JSC LLDB or NASA LLIS within 30 days of a triggering event;
- Within 30 days of a program milestone, mishap investigation, or hazard or other engineering analysis / evaluation is completed; or
- 30 days prior to end of contract evaluation period or 45 days prior to end of contract, whichever is applicable.

Distribution of Lessons.

Lessons are distributed by entry into the JSC Lessons Learned Database which submits lessons to the NASA Lessons learned Information System once approved and published. The NASA Lessons Learned Information System may be used directly if the contractor is outside the JSC domain or firewall.

(Continue on a blank page if necessary)

JSC DATA REQUIREMENTS DESCRIPTION (DRD)

(Based on JSC-STD-123)

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Contracting Officer's Technical Representative (COTR) (1 copy)

Content of Lessons.

Subject - one line subject of the lesson.

Lesson Learned - usually one sentence that describes insight gained

Description of Event - narrative that describes what happened.

Recommendations - may be an action plan, suggestion, etc., that was adopted at event source.

Supporting documentation - submit as needed to augment understanding of lesson (photographs with or without pointers and text labels), illustrations, drawings, etc.)

Contact name and e-mail address (for follow up by Government prior to publication of lesson)

Definitions. Refer to NASA LLIS at <http://llis.gsfc.nasa.gov/> and AG-CWI-001 for definitions of terms used.

Evaluation of Contactor Lessons Learned Program performance.

The following characteristics are evaluated by the Government in order of decreasing importance:

1. Effectiveness of approach to lessons learned advocacy.
2. Ability to recognize and capitalize on lessons learned in a timely manner.
3. Breadth of participation by the contracted effort to include from where lessons originate for publication and to whom lessons are disseminated for use by contract assets.
4. Technical quality of lessons submitted including thoroughness and readiness of supporting documentation for publication.

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JSC DATA REQUIREMENTS DESCRIPTION (DRD)

(Based on JSC-STD-123)

J2-4

1. DRD Title SA-1-14, Monthly Safety and Health Metrics	2. Current Version Date 10/03 (replaces 08/03 version)	3. DRL Line Item No. FASS-02	RFP/Contract No. (Procurement completes) NNJ06JF17B
4. Use (Define need for, intended use of, and/or anticipated results of data) Establishes selected Safety and Health Program metrics ***The Office of Primary Responsibility for this DRD is the JSC Safety, Reliability, and Quality Assurance Office			
5. DRD Category: (check one) <input type="checkbox"/> Technical <input type="checkbox"/> Administrative <input checked="" type="checkbox"/> SR&QA			
6. References (Optional) JPG 1700.1 JSC Safety and Health handbook		7. Interrelationships (e.g., with other DRDs) (Optional) DRD SA-1-1	
8. Preparation Information (Include complete instructions for document preparation)			

Frequency of submission. Monthly by 10th of month following month being reported.

Distribution.

- NS2/Occupational Safety Branch (2 copies)
- SD13/Occupational Health Officer (1 copy)
- Contracting Officer's Technical Representative (COTR) (1 copy)

Format: electronic to NS2, SD13; hard copy to COTR. Send as Excel spreadsheet or in tables compatible with MS Word.

Definitions. Refer to JPG 1700.1 and OSHA requirements for definitions of terms below.

Scope. The scope of the information required is limited to the JSC-administered establishments of Houston Texas at NASA Road One; Sonny Carter Training Facility; and Ellington Field.

Content.

I. Management Commitment and Employee Involvement.

Date of Management Safety Committee Meeting		Type/Title of Meeting	No. of Managers attending		No. of supervisors attending		No. of non-supervisory attending	
			This month	Year to date	This month	Year to date	This month	Year to date

Include electronic copies of minutes or representative information

No. of Employee Safety Meeting		Type/Title of Meeting	No. of Employees attending		No. of managers/supervisors attending	
			This month	Year to date	This month	Year to date

Include electronic copies of minutes or representative information

(Continue on a blank page if necessary)

JSC DATA REQUIREMENTS DESCRIPTION (DRD)

(Based on JSC-STD-123)

J2-5

II. Worksite Analysis. Refer to JPG 1700.1 for definitions of terms.

Division	No. of Hazard Analyses				No. of Job Safety Analyses				No. of Routine Inspections			
	Required		Performed		Required		Performed		Required		Performed	
	This month	Year to Date	This month	Year to Date	This month	Year to Date	This month	Year to Date	This month	Year to Date	This month	Year to Date
Total												

III. Hazard Prevention and Control - hazards below were found during routine and special inspections, close calls, mishap investigations, etc., and require correction.

No. of Hazards found			No. of Hazards closed <30 days			No. of Hazards open <30 days	No. of Hazards open >30 days			No. of Hazards closed >30 days			No. of JF1240s in place
Prior to month	This month	Year to date	Prior to month	This month	Year to date		Prior to month	This month	Year to date	Prior to month	This month	Year to date	

Attach copies (electronic ok if sent by e-mail) of JF 1240's (or equivalent) including monthly updates. Mark JF 1240's where abatement has been completed as closed.

IV. Safety and Health Training - List courses specific to loss control initiatives (such as slips/trips falls, material handling; etc.) Report other training as "Generic safety training not otherwise specified" (examples include Hazard Communication, Confined Space entry, HAZWOPER, system safety, job safety analysis, etc.) Do not include job proficiency course work where safety is an issue (such as radiography, welding, painting, etc.)

Course Title	No. to be Trained	No. Trained	On Schedule

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JSC DATA REQUIREMENTS DESCRIPTION (DRD)

(Based on JSC-STD-123)

J2-5

II. Worksite Analysis. Refer to JPG 1700.1 for definitions of terms.

Division	No. of Hazard Analyses				No. of Job Safety Analyses				No. of Routine Inspections			
	Required		Performed		Required		Performed		Required		Performed	
	This month	Year to Date	This month	Year to Date	This month	Year to Date	This month	Year to Date	This month	Year to Date	This month	Year to Date
Total												

III. Hazard Prevention and Control - hazards below were found during routine and special inspections, close calls, mishap investigations, etc., and require correction.

No. of Hazards found			No. of Hazards closed <30 days			No. of Hazards open <30 days	No. of Hazards open >30 days			No. of Hazards closed >30 days			No. of JF1240s in place
Prior to month	This month	Year to date	Prior to month	This month	Year to date		Prior to month	This month	Year to date	Prior to month	This month	Year to date	

Attach copies (electronic ok if sent by e-mail) of JF 1240's (or equivalent) including monthly updates. Mark JF 1240's where abatement has been completed as closed.

IV. Safety and Health Training - List courses specific to loss control initiatives (such as slips/trips falls, material handling; etc.) Report other training as "Generic safety training not otherwise specified" (examples include Hazard Communication, Confined Space entry, HAZWOPER, system safety, job safety analysis, etc.) Do not include job proficiency course work where safety is an issue (such as radiography, welding, painting, etc.)

Course Title	No. to be Trained	No. Trained	On Schedule

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JSC DATA REQUIREMENTS DESCRIPTION (DRD)

(Based on JSC-STD-123)

J2-6

1. DRD Title SA-1-1, Safety and Health Plan	2. Current Version Date 06/06 (replaces 08/05 version)	3. DRL Line Item No. FASS-03	RFP/Contract No. (Procurement completes) NNJ06JF17B
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4. Use (Define need for, intended use of, and/or anticipated results of data)
Establishes Safety, Health, and Environmental Compliance Plan for contractors providing support to JSC organizations

***The Office of Primary Responsibility for this DRD is the JSC Safety and Mission Assurance Directorate

5. DRD Category: (check one) Technical Administrative SR&QA

6. References (Optional)

OSHA TED 8.4, Voluntary Protection Plan (VPP)
Policies and Procedures Manual
JSC 17773, Instructions for Preparation of Hazard
Analysis for JSC Ground Operations
JPR 1700.1 JSC Safety and Health Handbook

7. Interrelationships (e.g., with other DRDs) (Optional)
Safety and Health Program Self Evaluation

8. Preparation Information (Include complete instructions for document preparation)

APPLICABLE DOCUMENTS:

OSHA TED 8.4, Voluntary Protection Program (VPP) Policies and Procedures Manual
JSC 17773, Instructions for Preparation of Hazard Analysis for JSC Ground Operations
JPR 1700.1 JSC Safety and Health Handbook

NOTE: UPON NASA APPROVAL, THE CONTRACTOR'S SAFETY, HEALTH, and ENVIRONMENTAL COMPLIANCE PLAN ("The Plan")
BECOMES A CONTRACTUAL REQUIREMENT.

Frequency of submission. One time only (with the proposal).

Distribution. After the plan is approved by NASA, the Contracting Officer will retain the plan in the contract file. The contractor will send additional copies to each of the following:

NS/Safety and Test Operations Division (2 copies)
SD13/Occupational Health Officer (1 copy)
JE / Environmental Services (1 copy)
Contracting Officer's Technical Representative (1 copy)

Subsequent revisions to the plan. The contractor may revise the plan at any time or at the direction of the Government. Revisions are subject to Government review and approval. Distributions of approved revisions will be as described above.

Other deliverables. The requirements for this plan as detailed in the instructions on plan content below include instructions for specific reports and data to be submitted to the Government. These instructions are to be included in the plan and represent contractual commitments by the contractor to provide this information.

Format:

1. Cover page - to include as a minimum the signatures of Contractor's project manager and designated safety official (if different); NASA COTR; JSC Occupational Safety Branch; and the NASA Contracting Officer. Other signatures may be required at the discretion of the Government.
2. Table of Contents. See content below.
3. Body of plan - as required. Contractor's format is acceptable but should be traceable to the elements of the content below.
4. When preparing its plan, the offeror/contractor is expected to review all the items below and tailor its plan accordingly. Certain requirements set forth in this DRD may be specific for contractor operations performed at JSC, Ellington Field, Sonny Carter Training Facility, or White Sands Test Facility (WSTF); tailoring of the plan to the requirements of specific establishments is acceptable. The

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JSC DATA REQUIREMENTS DESCRIPTION (DRD)

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plan will clearly identify those resources to be provided by the contractor and provided by the Government. This review and supporting rationale is to be made available to the Government as part of this plan. It can be documented as a checklist or outline, inserted directly in the body of the plan, or in any format developed by the contractor that clearly conveys the results of this review including the basis for any underlying assumptions.

Content:

1. **MANAGEMENT LEADERSHIP AND EMPLOYEE PARTICIPATION.**
- 1.1. Policy. Provide the contractor's safety, health, and environmental compliance policy statement with the plan. Compare the contractor's policy statement with those of NASA and OSHA and discuss any differences.
- 1.2. Goals and Objectives.
 - 1.2.1. Describe specific safety and health goals and objectives to be met. Discuss status of safety program using the "Performance Evaluation Profile" as safety performance criteria. Describe the contractor's approach to continuous improvement (including milestone schedule) using level 5 of the Performance Evaluation Profile as a guideline.
 - 1.2.2. Describe Environmental Goals & Objectives to be met for the following:
 - a. Pollution Prevention and Source Reduction of:
 - (1) Hazardous and Industrial Solid Wastes
 - (2) Solid Wastes (trash, refuse)
 - (3) Wastewater Discharges (sanitary sewerage)
 - (4) Air Emissions
 - (5) Medical & Radiological Discharges
 - b. Affirmative Procurement (Purchase of Environmentally Preferable Materials IAW Executive Order)
 - c. Hazardous Materials Handling/Purchasing/Reduction/Replacement
 - d. Elimination from Specifications and Standards requirements for the use of Hazardous/Toxic Substances & Materials
 - e. Use of an Environmental Planning Checklist to review & document Impacts of New and Modified Programs, Projects, Activities and Operations.
 - f. Life cycle analysis and costing
 - g. Incorporating Environmental Requirements in Subcontracts
 - h. Participation in JSC Recycling
 - i. Outreach programs
- 1.3. Management Leadership. Describe management's procedures for implementing its commitment to safety, health, and environmental compliance through visible management activities and initiatives including a commitment to exercise management prerogatives to ensure workplace safety and health. Describe processes and procedures to making this visible in all contract and subcontract activities and products. Include a statement from the project manager or designated safety official indicating that the plan will be implemented as approved and that the project manager will take personal responsibility for its implementation.
- 1.4. Employee Involvement. Describe procedures to promote and implement employee (e.g., non-supervisory) involvement in safety, health, and environmental compliance program development, implementation and decision-making. Describe the scope and breadth of employee participation to be achieved so that approximate safety and health risk areas of the contract are equitably represented.
- 1.5. Assignment of Responsibility. Describe line and staff responsibilities for safety and health program implementation. Identify any other personnel or organization that provides safety services or exercises any form of control or assurance in these areas. State the means of communication and interface concerning related issues used by line, staff, and others (such as documentation, concurrence requirements, committee structure, sharing of the work site with NASA and other contractors, or other special responsibilities and support.) As a minimum, the contractor will identify the following:
 - 1.5.1. Safety Representative - identify by title the individual who will be trained and certified in accordance with JPR 1700.1 to be responsive to Center-wide safety, health, environmental, and fire protection concerns and goals, and who will participate in meetings and other activities related to the JSC Safety and Health program.
 - 1.5.2. Company Physician/Occupational Injury/illness case manager - identify a point of contact who is responsible for the transfer or receipt of company medical data and who will be the primary contact for the company in the event any employee suffers a work related injury or illness (such as the company physician) by name, address, and telephone number to the JSC Clinic, mail code SD22. This will facilitate communication of medical data to contractor management. Prompt notification to the JSC Occupational Health/ Clinic shall be given of any changes that occur in the identity of the point of contact. A letter to the JSC Occupational Health Office can accomplish initial identification of point of contact and subsequent updates with a copy sent to the Contracting Officer. The initial letter is to be received by the Government prior to contract start.

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JSC DATA REQUIREMENTS DESCRIPTION (DRD)

(Based on JSC-STD-123)

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- 1.5.3. Building Fire Wardens - provide a roster of fire wardens (their names, phone numbers and pagers, and mail codes). Contractor fire wardens are needed to facilitate the JSC fire safety program, including coordination of related issues with NASA facility managers and emergency planning and response officials and their representatives. Fire wardens will be trained in accordance with JPR 1700.1. The roster shall be maintained by letter to JSC Occupational Safety, mail code NS2, with copies to the Contracting Officer and Contracting Officer's Technical Representative. The initial letter shall be received by the Government not later than 15 days after contract start.
- 1.5.4. Designated Safety Official - identify by title the official(s) responsible for implementation of this plan and all formal contacts with regulatory agencies and with NASA.
- 1.6. Provision of Authority. Describe consistency of the plan for compliance with applicable NASA and JSC requirements and contractual direction as well as applicable Federal, state, and local regulations and how compliance will be maintained throughout the life of the contract.
- 1.7. Accountability. Describe procedures for ensuring that management and employees will be held accountable for implementing their tasks in a safe and healthful and environmentally compliant manner. The use of traditional and/or innovative personnel management methods (including discipline, motivational techniques, or any other technique that ensures accountability) will be referenced as a minimum and described as appropriate.
- 1.8. Program Evaluation. The program evaluation consists of:
- 1.8.1. Participation in a Performance Evaluation Profile (PEP) survey at the request of the Government. The PEP survey normally will be scheduled and administered at the discretion of the Government. If the Government chooses not to do the PEP in a given year, the contractor may at its option initiate its own PEP by contacting JSC Occupational Safety, code NS2, for assistance. The contractor will not be required to take two or more PEP surveys in any contract year.
- 1.8.2. [Reserved.]
- 1.8.3. A written self-evaluation report to be delivered by Sept 30 of each year. The self-evaluation shall follow the VPP program evaluation report format found in OSHA TED 8.4, Voluntary Protection Programs (VPP) Policies and Procedures Manual, AppendixD, "Annual Submissions", as mandated by the cognizant OSHA regional office. Contractors who have submitted a written self-evaluation as a VPP site may submit their original report to OSHA in lieu of writing a new self-evaluation provided that all action plans and status are updated. The self evaluation shall as a minimum cover the elements of the approved safety and health plan.
- 1.8.4. Miscellaneous Reports. The contractor will acknowledge the following as standing requests of the Government and to be handled as described below.
- a. Roster of Terminated Employees. Identify personnel terminated by contractor. Send to the JSC Occupational Health Officer, mail code SD13, no later than 30 days after the end of each contract year or at the end of the contract, whichever is applicable. At the contractor's discretion, the report may be submitted for personnel changes during the previous year or cumulated for all years. Information required:
- (1) Date of report, contractor identity and contract number.
 - (2) For each person listed, provide name, social security number, and date of termination.
 - (3) Name, address, and telephone number of contractor representative to be contacted for questions or other information.
- b. Material Safety Data. The contractor shall prepare and/or deliver Material Safety Data for hazardous materials brought onto Government property or included in products delivered to the Government. This data is required by the Occupational Safety and Health Administration (OSHA) regulation, 29 CFR 1910.1200, "Hazard Communication", EPA "Emergency Planning and Community Right-to-Know (EPCRA, ref. 40 CFR 302, 311, 312); and the Texas Department of Health (TDH, ref. Chapters 505-507 of the Health and Safety Code), and Federal Standard 313 (or FED-STD-313), "Material Safety Data, Transportation Data and Disposal Data for Hazardous Materials Furnished to Government Activities", as revised. 1 copy of each MSDS will be sent upon receipt of the material for use on NASA property to the JSC Central Repository, Occupational Health and Test Support, Mail Code SD13, along with information on new or changed locations and/or quantities normally stored or used. If the MSDS arrives with the material and is needed for immediate use, the MSDS shall be delivered to the Central Repository by close of business of the next working day after it enters the site.
- c. Hazardous Materials Inventory. The contractor shall compile an inventory report of all hazardous materials it has located on Government property not less than annually, and which is within the scope of 29 CFR 1910.1200, "Hazard Communication"; and Federal Standard 313 (or FED-STD-313), "Material Safety Data, Transportation Data and Disposal Data for Hazardous Materials Furnished to Government Activities", as revised. The call for this annual inventory and instructions for delivery will be issued by the JSC Occupational Health and Test Support Office, mail code SD13. This information shall use the format used by JSC for chemical inventory compilation to provide the following:
- (1) the identity of the material;

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JSC DATA REQUIREMENTS DESCRIPTION (DRD)

(Based on JSC-STD-123)

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- (2) the location of the material by building and room;
 - (3) the quantity of each material normally kept at each location
 - (4) peak quantity stored
 - (5) actual or estimated rate of annual usage of each chemical
- 1.9. Government Access to Safety and Health Program Documentation. The contractor shall recognize in its plan that it will be expected to make all safety, health, and environmental documentation (including relevant personnel records) available for inspection or audit at the Government's request. Electronic access by the Government to this data is preferred as long as Privacy Act requirements are met and Government safety and health professionals and their representatives have full and unimpeded access for review and audit purposes. For contractor activities conducted on NASA property, the contractor will identify what records it will make available to the Government in accordance with the Voluntary Protection Program criteria of OSHA as implemented in JPR 1700.1, "JSC Safety and Health Handbook", as revised. For the purpose of this plan, safety, health, and environmental compliance documentation includes but is not limited to logs, records, minutes, procedures, checklists, statistics, reports, analyses, notes, or other written or electronic document which contains in whole or in part any subject matter pertinent to safety, health, environmental protection, or emergency preparedness.
- 1.10. The contractor may be requested to participate in the review and modification of safety requirements that are to be implemented by the Government including any referenced documents therein. This review activity will be implemented at the direction of the NASA Contracting Officer's Technical Representative in accordance with established NASA directives and procedures.
- 1.11. Procurement. Identify procedures used to assure that procurements are reviewed for safety, health and environmental compliance considerations and that specifications contain appropriate safety criteria and instructions. Set forth authority and responsibility to assure that safety tasks are clearly stated in subcontracts.
- 1.12. Certified Professional Resources. Discuss your access to certified professional resources for safety, health, and environmental protection. Discuss their roles in motivation/awareness, worksite analysis, hazard prevention and control, and training.
2. WORKSITE ANALYSIS. Hazards shall be systematically identified through a combination of surveys, analyses, and inspections of the workplace, investigations of mishaps and close calls, and the collection and trend analysis of safety and health data such as: records of occupational injuries and illnesses; findings and observations from preventive maintenance activities; reports on hazardous substance spills and inadvertent releases to the environment; facilities related incidents related to partial or full loss of systems functions; etc. Hazards identified by any of the techniques identified below shall be ranked and processed in accordance with JPR 1700.1. All hazards on NASA property, which are immediately dangerous to life or health, shall be reported immediately to the Occupational Safety Office. All safety engineering products that address operations, equipment, etc., on NASA property will be subject to JSC S&MA review and concurrence unless otherwise waived by the JSC Occupational Safety Office.
- 2.1. Industrial Hygiene. Describe your industrial hygiene program and how it will be coordinated with the JSC government provided resources for industrial hygiene. In the event corporate resources are used to determine workplace exposures, copies of all monitoring data shall be provided to JSC Occupational Health within 15 days of receipt of results.
- 2.2. Hazard Identification. Describe the procedures and techniques to be taken to compile an inventory of hazards associated with the work to be performed on this contract. This inventory of hazards shall address the work specified in this contract as well as operations and work environments in the vicinity or in close proximity to contract operations. The results will be reported to the Government in a manner suitable for inclusion in facilities baseline documentation as a permanent record of the facility. Specific techniques to be considered include:
- 2.2.1. Comprehensive Survey – A "wall to wall" engineering assessment of the work site including facilities, equipment, processes, and materials (including wastes – (TNRCC/EPA solid & hazardous, radioactive, explosives, medical-infectious-biological)). The comprehensive survey will establish a baseline of hazards that may put contract assets at risk as early as is feasible, preferably at contract start, and maintained throughout the life of the contract.
 - 2.2.2. Change (Pre-use) Analysis – Typically addresses modifications in facilities, equipment, processes, and materials (including waste); and related procedures for operations and maintenance. Change analyses periodically will be driven by new or modified regulatory and NASA requirements.
 - 2.2.3. Hazard Analysis – may address facilities, systems/subsystems, operations, processes, materials (including waste), and specific tasks or jobs. Analyses and report formats will be in accordance with JSC 17773, "Instructions for Preparation of Hazard Analyses for JSC Ground Operations."
 - 2.2.4. The contractor's safety plan will describe the flow of the findings of the comprehensive survey of hazards into hazard analyses and job hazard analyses and subsequently into controls such as design, operations, processes, procedures, performance standards, and training. The contractor will discuss its approach to notify NASA and other parties external to the contract work of its identified hazards and subsequent analyses and controls.
- 2.3. Inspections.

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JSC DATA REQUIREMENTS DESCRIPTION (DRD)

(Based on JSC-STD-123)

J2-10

- 2.3.1. Routine Inspections. Includes assignments, procedures, and frequency for regular inspection and evaluation of work areas for hazards and accountability for implementation of corrective measures. The contractor will describe administrative requirements and procedures for control of and regularly scheduled inspections for fire and explosion hazards. The contractor has the option, in lieu of this detail, to identify policies and procedures with the stipulation that the results (including findings) of inspections conducted on NASA property or involving Government furnished property will be documented in safety program evaluations or the monthly Accident/Incident Summary reports. Inspections will identify
- Discrepancies between observed conditions and current requirements, and
 - New (not previously identified) or modified hazards.
- 2.3.2. Protective Equipment. Set forth procedures for obtaining, inspecting, and maintaining all appropriate protective equipment, as required, or reference written procedure pertaining to this subject. Set forth methods for keeping records of such inspections and maintenance programs.
- 2.4. Employee Reports of Hazards – identification of methods to encourage employee reports of hazardous conditions (e.g., close calls) and analyze/abate hazards. The contractor will describe steps it will take to create reprisal-free employee reporting with emphasis on management support for employees and describe methods to be used to incorporate employee insights into hazard abatement and motivation / awareness activities.
- 2.5. Accident and Record Analysis.
- 2.5.1 Mishap Investigation – identification of methods to assure the reporting and investigation of mishaps including corrective actions implemented to prevent recurrence. The contractor will describe the methods to be used to report and investigate mishaps on NASA property and on contractor or third party property. The contractor will describe its procedures for implementing immediate notification of NASA using the call tree in 2.5.1.a below, the use of the quick incident reports found at the lower center of the home page of the NASA Incident Reporting Information System(IRIS) at <https://nasa.ex3host.com/iris/newmenu/login.asp> and use of NASA forms as specified in JPR 1700.1 or any alternate forms used by contractor. The contingency plan will emphasize timely notification of NASA; preliminary and formal investigation procedures; exercise of jurisdiction over a mishap investigation involving NASA and other contractor personnel; preparation and submission of a formal report to NASA; follow up of corrective actions; communication of lessons learned to NASA; and solutions to minimize duplications in reporting and documentation including use of alternate forms, etc. The contractor will discuss its procedures for immediate notification requirements for fires, hazardous materials releases, and other emergencies. The contractor will include appropriate details to address the following:
- The contractor will include a mishap contingency plan as part of the safety and health plan which meets the requirements of NPR 8621.1B, "NASA Procedural Requirements for Mishap and Close Call Reporting, Investigating, and Recordkeeping", and JPR 1700.1, "JSC Safety and Health Handbook." The plan will identify the method of notifying NASA in the advent of a type A, or B mishap or C property damage mishap and close calls with equivalent likely potential so NASA may take custody of the mishap scene and initiate its investigation as soon as it is safe after the mishap. The contingency plan will clearly identify the Government investigation as taking precedence over any contractor investigation. The contractor will immediately contact the JSC Safety and Test Operations Division at 281-483-4900 for guidance when a Type A or B mishap or Type C property damage mishap occurs in the course of performing work on a NASA contract in whole or in part. Such immediate notifications plus all other notifications will be documented using the quick incident tabs ("health" for injuries and "safety" for property damage) at the IRIS home page.
 - For Type C injuries and all lower level mishaps, the contractor will perform its own investigation and submit a report to NASA in accordance with the requirements of NPR 8621.1. The contractor will ensure that NASA is promptly notified of any Type D mishap so that NASA provides a civil servant to oversee the investigation in an ex officio capacity prior to start of any formal investigation. All initial reports and selected follow up reporting will be accomplished using IRIS.
 - When a NASA investigation is required, witnesses will be identified and their names and contact information provided to NASA investigators but witness statements must be requested and collected by NASA. Such statements will be retained by the Government as part of the mishap file in accordance with NPR 8621.1.
 - Contractors will deliver to NASA mishap reports which shall include the data specified in NPR 8621.1 for the level of mishap. NASA approval and endorsements will be required as specified in NPR 8621.1 and included in the approved Safety and Health plan.
- 2.5.2. Trend Analysis – describe approach to performing trend analysis of data (occupational injuries and illnesses; facilities, systems, and equipment performance; maintenance findings; etc.) Discuss methods to identify and abate common causes indicated by trend analysis. In support of site-wide trend analysis to be performed by the Government, the contractor will discuss method of providing data as follows:
- Accident/Incident Summary Report. The contractor shall prepare and deliver Accident/Incident Summary Reports as specified on JSC Form 288, "Accident / Incident Statistics" (attached), as revised. All new and open mishaps, including vehicle accidents, incidents, injuries, fires, and close calls shall be described in summary form along with current status. Negative reports are also required monthly. Report frequency is monthly; Date due is the 10th day of the month following each month reported. Report to be delivered to the JSC S&MA Directorate through the Safety and Test Operations Division , mail code NS2, by fax to 281-244-0426 or by attaching to an e-mail and transmitting to mishaps@ems.jsc.nasa.gov.

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JSC DATA REQUIREMENTS DESCRIPTION (DRD)

(Based on JSC-STD-123)

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- b. Log of Occupational Injuries and Illnesses. For each establishment on and off NASA property that performs work on this Contract, the Contractor shall deliver to the Government a copy of its annual summary of occupational injuries and illnesses (or equivalent) as described in Title 29, Code of Federal Regulations, Subpart 1904.5. Copy of all summaries as required above under Contractor's cover letter. If contractor is exempt by regulation from maintaining and publishing such logs, equivalent data in contractor's format is acceptable (such as loss runs from insurance carrier) which contains the data required by JSC Form 288. Data shall be compiled and reported by calendar year and provided to the Government within 45 days after the end of the year to be reported (e.g. not later than February 15 of the year following.)
3. HAZARD PREVENTION AND CONTROL. Identified hazards must be eliminated or controlled. In the multiple employer environment of the center, it is required that hazards including discrepancies and corrective actions be collected in a center wide information system (Hazard Abatement Tracking System (HATS) for risk management purposes. Describe your approach to implementing this requirement.
- 3.5. Appropriate Controls. Discuss approach to consideration and selection of controls. Discuss use of hazard reduction precedence sequence (see JPR 1700.1). Discuss approach to identifying and accepting any residual risk. Discuss implementation of controls including verifying effectiveness. Discuss scope of coverage (hazardous chemicals, equipment, discharges, waste, energies, etc.). Discuss need for coordination with safety, health, environmental services, and emergency authorities at NASA.
- 3.6. Hazardous Operations and Processes. Establish methods for notification of personnel when hazardous operations and processes are to be performed in their facilities or when hazardous conditions are found to exist during the course of this contract. JPR 1700.1 will serve as a guide for defining, classifying, and prioritizing hazardous operations; 29 CFR 1910.119 will be the guide for hazardous processes. Develop and maintain a list of hazardous operations and processes to be performed during the life of this contract. The list of hazardous operations and processes will be provided to JSC as part of the plan for review and approval. JSC and the Contractor will decide jointly which operations and processes are to be considered hazardous, with JSC as the final authority. Before hazardous operations or processes commence, the Contractor will develop a schedule to develop written procedures with particular emphasis on identifying the job safety steps required. NASA will have access on request to any contractor data necessary to verify implementation. For all identified operations or processes that may have safety or health implications outside contract operations, the contractor shall identify such circumstances to the JSC Safety and Test Operations Division and Occupational Health and Test Support Office who will provide additional instructions for further NASA management review and approval.
- 3.7. Written Procedures. Identification of methods to assure that the relevant hazardous situations and proper controls are identified in documentation such as inspection procedures, test procedures, etc., and other related information. Describe methods to assure that written procedures are developed for all hazardous operations, including testing, maintenance, repairs, and handling of hazardous materials and hazardous waste. Procedures will be developed in a format suitable for use as safety documentation (such as a safety manual) and be readily available to personnel as required to correctly perform their duties.
- 3.8. Hazardous Operations Permits. Identify facilities, operations and/or tasks where hazardous operations permits will be required as specified in JPR 1700.1 such as confined space entry, hot work, etc.) Set forth guidance to adhere to established NASA JSC procedures. Clearly state the role of the safety group or function to control such permits.
- 3.9. Operations Involving Potential Asbestos Exposures. Set forth method by which compliance is assured with JSC Asbestos Control Program as established in JPR 1700.1, as revised.
- 3.10. Operations Involving Exposures to Toxic or Unhealthful materials. Such operations must be evaluated by the JSC Occupational Health Office and must be properly controlled as advised by same. JSC Occupational Health Office must be notified prior to initiation of any new or modified operation potentially hazardous to health.
- 3.11. Environmental Operations & Activities
- 3.11.2. Operations Involving Hazardous Waste. Identify procedures used to manage hazardous waste from point of generation through disposal. Clearly identify divisions of responsibility between contractor and NASA for hazardous waste generated throughout the life of the contract. Operations that occur on site at JSC, SCTF, or Ellington Field must be evaluated by the JSC Environmental Services Office and must be properly controlled as advised by same. JSC Environmental Services Office must be notified prior to initiation of any new or modified operations, equipment, systems, or activities generating new hazardous wastes or where the chemicals change or there are volume increases of 25% or more on site at JSC, SCTF, or Ellington Field.
- 3.11.3. Operations Involving New or Modified Emissions/Discharges to the Environment. Set forth methods for identifying new or modified emissions/discharges and coordinating results with the Environmental Services Office, mail code JE. Set forth a plan of procedures to conduct pollution prevention, waste minimization or source reduction/elimination of environmental pollution. Address management and continuous improvement for the reduction of hazardous materials; substitution of non-hazardous or less hazardous materials for hazardous materials; proper segregation of hazardous wastes from non-hazardous wastes; and other methods described by NASA, EPA, GSA, and Executive Order recycled content / affirmative procurement purchases. The JE/Environmental Office is the single point of contact for coordinating all JSC environmental permits. Emphasis shall be placed on providing for sufficient lead time for processing permits through the appropriate state agency and/or the Environmental Protection Agency.

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JSC DATA REQUIREMENTS DESCRIPTION (DRD)

(Based on JSC-STD-123)

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- 3.12. Discuss your responsibilities for maintaining facilities baseline documentation in accordance with JSC requirements. The contractor will implement any facilities baseline documentation tasks (including safety engineering) as provided in the contractor's plan approved by NASA or as required by Government direction.
- 3.13. Preventive Maintenance. Discuss approach to preventive maintenance. Describe scope, frequency, and supporting rationale for your preventive maintenance program including facilities and /or equipment to be emphasized or de-emphasized. Discuss methods to promote awareness in the NASA community (such as alerts, safety flashes, etc.) when preventive maintenance reveals design or operational concerns in facilities and equipment (and related processes where applicable).
- 3.14. Medical (Occupational Healthcare) Program. Discuss your medical surveillance program and injury /illness case management to evaluate personnel and workplace conditions to identify specific health issues and prevent degradation of personnel health as a result of occupational exposures. Discuss approach to Cardiopulmonary Resuscitation (CPR), first aid, and return to work policies and the use of government provided medical and emergency facilities for the initial treatment of occupational injuries/illnesses.
- 3.15. Hazard Correction and Tracking. Discuss your system for correcting and tracking safety, health, and environmental hazards with particular emphasis on integration with JSC's Hazard Abatement Process (found online at <http://www.srqa.jsc.nasa.gov/HATS/>). (The scope is restricted to establishments at JSC, Sonny Carter Training Facility, and Ellington Field.) This includes the following:
- 3.15.2. Personnel awareness of hazards. Discuss your approach to communicate unsafe conditions and approved countermeasures to your employees. Discuss your approach to communicating such conditions to the Government and other contractors whose personnel may be exposed to such unsafe conditions. Discuss communications with facility managers. Discuss use of the NASA Lessons Learned Information System for both obtaining lessons from other sources and as a repository for lessons learned during performance of the contract.
 - 3.15.3. Interim and Final Abatement Plans. Describe how you will approach interim and final abatement of hazards. Describe how you will provide data to the JSC Hazard Abatement Tracking System for all hazards that are not finally abated (all interim and final abatement actions completed) within 30 days of discovery. Discuss your approach to posting such plans using JSC Form 1240, "JSC Notice of Safety or Health Hazard and Action Plan", or equivalent. Discuss compatibility of your system with JSC's the role of facility managers in abatement planning, implementation, and verification.
- 3.16. Disciplinary System. Describe your system for ensuring safety and health discipline in your personnel (including subcontractors). Describe your approach to modifying personnel behaviors when personnel are exhibiting discrepant safety and health performance.
- 3.17. Emergency Preparedness. Discuss approach to emergency preparedness and contingency planning which addresses fire, explosion, inclement weather, environmental spill /releases, etc. Discuss compliance with 29 CFR 1910.120 (HAZWOPER) and role in JSC Incident Command System (see JPR 1700.1 for details). Discuss methods to be used for notification of JSC emergency forces including emergency dispatcher, safety hotline, director's safety hotline, etc. Discuss establishment of pre-planning strategies through procedures, training, drills, etc. Discuss methods to verify emergency readiness.
4. SAFETY AND HEALTH TRAINING. Describe the contractor's training program including identification of responsibility for training employees to assure understanding of safe work practices, hazard recognition, and appropriate responses for protective and/or emergency countermeasures, including training to meet federal, state, and local regulatory requirements. In doing so, the contractor will factor parallel requirements found in other mandates such as environmental protection [example: 29 CFR 1910.38 for emergency action plans and fire prevention plans versus EPA Resource Conservation & Recovery Act (RCRA) for Emergency Planning and Community Right-to-know (EPCRA).] Describe approach to identifying training needs including traceability to exercises such as job safety analyses, performance evaluation profiles, hazard analyses, mishap investigations, trend analyses, etc. Describe approach to training personnel in the proper use and care of protective equipment (PPE). Discuss tailoring of training towards specific audiences (management, supervisors, and employees) and topics (safety orientation for new hires, specific training for certain tasks or operations). Discuss approach to ensure that training is retained and practiced. Discuss personnel certification programs. Certifications should include documentation that training requirements and physical conditions have been satisfied (examples include physical examination, testing, and on-the-job performance). Address utilization of JSC safety and health training resources (such as asbestos worker training/certification, hazard communication, confined space entry, lockout/tagout, etc.) as appropriate with particular emphasis on programs designed for the multiple employer work environment on NASA property. All training materials and training records will be provided to NASA, and other federal, State, and local agencies for their review upon request. If the contractor wishes to train their personnel in any regulatory mandated training, an agreement will be secured with JSC Occupational Safety Branch and Occupational Health and Test Support office prior to beginning training. The agreement will ensure that safety and health training resources available from NASA are utilized where appropriate and to ensure that contractor-supplied training is in agreement with JSC safety and health processes.

Authority: FAR 52.223-1 through -5, -10; NFS 18-23.70, 18-52.223-70, 18-52.223-73.

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JSC DATA REQUIREMENTS DESCRIPTION (DRD)

(Based on JSC STD-123)

J2-13

1. DRD Title	2. Current Version Date	3. DRL Line Item No.	RFP/Contract No. (Procurement completes)
Safety and Health Program Self Evaluation	10/03 (replaces 04/03 version)	FASS-04	NNJ06JF17B
4. USE (Define need for, intended use of, and/or anticipated results of data)			
Self evaluation of Contractor's safety and health program performance.			
5. DRD Category: (check one) <input type="checkbox"/> Technical <input type="checkbox"/> Administrative <input checked="" type="checkbox"/> SR&QA			
6. References (Optional)		7. Interrelationships (e.g., with other DRDs) (Optional)	
		SA-1-1 Safety and Health Plan.	
8. Preparation Information (Include complete instructions for document preparation)			

1. The Contractor must conduct an annual self-evaluation of its safety and health program as required by its safety and health plan.
2. Information required:
 - 2.a. The internal assessment of safety and health program effectiveness during the report period (i.e., the previous year) indicating the status of goals or objectives previously established and areas of strength and weakness in Contractor safety program performance.
 - 2.b. Safety and health concerns and resolutions relating to JSC operations which may have been identified during the report period.
 - 2.c. Unresolved safety and health concerns relating to JSC operations which the Contractor feels merit attention of JSC safety and health management.
 - 2.d. The goals and objectives of the Contractor safety and health program for the next report period.
 - 2.e. An analysis of the contractor's performance at JSC-administered establishments in each of the 32 Voluntary Protection Program sub-elements found in the Federal Register Notice 65:45649-45663, July 24, 2000.
 - 2.f. Attach action plans for identified problem areas. Action plans must include schedule for periodic progress reports to the Government on a frequency agreed to by the Government and the Contractor for each problem area.
3. Format to be as required by the cognizant OSHA regional office. Contractors who have submitted a written self-evaluation as a VPP site may submit their original report to JSC in lieu of writing a new self-evaluation provided that all action plans and status are updated.
4. Report due September 30th of each year.

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JSC DATA REQUIREMENTS DESCRIPTION (DRD)

(Based on JSC-STD-123)

J2-17

Reviewed By:

Chief, Cost Accounting, Reports, and Property Branch
Financial Management Division

Date

Concurred By:

Chief Financial Officer

Date

1. DRD Title	2. Date of current version	3. DRL Line Item No.	RFP/Contract No.
Contract Financial Management Report	April 2006	FASS-05	NNJ06JF17B
4. Use (Define need for, intended use of, and/or anticipated results of data)			5. Category (Check one)
			<input type="checkbox"/> Technical <input checked="" type="checkbox"/> Administrative <input type="checkbox"/> SR&QA
6. References (Optional)		7. Interrelationships (e.g., with other DRDs)	
8. Preparation Information (Include complete instructions for document preparation).			

The NASA Form 533 (NF533) reports provide data necessary for the following:

1. Projecting costs and hours to ensure that dollar and labor resources realistically support project and program schedules.
2. Evaluating contractors' actual cost and fee data in relation to negotiated contract value, estimated costs, and budget forecast data.
3. Planning, monitoring, and controlling project and program resources.
4. Accruing cost in NASA's accounting system, providing program and functional management information, and resulting in liabilities reflected on the financial statements

Cost is a financial measurement of resources used in accomplishing a specified purpose, such as performing a service, carrying out an activity, acquiring an asset, or completing a unit of work or project. NASA Procedural Requirements (NPR) 9501.2D entitled "NASA Contractor Financial Management Reporting," or its most current revision, identifies the cost reporting requirements for a contract.

NASA is required by law to maintain accrual accounting, which requires cost to be reported in the period in which benefits are received, without regard to time of payment. Examples of accrual accounting for common cost elements reported on the NF533 follow:

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JSC DATA REQUIREMENTS DESCRIPTION (DRD)

(Based on JSC-STD-123)

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<u>Cost Elements</u>	<u>Definitions</u>
<i>Labor</i>	Reported to NASA as hours are incurred.
<i>Equipment & Materials (commercial off the shelf)</i>	Generally reported to NASA when received and accepted by the contractor.
<i>Manufactured Equipment</i>	Defined as any equipment that is produced to specific requirements that make it useless to anyone else without rework. Cost should be reported to NASA as the equipment is being manufactured. The straight-line method for estimating accrued costs or the use of supplemental information obtained from the vendor are acceptable methods used to calculate the cost accrual amount.
<i>Leases</i>	Reported to NASA using a proration over the life of the lease.
<i>Travel</i>	Reported to NASA as costs are incurred.
<i>Subcontracts</i>	Actual and estimated costs reported by prime contractors shall include subcontractors' incurred costs for the same accounting period. Where subcontract costs are material, they should be separately identified on NF533 reports. The prime contractor shall include in the total cost of each subdivision of work the accrued cost (including fee, if any) of related subcontractor effort. Subcontractors should, therefore, be required to report cost to the prime contractor, using the accrual method of accounting. If the G&A and fee reported by a subcontractor are at the total subcontractor level, these costs must be allocated to specific subdivisions of work. Data submitted by the subcontractor should be structured similar to the prime contractor's NF533 to enable the prime contractor to properly report to NASA. For Firm Fixed Price subcontracts with a contract value greater than \$500,000, the prime contractor is required to document the methodology used to generate the subcontractor costs reported and provide this information to the Contracting Officer and Center Deputy Chief Financial Officer (Finance).
<i>Unfilled Orders</i>	Reported as the difference between the cumulative cost incurred to date and amounts obligated to suppliers and subcontractors.
<i>Fee</i>	Should be accrued as earned using a consistent and auditable method to determine the amount. For example: an acceptable method would be to use historical data to determine the amount to accrue each month. Fee should be reported on the NF533 following the "Total Cost" line. Award fee must be reported by the following categories: Base Fee, Fee Earned, Interim Fee, Provisional Fee, Potential Additional Fee, and Total Fee. If any of the above fee categories do not pertain, they should not be included in the NF533.
<i>Prompt Payment Discounts</i>	Cumulative cost reported to NASA should be the full incurred cost. The prompt payment discount amount taken should be reported as a separate line item on the NF533 below the cumulative cost amounts for the contract.

The NF533 reports are the official cost documents used at NASA for cost type, price redetermination, and fixed price incentive contracts. The data contained in the reports must be

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JSC DATA REQUIREMENTS DESCRIPTION (DRD)

(Based on JSC-STD-123)

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auditable using Generally Accepted Accounting Principles. Supplemental cost reports submitted in addition to the NF533 must be reconcilable to the NF533.

The due dates for the NF533M and NF533Q reports are outlined in Chapter 3 of NPR 9501.2D. The following is a summary of the NF533 due date requirements.

<u>NF533 Report</u>	<u>Due Date</u>
NF533M	Due not later than 10 working days following the close of the contractor's monthly accounting period.
NF533Q	Due not later than the 15th day of the month preceding the quarter being reported.

The due dates reflect the date the NF533 reports are received by personnel on the distribution list, not the date the reports are generated or mailed by the contractor. It is critical that the NF533 reports are submitted in a timely manner to ensure adequate time for NASA to analyze and record the cost into the NASA accounting system.

Uncompensated overtime hours worked should be reported on NF533 reports as a separate line item or in the footnotes.

An initial NF533 report is required in the NF533Q format to be used as a baseline for the life of the contract. The initial (baseline) NF533Q report shall be submitted by the contractor within 30 days after authorization to proceed has been granted. The initial report shall reflect the original contract value detailed by negotiated reporting categories and shall be the original contract baseline plan. In addition to the initial (baseline) report, monthly NF533 reporting shall begin no later than 30 days after the incurrence of cost.

Column 7b (planned cost incurred/hours worked for the month) and 7d (cumulative planned cost incurred/hours worked) of the NF533M represent the negotiated baseline plan for the contract. There may not be a relationship between the estimates provided in columns 8 of the NF533M to columns 7b and 7d. Columns 7b and 7d represent the legally binding contract negotiated baseline plan plus all authorized changes.

Short and long-term cost estimates, which include all data entered in columns 8 and 9a on the NF533M and NF533Q reports, shall be based on the most current and reliable information available.

Prior period cost adjustments should be reported in column 7a and 7c of NF533M and column 7a of the NF533Q with a footnote discussing the reasons for and amounts of the adjustments.

Monthly NF533 reporting is no longer required once the contract is physically complete, provided the final cost report includes actual cost only (no estimates or forecasts). The contractor must continue to submit monthly NF533 reports as long as estimates for the following period are included. If the final cost of a contract changes after the submission of the "final" contractor cost report, the contractor must submit a revised NF533 report in the month the cost change is recognized.

Electronic NF533 Requirement

In addition to submitting the NF533M or NF533Q in a hardcopy format, the contractor, upon request, shall submit the NF533 electronically by the same due date as the hardcopy. The data shall be submitted via email using the Government prescribed flat file format (see attached Agency Defined File Format for an example of the layout details) and shall include the following header information from the hardcopy.

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JSC DATA REQUIREMENTS DESCRIPTION (DRD)

(Based on JSC-STD-123)

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<u>Data Element</u>	<u>Description</u>
Contract Number	NASA assigned contract number
Modification Number	Latest definitive Modification Number
Accrual Date	Date the data was generated for
Report Period End Date	Period ending date of the NF533
Operating Days	Number of operating days for the current NF533
Date Received/Submitted	Date the report is submitted
CCR Format	Monthly (NF533M) or Quarterly (NF533Q)
Cost Unit of Measure	Unit of measure used to report cost on the NF533 report
HR/WYE Unit of Measure	Unit of measure used to report Hours/Work Year Equivalent (WYEs) on the NF533 report
Authorized Contractor Representative	Name of Contractor Approving Officer
Authorized Contractor Representative Date Signed	Date the NF533 is approved and signed by the authorized Contractor Representative
Monthly Grand Total Cost Incurred (7a)	Grand Total Actual Monthly cost for the prior month (column 7a on the NF533)
Monthly Grand Total HR/WYE (7a)	Grand Total Actual monthly hours/WYEs for the prior month (column 7a on the NF533)
Monthly Grand Total Cost Planned (7b)	Prior month planned cost (column 7b on the NF533)
Grand Total Cost Incurred ITD (7c)	Grand total contract cost from Inception to Date (ITD) (column 7c on the NF533)
Grand Total Planned Cost (7d)	Grand total planned contract cost (column 7d on the NF533)
Grand Total Estimated Cost (8a)	Grand total current month cost estimate (column 8a on the NF533)
Grand Total Estimated HR/WYE (8a)	Grand total current month HR/WYE estimate (column 8a on the NF533)
Grand Total Next Month Estimated Cost (8b)	Grand total next month cost estimate (column 8b on the NF533)
Grand Total Balance of Contract (8c)	Contract Balance for the remaining estimate to complete (column 8c on the NF533)
Grand Total Contractor Estimate (9a)	Contractor estimate to complete entire scope of contract (column 9a on the NF533)
Grand Total Contract Value (9b)	Contractor distribution of contract value by the reporting categories (column 9b on the NF533)
Grand Total Unfilled Orders Outstanding (10)	Unfilled order outstanding at the end of the reporting period (column 10 on the NF533)

The flat file will also contain detail information for each Reporting Category (RC). A Reporting Category correlates to a task order, delivery order, or Work Breakdown Structure (WBS) and is the level at which cost is reported. Each RC can have Sub-Reporting Category line items (detailed cost elements) that add up to a RC. **The Contractor is required to coordinate with the NASA Resource Analyst assigned to the contract in order to establish and maintain the Reporting Categories the contractor shall use to comply with this data requirement.** The chart below describes the data elements to be included in this section of the flat file (see attached Agency Defined File Format for specific layout details).

<u>Data Element Name</u>	<u>Description</u>
Reporting Category (RC)	Task, Delivery Order, Work Breakdown Structure
Cost Incurred for Month (7a)	Prior month actual cost incurred for each RC (column 7a on NF533)
HR/WYE Incurred for Month (7a)	Prior month actual HR/WYE incurred for each RC (column 7a on NF533)

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JSC DATA REQUIREMENTS DESCRIPTION (DRD)

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Contract prior month planned cost (7b)	Planned cost for prior month for each RC (column 7b on NF533)
Contract ITD cost (7c)	Contract ITD cost for each RC (column 7c on NF533)
Contract planned ITD cost (7d)	Contract planned ITD cost for each RC (column 7d on NF533)
Current month estimated cost (8a)	Cost estimate for the current month for each RC (column 8a on NF533)
Current month estimated HR/WYE (8a)	HR/WYE estimate for the current month for each RC (column 8a on NF533)
Next month estimated cost (8b)	Estimated cost for next month for each RC (column 8b on NF533)
Balance of Contract (8c)	Balance of contract for the remaining estimate to complete for each RC (column 8c on NF533)
Contractor Estimate (9a)	Contractor estimate for the total estimate to complete entire scope of contract for each RC (column 9a on NF533)
Contract Value (9b)	Contract value based upon contract modifications for each RC (column 9b on NF533)
Unfilled orders outstanding (10)	Unfilled orders outstanding at the end of the reporting period for each RC (column 10 on NF533)
Reporting Category level	Used by NASA's accounting system to determine the RC level
Reporting Category Identifier	Identifies if the RC is a actual Reporting Category or a Sub-Reporting

Category

The flat file shall be saved as a text file with no extension (do not include .txt after the file name) and named in strict accordance with the specific format described in the attached Agency Defined File Format document.

Distribution:

- LF6 Cost Accounting (1 hardcopy)
- _____ Contracting Officer (1 hardcopy)
- _____ Budget/Program Analyst (1 hardcopy)
- _____ Technical (1 hardcopy)
- _____ Upon Request, E-Mail Account (1 electronic copy)

File names must be provided in a specific format. Each file name will begin with the SAP 2 Character center abbreviation listed below. The contract number and date will be included in the file name as well. Below is a sample file name.

MACFPS001_NAS00-0001_yyyy_mm_dd

SAP 2 Charter Center Abbreviations

Headquarters	HQ	Dryden	DR
Marshall	MA	Goddard	GO
Ames	AM	Stennis	ST
Glenn	GL	Johnson	JO
Langley	LA	Kennedy	KE

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JSC DATA REQUIREMENTS DESCRIPTION (DRD)

(Based on JSC-STD-123)

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Example File Format

Header (Non-Repeating Segment)

CCR Extension Data Element	Description	Contractor Initial Data Mapping	NF 533 Required/Optional	OTHER CCR Required/Optional	Field Name	St Pos	EndPos	Len	Format
HEADER:									
Record Type	Used by eGate to determine record type	'HD' for Header	Required	Required	RECORD_TYPE	1	2	2	CHAR
Contract Number	Contract Number (1b)	Header field—submitted with CONTRACTOR data or defaulted by interface or extension	Required	Required	CONTRACT_NUMBER	3	12	10	CHAR
	Latest definitive Modification Number(CR8197)				MOD_NUMBER	13	18	6	CHAR
Accrual Date	Date the data was generated for. Used by SAP as part of Oracle table key	Accrual Date. MM01YYYY, where MM is the Accrual Month and YYYY is the fiscal year	Required	Required	ACCRUAL_DATE	19	26	8	DATE MM01YYYY
Report Period End Date	Report Period End Date is a date(2)	Header field—submitted with CONTRACTOR data or defaulted by interface or extension	Required	Required	REP_END_DATE	27	34	8	DATE
Operating Days	Operating days(2).	Header field—submitted with CONTRACTOR data	Required	Optional unless Required by contract	OPER_DAYS	35	40	6	NUMERIC
Date Received	Date Received (1d)	System Date upon which the cost data is loaded into the CCR Extension	Required	Required	DATE_REC	41	48	8	DATE
CCR Format	'M' for Monthly and 'Q' for Quarterly (SIR2047)	Submitted with CONTRACTOR data	Required	Required	CCR_FORMAT	49	49	1	CHAR

(Continue on a blank page if necessary)

JSC DATA REQUIREMENTS DESCRIPTION (DRD)

(Based on JSC-STD-123)

J2-23

CCR Extension Data Element	Description	Contractor Initial Data Mapping	NF 533 Required/ Optional	OTHER CCR Required/ Optional	Field Name	St Pos	EndPos	Len	Formt
Cost Unit of Measure	Cost Unit of Measure (SIR2047)	Submitted with CONTRACTOR data	Required	Required	COST_UOM	50	51	2	CHAR
HRWYE Unit of Measure	Hour/Work-Year-Equivalent Unit of Measure (SIR2047)	Submitted with CONTRACTOR data	Required	Required	HR_WYE_UOM	52	53	2	CHAR
	Authorized Contractor Representative -- Name of Contractor Approving Officer (CR 8197)				AUTH_SIGNATURE	54	78	25	CHAR
	Authorized Contractor Representative Date Signed -- Date CCR is approved/signed by authorized contractor representative(CR 8197)				AUTH_SIGNATURE_DATE	79	86	8	DATE MMDDYYYY
Grand Total Cost Incurred Month (7a)	The Grand Total Contract Prior Month Actual Dollars Column 7a reports actual costs for the prior month.	Submitted with CONTRACTOR data	Required.	Optional. Only required if lower detailed line item data is submitted in monthly batch file.	GT_COST_INCUR_MONTH	87	99	13	CURRENCY(2)
Grand Total HRWYE (7a)	The Grand Total Contract Prior Month Actual Hours Column 7a reports actual HR or WYE for the prior month.	Submitted with CONTRACTOR data	Required if detailed line item data is submitted in monthly batch file.	Required if detailed line item data is submitted in monthly batch file.	GT_HRWYE_PRIOR_MONTH	100	109	10	NUMERIC(1)

(Continue on a blank page if necessary)

JSC DATA REQUIREMENTS DESCRIPTION (DRD)

(Based on JSC-STD-123)

J2-24

CCR Extension Data Element	Description	Contractor Initial Data Mapping	NF 533 Required/ Optional	OTHER CCR Required/ Optional	Field Name	St Pos	EndPos	Len	Format
	The Grand Total Contract Prior Month Planned Dollars Column (7b) reports planned costs for the prior month. (CR8197)				GT_COST_PLANNED_MONTH	110	122	13	CURRENCY (2)
Grand Total Cost Incurred ITD (7c)	The Grand Total Contract Cost Dollars Column 7c which represents Contract Cost Inception to Date	Submitted with CONTRACTOR data	Required. Does not require detailed line item data if provided from Cost Incurred Month (7a)	Required if detailed line item data is provided for this column	GT_ITD_COST	123	135	13	CURRENCY (2)
	Grand Total Contract Planned Cost Dollars Column (7d) which represents Planned Contract Cost Inception to Date(CR 8197)				GT_COST_PLANNED_ITD	136	148	13	CURRENCY (2)
Grand Total Estimated Cost (8a)	The Grand Total Contract Estimated Cost for first upcoming month, or Current Month Estimate for cost.	Submitted with CONTRACTOR data	Required	Required if detailed line item data is provided for this column	GT_EST_COST	149	161	13	CURRENCY (2)
Grand Total HR/WYE (8a)	The Grand Total Contract Estimated Hours for first upcoming month, or Current Month Estimate for HR/WYE.	Submitted with CONTRACTOR data	Required if detailed line item data is provided for this column	Required if detailed line item data is provided for this column	GT_HRWYE_FIRST_MONTH	162	171	10	NUMERIC (1)
Grand Total Next Month Estimated Cost (8b)	The Grand Total Contract Estimated Cost for second upcoming	Submitted with CONTRACTOR data	Required if detailed line item data is	Required if detailed line item data is	GT_NEXT_MONTH_EST	172	184	13	CURRENCY (2)

(Continue on a blank page if necessary)

JSC DATA REQUIREMENTS DESCRIPTION (DRD)

(Based on JSC-STD-123)

J2-25

CCR Extension Data Element	Description	Contractor Initial Data Mapping	NF 533 Required/ Optional	OTHER CCR Required/ Optional	Field Name	St Pos	EndPos	Len	Formt
	month or Next Month Estimate for cost.		provided for this column	provided for this column					
	Grand Total Balance of Contract for the remaining estimate to complete (CR 8197)				GT_BALANCE_CONTRACT	185	197	13	CURRENCY (2)
	Grand Total Contractor Estimate for the total estimate to complete entire scope of contract (CR 8197)				GT_BALANCE_CONTRACTOR_ESTIMATE	198	210	13	CURRENCY (2)
	Grand Total Contract Value based upon Contract Modifications (CR 8197)				GT_CONTRACT_VALUE	211	223	13	CURRENCY (2)
	Grand Total Unfilled Orders Outstanding at end of reporting period (CR 8197)				ST_UNFILLED_ORDERS	224	236	13	CURRENCY (2)

(Continue on a blank page if necessary)

JSC DATA REQUIREMENTS DESCRIPTION (DRD)

(Based on JSC-STD-123)

J2-26

Example File Format

Detail (Repeating Segment)

CCR Extension Data Element	Description	Contractor Initial Data Mapping	NF 533 Required/ Optional	OTHER CCR Required/ Optional	Field Name	St Pos	End Pos	Len	Format
CCR DETAIL LINE ITEMS:									
Record Type	'DM' for Monthly column 7a Detail; 'DQ' for ITD Column 7c Detail	"RD" for Detail	Required	Required	RECORD_TYPE	1	2	2	CHAR
Reporting Category	Reporting Category (6)	Line item field—submitted with CONTRACTOR data	Required	Required	SERV_ORD_CAT	3	26	24	CHAR
Cost Incurred Month (7a)	Prior Month Incurred costs (ACTUALS) for given category.	Line item field—submitted with CONTRACTOR data	Required if detailed line item data is not provided from Cost Incurred Month (7c)	Determined by contract requirement- data from Column 7a, 7c or 8a	COST_INCUR_MONTH	27	39	13	CURRENCY (2)
HR/WYE Incurred Month (7a)	Prior month incurred hours worked [Actuals] for given category..	Line item field—submitted with CONTRACTOR data	Optional unless Required by contract for WYE calculation	Optional unless Required by contract for WYE calculation	HRWYE_INCUR_MONTH	40	49	10	NUMERIC (1)
	Contract Prior Month Planned Dollars Column (7b) reports planned costs for the prior month (CR 8197)				COST_PLANNED_MONTH	50	62	13	CURRENCY (2)
	Contract Cost Dollars Column (7c) which represents Contract Cost Inception to Date (CR 8197)				CUR_COST_INCUR_ITD	63	75	13	CURRENCY (2)
	Contract Planned Cost Dollars Column (7d) which represents Planned Contract Cost Inception to Date (CR 8197)				COST_PLANNED_ITD	76	88	13	CURRENCY (2)
Current Month Estimated	Estimated costs for first upcoming month for given category.	Line item field—submitted with CONTRACTOR	Required.	Determined by contract requirement-	CUR_MONTH_EC	89	101	13	CURRENCY (2)

(Continue on a blank page if necessary)

JSC DATA REQUIREMENTS DESCRIPTION (DRD)

(Based on JSC-STD-123)

J2-27

CCR Extension Data Element	Description	Contractor Initial Data Mapping	NF 533 Required/ Optional	OTHER CCR Required/ Optional	Field Name	St Pos	End Pos	Len	Format
Cost (8a)		data		data from Column 7a, 7c or 8a					
HR/WYE Current Month Estimate (8a)	Estimated hours for first upcoming month for given category. Will only be needed if labor hours are required to be submitted electronically per contract.	Line item field—submitted with CONTRACTOR data	Optional unless Required by contract for WYE calculation	Optional unless Required by contract for WYE calculation	HRWYE_CUR_MONTH_EST	102	111	10	NUMERIC (1)
Next Month Estimated Cost (8b)	Estimated costs for second upcoming month for given category.	Line item field—submitted with CONTRACTOR data	Required unless not part of Contract scope	Required unless not part of Contract scope	NEXT_MONTH_EC	112	124	13	CURRENCY (2)
	Balance of Contract for the remaining estimate to complete (8c) (CR 8197)				BALANCE_CONTRACT	125	137	13	CURRENCY (2)
	Contractor Estimate for the total estimate to complete entire scope of contract (9a) (CR 8197)				CONTRACTOR_ESTIMATE	138	150	13	CURRENCY (2)
	Contract Value based upon Contract Modifications (CR 8197)				CONTRACT_VALUE	151	163	13	CURRENCY (2)
	Unfilled Orders Outstanding at end of reporting period (CR 8197)				UNFILLED_ORDERS	164	176	13	CURRENCY (2)
	Used by SAP to determine Reporting Category Level (1.1.2.2.1) (CR 8197)				REPORTING_LEVEL	177	206	30	CHAR
	Fill in an "X" if record is a Reporting Category. Otherwise, leave blank for Sub-Reporting Category Line Items and Element of Cost detail records. This field is used by SAP to determine if the record is a Reporting Category. (CR 8197)				REPORTING_CAT_INDICATOR	207	207	1	CHAR

(Continue on a blank page if necessary)

JSC DATA REQUIREMENTS DESCRIPTION (DRD)

(Based on JSC-STD-123)

J2-28

Example File Format

Sub-Reporting Category Line Items – Repeating Segment

Field Name	Start Pos	End Pos	Length	Format	Variable Repetition (?; +; n-n)	Description
SUB_RECORD_TYPE	1	2	2	CHAR		'SM' for Monthly column 7a Detail; 'SQ' for ITD column Detail

(Continue on a blank page if necessary)

JSC DATA REQUIREMENTS DESCRIPTION (DRD)

(Based on JSC-STD-123)

J2-29

Field Name	Start Pos	End Pos	Length	Format	Variable Repetition (?, *, +, n-n)	Description
SUB_REP_CAT	3	26	24	CHAR		Reporting Category
SUB_COST_INCUR_MONTH	27	39	13	CURRENCY (2)		Prior month incurred costs (Actuals) for given category.
SUB_HRWYE_INCUR_MONTH	40	49	10	NUMERIC (1)		Prior month incurred hours worked (Actuals) for given category.
SUB_COST_PLANNED_MONTH	50	62	13	CURRENCY (2)		Contract Prior Month Planned Dollars Column (7b) reports planned costs for the prior month.
SUB_CUR_COST_INCUR_ITD	63	75	13	CURRENCY (2)		Contract Cost Dollars Column (7c) which represents Contract Cost Inception to Date.
SUB_COST_PLANNED_ITD	76	88	13	CURRENCY (2)		Contract Planned Cost Dollars Column (7d) which represents Planned Contract Cost Inception to Date.
SUB_CUR_MONTH_EC	89	101	13	CURRENCY (2)		Estimated costs for first upcoming month for given category (8a).
SUB_HRWYE_CUR_MONTH_EST	102	111	10	NUMERIC (1)		Estimated hours for first upcoming month for given category. Will only be needed if labor hours are required to be submitted electronically per contract (8a).
SUB_NEXT_MONTH_EC	112	124	13	CURRENCY (2)		Estimated costs for second upcoming month for given category (8b).
SUB_BALANCE_CONTRACT	125	137	13	CURRENCY (2)		Balance of Contract for the remaining estimate to complete (8c).
SUB_CONTRACTOR_ESTIMATE	138	150	13	CURRENCY (2)		Contractor Estimate for the total estimate to complete entire scope of contract (9a).
SUB_CONTRACT_VALUE	151	163	13	CURRENCY (2)		Contract Value based upon Contract Modifications (9b).
SUB_UNFILLED_ORDERS	164	176	13	CURRENCY (2)		Unfilled Orders Outstanding at end of reporting period.
REPORTING_LEVEL	177	206	30	CHAR		Used by SAP to determine Reporting Category Level (1.1.2.2.1) (CR 8197).
REPORTING_CAT_INDICATOR	207	207	1	CHAR		Fill in an "X" if record is a Reporting Category. Otherwise, leave Blank for Sub-Reporting Category Line Items and Element of Cost detail records. This field is used by SAP to determine if the record is a Reporting Category. (CR 8197)

(Continue on a blank page if necessary)

JSC DATA REQUIREMENTS DESCRIPTION (DRD)

(Based on JSC-STD-123)

J2-30

Example File Format

533 Agency FILE RECORD LAYOUT (Element of Cost Detail – Repeating Segment (CR8197))

Field Name	Start Pos	End Pos	Length	Format	Variable Repetition (? , * , + , n-n)	Description
RECORD_TYPE	1	2	2	CHAR		'EM' for Monthly column 7a Detail; 'EQ' for ITD column Detail
EOC_REP_CAT	3	26	24	CHAR		Reporting Category
EOC_COST_INCUR_MONTH	27	39	13	CURRENCY (2)		Prior month incurred costs (Actuals) for given category.
EOC_HRWYE_INCUR_MONTH	40	49	10	NUMERIC (1)		Prior month incurred hours worked (Actuals) for given category.
EOC_COST_PLANNED_MONTH	50	62	13	CURRENCY (2)		Contract Prior Month Planned Dollars Column (7b) reports planned costs for the prior month.
EOC_CUR_COST_INCUR_ITD	63	75	13	CURRENCY (2)		Contract Cost Dollars Column (7c) which represents Contract Cost Inception to Date.
EOC_COST_PLANNED_ITD	76	88	13	CURRENCY (2)		Contract Planned Cost Dollars Column (7d) which represents Planned Contract Cost Inception to Date.
EOC_CUR_MONTH_EC	89	101	13	CURRENCY (2)		Estimated costs for first upcoming month for given category (8a).
EOC_HRWYE_CUR_MONTH_EST	102	111	10	NUMERIC (1)		Estimated hours for first upcoming month for given category. Will only be needed if labor hours are required to be submitted electronically per contract (8a).
EOC_NEXT_MONTH_EC	112	124	13	CURRENCY (2)		Estimated costs for second upcoming month for given category (8b).
EOC_BALANCE_CONTRACT	125	137	13	CURRENCY (2)		Balance of Contract for the remaining estimate to complete (8c).
EOC_CONTRACTOR_ESTIMATE	138	150	13	CURRENCY (2)		Contractor Estimate for the total estimate to complete entire scope of contract (9a).
EOC_CONTRACT_VALUE	151	163	13	CURRENCY (2)		Contract Value based upon Contract Modifications (9b).
EOC_UNFILLED_ORDERS	164	176	13	CURRENCY (2)		Unfilled Orders Outstanding at end of reporting period.
REPORTING_LEVEL	177	206	30	CHAR		Used by SAP to determine Reporting Category Level (1.1.2.2.1) (CR 8197).
REPORTING_CAT_INDICATOR	207	207	1	CHAR		Fill in an "X" if record is a Reporting Category. Otherwise, leave Blank for Sub-Reporting Category Line Items and Element of Cost detail records. This field is used by SAP to determine if the record is a Reporting Category. (CR 8197)

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JSC DATA REQUIREMENTS DESCRIPTION (DRD)

(Based on JSC-STD-123)

J2-31

(Continue on a blank page if necessary)

JSC DATA REQUIREMENTS DESCRIPTION (DRD)

(Based on JSC-STD-123)

J2-32

Example File Format

Trailer (provides the number of header & detail records sent from the contractor/vendor/center in order to verify the receipt of complete data after transmission)

CCR Extension Data Element	Description	Contractor Initial Data Mapping	NF 533 Required/ Optional	OTHER CCR Required/ Optional	Field Name	Start Pos	End Pos	Length	Format
TRAILER:									
Record Type	Used by eGate to determine record type	"TL" for Trailer	Required	Required	RECORD_TYPE	1	2	2	CHAR
Record Count	Count of the number of Detail records sent to process (Detail Only)	Trailer field submitted with CONTRACTOR data	Required	Required	RECORD_COUNT	3	9	7	NUMERIC
	Value of spaces				FILLER	10	207	198	CHAR

(Continue on a blank page if necessary)

JSC DATA REQUIREMENTS DESCRIPTION (DRD)

(Based on JSC-STD-123)

J2-33

1. DRD Title	2. Current Version Date	3. DRL Line	RFP/Contract No. (Procurement completes)
Wage/Salary and Fringe Benefit Data	05/25/2006	FASS-06	NNJ06JF17B

4. USE (Define need for, intended use of, and/or anticipated results of data)

The Wage/Salary and Fringe Benefit Data will be used by the NASA Contracting Officer and the Contract Labor Relations Office to provide the necessary data for submittal of Standard Form (SF) 98, Notice of Intention to Make a Service Contract and Response to Notice, to the Department of Labor, and to assist in the monitoring of Service Contract Act compliance.

5. DRD Category: <i>(check)</i>	Technical	<input checked="" type="checkbox"/> Administrative	SR&QA
6. References <i>(Optional)</i>	7. Interrelationships <i>(e.g., with other DRDs) (Optional)</i> FAR 52.222-41		

8. Preparation Information (Include complete instructions for document preparation)

DISTRIBUTION: BJ /Contracting Officer
BA2/Contract Labor Relations Officer

INITIAL SUBMISSION: 30 Days following start of contract

SUBMISSION FREQUENCY: Annually, 90 days prior to the anniversary date of the contract.

DATA PREPARATION INFORMATION:

SCOPE: The Wage/Salary and Fringe Benefit Data must be submitted by the Contractor, and any subcontractors which are subject to the provisions of the Service Contract Act, to the Contracting Federal Agency. This requirement is in accordance with FAR regulations 22.1007 and 22.1008.

APPLICABLE DOCUMENTS: None

CONTENTS: The Wage/Salary and Fringe Benefit Data should contain the data included in the enclosed DRD forms, titled "Wage/Salary Rate Information", "Fringe Benefit for Service Employees", and "Fringe Benefits per Collective Bargaining Agreement". The Wage/Salary Rate Information shall contain a listing of all exempt and nonexempt labor classifications working on the contract. Separate forms should be utilized for classifications working in different geographic areas and for each subcontractor. Wage determination numbers, appropriation labor organization names, and subcontractor names, must be reflected. All nonexempt labor classifications must be matched to wage determination classes or to Collective Bargaining Agreement (CBA) classifications for represented classes. Annotate exempt or nonexempt and union or nonunion. The current hourly rates should reflect the actual lowest and highest paid employees, along with a computed average rate. State the number of employees working in each category. Separate Fringe Benefit forms should be completed for nonrepresented classifications and for each separate CBA. A separate form must be completed for the prime and each subcontractor. Three hardcopies and one electronic copy of each Collective Bargaining Agreement are required if organized labor is represented on your contract.

FORMAT: The Wage/Salary and Fringe Benefit Data should be in a format substantially the same as enclosed with this DRD. (Forms 2, 3, and 3A)

MAINTENANCE: Changes shall be incorporated as required by change page or complete reissue.

(Continue on a blank page if necessary)

WORK SHEET FOR SF-98 DATA
WAGE RATE INFORMATION

<u>CONTRACTORS LABOR CLASSIFICATION</u>	<u>WAGE DETERMINATION CLASSIFICATION</u>	<u>EXEMPT OF NONEXEMPT</u>	<u>UNION OR NONUNION</u>	<u>CURRENT HOURLY RATE</u>	<u>MYE NO OF EMPLOYEES</u>
Illustration of required data:					
Project Manager	Not Required	E	N	\$40.00	1
Supervisor	Not Required	E	N	\$32.00	1
Electrical Engineer	Not Required	E	N	\$26.50 - 30.00	3
Engineering Tech, Jr	Engineering Tech, I	N	N	\$15.08 - 18.00	12
Electrical Technician	Electronics Tech Maint II	N	U	\$20.59 - \$24.00	4
Secretary	Secretary I	N	N	\$14.67 - \$17.50	2
File Clerk	General Clerk II	N	N	\$10.80	1
Clerical Data Entry	Word Processor I	N	N	\$11.45 - \$12.90	3

Submit data in the above illustrated format for all labor classifications used, or planned to be used, on this contract. All contractor labor classifications must be matched to wage determination classes listed in CBA's represented classes or classes shown in WD 94-2516 rev 28 for nonrepresented classes.

<u>CONTRACTORS LABOR CLASSIFICATION</u>	<u>WAGE DETERMINATION CLASSIFICATION</u>	<u>EXEMPT OF NONEXEMPT</u>	<u>UNION OR NONUNION</u>	<u>CURRENT HOURLY RATE</u>	<u>MYE NO OF EMPLOYEES</u>
---	--	----------------------------	--------------------------	----------------------------	----------------------------

FRINGE BENEFITS PER COLLECTIVE BARGAINING AGREEMENT

For period from _____ to _____

Contractor:

Contract Number:

Number of employees in bargaining unit _____

Total number of employees on contract _____

1. Shift Differential: (Describe any pay over and above base rates for 2nd, 3rd, weekend, or other shifts.)

2. Health and Welfare Items and Other Fringe Items: (Indicate whether or not coverage is provided to employees and state current average hourly cost per employee covered by a Collective Bargaining Agreement.)

Item	Coverage Provided (Yes or No)	Average Hourly Cost
a. Life Insurance		
b. Accidental Death		
c. Disability		
d. Medical and Hospital		
e. Dental		
f. Retirement Plan		
g. Savings/Thrift Plan		
h. Sick Leave		
i. Tuition		
j. Other (Describe)		

3. Paid Absences:

Service Requirement

Days per Year

- a. Vacation
- b. Holiday
- c. Sick Leave
- d. Jury Leave
- e. Funeral Leave
- f. Military Leave
- g. Other (Describe)

4. Severance Pay: (Briefly describe terms and amounts.)

5. Other Fringe Benefits: (Describe any other fringe benefits not included above, and show average hourly cost.)

6. Premium Pay: (Discuss all premium pay provisions not previously shown on this form.)

Signature of Company Representative

Date

FRINGE BENEFITS FOR SERVICE EMPLOYEES

For Period from _____ to _____

Contractor:

Number of nonexempt employees on contract: _____

Total number of employees on contract: _____

1. Health and Welfare Items and Other Fringe Items:
 (Indicate whether or not coverage is provided to employees and state current average hourly cost per service employee.)

<u>Item</u>	<u>Coverage Provided</u>	<u>Average Hourly Cost</u>
a. Life Insurance		
b. Accidental Death		
c. Disability		
d. Medical & Hospital		
e. Dental		
f. Retirement Plan		
g. Savings/Thrift Plan		
h. Sick Leave		
i. Tuition Reimbursement		
j. Other (Describe)		

2. Paid Absences

	<u>Service Requirement</u>	<u>Days per Year</u>
a. Vacation		
b. Holidays		
c. Sick Leave		
d. Jury Leave		
e. Funeral Leave		
f. Military Leave		
g. Other (Describe)		

 Signature of Company Representative

 Date

JSC DATA REQUIREMENTS DESCRIPTION (DRD)

(Based on JSC -STD-123. See work page for instructions.)

J2-38

1. DRD Title Information Technology Security Plan	2. Date of current version 05/22/2006	3. DRL Line Item No. FASS-07	RFP/Contract No. (Procurement completes) NNJ06JF17B
4. Use (Define need for, intended use of, and/or anticipated results of data) The contractor shall be responsible for Information Technology Security for all systems connected to a NASA network or operated by a NASA contractor. This plan will ensure contractor awareness and compliance with the NASA regulations.		5. DRD Category: (check one) <input type="checkbox"/> Technical <input checked="" type="checkbox"/> Administrative <input type="checkbox"/> SR&QA	
6. References (Optional) I.10 Security Requirements for Unclassified Technology Information Resources (NASA FAR Supplement 1852.204-76)	7. Interrelationships (e.g., with other DRDs) (Optional)		
8. Preparation Information (Include complete instructions for document preparation)			

a. Data Type – 1 Written Approval

b. **Scope:** The contractor shall submit an IT security plan for their unclassified technology information resources. This plan shall describe the processes and procedures that will be followed to ensure appropriate security of I/T resources that are developed, processed, or used under this contract. The Contractor's I/T security plan shall be compliant with the I/T security requirements in accordance with Federal and NASA policies as referenced in OMB Circular A-130 (Management of Federal Information Resources, NPG 2810.1 (Security of Information Technology), and NPG 1620.1 (Security Procedures and Guidelines).

i) SECURITY PLAN(S)

The contractor shall have a line manager who is responsible for the contractor's systems in accordance with the definitions set forth in NPG2810 and the JSC IT Security Manual JPG 2810. The security plan shall be kept up to date as changes to the baseline configuration of the system occur and shall be documented in the security plan.

ii) TRAINING

Evidence must be presented that periodic I/T security awareness and training has been met for all on-site contractors via an Annual Security Refresher Briefing provided by NASA. Monthly reports should be compiled detailing the overall status of the annual training program. Annual training program is defined as the period from Oct. 1st through Sept. 30th.

iii) INFORMATION ON EMPLOYEES IN SENSITIVE AIS POSITIONS/ASSIGNMENTS REPORT

The report on employees in sensitive IT positions/assignments shall provide information for personnel screening as required by the PIC02-04, NPG2810, and the JSC IT Security Manual (JPG2810). This report should be compiled on a semi-annual basis.

A list of all lead system administrators must be updated annually and provided to the Government. This list will be used to ensure the contractor, as outlined in PIC03-16, has met the system administrator certification requirements.

d. Format – Electronic Format consistent with JPG 2810.

- e. Submission:
- i. Initial – 30 days after contract start
 - ii. Approval - 60 days after contract start
 - iii. Frequency - Annually

f. Distribution: COTR

9. Maintenance – Revision shall be incorporate by change page or complete reissue.

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JSC DATA REQUIREMENTS DESCRIPTION (DRD)

(Based on JSC-STD-123)

J2-39

DATA REQUIREMENTS DESCRIPTION (DRD)

DRD Title: Information Technology (IT) Capital Planning and Investment Control (CPIC)

Date of Current Version: 5-6-2006 **RFP/Contract No.** NNJ06JF17B

DRL Line Item: FASS-08

Use: To document the contractor's compliance with Federal and NASA IT CPIC Planning and Reporting regulations and requirements

DRD Category: Technical/Administrative

References:

Interrelationships:

Preparation Information

Applicable Documents

- For current IT CPIC planning requirements, the contractor shall refer to the IRD (JSC CIO) and CFO web sites. These requirements will contain NASA's implementation of the Office of Management and Budget's (OMB's) IT CPIC planning, budgeting, and reporting requirements.
- OMB Circulars A-130 and A-11
- Executive Order 12845, Energy-efficient Microcomputers
- IT Management Reform Act of 1996 (the "Clinger-Cohen Bill")
- NASA Procurement Information Circular (PIC) 01-13 entitled "Electronic and Information Technology Accessibility"

Scope

The contractor's IT CPIC document shall describe the contractor's IT CPIC process, which includes development and submittal of the IT Program Operating Plan (POP), Information Resources Management (IRM) Plans, IT Management Plan, IT Standards, 508 Compliance, and document the contractor's compliance with Federal and NASA IT planning and reporting regulations and requirements.

Contents

- IT CPIC Process document
 - Shall document the establishment of the contractor process for compliance with the IT CPIC requirements, the IT POP, NASA PIC 01-13, as well as all updates and/or replacements to those. The contractor shall coordinate with the JSC CIO office for the latest documented process and documents. The contractor's IT CPIC

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JSC DATA REQUIREMENTS DESCRIPTION (DRD)

(Based on JSC-STD-123)

J2-40

processes shall be presented to the Director/IRD (JSC CIO) for approval.

- Shall address the contractor's evaluation and selection of JSC IT Standards that will meet their requirements. The contractor should try to use a JSC standard or Organizational standard where possible. Requirements that cannot be met sufficiently by a JSC or organizational standard will require submitting a new IT Standard per the approved process.
- IT POP
 - Shall comply with IT POP requirements as published on the JSC CFO web site.
 - Shall contain IT investment data and budget formulation information
 - Shall address IT security, contractor resource requirements, and IT system descriptions.
- IRM FY Plans
 - Shall comply with IT fiscal year planning as published on the JSC CIO website. The Contractor shall coordinate with the JSC CIO Office for the latest process requirement changes.
 - Shall contain IT investment data and budget formulation information for the "next" fiscal year.
 - Shall address IT security, contractor resources requirements, and IT system descriptions
- Contractor IT Standards
 - The contractor IT standards shall be submitted for Director/IRD (JSC CIO) approval, and when approved they will reside on the IRD (JSC CIO) web site and will be under IRD/JSC CIO configuration management.
 - Any changes to the approved contractor standards must be accompanied by JSC form 1209, which identifies the standard to change, an updated table with the change, and the reason for the change.
 - Current IT Standards are documented on the IRD (JSC CIO) web site.
- Compliance with Section 508 of the Rehabilitation Act
 - Shall address Section 508 requirements compliance in accordance with NASA PIC 01-13 entitled "Electronic and Information Technology Accessibility" prior to the procurement of Electronic and Information Technology (EIT). Specifically, enclosures are

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JSC DATA REQUIREMENTS DESCRIPTION (DRD)

(Based on JSC-STD-123)

J2-41

included in the PIC, one or more of which must be provided when such procurements are executed. This applies to any EIT procurement covered by Section 508.

- Shall address how all EIT acquisitions were assessed for compliance with all the 508 Accessibility Standards if different from the flowchart in the PIC's enclosure 2, "EIT Market Research Template."

Note: The NASA CIO has provided one exception to this. Internal components such as RAM, hard drives, and specialized analog-to-digital cards are not subject to Section 508. As a result of this communication, the Section 508 supporting documentation is not required for this specific class of procurement.

- Acquisitions shall be accompanied with PIC enclosure 2, "EIT Market Research Template."

Initial submittal: 30 days after contract Authority to Proceed (ATP)

Distribution: Per contracting officer's letter

Submission Frequency: Subsequent submittal shall be required only if there are significant changes in the process or if required by the Director/IRD (JSC CIO). IT POP and IRM FY Plans are submitted annually. IT Standards are submitted once, and updated if there are significant changes, new standards, or if required by the Director/IRD (JSC CIO). NASA PIC 01-13 enclosures shall be submitted with each procurement covered by Section 508.

Format: IT CPIC documentation shall be delivered in native format and be compatible with JSC standard software loads.

Maintenance: The contractor shall review annually and incorporate changes as required by change page or complete reissue.

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JSC DATA REQUIREMENTS DESCRIPTION (DRD)

(Based on JSC-STD-123)

J2-42

1. DRD Title Nondisclosure Statements	2. Date of current version 05/19/2006	3. DRL Line Item No. FASS-09	RFP/Contract No. (Procurement completes) NNJ06JF17B
4. Use (Define need for, intended use of, and/or anticipated results of data) Agreement made between contractor employees and the Government to protect contract proprietary data and management sensitive Government Information.		5. DRD Category : (check) <input type="checkbox"/> Technical <input checked="" type="checkbox"/> Administrative <input type="checkbox"/> SR&QA	
6. References (Optional)	7. Interrelationships (e.g., with other DRDs) (Optional) None		

8. Preparation Information (Include complete instructions for document preparation)

- a. Data Type - Type 2 – Mandatory Submittal
- b. Scope – The contractor shall submit Non-Disclosure Agreements for all personnel upon employment on the Financial and Administrative Support Services (FASS) Contract.
- c. Content - Nondisclosure statements shall be prepared in accordance with company policies and procedures and the requirements of the FASS Contract.
- d. Format - Contractor's electronic format is acceptable.
 - a. Submission:
 - i. Initial – Required for all employees prior to contract start
 - ii. Frequency – As necessary to meet 100% compliance for all employees
 - b. Distribution: Distribution specified below plus additional distribution per Contracting Officer's Letter
 - i. Initial – Contracting Officer, COTR, 1 Electronic Posting as per CO direction
 - ii. Frequency – Contracting Officer, COTR, 1 Electronic Posting as per CO direction
 - iii. Updates – As required by the Contracting Officer

9. Maintenance – Revision shall be accomplished by complete reissue.

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DATA REQUIREMENTS DESCRIPTION

(Based on JSC-STD-123. See work page for instructions.)

J2-43

DRD Title: Reprourement Data Package	2. Date of Current Version 05/19/2006	3a. DRD No. FASS-10	3b. RFP/Contract No. NNJ06JF17B
4. Use (Define need for, intended use of, and/or anticipated results of data) Provide content and format requirements for delivery to NASA of all analytical models, tools, supporting documentation, equipment, data items and resource/cost information used to perform future reprourement activities. Note: This data may be disclosed to competing offerors in the future			5. DRD Category <input checked="" type="checkbox"/> Technical <input type="checkbox"/> Administrative <input type="checkbox"/> SR&QA
6. References (SOW, Clause, etc.) SOW – Contract Management and Administration		7. Interrelationships (e.g., with other DRDs)	

8. PREPARATION INFORMATION: The contractor shall prepare the deliverable as follows:

a. DATA TYPE – TYPE 2 MANDATORY SUBMITTAL

b. SCOPE: Analytical models, unique tools, supporting documentation, equipment and resource/cost information shall be submitted in accordance with this Data Requirement (DR).

c. CONTENTS:

- A catalog of models and tools provided according to any DR or SOW on this contract shall be developed which contains the following:
 - Unique name of item
 - Version number, revision number, or release date as appropriate
 - Abstract which describes purpose or use of item
 - Location of electronic copy (i.e. VMDB)
- Models and tools to be submitted include:
 - Models and tools developed/used in performance of this contract, but no other DRD shall be delivered in accordance with this DRD.
 - Models which are delivered per requirements contained in any other DR on this contract shall not be redelivered for this DR. However, each shall still be documented appropriately.
- Supporting documentation for the use of each item, including those submitted per other DRDs on this contract where that DRD doesn't require it, shall be submitted. The documentation shall include, at a minimum, the following information:
 - Purpose of the model or tool
 - Inputs required
 - Governing assumptions or constraints, including definition of the Vehicle configuration if pertinent to the model definition or its use
 - Model or tool certification history, including description of validation methods used and results of correlation activities
 - Association with other models
 - For models, necessary tools such as a specific software modeling environment required to operate the model
 - For tools, necessary platforms such as computer processor requirements or operating system limitations
- Data Items, for example, websites and internal work instructions developed for this contract that contains the following:
 - Unique name of item
 - Version number, revision number, or release date as appropriate
 - Abstract which describes purpose or use of item
 - Location of electronic copy (i.e. http://_____)

(Continue on a blank page if necessary)

DATA REQUIREMENTS DESCRIPTION

(Based on JSC-STD-123. See work page for instructions.)

J2-44

- Data package containing the following:
 - Labor resources:
 - List of all direct labor skills by labor category, segregated by current work breakdown structure (WBS)
 - An estimate of the number of indirect labor skills such as business or computer support normally charged through an indirect expense pool or through a service center expense
 - Current annual average wage rates for each labor category and when these wages were last adjusted for escalation. Also indicate whether any adjustments are projected to be made prior to contract expiration
 - The number of FTEs (Full Time Equivalents) and the estimated number of productive hours for each labor category currently on contract, segregated by current WBS.
 - Seniority level of all skills on the current contract
 - Non-labor resources:
 - List of all materials, equipment, travel, supplies, etc., and the incurred annual cost by WBS
 - Provide a discussion associated with the major items identified above, such as the materials estimate includes a prompt payment discount of TBD% due to large volume discounts you have negotiated with your vendors.
 - The projected liability cost associated with unused accrued paid leave associated with non-exempt personnel. Provide a copy of any Collective Bargaining Agreements in place and a current status of any upcoming negotiations with a union.
 - Equipment (additional information to that listed in #2, a., above):
List of all contractor-owned equipment (at the time of delivery of this DRD) being used in the performance of the contract. The list of equipment shall include:
 - Description of the equipment (include make and model #)
 - Location of the equipment (address, building and room #)
 - Date purchased
 - Purchase price of the equipment
 - Current depreciated value of the equipment

d. **FORMAT:** Electronic format of all submissions shall be compatible with ODIN desktop standard applications. Organizational format of the supporting documentation shall be the contractor's format.

e. **SUBMISSION:**

- i. Initial - 1 year prior to contract end or at the CO's direction.
- ii. Frequency - No periodic submissions required per this DRD (this does not relieve the requirement for periodic or incremental deliveries per other DRDs)
- ii. Final - End of period of performance: submission of current version of all models, tools, and supporting documentation, which have been updated since first submission

f. **DISTRIBUTION:** Distribution specified below plus additional distribution per Contracting Officer's Letter

Contracting Officer, COTR, 1 Electronic Posting as per CO direction, and additional distribution per Contracting Officer's Letter

9. **MAINTENANCE** - All models/tools and data items shall be maintained electronically. All documentation developed to support the use of each model/tool and data items shall also be maintained electronically. Both the models and the supporting documentation shall be updated as necessary to perform the assessments for which they were developed.

10. **REMARKS:** It is only intended that unique models and tools developed for the administrative systems at JSC supported by this contract be delivered per this DRD. Unmodified commercially available tools should not be delivered, but must be referenced in the supporting documentation.

(Continue on a blank page if necessary)

JSC DATA REQUIREMENTS DESCRIPTION (DRD)

(Based on JSC -STD-123. See work page for instructions.)

J2-45

1. DRD Title Small Business Subcontracting Plan	2. Date of current version 6/2/2006	3. DRL Line Item No. FASS-11	RFP/Contract No. (Procurement completes) NNJ06JF17B
4. Use (Define need for, intended use of, and/or anticipated results of data) To determine the Contractor's achievement of proposed/negotiated small business percentages.		5. DRD Category: (check one) <input type="checkbox"/> Technical <input checked="" type="checkbox"/> Administrative <input type="checkbox"/> SR&QA	
6. References (Optional)	7. Interrelationships (e.g., with other DRDs) (Optional)		

8. Preparation Information (Include complete instructions for document preparation)

The contractor provides the contractor's small business subcontracting plan in accordance with the FAR CLAUSE 52.219-9 SMALL BUSINESS SUBCONTRACTING PLAN (ALTERNATE II) (OCT 2001)

The subcontracting goal is considered satisfied for the purpose of past performance evaluation when the negotiated percentage of the sum of task order values is met at the end of the contract year and/or the cumulative percentage of the sum of the TO values at any period is met.

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JSC DATA REQUIREMENTS DESCRIPTION (DRD)

(Based on JSC -STD-123. See work page for instructions.)

J2-46

1. DRD Title CR/DR Analysis	2. Date of current version 6/2/2006	3. DRL Line Item No. FASS-12	RFP/Contract No. (Procurement completes) NNJ06JF17B
4. Use (Define need for, intended use of, and/or anticipated results of data) Provides the functional analysis and resource requirements of CR/DR's		5. DRD Category: (check one) <input checked="" type="checkbox"/> Technical Administrative SR&QA	
6. References (Optional)	7. Interrelationships (e.g., with other DRDs) (Optional)		

8. Preparation Information (Include complete instructions for document preparation)

The contractor shall provide a functional analysis, sign-off evaluation forms, and an estimate of resources required (ROM) to perform the CR/DRs. The contractor shall also provide CR/DR lists, status and technical support to the Change Control Board.

(Continue on a blank page if necessary)

JSC DATA REQUIREMENTS DESCRIPTION (DRD)

(Based on JSC -STD-123. See work page for instructions.)

J2-47

1. DRD Title Special Reports	2. Date of current version 6/2/2006	3. DRL Line Item No. FASS-13	RFP/Contract No. (Procurement completes) NNJ06JF17B
4. Use (<i>Define need for, intended use of, and/or anticipated results of data</i>) Provides special reports as required.		5. DRD Category: (<i>check one</i>) <input checked="" type="checkbox"/> Technical Administrative SR&QA	
6. References (<i>Optional</i>)	7. Interrelationships (<i>e.g., with other DRDs</i>) (<i>Optional</i>)		
8. Preparation Information (<i>Include complete instructions for document preparation</i>) Special reports will be defined at the time a task for a specific special study is commissioned.			

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JSC DATA REQUIREMENTS DESCRIPTION (DRD)

(Based on JSC -STD-123. See work page for instructions.)

J2-48

1. DRD Title Program Management Plan	2. Date of current version 6/2/2006	3. DRL Line Item No. FASS-14	RFP/Contract No. (Procurement completes) NNJ06JF17B
4. Use (<i>Define need for, intended use of, and/or anticipated results of data</i>) Provides Contractor's Program Management Plan		5. DRD Category: (<i>check one</i>) <input checked="" type="checkbox"/> Technical Administrative SR&QA	
6. References (<i>Optional</i>)	7. Interrelationships (<i>e.g., with other DRDs</i>) (<i>Optional</i>) DRD 017 - WBS1		

8. Preparation Information (*Include complete instructions for document preparation*)

The Program Management Plan (PMP) provides the contractors management approach and procedures that will be followed in contract execution.

The PMP shall set describe the contractor's software development process, quality assurance process (by reference to attachments if necessary), configuration management approach, risk management processes, the problem escalation approach, and the Work Breakdown Structure (which is optional, or may be delivered as a separate deliverable). The PMP shall also address the contractor's approach to tracking costs and hours expended on this contract. The PMP shall describe the contractors subcontracting process.

The PMP shall set out the key personnel and the experience required for the key personnel, and the contractor shall update the PMP whenever a significant change occurs with the contractors Program Management processes or key personnel.

The Baseline PMP shall be delivered within 30 days of Award.

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JSC DATA REQUIREMENTS DESCRIPTION (DRD)

(Based on JSC -STD-123. See work page for instructions.)

J2-49

1. DRD Title Task Plan	2. Date of current version 6/2/2006	3. DRL Line Item No. FASS-15	RFP/Contract No. (Procurement completes) NNJ06JF17B
4. Use (Define need for, intended use of, and/or anticipated results of data) Provides Task Plans with Schedules and Resources		5. DRD Category: (check one) <input checked="" type="checkbox"/> Technical Administrative SR&QA	
6. References (Optional)		7. Interrelationships (e.g., with other DRDs) (Optional)	

8. Preparation Information (Include complete instructions for document preparation)

Task plans shall include the statement of work or effort to be completed under the task/project, the resources required in LOE skills, hours, and costs estimates of cost of materials and travel, task schedules, and key personnel assigned to the task, including the technical lead(s). These cost and labor hour estimates shall be presented with appropriate WBS definition. The task plan shall identify significant risks, assumptions, and any dependencies that are not within control of the contractor.

Contingent upon direction of the government, task plans shall include life cycle cost estimates for the task based on intervals and constraints provided by the government.

The task plan shall provide signature blocks for the COTR of the task.

(Continue on a blank page if necessary)

JSC DATA REQUIREMENTS DESCRIPTION (DRD)

(Based on JSC -STD-123. See work page for instructions.)

J2-50

1. DRD Title Work Breakdown Structure	2. Date of current version 6/2/2006	3. DRL Line Item No. FASS-16	RFP/Contract No. (Procurement completes) NNJ06JF17B
4. Use (Define need for, intended use of, and/or anticipated results of data) Provides Contractor's Work Breakdown Structure			5. DRD Category: (check one) <input checked="" type="checkbox"/> Technical Administrative SR&QA
6. References (Optional)	7. Interrelationships (e.g., with other DRDs) (Optional) DRD 015 - PMP		

8. Preparation Information (Include complete instructions for document preparation)

The Work Breakdown Structure (WBS) shall describe the contractor's hierarchical structure for tracking resources, costs, and dependencies against project and tasks. The WBS shall be amended and updated as required by project changes or project phases.

The WBS can be included within the Program Management Plan (DRD-015) or it may be a stand-alone deliverable under this DRD-017.

The WBS shall be delivered within 30 days of Award.

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JSC DATA REQUIREMENTS DESCRIPTION (DRD)

(Based on JSC -STD-123. See work page for instructions.)

J2-51

1. DRD Title Monthly Detail Cost Status Report	2. Date of current version 6/2/2006	3. DRL Line Item No. FASS-17	RFP/Contract No. (Procurement completes) NNJ06JF17B
4. Use (Define need for, intended use of, and/or anticipated results of data) Provides NASA with monthly summary of contract performance		5. DRD Category: (check one) X Technical Administrative SR&QA	
6. References (Optional)	7. Interrelationships (e.g., with other DRDs) (Optional)		

8. Preparation Information (Include complete instructions for document preparation)

Monthly status reports shall be provided by the contractor, no later than the 15th day of the following month. Note: this DRD is for the Cost Detail Report currently submitted by the contractor each month, plus Small Disadvantaged Business reporting metrics. This is in addition to the NASA 533M DRD.

Monthly status reports shall include the following sections:

1. **Actual Cost and Hours:** The contractor shall provide a summary actual cost and hours year-to-date and by month for the current fiscal year by task.
2. **Plan versus Forecast:** The contractor shall provide a summary breakdown of year-to-date, monthly actuals, forecast, variance and percentage of costs by task and/or task area. In addition, the contractor will provide an estimate at completion for the fiscal year.
3. **Detail Actual Cost:** The contractor shall provide a detail year-to-date and monthly actual labor hours, labor cost, other direct cost and travel, G&A cost and fees, and total cost by task or task area.
4. **IEM Staff:** The contractor shall provide a listing of personnel supporting IEM and e-Gov initiatives.
5. **Support for Other Organizations:** The contractor will provide a breakout for the year-to-date and monthly cost for support provided to other organizations.
6. **Small Disadvantaged Business:** This section, or attachment shall report the status of contractor's small business and small disadvantaged business performance for the period, year to date, and contract to date, expressed both as percentages of total labor hours as well as percentages of total funded contract value.

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JSC DATA REQUIREMENTS DESCRIPTION (DRD)

(Based on JSC -STD-123. See work page for instructions.)

J2-52

1. DRD Title Quality Assurance Plan	2. Date of current version 6/2/2006	3. DRL Line Item No. FASS-18	RFP/Contract No. (Procurement completes) NNJ06JF17B
4. Use (<i>Define need for, intended use of, and/or anticipated results of data</i>) NASA overview and oversight of quality assurance processes		5. DRD Category: (<i>check one</i>) <input checked="" type="checkbox"/> Technical Administrative SR&QA	
6. References (<i>Optional</i>)	7. Interrelationships (<i>e.g., with other DRDs</i>) (<i>Optional</i>)		

8. Preparation Information (*Include complete instructions for document preparation*)

The contractor shall provide the Quality Assurance Plan under which the contract will be performed by the contractor. The quality assurance plan must set out the processes, procedures, and controls to be employed by the contractor to ensure the contractor's performance meets the quality standards.

(Continue on a blank page if necessary)

JSC DATA REQUIREMENTS DESCRIPTION (DRD)

(Based on JSC -STD-123. See work page for instructions.)

J2-53

1. DRD Title Other Plans and Reports	2. Date of current version 6/2/2006	3. DRL Line Item No. FASS-19	RFP/Contract No. (Procurement completes) NNJ06JF17B
4. Use (<i>Define need for, intended use of, and/or anticipated results of data</i>) NASA overview and oversight of quality assurance processes		5. DRD Category: (<i>check one</i>) <input checked="" type="checkbox"/> Technical Administrative SR&QA	
6. References (<i>Optional</i>)	7. Interrelationships (<i>e.g., with other DRDs</i>) (<i>Optional</i>)		

8. Preparation Information (*Include complete instructions for document preparation*)

The contractor shall provide documents including but not limited to Data Conversion Plans, Data Conversion Test Plans, Data Validation Plans, Data Dictionary, Results of Data Conversion, Test Plans including test scenarios and test scripts, and Test Results as required by specific tasks.

(Continue on a blank page if necessary)

JSC DATA REQUIREMENTS DESCRIPTION (DRD)

(Based on JSC -STD-123. See work page for instructions.)

J2-54

1. DRD Title Monthly Status Report	2. Date of current version 6/2/2006	3. DRL Line Item No. FASS-20	RFP/Contract No. (Procurement completes) NNJ06JF17B
4. Use (Define need for, intended use of, and/or anticipated results of data) Provides NASA with monthly summary of contract performance		5. DRD Category: (check one) <input checked="" type="checkbox"/> Technical Administrative SR&QA	
6. References (Optional)	7. Interrelationships (e.g., with other DRDs) (Optional)		

8. Preparation Information (Include complete instructions for document preparation)

Monthly status is a meeting with the COTR and the contract management to discuss: issues, tasks, milestones, planned activities, plan versus actual cost, and small disadvantaged business performance. This meeting shall also address the Change Request/Discrepancy Report (CR/DR) summary, statistics, schedules and issues.

(Continue on a blank page if necessary)

JSC DATA REQUIREMENTS DESCRIPTION (DRD)

(Based on JSC -STD-123. See work page for instructions.)

J2-55

1. DRD Title Weekly Status Report	2. Date of current version 6/2/2006	3. DRL Line Item No. FASS-21	RFP/Contract No. (Procurement completes) NNJ06JF17B
4. Use (<i>Define need for, intended use of, and/or anticipated results of data</i>) Provides weekly status to technical management		5. DRD Category: (<i>check one</i>) <input checked="" type="checkbox"/> Technical Administrative SR&QA	
6. References (<i>Optional</i>)	7. Interrelationships (<i>e.g., with other DRDs</i>) (<i>Optional</i>)		

8. Preparation Information (*Include complete instructions for document preparation*)

Weekly status reports shall be provided by the contractor, no later than Thursday of the following week.

Weekly status reports shall include the following sections:

1. **Issues:** This section shall describe significant issues that were encountered in the previous week that require NASA management attention or that may impact contractor's performance on the task. The contractor should also identify any mitigation tasks that may be required to correct or reduce the impact of the issue.
2. **Major Accomplishments by Task:** The contractor may also report significant accomplishments that the contractor feels should be brought to NASA's attention.
3. **Task status (for each task).** The contractor shall provide brief statements of the status of all ongoing tasks.
4. **Areas of Exceptional Performance:** The contractor shall report any and all innovative or exceptional performance areas which the contractor believes occurred during the previous month.
5. **Milestones:** This section shall report achievement or failure to achieve any milestones set in the task plan. It should contain a summary table of all milestones, including the scheduled, actual, and/or estimated completion date.
6. **Change Request/Discrepancy Report statistics, schedule and issues.**
7. **Planned Activities:** This section shall briefly describe any focus areas planned for the following week.
8. **Other:** The contractor may report any other information that the contractor feels is significant.

The weekly status report can be delivered electronically via e-mail.

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JSC DATA REQUIREMENTS DESCRIPTION (DRD)

(Based on JSC -STD-123. See work page for instructions.)

J2-56

1. DRD Title IEMP/e-Gov System Integration-Interface Definition Agreement	2. Date of current version 6/2/2006	3. DRL Line Item No. FASS-22	RFP/Contract No. (Procurement completes) NNJ06JF17B
4. Use (<i>Define need for, intended use of, and/or anticipated results of data</i>) Provides the detail specifications for required interfaces		5. DRD Category: (<i>check one</i>) <input checked="" type="checkbox"/> Technical Administrative SR&QA	
6. References (<i>Optional</i>)	7. Interrelationships (<i>e.g., with other DRDs</i>) (<i>Optional</i>)		
8. Preparation Information (<i>Include complete instructions for document preparation</i>)			

The contractor shall provide a System Integration-Interface Definition Agreement with appropriate applications as required.

(Continue on a blank page if necessary)

SECTION J

ATTACHMENT J-3 WAGE DETERMINATIONS

TABLE OF CONTENTS

Title

FASS SF98A

Wage Determination No. 2005-2516, Rev 3

January 1996

**NOTICE OF INTENTION TO MAKE
A SERVICE CONTRACT AND RESPONSE TO
NOTICE**

(See Instructions on Reverse)

U.S. DEPARTMENT OF LABOR
EMPLOYMENT STANDARDS
ADMINISTRATION

1. NOTICE NO.

NASA

NNJ07JF17B

MAIL TO:

Administrator
Wage and Hour Division
U.S. Department of Labor
Washington, DC 20210

2. Estimated solicitation date *(use numerals)*

Month	Day	Year
06	16	06

3. Estimated date bids or proposals to be opened or negotiations begun *(use numerals)*

Month	Day	Year
07	17	06

4. Date contract performance to begin *(use numerals)*

Month	Day	Year
02	16	07

5. PLACE(S) OF PERFORMANCE

Harris County, TX

6. SERVICES TO BE PERFORMED *(describe)*

II: Financial Administrative Support Services
Contract Period of Performance: 02/16/07 to 02/15/08

7. INFORMATION ABOUT PERFORMANCE

A. Services now performed by a contractor
 B. Services now performed by Federal employees
 C. Services not presently being performed

8. IF BOX A IN ITEM 7 IS MARKED, COMPLETE ITEM 8 AS APPLICABLE

a. Name and address of incumbent contractor

Science Applications International Corp
2200 Space Park Dr., Suite 200
Houston, TX 77058

b. Number(s) of any wage determination(s) in incumbent's contract

WD 94-2516

c. Name(s) of union(s) if services are being performed under collective bargaining agreement(s). **Important:** Attach copies of current applicable collective bargaining agreements

None

RESPONSE TO NOTICE*(by Department of Labor)*

A. The attached wage determination(s) listed below apply to procurement.
WD 2005-2516, Rev 3

B. As of this date, no wage determination applicable to the specified locality and classes of employees is in effect.

C. From information supplied, the Service Contract Act does not apply *(see attached explanation)*.

D. Notice returned for additional information *(see attached explanation)*

Signed: _____
(U.S. Department of Labor)

(Date)

9. OFFICIAL SUBMITTING NOTICE

SIGNED:

Original signed by

DATE

01/18/07

TYPE OR PRINT NAME

Connie R. Pritchard
Contract Labor Relations Officer

TELEPHONE NO.

281-483-4121

10. TYPE OR PRINT NAME AND TITLE OF PERSON TO WHOM RESPONSE IS TO BE SENT AND NAME AND ADDRESS OF DEPARTMENT OR AGENCY, BUREAU, DIVISION, ETC.

NASA Johnson Space Center
Connie R. Pritchard, Mail Code BA2
2101 NASA Parkway
Houston, TX 77058

NOTICE OF INTENTION TO MAKE
A SERVICE CONTRACT AND RESPONSE TO NOTICE
(Attachment A)

11. Notice No.
NASA
NNJ07JF17B

12. CLASSES OF SERVICE EMPLOYEES TO BE EMPLOYED ON CONTRACT

13. NUMBER OF
EMPLOYEES
IN EACH CLASS

14. HOURLY WAGE RATE
THAT WOULD BE
PAID IF FEDERALLY
EMPLOYED

Harris County, TX; 2005-2516, Occupations included in "SCA
Directory of Occupations"

Secretary, III

1

GS-6 \$17.01

REGISTER OF WAGE DETERMINATIONS UNDER
THE SERVICE CONTRACT ACT

U.S. DEPARTMENT OF LABOR
EMPLOYMENT
STANDARDS ADMINISTRATION
WAGE AND HOUR DIVISION
WASHINGTON D.C. 20210

By direction of the Secretary of Labor

William W. Gross Division of
Director Wage Determinations

Wage Determination No.: 2005-2516
Revision No.: 3
Date of Last Revision: 12/06/2006

State: Texas

Area: Texas Counties of Austin, Brazoria, Chambers, Colorado, Fort Bend, Galveston,
Grimes, Harris, Houston, Jackson, Lavaca, Liberty, Madison, Matagorda, Montgomery,
San Jacinto, Trinity, Walker, Waller, Washington, Wharton

****Fringe Benefits Required Follow the Occupational Listing****

OCCUPATION CODE - TITLE	MINIMUM WAGE RATE
01000 - Administrative Support and Clerical Occupations	
01011 - Accounting Clerk I	12.52
01012 - Accounting Clerk II	14.06
01013 - Accounting Clerk III	15.73
01020 - Administrative Assistant	22.76
01040 - Court Reporter	18.01
01051 - Data Entry Operator I	11.36
01052 - Data Entry Operator II	14.32
01060 - Dispatcher, Motor Vehicle	15.40
01070 - Document Preparation Clerk	12.98
01090 - Duplicating Machine Operator	12.98
01111 - General Clerk I	10.80
01112 - General Clerk II	12.97
01113 - General Clerk III	14.88
01120 - Housing Referral Assistant	20.55
01141 - Messenger Courier	10.86
01191 - Order Clerk I	13.36
01192 - Order Clerk II	15.24
01261 - Personnel Assistant (Employment) I	13.79
01262 - Personnel Assistant (Employment) II	16.50
01263 - Personnel Assistant (Employment) III	17.63
01270 - Production Control Clerk	18.50
01280 - Receptionist	10.93
01290 - Rental Clerk	14.34
01300 - Scheduler, Maintenance	15.92
01311 - Secretary I	15.92
01312 - Secretary II	17.73

01313 - Secretary III	20.55
01320 - Service Order Dispatcher	14.63
01410 - Supply Technician	22.76
01420 - Survey Worker	15.53
01531 - Travel Clerk I	12.30
01532 - Travel Clerk II	13.36
01533 - Travel Clerk III	14.18
01611 - Word Processor I	11.45
01612 - Word Processor II	14.09
01613 - Word Processor III	16.27
05000 - Automotive Service Occupations	
05005 - Automobile Body Repairer, Fiberglass	24.80
05010 - Automotive Electrician	22.66
05040 - Automotive Glass Installer	21.68
05070 - Automotive Worker	20.91
05110 - Mobile Equipment Servicer	19.27
05130 - Motor Equipment Metal Mechanic	24.53
05160 - Motor Equipment Metal Worker	20.91
05190 - Motor Vehicle Mechanic	24.53
05220 - Motor Vehicle Mechanic Helper	18.48
05250 - Motor Vehicle Upholstery Worker	19.84
05280 - Motor Vehicle Wrecker	20.91
05310 - Painter, Automotive	22.66
05340 - Radiator Repair Specialist	22.88
05370 - Tire Repairer	14.40
05400 - Transmission Repair Specialist	25.17
07000 - Food Preparation and Service Occupations	
07010 - Baker	10.04
07041 - Cook I	9.17
07042 - Cook II	9.89
07070 - Dishwasher	8.11
07130 - Food Service Worker	8.41
07210 - Meat Cutter	12.36
07260 - Waiter/Waitress	7.97
09000 - Furniture Maintenance and Repair Occupations	
09010 - Electrostatic Spray Painter	16.65
09040 - Furniture Handler	11.74
09080 - Furniture Refinisher	16.09
09090 - Furniture Refinisher Helper	13.74
09110 - Furniture Repairer, Minor	15.29
09130 - Upholsterer	16.65
11000 - General Services and Support Occupations	
11030 - Cleaner, Vehicles	9.12
11060 - Elevator Operator	7.71
11090 - Gardener	13.35
11122 - Housekeeping Aide	7.71
11150 - Janitor	8.17

11210 - Laborer, Grounds Maintenance	10.63
11240 - Maid or Houseman	7.27
11260 - Pruner	8.17
11270 - Tractor Operator	12.47
11330 - Trail Maintenance Worker	10.63
11360 - Window Cleaner	8.92
12000 - Health Occupations	
12010 - Ambulance Driver	12.93
12011 - Breath Alcohol Technician	14.22
12012 - Certified Occupational Therapist Assistant	19.58
12015 - Certified Physical Therapist Assistant	20.24
12020 - Dental Assistant	14.22
12025 - Dental Hygienist	31.09
12030 - EKG Technician	23.12
12035 - Electroneurodiagnostic Technologist	23.12
12040 - Emergency Medical Technician	14.22
12071 - Licensed Practical Nurse I	15.57
12072 - Licensed Practical Nurse II	17.47
12073 - Licensed Practical Nurse III	18.81
12100 - Medical Assistant	12.40
12130 - Medical Laboratory Technician	13.94
12160 - Medical Record Clerk	13.21
12190 - Medical Record Technician	16.02
12195 - Medical Transcriptionist	14.44
12210 - Nuclear Medicine Technologist	28.64
12221 - Nursing Assistant I	7.08
12222 - Nursing Assistant II	9.82
12223 - Nursing Assistant III	10.62
12224 - Nursing Assistant IV	12.40
12235 - Optical Dispenser	15.26
12236 - Optical Technician	13.64
12250 - Pharmacy Technician	14.41
12280 - Phlebotomist	13.30
12305 - Radiologic Technologist	22.89
12311 - Registered Nurse I	24.51
12312 - Registered Nurse II	30.20
12313 - Registered Nurse II, Specialist	32.08
12314 - Registered Nurse III	37.96
12315 - Registered Nurse III, Anesthetist	39.12
12316 - Registered Nurse IV	43.48
12317 - Scheduler (Drug and Alcohol Testing)	18.90
13000 - Information and Arts Occupations	
13011 - Exhibits Specialist I	19.30
13012 - Exhibits Specialist II	24.74
13013 - Exhibits Specialist III	28.94
13041 - Illustrator I	17.60
13042 - Illustrator II	22.56
13043 - Illustrator III	26.40

13047 - Librarian	23.29
13050 - Library Aide/Clerk	9.87
13054 - Library Information Technology Systems Administrator	20.94
13058 - Library Technician	13.25
13061 - Media Specialist I	14.80
13062 - Media Specialist II	16.56
13063 - Media Specialist III	18.46
13071 - Photographer I	13.93
13072 - Photographer II	17.60
13073 - Photographer III	22.56
13074 - Photographer IV	26.40
13075 - Photographer V	30.06
13110 - Video Teleconference Technician	13.83

14000 - Information Technology Occupations

14041 - Computer Operator I	14.80
14042 - Computer Operator II	16.62
14043 - Computer Operator III	18.46
14044 - Computer Operator IV	22.60
14045 - Computer Operator V	23.90
14071 - Computer Programmer I (1)	21.12
14072 - Computer Programmer II (1)	26.16
14073 - Computer Programmer III (1)	27.62
14074 - Computer Programmer IV (1)	27.62
14101 - Computer Systems Analyst I (1)	27.62
14102 - Computer Systems Analyst II (1)	27.62
14103 - Computer Systems Analyst III (1)	27.62
14150 - Peripheral Equipment Operator	14.80
14160 - Personal Computer Support Technician	22.60

15000 - Instructional Occupations

15010 - Aircrew Training Devices Instructor (Non-Rated)	27.12
15020 - Aircrew Training Devices Instructor (Rated)	32.81
15030 - Air Crew Training Devices Instructor (Pilot)	35.70
15050 - Computer Based Training Specialist / Instructor	25.70
15060 - Educational Technologist	28.73
15070 - Flight Instructor (Pilot)	35.70
15080 - Graphic Artist	23.11
15090 - Technical Instructor	20.19
15095 - Technical Instructor/Course Developer	24.70
15110 - Test Proctor	17.73
15120 - Tutor	17.73

16000 - Laundry, Dry-Cleaning, Pressing And Related Occupations

16010 - Assembler	8.49
16030 - Counter Attendant	8.49
16040 - Dry Cleaner	9.00
16070 - Finisher, Flatwork, Machine	8.49
16090 - Presser, Hand	8.49
16110 - Presser, Machine, Drycleaning	8.49

16130 - Presser, Machine, Shirts	8.49
16160 - Presser, Machine, Wearing Apparel, Laundry	8.49
16190 - Sewing Machine Operator	11.55
16220 - Tailor	12.42
16250 - Washer, Machine	9.32
19000 - Machine Tool Operation and Repair Occupations	
19010 - Machine-Tool Operator (Tool Room)	16.65
19040 - Tool and Die Maker	19.20
21000 - Materials Handling And Packing Occupations	
21020 - Forklift Operator	12.84
21030 - Material Coordinator	18.50
21040 - Material Expediter	18.50
21050 - Material Handling Laborer	12.26
21071 - Order Filler	10.55
21080 - Production Line Worker (Food Processing)	12.84
21110 - Shipping Packer	12.49
21130 - Shipping/Receiving Clerk	12.49
21140 - Store Worker I	9.57
21150 - Stock Clerk	13.57
21210 - Tools and Parts Attendant	13.58
21410 - Warehouse Specialist	12.84
23000 - Mechanics and Maintenance and Repair Occupations	
23010 - Aerospace Structural Welder	26.66
23021 - Aircraft Mechanic I	25.39
23022 - Aircraft Mechanic II	26.66
23023 - Aircraft Mechanic III	27.99
23040 - Aircraft Mechanic Helper	19.88
23050 - Aircraft, Painter	20.15
23060 - Aircraft Servicer	22.11
23080 - Aircraft Worker	23.30
23110 - Appliance Mechanic	16.65
23120 - Bicycle Repairer	13.91
23125 - Cable Splicer	22.30
23130 - Carpenter, Maintenance	18.58
23140 - Carpet Layer	15.92
23160 - Electrician, Maintenance	26.51
23181 - Electronics Technician Maintenance I	17.50
23182 - Electronics Technician Maintenance II	21.33
23183 - Electronics Technician Maintenance III	24.17
23260 - Fabric Worker	15.00
23290 - Fire Alarm System Mechanic	17.43
23310 - Fire Extinguisher Repairer	14.40
23311 - Fuel Distribution System Mechanic	19.17
23312 - Fuel Distribution System Operator	16.33
23370 - General Maintenance Worker	15.46
23380 - Ground Support Equipment Mechanic	25.39
23381 - Ground Support Equipment Servicer	22.11

23382 - Ground Support Equipment Worker	23.30
23391 - Gunsmith I	13.67
23392 - Gunsmith II	15.79
23393 - Gunsmith III	17.67
23410 - Heating, Ventilation and Air-Conditioning Mechanic	20.06
23411 - Heating, Ventilation and Air Conditioning Mechanic (Research Facility)	20.93
23430 - Heavy Equipment Mechanic	17.43
23440 - Heavy Equipment Operator	17.43
23460 - Instrument Mechanic	17.67
23465 - Laboratory/Shelter Mechanic	16.81
23470 - Laborer	10.62
23510 - Locksmith	16.65
23530 - Machinery Maintenance Mechanic	20.08
23550 - Machinist, Maintenance	20.16
23580 - Maintenance Trades Helper	13.58
23591 - Metrology Technician I	17.67
23592 - Metrology Technician II	18.44
23593 - Metrology Technician III	19.22
23640 - Millwright	20.25
23710 - Office Appliance Repairer	16.65
23760 - Painter, Maintenance	16.65
23790 - Pipefitter, Maintenance	19.33
23810 - Plumber, Maintenance	18.87
23820 - Pneudraulic Systems Mechanic	17.67
23850 - Rigger	17.67
23870 - Scale Mechanic	15.92
23890 - Sheet-Metal Worker, Maintenance	17.43
23910 - Small Engine Mechanic	15.92
23931 - Telecommunications Mechanic I	21.33
23932 - Telecommunications Mechanic II	22.28
23950 - Telephone Lineman	21.09
23960 - Welder, Combination, Maintenance	17.43
23965 - Well Driller	17.67
23970 - Woodcraft Worker	17.67
23980 - Woodworker	11.30
24000 - Personal Needs Occupations	
24570 - Child Care Attendant	9.68
24580 - Child Care Center Clerk	12.06
24610 - Chore Aide	6.36
24620 - Family Readiness and Support Services Coordinator	11.05
24630 - Homemaker	15.41
25000 - Plant and System Operations Occupations	
25010 - Boiler Tender	21.14
25040 - Sewage Plant Operator	17.00
25070 - Stationary Engineer	21.14
25190 - Ventilation Equipment Tender	14.33
25210 - Water Treatment Plant Operator	16.65

27000 - Protective Service Occupations

27004 - Alarm Monitor	14.82
27007 - Baggage Inspector	10.14
27008 - Corrections Officer	18.04
27010 - Court Security Officer	18.04
27030 - Detection Dog Handler	17.90
27040 - Detention Officer	18.04
27070 - Firefighter	17.90
27101 - Guard I	10.14
27102 - Guard II	17.90
27131 - Police Officer I	23.33
27132 - Police Officer II	25.99

28000 - Recreation Occupations

28041 - Carnival Equipment Operator	10.69
28042 - Carnival Equipment Repairer	11.24
28043 - Carnival Equipment Worker	8.25
28210 - Gate Attendant/Gate Tender	13.64
28310 - Lifeguard	12.15
28350 - Park Attendant (Aide)	15.26
28510 - Recreation Aide/Health Facility Attendant	11.13
28515 - Recreation Specialist	16.21
28630 - Sports Official	12.15
28690 - Swimming Pool Operator	14.41

29000 - Stevedoring/Longshoremen Occupational Services

29010 - Blocker and Bracer	16.16
29020 - Hatch Tender	16.16
29030 - Line Handler	16.16
29041 - Stevedore I	15.12
29042 - Stevedore II	17.29

30000 - Technical Occupations

30010 - Air Traffic Control Specialist, Center (HFO) (2)	36.37
30011 - Air Traffic Control Specialist, Station (HFO) (2)	25.08
30012 - Air Traffic Control Specialist, Terminal (HFO) (2)	27.62
30021 - Archeological Technician I	19.34
30022 - Archeological Technician II	23.15
30023 - Archeological Technician III	28.63
30030 - Cartographic Technician	28.67
30040 - Civil Engineering Technician	27.30
30061 - Drafter/CAD Operator I	19.18
30062 - Drafter/CAD Operator II	23.15
30063 - Drafter/CAD Operator III	25.80
30064 - Drafter/CAD Operator IV	29.47
30081 - Engineering Technician I	16.59
30082 - Engineering Technician II	20.41
30083 - Engineering Technician III	22.83
30084 - Engineering Technician IV	28.28
30085 - Engineering Technician V	36.15

30086 - Engineering Technician VI	41.85
30090 - Environmental Technician	27.24
30210 - Laboratory Technician	21.72
30240 - Mathematical Technician	28.67
30361 - Paralegal/Legal Assistant I	17.80
30362 - Paralegal/Legal Assistant II	21.38
30363 - Paralegal/Legal Assistant III	26.62
30364 - Paralegal/Legal Assistant IV	29.59
30390 - Photo-Optics Technician	28.67
30461 - Technical Writer I	18.90
30462 - Technical Writer II	23.12
30463 - Technical Writer III	26.42
30491 - Unexploded Ordnance (UXO) Technician I	23.12
30492 - Unexploded Ordnance (UXO) Technician II	27.97
30493 - Unexploded Ordnance (UXO) Technician III	34.42
30494 - Unexploded (UXO) Safety Escort	23.12
30495 - Unexploded (UXO) Sweep Personnel	23.12
30620 - Weather Observer, Combined Upper Air or Surface Programs (3)	19.79
30621 - Weather Observer, Senior (3)	23.99
31000 - Transportation/Mobile Equipment Operation Occupations	
31020 - Bus Aide	10.16
31030 - Bus Driver	15.48
31043 - Driver Courier	11.91
31260 - Parking and Lot Attendant	8.34
31290 - Shuttle Bus Driver	12.98
31310 - Taxi Driver	9.54
31361 - Truckdriver, Light	12.98
31362 - Truckdriver, Medium	15.34
31363 - Truckdriver, Heavy	16.39
31364 - Truckdriver, Tractor-Trailer	16.39
99000 - Miscellaneous Occupations	
99030 - Cashier	9.10
99050 - Desk Clerk	10.65
99095 - Embalmer	21.55
99251 - Laboratory Animal Caretaker I	9.03
99252 - Laboratory Animal Caretaker II	10.11
99310 - Mortician	24.04
99410 - Pest Controller	13.78
99510 - Photofinishing Worker	10.43
99710 - Recycling Laborer	11.24
99711 - Recycling Specialist	13.71
99730 - Refuse Collector	10.03
99810 - Sales Clerk	11.41
99820 - School Crossing Guard	8.29
99830 - Survey Party Chief	20.96
99831 - Surveying Aide	14.35
99832 - Surveying Technician	18.13
99840 - Vending Machine Attendant	10.91

99841 - Vending Machine Repairer
99842 - Vending Machine Repairer Helper

13.10
11.19

ALL OCCUPATIONS LISTED ABOVE RECEIVE THE FOLLOWING BENEFITS:

HEALTH & WELFARE: Life, accident, and health insurance plans, sick leave, pension plans, civic and personal leave, severance pay, and savings and thrift plans. Minimum employer contributions costing an average of \$3.01 per hour computed on the basis of all hours worked by service employees employed on the contract.

VACATION: 2 weeks paid vacation after 1 year of service with a contractor or successor; 3 weeks after 5 years; and 4 weeks after 15 years. Length of service includes the whole span of continuous service with the present contractor or successor, wherever employed, and with the predecessor contractors in the performance of similar work at the same Federal facility. (Reg. 29 CFR 4.173)

HOLIDAYS: A minimum of ten paid holidays per year, New Year's Day, Martin Luther King Jr's Birthday, Washington's Birthday, Memorial Day, Independence Day, Labor Day, Columbus Day, Veterans' Day, Thanksgiving Day, and Christmas Day. (A contractor may substitute for any of the named holidays another day off with pay in accordance with a plan communicated to the employees involved.) (See 29 CFR 4174)

THE OCCUPATIONS WHICH HAVE PARENTHESES AFTER THEM RECEIVE THE FOLLOWING BENEFITS (as numbered):

- 1) Does not apply to employees employed in a bona fide executive, administrative, or professional capacity as defined and delineated in 29 CFR 541. (See CFR 4.156)
- 2) **APPLICABLE TO AIR TRAFFIC CONTROLLERS ONLY - NIGHT DIFFERENTIAL:** An employee is entitled to pay for all work performed between the hours of 6:00 P.M. and 6:00 A.M. at the rate of basic pay plus a night pay differential amounting to 10 percent of the rate of basic pay.
- 3) **WEATHER OBSERVERS - NIGHT PAY & SUNDAY PAY:** If you work at night as part of a regular tour of duty, you will earn a night differential and receive an additional 10% of basic pay for any hours worked between 6pm and 6am. If you are a full-time employed (40 hours a week) and Sunday is part of your regularly scheduled workweek, you are paid at your rate of basic pay plus a Sunday premium of 25% of your basic rate for each hour of Sunday work which is not overtime (i.e. occasional work on Sunday outside the normal tour of duty is considered overtime work).

HAZARDOUS PAY DIFFERENTIAL: An 8 percent differential is applicable to employees employed in a position that represents a high degree of hazard when working with or in close proximity to ordinance, explosives, and incendiary materials. This includes work such as screening, blending, dying, mixing, and pressing of sensitive ordnance, explosives, and pyrotechnic compositions such as lead azide, black powder and photoflash powder. All dry-house activities involving propellants or explosives. Demilitarization, modification, renovation, demolition, and maintenance operations on sensitive ordnance, explosives and incendiary materials. All operations involving regrading and cleaning of artillery ranges.

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A 4 percent differential is applicable to employees employed in a position that represents a low degree of hazard when working with, or in close proximity to ordnance, (or employees possibly adjacent to) explosives and incendiary materials which involves potential injury such as laceration of hands, face, or arms of the employee engaged in the operation, irritation of the skin, minor burns and the like; minimal damage to immediate or adjacent work area or equipment being used. All operations involving, unloading, storage, and hauling of ordnance, explosive, and incendiary ordnance material other than small arms ammunition. These differentials are only applicable to work that has been specifically designated by the agency for ordnance, explosives, and incendiary material differential pay.

**** UNIFORM ALLOWANCE ****

If employees are required to wear uniforms in the performance of this contract (either by the terms of the Government contract, by the employer, by the state or local law, etc.), the cost of furnishing such uniforms and maintaining (by laundering or dry cleaning) such uniforms is an expense that may not be borne by an employee where such cost reduces the hourly rate below that required by the wage determination. The Department of Labor will accept payment in accordance with the following standards as compliance:

The contractor or subcontractor is required to furnish all employees with an adequate number of uniforms without cost or to reimburse employees for the actual cost of the uniforms. In addition, where uniform cleaning and maintenance is made the responsibility of the employee, all contractors and subcontractors subject to this wage determination shall (in the absence of a bona fide collective bargaining agreement providing for a different amount, or the furnishing of contrary affirmative proof as to the actual cost), reimburse all employees for such cleaning and maintenance at a rate of \$3.35 per week (or \$.67 cents per day). However, in those instances where the uniforms furnished are made of "wash and wear" materials, may be routinely washed and dried with other personal garments, and do not require any special treatment such as dry cleaning, daily washing, or commercial laundering in order to meet the cleanliness or appearance standards set by the terms of the Government contract, by the contractor, by law, or by the nature of the work, there is no requirement that employees be reimbursed for uniform maintenance costs.

The duties of employees under job titles listed are those described in the "Service Contract Act Directory of Occupations," Fifth Edition, April 2006, unless otherwise indicated. Copies of the Directory are available on the Internet. A links to the Directory may be found on the WHD home page at <<http://www.dol.gov/esa/whd/>> or through the Wage Determinations On-Line (WDOL) Web site at <<http://wdol.gov/>>.

REQUEST FOR AUTHORIZATION OF ADDITIONAL CLASSIFICATION AND WAGE RATE {Standard Form 1444 (SF 1444)}

Conformance Process:

The contracting officer shall require that any class of service employee which is not listed herein and which is to be employed under the contract (i.e., the work to be performed is not performed by any classification listed in the wage determination), be classified by the contractor so as to provide a reasonable relationship (i.e., appropriate level of skill comparison) between such unlisted classifications and the classifications listed in the wage determination. Such conformed

classes of employees shall be paid the monetary wages and furnished the fringe benefits as are determined. Such conforming process shall be initiated by the contractor prior to the performance of contract work by such unlisted class(es) of employees. The conformed classification, wage rate, and/or fringe benefits shall be retroactive to the commencement date of the contract. {See Section 4.6 (C)(vi)} When multiple wage determinations are included in a contract, a separate SF 1444 should be prepared for each wage determination to which a class(es) is to be conformed.

The process for preparing a conformance request is as follows:

- 1) When preparing the bid, the contractor identifies the need for a conformed occupation(s) and computes a proposed rate(s).
- 2) After contract award, the contractor prepares a written report listing in order proposed classification title(s), a Federal grade equivalency (FGE) for each proposed classification(s), job description(s), and rationale for proposed wage rate(s), including information regarding the agreement or disagreement of the authorized representative of the employees involved, or where there is no authorized representative, the employees themselves. This report should be submitted to the contracting officer no later than 30 days after such unlisted class(es) of employees performs any contract work.
- 3) The contracting officer reviews the proposed action and promptly submits a report of the action, together with the agency's recommendations and pertinent information including the position of the contractor and the employees, to the Wage and Hour Division, Employment Standards Administration, U.S. Department of Labor, for review. (See section 4.6(b)(2) of Regulations 29 CFR Part 4).
- 4) Within 30 days of receipt, the Wage and Hour Division approves, modifies, or disapproves the action via transmittal to the agency contracting officer, or notifies the contracting officer that additional time will be required to process the request.
- 5) The contracting officer transmits the Wage and Hour decision to the contractor.
- 6) The contractor informs the affected employees.

Information required by the Regulations must be submitted on SF 1444 or bond paper.

When preparing a conformance request, the "Service Contract Act Directory of Occupations" (the Directory) should be used to compare job definitions to insure that duties requested are not performed by a classification already listed in the wage determination. Remember, it is not the job title, but the required tasks that determine whether a class is included in an established wage determination. Conformances may not be used to artificially split, combine, or subdivide classifications listed in the wage determination.

ATTACHMENT J-4

GOVERNMENT FURNISHED EQUIPMENT (GFE)

<u>Item No.</u>	<u>Title</u>
Item No. 1	Government Furnished Property
Item No. 2	Inventory of Systems
Item No. 3	JSC Standard ODIN Seats
Item No. 4	Facilities as Required

ATT J-4, GOVERNMENT FURNISHED EQUIPMENT

Item No. 1

FASS GOVERNMENT FURNISHED EQUIPMENT (GFE)

NASA Property Surveillance - Records to Floor Sample#1

Contract# NAS9-01120 Active Decal list as of July 2005

Lot Size = 63

Sample Size =

FASS Contract Stan Lim Program Manager

Sample#	L/I	Tag#	Description	Model	Serial Number	Unit Price	QTY	Category	Location	Name
1		G154454	CHAIR, DRAFT, GREY	3440DG	NONE	249.74	1	OPEAP	222	SAP Training
2		G154455	TABLE, GREY/BLACK 24X48	NONE	NONE	395.79	1	OPEAP	222	SAP Training
3		G154456	COMPUTER,OPTIPLEX GX260T	09D224	J4R1K11	884.00	1	OPEAP	222	SAP Training
4		G154457	KEYBOARD, (EST. COST)	025PGG	TH-025PGG-37171-24A-D216	20.00	1	OPEAP	222	SAP Training
5		G154458	MONITOR,16 (EST. COST) "	P793	CN-04D025-47606-24A-DQVD	200.00	1	OPEAP	222	SAP Training
6		G154459	COMPUTER,OPTIPLEX GX260T	09D224	918NZ11	884.00	1	OPEAP	222	SAP Training
7		G154460	KEYBOARD, (EST. COST)	04N454	TH-04N454-37171-28J-4191	20.00	1	OPEAP	210	Jeff Hickman
8		G154461	MONITOR,16 (EST. COST) "	P793	MY-04D025-47603-27C-DRJQ	200.00	1	OPEAP	210	Jeff Hickman
9		G154462	CHAIR, HIGH BACK GREEN	4601BP	MDH8D1	175.39	1	OPEAP	222	SAP Training
10		G154463	CHAIR, HIGH BACK GREEN	4601BP	M913RK	175.39	1	OPEAP	222	SAP Training
11		G154464	CHAIR, HIGH BACK GREEN	4601BP	MY38GL	175.39	1	OPEAP	222	SAP Training
12		G154465	COMPUTER,OPTIPLEX GX260T	09D224	C4R1K11	884.00	1	OPEAP	222	SAP Training
13		G154466	KEYBOARD (EST. COST)	025PGG	TH-025PGG-37171-22M-C551	20.00	1	OPEAP	222	SAP Training
14		G154467	MONITOR,16 (EST. COST) "	P793	KR-04D025-47602-23P-D8DR	200.00	1	OPEAP	222	SAP Training
15		G154468	COMPUTER,OPTIPLEX GX260T	09D224	B4R1K11	884.00	1	OPEAP	222	SAP Training
16		G154469	KEYBOARD (EST. COST)	025PGG	TH-025PGG-37171-22M-C694	20.00	1	OPEAP	222	SAP Training
17		G154470	MONITOR,16 (EST. COST) "	P793	CN-04D025-47606-24A-DQVC	200.00	1	OPEAP	222	SAP Training
18		G154471	CHAIR, HIGH BACK GREEN	4601BP	MBH3LA	175.39	1	OPEAP	222	SAP Training
19		G154472	TABLE, GREY/BLACK 24X48	NONE	NONE	395.79	1	OPEAP	222	SAP Training
20		G154473	BLACK ELETRICAL CART	NONE	NONE	150.00	1	OPEAP	222	SAP Training
21		G154474	TABLE, GREY/BLACK 24X48	NONE	NONE	395.79	1	OPEAP	222	SAP Training
22		G154475	KEYBOARD (EST. COST)	04N454	TH-04N454-37171-27G-L206	20.00	1	OPEAP	241	Mike Stevens
23		G154476	COMPUTER,OPTIPLEX GX260T	09D224	518NZ11	884.00	1	OPEAP	241	Mike Stevens
24		G154477	KEYBOARD (EST. COST)	04N454	TH-04N454-37171-28U-K850	20.00	1	OPEAP	257	Gary Newman
25		G154478	COMPUTER,OPTIPLEX GX260T	OHM	718NZ11	884.00	1	OPEAP	257	Gary Newman
26		G154479	MONITOR,16 (EST. COST) "	P793	MY-04D025-47603-27A-DMLF	200.00	1	OPEAP	241	Mke Stevens
27		G154480	MONITOR,16 (EST. COST) "	P793	MY-04D025-47603-27A-DMLG	200.00	1	OPEAP	257	Gary Newman
28		G154481	CHAIR, HIGH BACK GREEN	C04601BP	MVE8JM	175.39	1	OPEAP	222	SAP Training
29		G154482	CHAIR, HIGH BACK GREEN	4601BP	MX68J0	175.39	1	OPEAP	222	SAP Training
30		G154483	TABLE, GREY/BLACK 24X48	NONE	NONE	395.79	1	OPEAP	222	SAP Training

ISA Property Surveillance - Records to Floor Sample#1
 Contract# NAS9-01120 Active Decal list as of July 2005

Lot Size = 63
 Sample Size =

FASS Contract Stan Lim Program Manager

Uple#	L/I	Tag#	Description	Model	Serial Number	Unit Price	QTY	Category	Location	Name	
31		G154484	TABLE, GREY/BLACK 24X48	NONE	NONE	395.79	1	OPEAP	222	SAP Training	
32		G154485	COMPUTER,OPTIPLEX GX260T	09D224	GAR1K11	884.00	1	OPEAP	222	SAP Training	
33		G154486	KEYBOARD (EST. COST)	025PGG	TH-025PGG-37171-24A-D253	20.00	1	OPEAP	222	SAP Training	
34		G154487	COMPUTER,OPTIPLEX GX260T	09D224	318NZ11	884.00	1	OPEAP	222	SAP Training	
35		G154488	MONITOR,16 (EST. COST)	P793	MY-04D025-47603-27A-DMT5	200.00	1	OPEAP	222	SAP Training	
36		G154489	MONITOR,16 (EST. COST)	P793	CN-04D025-47606-24A-DQVG	200.00	1	OPEAP	222	SAP Training	
37		G154490	MONITOR,16 (EST. COST)	P793	KR-04D025-47602-23P-D8DH	200.00	1	OPEAP	222	SAP Training	
38		G154491	MONITOR,16 (EST. COST)	P793	CN-04D025-47606-24A-DQVB	200.00	1	OPEAP	222	SAP Training	
39		G154492	KEYBOARD (EST. COST)	04N454	TH-04N454-37171-27E-7834	20.00	1	OPEAP	222	SAP Training	
40		G154493	CHAIR, HIGH BACK GREEN	4601BP	M1XH26	175.39	1	OPEAP	222	SAP Training	
41		G154494	CHAIR, HIGH BACK GREEN	4601BP	M6V8QK	175.39	1	OPEAP	222	SAP Training	
42		G154495	COMPUTER,OPTIPLEX GX260T	09D224	F4R1K11	884.00	1	OPEAP	222	SAP Training	
43		G154496	KEYBOARD, (EST. COST)	025PGG	TH-025PGG-37171-1C1-4827	20.00	1	OPEAP	222	SAP Training	
44		G154497	KEYBOARD, (EST. COST)	025PGG	TH-025PGG-37171-21Q-6477	20.00	1	OPEAP	222	SAP Training	
45		G154498	COMPUTER,OPTIPLEX GX260T	09D224	35R1K11	884.00	1	OPEAP	210	Jeff Hickman	
46		G154499	CHAIR, HIGH BACK GREEN	4601BP	MQV8QK	175.39	1	OPEAP	222	SAP Training	
47		G154500	CHAIR, HIGH BACK GREEN	4601BP	MDM8EK	175.39	1	OPEAP	222	SAP Training	
48		G170146	WORKSTATION STANDUP GRAY	NONE	NONE	170.21	1	OPEAP	222	SAP Training	
49		G170147	TABLE, GREY/BLACK 24X48	NONE	NONE	395.79	1	OPEAP	222	SAP Training	
50		G170148	KEYBOARD, (EST. COST)	04N454	TH-04N454-37171-28J-H939	20.00	1	OPEAP	222	SAP Training	
51		G170149	KEYBOARD, (EST. COST)	04N454	TH-04N454-37171-27B-K612	20.00	1	OPEAP	222	SAP Training	
52		G170150	CHAIR, HIGH BACK GREEN	4601BD	MMJ816	175.39	1	OPEAP	222	SAP Training	
53		G170151	CHAIR, HIGH BACK GREEN	4601BP	MRX891	175.39	1	OPEAP	222	SAP Training	
54		G170152	COMPUTER,OPTIPLEX GX260T	09D224	C18NZ11	884.00	1	OPEAP	222	SAP Training	
55		G170153	COMPUTER,OPTIPLEX GX260T	09D224	818NZ11	884.00	1	OPEAP	222	SAP Training	
56		G170154	MONITOR,16 (EST. COST)	M992	MX-04N736-47605-3A1-BU5J	200.00	1	OPEAP	246	SAP Training	
57		G170155	MONITOR,16 (EST. COST)	P793	MY-04D025-47603-27A-DNQK	200.00	1	OPEAP	222	SAP Training	
58		G154448	TITANIUM POWERBOOK G4	A1025	QT3380LTN4M	2,029.00	1	OPEAP	208	Stan Lim 7/14/2005	
59		G154442	300 GB USB/Firewire Drive 1394/USB2	9Y7685-500	3NF0B4QD	218.99	1	OPEAP	252	Clyde Smith 7/14/2005	
60		G154447	Micronet Fantom 16XDVD/RW	FDDRWU2P16D	213298	113.99	1	OPEAP	253	Gary Newman 7/14/2005	
61		G154445	Samsung Sync 21.3 LCD Monitor	213T	NB21H4JXC02246	729.99	1	OPEAP	253	Gary Newman 7/14/2005	
62		G154444	Samsung Sync 21.3 LCD Monitor	213T	NB21H4JXC02235	729.99	1	OPEAP	254	Mike Stevens 7/14/2005	
63		G154446	Samsung Sync 21.3 LCD Monitor	213T	NB21H4JXC02232	729.99	1	OPEAP	208	Stan Lim 7/14/2005	
Totals						22,849.32					

Johnson Space Center Financial Administrative Systems Support Statement of Work

Attachment J-4 Government Furnished Equipment (GFE)

Item No. 2, Inventory of Systems

INVENTORY OF SYSTEMS & INTERFACES MAINTAINED

Owner	Systems	Application Type	Platform/ OS	Language	Database	FASS Developed	FASS Maintained for Local Unique
CFO	Integrated Budget Office Toolbox (IBOT)	Web	Windows 2003	ASP.Net	SQL Server	X	
CFO	G&A and Service Pool Trace System (TRACE)	C/S	Windows 2003	VB.Net	SQL Server	X	
CFO	Property Accounting Tracking System (PATS)	C/S	Windows 2003	MS Access	Oracle	X	
CFO	Help Desk Tracker (HDT)	C/S	Windows 2003	Visual Basic	SQL Server	X	
CFO	Pay/Labor Data Warehouse	C/S	Windows 2003	Hyperion/BRIO	Oracle	X	
CFO	Archived Time & Labor Collection (TLC) Reports	Database	Windows 2003	Hyperion/BRIO	SQL Server	X	
CFO	Business Warehouse Reports	Web	Windows 2000	SAP/BW	Oracle		X
CFO	Hyperion (Brio) Sever	Web	Windows 2003	Java	SQL Server/Oracle		X
Proc.	Integrated Procurement Management System (IPMS) (include all sub modules used in BA)	Mainframe	MVS	Natural	Adabas		X
Proc	IPMS SQL Server Database	C/S	Windows 2003	BRIO & MS Access	SQL Server	X	
COD	NASA Supply Management System (NSMS)	Mainframe	MVS	Natural	Adabas		X
COD	NASA Equipment Management System (NEMS)	Mainframe	MVS	Natural	Adabas		X
COD	NASA Property Disposal Management System (NPDMS)	Mainframe	MVS	Natural	Adabas		X
COD	NSMS/NEMS/NPDMS Data Archive Warehouse	C/S	Windows 2003	Hyperion/BRIO	Oracle	X	
H RO	Astronaut Selection Support System (ASTRO)	C/S	Windows 2003	Powerbuilder	SQL Server	X	
H RO	Overtime Management System (OMS)	C/S	Windows 2003	Powerbuilder	SQL Server	X	
H RO	Workforce Representation System (WREP)	C/S	Windows 2003	Powerbuilder	SQL Server	X	

Johnson Space Center Financial Administrative Systems Support Statement of Work

Owner	Systems	Application Type	Platform/ OS	Language	Database	FASS Developed	FASS Maintained for Local Unique	
H RO	Workforce Tracking System (WTS)	C/S	Windows 2003	Powerbuilder	SQL Server	X		
H RO	Awards Archive	Web	Windows 2003	ColdFusion	SQL Server	X		
H RO	Employee Emergency Contact System (EECS)	Web	Windows 2003	ColdFusion	SQL Server	X		
H RO	JSC Mentoring Program (JMP)	Web	Windows 2003	ColdFusion	SQL Server	X		
H RO	Student Tracking System (STS) aka: Education Tracking System	Web	Windows 2003	ColdFusion	SQL Server	X		
H RO	Training Registration System (TRS)	Web	Windows 2003	ColdFusion	SQL Server	X		
H RO	Volunteer Support System (VSS)	Web	Windows 2003	ColdFusion	Access	X		
H RO	NASA Employee Benefits Statement (NEBS)	Web	Windows 2003	ColdFusion	SQL Server	X		
H RO	NASA Organizational Profile System (NOPS)	Web	Windows 2003	ColdFusion	SQL Server	X		
H RO	NASA Mobility System (NMS)	Web	Windows 2003	ColdFusion	SQL Server	X		
H RO	NASA OneHR Action Tracking System (NOATS)	Web	Windows 2003	ColdFusion	SQL Server	X		
H RO	New Employee Orientation Checklist (e-Checklist)	Web	Windows 2003	ColdFusion	SQL Server	X		
Data Interfaces with/through MSFC/NDC								
HRO	WebTADS	Data (NonPay employees) to feed NOPS						X
HRO	SATERN	Training Data to feed JSCMIS					X	
Data Interfaces with/through IEMP/Competency Center								
CFO/HRO	F P P S	Data to feed JSCMIS, and other HR Applications						X
CFO	WinRunner	Data sent to SAP from IBOT					X	

ATTACHMENT J-4
Item No. 3

JSC STANDARD ODIN SEATS

The Government will provide a total of 30 JSC Standard Odin Seats for the contractor's on-site employees and in support of the performance of the Financial and Administrative Systems Support contract.

ATTACHMENT J-4

Item No. 4, Facilities as Required

KEY PERSONNEL AND FACILITIES AS REQUIRED IN NFS (1852.235-71)

The Government will provide office space and facilities for each on-site contractor consistent with the Integrated Financial Management Systems Office space management policy. The principal place of performance under this contract is NASA, Johnson Space Center, Houston Texas; however, the contractor shall perform at other NASA facilities as required, in order to fulfill the contracts requirements.

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- 1) FASS ORGANIZATION CONFLICT OF INTEREST AVOIDANCE PLAN
- 2) FASS SUBCONTRACTING PLAN
- 3) FASS SAFETY & HEALTH PLAN
- 4) FASS CERTIFICATIONS
- 5) FASS TOTAL COMPENSATION PLAN
- 6) IT SECURITY PLAN
- 7) MANAGEMENT PLAN

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APPENDIX A

1) FASS ORGANIZATIONAL CONFLICT OF INTEREST AVOIDANCE PLAN