

2. CONTRACT NO. NNJ06JF82C 3. SOLICITATION NO. 4. TYPE OF SOLICITATION SEALED BID (IFB) NEGOTIATED (RFP) 5. DATE ISSUED 6. REQUISITION/PURCHASE NO. 4200177316 (Y)

7. ISSUED BY CODE National Aeronautics and Space Administration Lyndon B. Johnson Space Center Attn: BJ2/Ester F. Holloway 2101 NASA Parkway Houston, Texas 77058-3696 8. ADDRESS OFFER TO (If other than Item 7) SAME AS BLOCK 7

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

9. Sealed offers in original and 3 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 N/A until 3:00 local time, on 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: Ester F. Holloway B. TELEPHONE NO. (NO COLLECT CALLS) AREA CODE NUMBER EXT. 281 244-7532 C. EMAIL ADDRESS ester.f.holloway@nasa.gov

11. TABLE OF CONTENTS

(X)	SEC.	DESCRIPTION	PAGE(S)	(X)	SEC.	DESCRIPTION	PAGE(S)
PART I - THE SCHEDULE				PART II - CONTRACT CLAUSES			
X	A	SOLICITATION/CONTRACT FORM	A1-A3	X	I	CONTRACT CLAUSES	I1-I8
X	B	SUPPLIES OR SERVICES AND PRICES/COSTS	B1-B2	PART III - LIST OF DOCUMENTS, EXHIBITS AND OTHER ATTACH.			
X	C	DESCRIPTION/SPECS./WORK STATEMENT	C1-C23	X	J	LIST OF ATTACHMENTS	J1-J6
X	D	PACKAGING AND MARKING	D1	PART IV - REPRESENTATIONS AND INSTRUCTIONS			
X	E	INSPECTION AND ACCEPTANCE	E1	K	REPRESENTATIONS, CERTIFICATIONS AND		
X	F	DELIVERIES OR PERFORMANCE	F1-F2	OTHER STATEMENTS OF OFFERORS			
X	G	CONTRACT ADMINISTRATION DATA	G1-G9	L	INSTRS., CONDS., AND NOTICES TO OFFERORS		
X	H	SPECIAL CONTRACT REQUIREMENTS	H1-H3	M	EVALUATION FACTORS FOR AWARD		

OFFER (Must be fully completed by offeror) NOTE: Item 12 does not apply if the solicitation includes the provisions at 52.214-16, Minimum Bid Acceptance Period.

12. In compliance with the above, the undersigned agrees, if this offer is accepted within 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 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: Bastion Technologies, Inc. 17625 El Camino Real #330 Houston, TX 77058 FACILITY 16. NAME AND TITLE OF PERSON AUTHORIZED TO SIGN OFFER (Type or print): Jorge Hernandez

15B. TELEPHONE NO. (281) 283-9330 x201 15C. CHECK IF REMITTANCE ADDRESS IS DIFFERENT FROM ABOVE - ENTER SUCH ADDRESS IN SCHEDULE 17. SIGNATURE: [Signature] 18. OFFER DATE: 8/4/06

AWARD (To be completed by Government)

19. ACCEPTED AS TO ITEMS NUMBERED: see page block above 20. AMOUNT: see B.3 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: (3 copies unless otherwise specified) ITEM G.6 24. ADMINISTERED BY (If other than Item 7) CODE 25. PAYMENT WILL BE MADE BY CODE LF231 NASA Johnson Space Center LF231/Payables Group Houston, TX 77058-3696

26. NAME OF CONTRACTING OFFICER (Type or print): Frances J. Mahan 27. UNITED STATES OF AMERICA Contracting Officer (Signature of Contracting Officer) 28. AWARD DATE: 10/01/2006

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

SECTION A - TABLE OF CONTENTS

<u>TITLE</u>	<u>PAGE</u>
SECTION A – SOLICITATION, OFFER OR AWARD	
CONTRACT COVER PAGE	A-1
TABLE OF CONTENTS	A-2
 <u>PART I – THE SCHEDULE</u>	
 SECTION B – SUPPLIES OR SERVICES AND PRICE/COSTS	
B.1 LISTING OF CLAUSES INCORPORATED BY REFERENCE	B-1
B.2 DESCRIPTION OF WORK/INSTRUCTIONS	B-1
B.3 ESTIMATED COST AND FIXED FEE	B-1
B.4 PAYMENT OF FIXED FEE	B-1
B.5 CONTRACT FUNDING	B-2
 SECTION C- STATEMENT OF WORK	
	C-1
 SECTION D – PACKAGING AND MARKING	
D.1 LISTING OF CLAUSES INCORPORATED BY REFERENCE	D-1
D.2 PACKAGING, HANDLING, AND TRANSPORTATION	D-1
 SECTION E – INSPECTION AND ACCEPTANCE	
E.1 LISTING OF CLAUSES INCORPORATED BY REFERENCE	E-1
E.2 INSPECTION AND ACCEPTANCE	E-1
 SECTION F – DELIVERIES OR PERFORMANCE	
F.1 LISTING OF CLAUSES INCORPORATED BY REFERENCE	F-1
F.2 COMPLETION OF WORK	F-1
F.3 OPTION TO EXTEND COMPLETION DATE	F-1
F.4 SHIPPING INSTRUCTIONS	F-2
F.5 PLACE OF PERFORMANCE	F-2
 SECTION G – CONTRACT ADMINISTRATION	
G.1 LISTING OF CLAUSES INCORPORATED BY REFERENCE	G-1
G.2 SUBMISSION OF VOUCHERS FOR PAYMENT	G-1
G.3 DESIGNATION OF NEW TECHNOLOGY REPRESENTATIVE AND PATENT REPRESENTATIVE	G-2
G.4 TECHNICAL DIRECTION	G-3
G.5 INSTALLATION-ACCOUNTABLE GOVERNMENT PROPERTY	G-4
G.6 FINANCIAL REPORTING OF NASA PROPERTY IN THE CUSTODY OF CONTRACTORS	G-6
G.7 LIST OF GOVERNMENT-FURNISHED PROPERTY	G-7
G.8 LIST INSTALLATION-ACCOUNTABLE PROPERTY AND SERVICES	G-7
G.9 SECURITY/BADGING REQUIREMENTS FOR FOREIGN NATIONAL VISITORS AND EMPLOYEES/REPRESENTATIVES OF FOREIGN CONTRACTORS	G-8
G.10 IDENTIFICATION OF EMPLOYEES	G-9

SECTION H – SPECIAL CONTRACT REQUIREMENTS

H.1	LISTING OF CLAUSES INCORPORATED BY REFERENCE	H-1
H.2	RESTRICTIONS ON PRINTING AND DUPLICATING	H-1
H.3	KEY PERSONNEL AND FACILITIES	H-2
H.4	REPRESENTATIONS, CERTIFICATIONS, AND OTHER STATEMENTS OF OFFERORS	H-2
H.5	NON-DISCLOSURE AGREEMENT	H-3
H.6	TRAVEL	H-3

SECTION I – CONTRACT CLAUSES

I.1	LISTING OF CLAUSES INCORPORATED BY REFERENCE	I-1
I.2	STATEMENT OF EQUIVALENT RATES FOR FEDERAL HIRES	I-4
I.3	SECURITY REQUIREMENTS FOR UNCLASSIFIED TECHNOLOGY INFORMATION RESOURCES	I-5
I.4	OMBUDSMAN	I-8

SECTION J – LIST OF ATTACHMENTS

J.1	JSC DATA REQUIREMENTS LIST (DRL)
J.2	JSC DATA REQUIREMENTS DESCRIPTION (DRD)
J.3	STANDARD LABOR CATEGORIES
J.4	DEPARTMENT OF LABOR WAGE DETERMINATION
J.5	ACRONYMS AND JSC ORGANIZATION LIST
J.6	GOVERNMENT FURNISHED PROPERTY LISTING

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 incorporated by reference:

- I. FEDERAL ACQUISITION REGULATION (48 CFR CHAPTER 1)
No FAR by-reference clauses in Section B
- II. NASA FEDERAL ACQUISITION REGULATION SUPPLEMENT (48 CFR CHAPTER 18)
No NASA FAR Supplement by reference clauses in Section B
- III. FULL TEXT CLAUSES

B.2 DESCRIPTION OF WORK/INSTRUCTIONS

- (a) 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) in Section C. This contract is for Space Program Integrated Contract Environment (SPICE) Support Services for the Johnson Space Center (JSC).

(End of clause)

B.3 ESTIMATED COST AND FIXED FEE (NFS 1852.216-74) (DECEMBER 1991)

The estimated cost of this contract is \$912,528 exclusive of the fixed fee of \$59,314. The total estimated cost and fixed fee is \$971,843.

(End of clause)

B.4 PAYMENT OF FIXED FEE (NFS 1852.216-75) (DECEMBER 1988)

The fixed fee shall be paid in monthly installments based upon the percentage of completion of work as determined by the Contracting Officer.

(End of clause)

B.5 CONTRACT FUNDING (NFS 1852.232-81) (JUNE 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 \$87,890. This allotment is for services provided in Section C of the SOW and covers the following estimated period of performance: November 9, 2006.

(b) An additional amount of \$6,110 is obligated under this contract for payment of fee.

(End of clause)

**SPACE PROGRAM INTEGRATED CONTRACT
ENVIRONMENT (SPICE)**

SECTION C

STATEMENT OF WORK

STATEMENT OF WORK

TABLE OF CONTENTS

	<u>PAGE</u>
1.0 Purpose	C-3
2.0 System Environment	C-3
2.1 Application Architecture	C-3
2.2 Security Requirements	C-4
3.0 Contract/Project Management Requirements	C-5
3.1 Configuration Control Board (CCB)	C-5
3.2 Training	C-5
4.0 Application Support Requirements	C-5
4.1 Application Availability Requirements	C-7
5.0 Data Management	C-7
 Appendices:	
1. Current Software Environment	C-8 - C-9
2. SPICE Modules	C-10 - C-22

STATEMENT OF WORK

Space Program Integrated Contract Environment (SPICE)

The Procurement Policy & Systems Office has the responsibility of maintaining JSC's SPICE application/database in support of contract management activities at NASA.

The contractor shall provide SPICE contract management support services, as detailed below, for multiple NASA JSC contracts in support of Center Operations Directorate (COD), Crew Exploration Vehicle (CEV) project, Engineering Directorate, Information Resources Directorate (IRD), International Space Station (ISS) Office, Mission Operations Directorate (MOD), Space Shuttle Program (SSP), Safety and Mission Assurance Directorate, and White Sands Test Facility (WSTF).

1.0 Purpose

SPICE is an integrated web and database application that provides contract management capabilities for multiple NASA contracts. SPICE is designed to automate and integrate business, technical, and procurement data into one system. The work to be performed under this contract includes the following: sustaining engineering for the SPICE application and database; incorporation of new contracts into the application; management of data for the different contracts supported by the application; SPICE project management; and cost and activity reporting. The scope of work is discussed in more detail below.

Certain effort described in this Statement of Work is accompanied by an estimate of the number of documents or items to be processed within a stated timeframe. These estimates are intended to represent workload sizing data only and do not serve as a limitation on the contractor's obligation to perform the effort. Work in excess of the estimates shall not by that fact alone entitle the contractor to an equitable adjustment in cost or fee."

2.0 System Environment

The SPICE application and its databases are hosted at JSC, and are available to users through the JSC institutional network. The server environments used by the application and database are provided and managed by NASA's "Outsourcing Desktop Initiative NASA (ODIN)" contract, and are not a responsibility of the SPICE contractor. Domain trusts have been established to other remote NASA field center domains to provide client access through the JSC Domain Network. New domain trusts may be required during the performance of this contract.

Development for the SPICE application is performed on a shared server that is used exclusively for the development of web applications that require the Cold Fusion or NASA prescribed equivalent product. The contractor shall support a version of this application hosted in the NASA prescribed Cold Fusion version or equivalent product. The database product used by the SPICE application is Microsoft SQL Server 2003. This version is used for both development and production. The databases are hosted

separately from the application environments. Development activities in support of the SPICE application shall be performed in the development environment, and promoted into the production environment at the time of the production release. (i.e., development is not to be performed in the production environment.)

The current software environment is described in Appendix 1.

2.1 Application Architecture

The SPICE application consists of modules that provide contract management functions such as: a conformed contract, voucher tracking, cost reporting, property data, task order tracking, and delegations. A detailed list of modules and descriptions is provided under Appendix 2.

Contracts supported by the SPICE application use one or more of the available modules. A collection of modules utilized by a particular contract is referred to as a "Contract Set". The Contractor shall add new modules or modify existing modules as directed by the NASA Contracting Officer.

2.2 Security Requirements

The specific security controls are described in the SPICE application IT Security Plan (Data Requirements Description (DRD) - 4). This plan will be made available to the SPICE contractor. Security requirements are prescribed by:

- JPR 2810.1 "JSC Information Technology Security Handbook"
- NPR 2810.1 "Security of Information Technology"
- NITR 2810-1 "Wireless Guidelines"
- NITR 2810-2 "Information Technology (IT) System Security Requirements"
- NITR 2810-3 "Internet Publishing Content Guidelines"
- NITR 2810-4 "Certification and Accreditation"
- NITR 2810-5 "NASA Information Technology (IT) Security Patch Management System"
- NIST 800-18 "Guide For Developing Security Plans For Federal Information Systems"

In general terms, security requirements consist of the following:

1. *Access Management* - Requests for access to the SPICE application are approved by the SPICE Configuration Control Board (CCB). Access to the application requires a unique userid and password combination. The Contractor shall manage the implementation of access to the application.
2. *Security Controls* - The contractor is required to maintain application security controls consistent with NASA security guidance. For example, accesses to the application are made via Secure Socket Layer (SSL) in order to protect the confidentiality of data in transmission; access to data is restricted to approved users via system and application security permissions, etc.
3. *Security Plan* - The contractor is required to maintain the SPICE application IT Security Plan per current NASA security guidance. The Contractor shall review all application changes to verify that security controls remain viable and to determine whether changes to the security plan are required. Security Plan changes should be documented via a SPICE Change Request (CR), and applied to

an updated version of the IT Security Plan on an annual basis. See DRD 4.

3.0 Contract/Project Management Requirements

The Contractor shall provide the management and administrative functions required to satisfy the requirements of this contract. Management responsibilities shall be defined in the Contractor's approved Management Plan (Data Requirements Description (DRD)-01) prepared by the Contractor and submitted to the Contracting Officer (CO) and the Contracting Officer's Technical Representative (COTR) for review and approval. The Contract Management Plan shall, at a minimum, address the functions specified in the subsections below.

The Contractor shall deliver all other data required by the Government in accordance with the Data Requirements Descriptions (DRD) and Data Requirements List (DRL) in the contract.

3.1 Configuration Control Board (CCB)

The SPICE project is managed through the SPICE Configuration Control Board (CCB). All changes to the SPICE application or the data management products and services are reviewed and authorized by the SPICE CCB. The charter of the SPICE CCB is to manage the baseline for the SPICE application and associated databases, and to manage the requirements change process. The change process and change request (CR) form are defined and maintained by the SPICE CCB. The SPICE CCB is also responsible for reviewing and approving user access to the system, including privileged user requests, reviewing and approving process improvement initiatives such as streamlining and standardization initiatives, and reviewing and accepting deliverable documentation and training products. The SPICE Contracting Officer Technical Representative (COTR) or a designated representative chairs the SPICE CCB.

The SPICE CCB is responsible for the definition and management of the SPICE change process, including the Change Request (CR) form and the process for submittal, review, disposition, and archival. Any proposed change may be dispositioned, at the discretion of the SPICE CCB chair or the SPICE COTR, outside of the formal CCB. The CR shall indicate that an out-of-board disposition was taken.

3.2 Training

The Contractor shall prepare and conduct training as required under this contract, in accordance with (Data Requirements Description (DRD)-6). Training support may involve classroom training and/or the development of training materials. Travel may also be required.

4.0 Application Support Requirements

The SPICE application contractor shall provide full software lifecycle support (e.g., requirements, design, development, testing, deployment, documentation, operations) for the current SPICE application and database. Lifecycle support generally consists of the following:

- a) Establishing a product development lifecycle which provides for an orderly and repeatable progression of steps used in the development of new or revised product capabilities, including allocation of technical resources to approved change requests and operations management.
- b) Implementing a process for collecting, defining and managing requirements for new features as well as changes to the baseline capabilities of the application. All requirements shall be documented and traceable from concept through implementation and testing. Systems requirement specifications shall be maintained as a quality record.
- c) Performing change management such that changes made to the application are documented and approved by appropriate contractor and NASA technical management. The objective of change management is to ensure that changes are performed in a controlled manner and provide complete traceability from the initial baseline to the operational product. Change documentation shall be maintained as a quality record.
- d) Tracking and resolving Discrepancy Reports (DRs) against baseline capabilities.
- e) Designing and developing systems capabilities as required per approved change request. Change requests will be reviewed and approved by the SPICE control board, which is chaired by the NASA COTR.
- f) Performing testing of new and modified components that establishes that approved requirements are completely and effectively implemented. Test results shall be documented and maintained as a quality record.
- g) In addition to an operational software system product deliverables (DRDs) include:
 - 1) Requirements specification (per release, DRD-2)
 - 2) Requirements Traceability (per release, DRD-2)
 - 3) System Design Documentation (per release, DRD-2)
 - 4) Application/Database Operations Plan (as directed, DRD-2)
 - 5) Application Release Management Plan (as directed, DRD-2)
 - 6) User Training (per release, DRD-6)
 - 7) IT Security Plan (per release, and per system configuration change, DRD-4)

- h) Performing systems operations to ensure availability requirements are met. Systems operations generally includes application, system, and database administration activities.
- i) Maintaining the security of the application, database, and systems environments. Actively maintaining awareness of security threats and vulnerabilities, and applying vendor supplied patches as required. The Contractor shall ensure that the necessary coordination with platform services providers (e.g., ODIN) takes place. Security issues that require NASA attention should be immediately brought to the attention of the CCB Chair and COTR.

4.1 Application Availability Requirements

The application is generally required to be available 24 hours on a 7 days per week basis. Attended operations, however, include the period 7:00am to 5:00pm, Monday through Friday. All other hours are regarded as unattended operations. Maintenance periods will be approved by NASA.

5.0 Data Management

Data Management is the process whereby the data associated with a given "Contract Set" is maintained within the application. This may include uploading of data provided as standalone documents, or the direct entry of data into the application. Data Management procedures for existing data management requirements shall be documented in the current Data Management Procedures Guide, provided in accordance with (Data Requirements Description (DRD)-5). A list of the current Contract Sets for which Data Management is required and provided as an attachment to the SOW (See SPICE Modules Appendix 2; Page C-12). The Contractor shall maintain the original source data provided for entry/uploading until directed by the COTR. The contractor is encouraged to identify opportunities for continual improvement: such as automating the acquisition of data from existing electronic systems.

APPENDIX 1
SPICE – SOFTWARE ENVIRONMENT

SPICE - SOFTWARE ENVIROMENT
 (APPENDIX 1)

SPICE - SOFTWARE ENVIROMENT	
Requirements	Product
Application Database Office Browser	Cold Fusion MX 7.0 / NASA prescribed equivalent. Microsoft SQL Server 2003 MS Office Automation Tools **Internet Explorer 6 (or higher)

**Mozilla Firefox may be added to the NASA Standard workstation-load. As a result, the SPICE application may have to be modified to fully support Firefox.

APPENDIX 2

SPICE MODULES - DESCRIPTIONS

SPICE MODULES - DESCRIPTIONS (Appendix 2)

SPICE - MODULES

Contract Document
Contract Information Overviews
Systems
Contractor Business Systems
Interim Government Formal Systems
Equal Employment Opportunity Clearances
Property, Facilities, and Material Information
Property and Facilities Data
DD250 Data
1149 Data
Property Survey Reports
Rent/Rent-Free Facilities
290 Data
Delegations
Small Business/Small Disadvantaged Business

Subcontract Consent
Cost Reporting
Audits
Congressional Inquiries
Government Surveillance Report
Task Order Tracking
Master Buy Information
Vouchers

Contract Fee
Geographic Data
Data Requirements Description (DRD) Deliverables
Contract Requests for Proposals
Correspondence
Program/Project Data
Policy Directives
Program Manager's Review
Technical Task Agreements
ISS Business Module
Business Management Forms
Rates and Factors
Shuttle Phase II Information

Mission Support Operations Contract (MSOC) Program
Support Services Process
Distributed Evaluation System (DES)
Crew Exploration Vehicle Task Order Process
Matrix/Organizational Chart Requirements
NASA/Contractor Contract Responsibilities Matrix
Organizations
File Dictionary
Performance Evaluation System/Award Fee

SPICE MODULE – DESCRIPTIONS

Contract Document

NASA will provide to the contractor electronic copies of basic contracts to be included in the database. The Contractor shall segregate each contract into sections that facilitate documentation revisions. The Contractor shall maintain a robust search engine. The capability to print out the entire contract document and send it without having to go through individual sections shall be provided by the contractor.

The Contractor shall maintain conformed contracts. These shall consist of the basic contracts updated for subsequent modifications approved by the Contracting Officer. Upon retrieving a specific section of a conformed contract, a notation shall be visible stating as of what modification the section is conformed through and how many times the section has been changed. The conformed contracts shall show the changes made from the previous modification. The conformed contracts shall be archived based upon dates of changes to the document. The conformed contracts shall contain zero errors and it is the responsibility of the contractor to ensure an error free document. Errors in the electronic version submitted to the Contractor shall not be considered the fault of the Contractor by the Government. However, errors should be reported back to the individual providing the document.

Modifications to contracts contained in the database will be provided to the contractor in electronic format, if available. Upon the direction of the COTR, the contractor shall be responsible for assistance with preparation of some administrative modifications and providing assistance in response to Freedom of Information Act (FOIA) requests. If hardcopy modifications are provided to the contractor, the contractor shall scan them and store them in the database system. These modifications shall be stored in the database as needed for reference by the user organization. Utilizing the modifications, the contractor shall update the conformed contract within four hours of receipt of the modification, regardless of format.

Contract Information Overviews

Each contract will have a contract information overview sheet. These sheets contain contract administrative data, award fee scores if applicable and subcontractor data among other data sets. The contract information overview sheets are generated/updated by the Government pending automation of the form by the database contractor. The documents are updated on a quarterly basis by the cognizant NASA office and the contractor is responsible for obtaining the documents from these offices for electronic integration into the database. Upon the direction of the COTR, the contractor shall be responsible for assistance in preparation of a monthly contract overview report.

Systems:

Contractor Business Systems

Data about the status of the Contractor's business systems (ie. contracts in the SPICE database) shall be included in the database. This data includes current system audits and approvals, such as Compensation, Labor, Indirect, Estimating and CAS Compliance. The SPICE Contractor shall update the database from paper copies of approval letters/reports from DCAA or the Administrative Contracting Officer. If the reports are available in electronic format they shall be input into the database system for storage. A hard copy shall be filed in the contract files and referenced in the file dictionary.

Interim Government Formal System (IFSA)

The SPICE Contractor shall be responsible for entering this data into the database. Data cells include, but are not limited to the following: 1) date of review; 2) system surveyed; 3) determination of system status; and 4) system determination status date. The SPICE Contractor shall be responsible for entering this data into the database within eight hours after receipt.

Equal Employment Opportunity (EEO) Clearances

Equal Employment Opportunity (EEO) Clearances data will be provided to the contractor in paper or electronic format for input into the database system. The Contractor shall enter the following data into the database, including, but not limited to the following: 1) Subcontractor name, location; 2) subcontractor size; 3) anticipated dollar award value; and 4) date of EEO request and received date. The Contractor is required to input this data into the system within two working days after receipt of the information. The number of documents to be entered into the database will be from 1 to 5 per month.

Property, Facilities, and Material Information

Property and Facilities Data

Property and facilities data includes but is not limited to the following: 1) property identification; 2) value; 3) location; 4) responsible organization. The Contractor will be provided property and facility data for entry into the database.

DD250 Data

The SPICE Contractor shall enter DD 250 Data (Material Inspection and Receiving Report) into the database system. Information such as the contract, date, shipment number, shipped to, and marked for shall be entered into the database system by the Contractor. The Contractor is required to enter this data into the database within four hours of the receipt of the document. The number of documents to be received and entered into the database will range from 10 to 25 per month.

1149 Data

The Contractor shall enter DD 1149 Data into the database system. Information such as the name of the contractor, receiving contract, contract sent from and date shall be entered and tracked in the database system. The Contractor shall be required to enter this data into the system within four hours after receipt. The number of documents to be received and entered into the database will range from 10 to 25 per month.

Property Survey Reports

The property system reports shall be maintained in electronic format. The Contractor is responsible for inputting the data contained in the survey report into the database. The SPICE Contractor is required to enter this data within 8 hours of receipt of the report. The number of documents to be received and entered into the database will range from 1 to 8 per month.

Rent/Rent Free Facilities

The Contractor shall enter the data into the database. This data includes, but not limited to: 1) item; 2) dollar amount; 3) requesting organization; 4) disposition (approval) date; and 4) dollar amounts. The Contractor shall be required to enter this data into the system no later than 72 hours after receipt of the information.

290 Data

The Contractor shall enter DD290 data into the database system. Information such as contract number, originator, organization code, status, purpose, date required, ship to, Contracting officer signature and date will be entered and tracked in the database system. The Contractor is responsible for entering this data within 8 hours after receipt.

Delegations

Delegations include the following:

- Defense Contract Management Agency (DCMA)
- Defense Contract Audit Agency (DCAA)
- Administrative Contracting Officer (ACO)
- Contracting Officer Technical Representative (COTR)
- Technical Manager Representative (TMR)
- Property
- Safety Reliability and Quality Assurance
- Contract delegations to other NASA Centers or agencies not listed above

The majority of the delegations will be provided to the contractor electronically. The Contractor shall enter the pertinent information into the database. The Contractor will link the signed delegations to the database when the delegated office has accepted the delegations. The Contractor shall update the database within two days after receipt of the information. The number of documents, which will be modified/updated, will range from 1 to 6 per year per contract.

Small Business/Small Disadvantaged Business

The Contractor will be provided subcontracting reports from the electronic Subcontracting Reporting System (eSRS). Using the data in the reports, the Contractor shall enter information for the categories in the eSRS reports. The Contractor shall enter the data into the SPICE system within 1 week after receipt of the documentation.

Subcontract Consent

Subcontract Consent information will be provided to the Contractor in both hardcopy and electronic formats. The documents received electronically shall be linked by the contractor into the database. The Contractor shall enter the information from either format manually into the database. Specific elements include, but are not limited to the following: 1) vendor name; 2) purchase order/subcontract number; 3) dollar amount; 4) period of performance; and 5) consent date. The Contractor shall be required to enter the data within 72 hours after receipt of the documentation.

Cost Reporting

Cost reporting data on the NF533 will be provided to the Contractor in electronic or written format, and the Contractor shall enter the information into the correspondence and 533 module. The cost data is entered at the summary level for both US and Foreign costs. When the electronic copy is received, the Contractor shall link it into the database. Data under cost reporting shall be in electronic format for entry and storage in the database system. The Contractor shall be required to link the data into the system within 24 hours of receipt of the electronic version. The number of documents to be received will range from 5 to 10 per month.

Audits

Audit information will be provided to the Contractor, and the Contractor shall store information on the audits in progress or closed out under the contracts in the database system. The Contractor shall enter audit status information into the database, and if an electronic copy of the audit is available the Contractor shall link it into the database. Data to be entered into the audit module includes, but is not limited to the following: 1) audit report number; 2) audit prepared date; 3) audit received date; 4) audit title; and 5) audit office and location. The Contractor shall update the audit module within 3 working days following receipt of the information.

Congressional Inquiries

Congressional Inquiry data will normally be provided to the contractor via hardcopy. The Contractor will be responsible for entering into the database the following data, which is not an all inclusive list: 1) Congressional office; 2) date of inquiry; 3) NASA disposition date; and 4) date of NASA response. The Contractor shall be responsible for entering this data into the database within 72 hours of receipt. The number of documents to be entered into the database will range from 1 to 10 per month.

Government Surveillance Report

The Government will enter results from Government surveillance performed of its contractors into the database. The Contractor is responsible for the maintenance of the database. The Contractor shall correct any problems with this module within 4 hours of notification that the module is not working properly.

Task Order Tracking

Task Order Tracking requires data entry by the contractor and also linking documents to the database. The data entry includes, but is not limited to the following data cells: 1) Task Order number; 2) Task Order issue date; 3) Task Order title; 4) Task Order value; 5) Task Order start and end dates; and 6) Task Order SOW/WBS references. The Contractor is required to enter the data or link the data into the SPICE database within eight hours after receipt. The number of task orders to be entered into the database on average will range from 1 to 3 per month.

Master Buy Information

Master Buy information will be provided to the contractor in either electronic format or hard copy. The Contractor shall convert the Master Buy document from hardcopy to an electronic medium and then link the electronic version to the database. The Contractor is required to enter into the database the following list of data elements. These elements are not an all inclusive list. 1) Master Buy letter submission date; 2) Headquarters response date. The Contractor shall be responsible for entering this data into the database within three working days after receipt of the information. The number of documents will range from 1 to 4 every 6-months.

Vouchers

Voucher documents will be provided to the contractor in hardcopy format, and the data is input manually into the database by the contractor. The data items to be entered into the system by the contractor include, but are not limited to the following: voucher type, dollar figure, receipt date, Contracting officer signed date, withheld amounts, if any, and paid date are tracked in this module. The number of vouchers received will range from 8 to 14 per month. For those customer vouchers the contractor is tasked to physically process, the contractor shall be responsible for obtaining COTR approval, verifying available funding, and obtaining Contracting Officer signature for each voucher. The Contractor will be responsible for the transportation of the signed voucher to the Johnson Space Center Financial Management Division for payment within 1 hour of notification that the voucher has been approved/signed by the cognizant NASA Contracting Officer.

Contract Fee

The Contractor shall maintain the Fee Module. The AF module is to be capable of read and write access from multiple user sites. The AF module shall also be capable of collecting and tracking all AF write-ups, ultimately producing AF reports on a quarterly basis.

Contract Fee information will be provided to the Contractor in both hardcopy and

electronic copy form. The Contractor shall manually enter the data into the database, and link the electronic copies into the database. The Contractor shall scan and link into the database documents not received electronically. Contract fee data includes incentive fee, base fee, award fee, performance fee and any other type of fee utilized on specific contracts contained in the database. Fee information to be entered into the database by the contractor includes, but is not limited to the following data sets for the specific fee module. For Award Fee (AF) the contractor is responsible for the following data sets: 1) Award fee available by period; 2) Award fee earned by period; 3) Award fee not earned; 4) Award fee period; 5) Award fee adjective and numeric grades; 6) mid-term evaluation (contractor to link document electronically); 7) final Performance Evaluation Board (PEB) report (contractor to link document electronically); PEB determination form (contractor to link electronically); 8) NASA letters transmitting AF documents to NASA Contractors (database contractor to link documents electronically); 9) Fee Determination Official final determination (contractor to link document to database) and 10) NASA payment of earned AF. For Incentive Fee the contractor will enter the following data into the database: 1) available incentive; 2) incentive fee earned; and 3) incentive fee period.

Geographic Data

Data is pulled automatically from the Contracts table and subcontract consent forms (see subcontract module for number and frequency of data submissions). The Contractor shall enter the contract data into the database; such as contract name, address, contract value, contract period of performance and contract requirements.

Data Requirements Description (DRD) Deliverables

The Contractor shall provide for the scheduling, tracking, transportation, documentation control and archiving of Government records (pursuant to Government and NASA policies and procedures) of all contract DRD deliverables (reference Attachment A, incorporated herein in its entirety) for the Space Shuttle Office. The Contractor shall be responsible for notifying the reviewing officials within one hour of receipt of the document. The number of documents to be received will be between 5,000 and 10,000 per year.

Contract Requests for Proposals

Request for Proposals (provided electronically to the contractor for linking to the database) issued under the contract shall be entered and updated by the contractor. The Contractor shall link the electronic files into the database. The data includes, but is not limited to the following: 1) Request For Proposal (RFP) names; 2) RFP issuance date; 3) proposal receipt date; and 4) negotiations date. The Contractor shall be responsible for updating this module within 8 hours of receipt of the information. The number of documents will range from 1 to 4 per year.

Correspondence

Correspondence contains data relating to correspondence for incoming and outgoing letters, and any other data item that comes into Data Management. The Contractor shall manually input the data into the database and maintain the hardcopy file system. Some of the correspondence data is also located in other modules (i.e. 533s, vouchers, & audits). Correspondence data that are to be entered into the database includes, but is not limited to the following data sets for incoming and outgoing correspondence: 1) Organization name and address; 2) date of correspondence; 3) date correspondence received for incoming documentation; 4) contract and subject matter; and 5) authors name. The Contractor is also responsible for the continued maintenance of the automated letter number module. The Contractor shall pursue the activity of having an appropriate amount of correspondence available in electronic format. This will require the Contractor to request electronic versions from the originating office of the correspondence which has been received by the contractor. For those correspondence items available in electronic format, the contractor is required to update the electronic correspondence module within 2 hours of receipt of the electronic document.

Program/Project Data:

Policy Directives

The Contractor shall maintain policy directives, which affect the NASA Programs, as reference documents. These policy directives will be in electronic format and integrated into the database electronically. Policy Directives shall be linked in the system within 72 hours of receipt. The number of policy directives to be updated will be in the range of 1 to 3 per month.

Program Manager's Review

The Contractor is responsible for the maintenance/upgrades of the software code associated with the Program Managers Review module. The Contractor is not responsible for data entry for this module.

Technical Task Agreements

Technical Task Agreements (TTAs) are provided electronically from the Contracting officers/or budget analysts and are to be linked to the database by the contractor. TTAs are those documents, which provide budget and technical requirements to those offices supporting the Programs. The Contractor shall link these documents into the system within 72 hours of receipt. The number of documents to be entered into the SPICE database system will range from 1 to 15 per month.

ISS Business Module

The Contractor shall maintain a robust ISS integrated business system which captures NASA's: (1) Program Operating Plan (POP), (2) Operating Plan, and (3) Cost Analysis data from all NASA Centers involved with the ISS with support for fiscal years 2003 – 2016. The business system shall contain, at a minimum, the following data sets: dollars, fiscal years, unique project numbers, account numbers, customer designation (as necessary), project codes, discreet identifiers, and WBS. The Contractor shall be responsible for data entry and provide appropriate interface between the Johnson Space Center and other organizations and NASA/Contractor locations.

To that end, the Contractor shall replicate in the database all forms and policies associated with the ISS POP cycle and data deliveries, and provide data entry for POP data submitted. The Contractor is responsible for the integration of the POP data into the SPICE system for report generation and data integrity and testing.

The Contractor shall also provide an Internal Task Agreement (ITA) Development generation and tracking system that will provide for an online utility for the creation and maintenance of program ITAs consisting of task requirements, schedule, and budget. Approved budget changes will be integrated reflected with the current ISS budget.

Business Management Forms

The Contractor shall provide Business Management Forms, consisting of various forms linked into the database by the contractor. These forms will be provided electronically by the NASA Contracting Officer Technical Representative (COTR) or the designated NASA Technical Management Representative (TMR).

Rates and Factors

The Contractor will be provided with the current approved rates and factors and also maintain historic rates and factors information as well. The formats received shall be in electronic & hardcopy. The Contractor shall update the database within eight hours of receipt of the documentation. The number of documents to be entered into the database will range from 1 to 6 every 6-months per contract.

Shuttle Phase II Information

The Contractor is responsible for inputting the data into the SFOC/SPOC. This data will include, but is not limited to the following: 1) Acquisition schedules (obtained from civil servants); 2) Property/Facility lists and values; 3) presentations; 4) integrate linked documents applicable to SSP contracts, including extension/follow-on contract activities. The Contractor shall be responsible for entering the data with three working days following receipt of the information. The number of data items to be entered into this module will range from 1 to 100 per year.

Mission Support Operations Contract (MSOC) Program Support Services Process

The Contractor will be responsible for the continued data management, development, and maintenance of the MSOC Program Support Services Module. The system allows for the electronic submission, tracking, evaluation, and approval of Program Support Services initiated by NASA. The Contractor shall be responsible for correcting any anomalies within the module within 8 hours of notification of the anomaly.

Distributed Evaluation System (DES)

The Contractor shall be responsible for the maintenance of the DES. The system will allow the electronic submission, tracking, evaluation, and approval of entered documentation. This system shall be fully automated and shall be assessable by remote database users. The Contractor shall be responsible for correcting any anomalies within the DES within 8 hours of notification of the anomaly.

Matrix/Organizational Chart Requirements:

NASA/Contractor Contract Responsibilities Matrix

The contract matrix document is submitted by the cognizant NASA centers in electronic format and shall be linked to the database by the contractor. The contract matrix provides an overview of the contract responsibilities of NASA and of Prime Contractors. NASA civil servants shall perform the initial contract matrix for the basic prime contracts. The Contractor shall perform updates to the contract matrix when the Contracting Officer signs modifications which affect the original or previously modified contract matrix. The Contractor will be required to update the matrix within 48 hours after receipt of the data. The number of documents will be in the range of 5 to 15 per month.

Organizations

Organizational charts will be provided to the contractor in electronic or hardcopy format and the contractor shall integrate them into the database. These organizational charts may depict NASA or Prime Contractor organizations. If organizational charts provided to the contractor for inclusion into the database are in hardcopy, the contractor will be responsible for converting the hardcopy to an electronic format suitable for integration into the database. The Contractor shall update the database within 24 hours after receipt of the organizational chart(s).

File Dictionary

A file dictionary is an on-line numerical listing by contract of the file locations for all documents supported by the contractor. The Contractor is responsible for the update to the file dictionary as documents are added to or deleted from the contract file. All documentation relating to a specific contract shall be categorized with an appropriate documentation control number assigned and filed when received by the contractor. The file dictionary shall be updated within 2 hours after documentation is logged in and categorized by the contractor.

Performance Evaluation System/Award Fee

Provides a system for consolidation of contract cost and technical performance evaluation data, in support of period contract award fee performance evaluations. Users with write access to this module shall be responsible for input of all evaluation data. The contractor shall be responsible for input of all other performance evaluation data furnished to the contract for input, and shall be responsible for managing data integrity in this module.

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)

None included by reference.

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

(End of clause)

D.2 PACKAGING HANDLING AND TRANSPORTATION (NASA 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
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(End of clause)

(End of clause)

E.2 INSPECTION AND ACCEPTANCE (JSC 52.246-90) (JUNE 1991)

Final inspection and acceptance shall be accomplished by the Contracting Officer or his/her duly authorized representative at NASA Lyndon B. Johnson Space.

(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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(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 completed on or before September 30, 2007.

(End of clause)

F.3 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 Section F (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 (Year Two)

- A. The clause at B.3 entitled Estimated Cost and Fixed Fee shall be modified to reflect the addition of \$930,666 to the estimated cost, and \$60,493 to the fixed fee.
- B. The clause at F.2 entitled Completion of Work shall be modified to extend the ending date of the contract to September 30, 2008.

OPTION 2 (Year Three)

- A. The clause at B.3 entitled Estimated Cost and Fixed Fee shall be modified to reflect the addition of \$951,380 to the estimated cost, and \$61,840 to the fixed fee.
- B. The clause at F.2 entitled Completion of Work shall be modified to extend the ending date of the contract to September 30, 2009.

F.4 SHIPPING INSTRUCTIONS (JSC 52.247-94) (APR 1997)

All documentation shall be shipped to the address cited below:

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: Contract Number: NNJ06JF82C

For reissue to: SPICE Contract Specialist/BJ2/Building 45, Room 102-HH

F.5 PLACE OF PERFORMANCE

The primary effort required under this contract shall be performed at the Lyndon B. Johnson Space Center (JSC) and at other locations as covered by the Statement of Work.

(End of clause)

SECTION G

CONTRACT ADMINISTRATION DATA

G.1 LISTING OF CLAUSES INCORPORATED BY REFERENCE

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

I. FEDERAL ACQUISITION REGULATION (48 CFR CHAPTER 1)

CLAUSE NUMBER	DATE	TITLE
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None included by reference.

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

CLAUSE NUMBER	DATE	TITLE
1852.242-73	NOV 204	NASA CONTRACTOR FINANCIAL MANAGEMENT REPORTING
1852.245-70	JUL 1997	CONTRACTOR REQUESTS FOR GOVERNMENT-OWNED EQUIPMENT

(End of clause)

III. FULL TEXT CLAUSES

G.2 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
LF231/Accounts Payable Group
2101 NASA Parkway
Houston, TX 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:

Houston Branch Defense Contract Audit Agency
Attn: TBD
8876 Gulf Freeway, Suite 500
Houston, TX 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:

NASA Johnson Space Center
Attn: BJ2/Contracting Officer
2101 NASA Parkway
Houston, TX 77058-3696

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.3 DESIGNATION OF NEW TECHNOLOGY REPRESENTATIVE AND PATENT REPRESENTATIVE (NFS 1852.227-72) (JULY 1997)

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

NEW TECHNOLOGY REPRESENTATIVE:

AT/Technology Transfer & Commercialization Office, NASA Johnson Space Center,
Houston, TX 77058

PATENT REPRESENTATIVE:

AL/Patent Representative, NASA Johnson Space Center, Houston, TX 77058

(b) Reports of reportable items, and disclosure of subject inventions, interim reports, final reports, utilization reports, and other reports required by the clause, as well as any correspondence with respect to such matters, should be directed to the New Technology Representative unless transmitted in response to correspondence or request from the Patent Representative. Inquires or requests regarding disposition of rights, election of rights, or related matters should be directed to the Patent Representative. This clause shall be included in any subcontract hereunder requiring a "New Technology" clause or "Patent Rights--Retention by the Contractor (Short Form)" clause, unless otherwise authorized or directed by the Contracting Officer. The respective responsibilities and authorities of the above-named representatives are set forth in 1827.305-370 of the NASA FAR Supplement.

(End of clause)

G.4 TECHNICAL DIRECTION (NFS 1852.242.70) (SEPTEMBER 1993)

(a) Performance of the work under this contract is subject to the written technical direction of the Contracting Officer Technical Representative (COTR), who shall be specifically appointed by the Contracting Officer in writing in accordance with NASA FAR Supplement 1842.270. "Technical direction" means a directive to the Contractor that approves approaches, solutions, designs, or refinements; fills in details or otherwise completes the general description of work or documentation items; shifts emphasis among work areas or tasks; or furnishes similar instruction to the Contractor. Technical direction includes requiring studies and pursuit of certain lines of inquiry regarding matters within the general tasks and requirements in Section C of this contract.

(b) The COTR does not have the authority to, and shall not, issue any instruction purporting to be technical direction that--

- (1) Constitutes an assignment of additional work outside the statement of work;
- (2) Constitutes a change as defined in the changes clause;
- (3) Constitutes a basis for any increase or decrease in the total estimated contract cost, the fixed fee (if any), or the time required for contract performance;
- (4) Changes any of the expressed terms, conditions, or specifications of the contract; or
- (5) Interferes with the contractor's rights to perform the terms and conditions of the contract.

(c) All technical direction shall be issued in writing by the COTR.

(d) The Contractor shall proceed promptly with the performance of technical direction duly issued by the COTR in the manner prescribed by this clause and within the COTR's.

authority. If, in the Contractor's opinion, any instruction or direction by the COTR falls within any of the categories defined in paragraph (b) of this clause, the Contractor shall not proceed but shall notify the Contracting Officer in writing within 5 working days after receiving it and shall request the Contracting Officer to take action as described in this clause. Upon receiving this notification, the Contracting Officer shall either issue an appropriate contract modification within a reasonable time or advise the Contractor in writing within 30 days that the instruction or direction is--

(1) Rescinded in its entirety; or

(2) Within the requirements of the contract and does not constitute a change under the changes clause of the contract, and that the Contractor should proceed promptly with its performance.

(e) A failure of the contractor and contracting officer to agree that the instruction or direction is both within the requirements of the contract and does not constitute a change under the changes clause, or a failure to agree upon the contract action to be taken with respect to the instruction or direction, shall be subject to the Disputes clause of this contract.

(f) Any action(s) taken by the contractor in response to any direction given by any person other than the Contracting Officer or the COTR shall be at the Contractor's risk.

(End of clause)

G.5 INSTALLATION-ACCOUNTABLE GOVERNMENT PROPERTY
(NFS 1852.245-71) (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:

User Responsibilities: Reference Document (NPG 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 record keeping, 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 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) (OCTOBER 2003)

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

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

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

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

(c)(1) The annual reporting period shall be from October 1 of each year through September 30 of the following year. The report shall be submitted in time to be received by October 15. The information contained in these reports is entered into the NASA accounting system to reflect current asset values for agency financial statement purposes. Therefore, it is essential that required reports be received no later than October 15. Some activity may be estimated for the month of September, if necessary, to ensure the NF 1018 is received when due. However, 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)
(OCTOBER 1988)

For performance of work under this contract, the Government will make available Government property identified in Section J, Page J-6 of this contract on a no-charge-for-use basis. The Contractor shall use this property in the performance of this contract at NASA Johnson Space Center and at other location(s) as may be approved by the Contracting Officer. Under the FAR 52.245 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) (JULY 1997)

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

(a) Office space, work area space, and utilities. Government telephones are available for official purposes only; pay telephones are available for contractor employees for unofficial calls.

(b) General- and special-purpose equipment, including office furniture.

(1) Equipment to be made available is listed in Section J, Page J-6. 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

(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. Contractors should be aware that approval for access to the site and issuance of a badge may take much longer than three weeks and sufficient lead time must be allowed to accommodate the approval process.

(b) All visit/badge requests for persons described in (a) above must be entered in the NASA 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 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, and an approved NASA Foreign National Visitor Security/Technology Control Plan (STTCP), (previously called the Access Control Plan) has been submitted and approved.

(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 IDENTIFICATION OF EMPLOYEES (JSC 52.242-92) (JAN 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 employee and visitor badges 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 4:00 pm on Saturday and Sunday. 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)

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

CLAUSE NUMBER	DATE	TITLE
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
1852.242-72	AUG 1992	OBSERVANCE OF LEGAL HOLIDAYS (ALTERNATE I & II) (SEP 1989)

(End of clause)

H.2 RESTRICTIONS ON PRINTING AND DUPLICATING (NFS 1852.208-81) (NOV 2004)

(a) The Contractor may duplicate or copy any documentation required by this contract in accordance with the provisions of the Government Printing and Binding Regulations, No. 26, S. Pub 101-9, U.S. Government Printing Office, Washington, DC, 20402, published by the Joint Committee on Printing, U.S. Congress.

(b) The Contractor shall not perform, or procure from any commercial source, any printing in connection with the performance of work under this contract. The term "printing" includes the processes of composition, platemaking, presswork, duplicating, silk screen processes, binding, microform, and the end items of such processes and equipment.

(c) The Contractor is authorized to duplicate or copy production units provided the requirement does not exceed 5,000 production units of any one page or 25,000 units in the aggregate of multiple pages. Such pages may not exceed a maximum image size of

10-3/4 by 14-1/4 inches. A "production unit" is one sheet, size 8-1/2 x 11 inches (215 x 280 mm), one side only, and one color ink.

(d) This clause does not preclude writing, editing, preparation of manuscript copy, or preparation of related illustrative material as a part of this contract, or administrative duplicating/copying (for example, necessary forms and instructional materials used by the Contractor to respond to the terms of the contract).

(e) Costs associated with printing, duplicating, or copying in excess of the limits in paragraph (c) of this clause are unallowable without prior written approval of the Contracting Officer. If the Contractor has reason to believe that any activity required in fulfillment of the contract will necessitate any printing or substantial duplicating or copying, it immediately shall provide written notice to the Contracting Officer and request approval prior to proceeding with the activity. Requests will be processed by the Contracting Officer in accordance with the provisions of the Government Printing and Binding Regulations, NFS 1808.802, and NPR 1490.5, NASA Procedural Requirements for Printing, Duplicating, and Copying Management.

(f) The Contractor shall include in each subcontract which may involve a requirement for any printing, duplicating, and copying in excess of the limits specified in paragraph (c) of this clause, a provision substantially the same as this clause, including this paragraph (f).

(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 and/or facilities (shown below or as specified in the contract Section J-6-3) 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 BTI.080406.A854 dated

August 4, 2006, by reference, with the same force and effect as if it were given in full text.

(End of clause)

H.5 NON-DISCLOSURE AGREEMENT

It is anticipated that the Contractor will have access to, be furnished, or use the following types of recorded information:

1. Information of third parties with limited rights or restricted rights notices submitted to NASA or directly to the Contractor.
2. Information of third parties, which NASA has agreed to handle under protective arrangement.

Information of which NASA intends to control the use and dissemination.

Information governed by the Privacy Act of 1974, 5 U.S.C. 552a.

In order to provide appropriate management for protecting such information, the Contractor agrees with respect to such information to (1) use and disclose such information only to the extent necessary to perform the work required under this contract, with particular emphasis on restricting the information to those "need to know" employees, and (2) to establish the necessary procedures to preclude disclosure of such information outside the Contractor employees assigned work area, except in accordance with the written instructions of the Contracting Officer.

The Contractor agrees to submit a nondisclosure statement per company policy and procedures for all personnel upon employment on the SPICE contract.

(End of clause)

H.6 TRAVEL

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 rates per the most current official CONUS Per Diem Rates, located at www.dtic.mil/cgi-bin/cpdrates.pl.

Costs relating to approved travel shall be a direct charge to this contract. Vouchers may be submitted upon completion of individual trips and shall be prepared and submitted in accordance with FAR clause 52.216-7 Allowable Cost and Payment and NFS clause 1852.216-87 Submission of Vouchers for Payment. The total travel for this contract is estimated to be \$9,900 each year.

(End of clause)

[END OF SECTION]

PART II - CONTRACT CLAUSES

SECTION I

CONTRACT CLAUSES

I.1 LISTING OF 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>

NOTICE: The following solicitation provisions and/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, RECISION 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
52.204-2	AUG 1996	SECURITY REQUIREMENTS
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
52.209-6	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
52.216-7	DEC 2002	ALLOWABLE COST AND PAYMENT
52.216-8	MAR 1997	FIXED FEE
52.217-8	NOV 1999	OPTION TO EXTEND SERVICES (insert 30 days in last sentence)
52.219-6	JUN 2003	NOTICE OF TOTAL SMALL BUSINESS SET-ASIDE
52.219-8	MAY 2004	UTILIZATION OF SMALL BUSINESS CONCERNS
52.219-11	FEB 1990	SPECIAL 8(A) CONTRACT CONDITIONS
52.219-14	DEC 1996	LIMITATION ON SUBCONTRACTING
52.219-25	OCT 1999	SMALL DISADVANTAGED BUSINESS PARTICIPATION PROGRAM - DISADVANTAGED STATUS AND REPORTING
52.222-1	FEB 1997	NOTICE TO THE GOVERNMENT OF LABOR DISPUTES
52.222-2	JUL 1990	PAYMENT FOR OVERTIME PREMIUMS (INSERT IN (a) "0")
52.222-3	JUN 2003	CONVICT LABOR
52.222-4	JUL 2005	CONTRACT WORK HOURS AND SAFETY STANDARDS ACT OVERTIME COMPENSATION
52.222-21	FEB 1999	PROHIBITION OF SEGREGATED FACILITIES
52.222-26	APR 2002	EQUAL OPPORTUNITY
52.222-35	DEC 2001	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	DEC 2001	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
52.223-5	AUG 2003	POLLUTION PREVENTION AND RIGHT TO KNOW INFORMATION (ALTERNATE I & II) (AUG 2003)
52.223-6	MAY 2001	DRUG-FREE WORKPLACE

52.223-10	AUG 2000	WASTE REDUCTION PROGRAM
52.223-14	AUG 2003	TOXIC CHEMICAL RELEASE REPORTING
52.224-1	APR 1984	PRIVACY ACT NOTIFICATION
52.224-2	APR 1984	PRIVACY ACT
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
52.227-11	JUN 1997	PATENT RIGHTS – RETENTION BY THE CONTRACTOR (SHORT FORM) (AS MODIFIED BY NFS 1852.227-11) (JUN 1987)
52.227-14	JUN 1987	RIGHTS IN DATA-GENERAL – (AS MODIFIED BY NFS 1852.227-14 – RIGHTS IN DATA-GENERAL (OCT 1995)
52.227-16	JUN 1987	ADDITIONAL DATA REQUIREMENTS
52.228-7	MAR 1996	INSURANCE LIABILITY TO THIRD PERSONS
52.232-9	APR 1984	LIMITATION ON WITH-HOLDING 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
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
52.242-1	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
52.242-10	APR 1984	F.O.B. ORIGIN-GOVERNMENT BILLS OF LADING OR PREPAID POSTAGE
52.242-13	JUL 1995	BANKRUPTCY
52.243-2	AUG 1987	CHANGES-COST-REIMBURSEMENT (ALTERNATE I) (APR 1984)
52.244-2	AUG 1998	SUBCONTRACTS – ALTERNATE I (JAN 2006) (INSERT “SUBCONTRACTS EVALUATED DURING WRITTEN CONSENT” IN PARAGRAPH (e). INSERT “OVER \$10K SUBCONTRACTS EVALUATED DURING NEGOTIATIONS” IN PARAGRAPH (k) “MDA SPACE MISSIONS – HOUSTON”
52.244-5	SEP 1996	COMPETITION IN SUBCONTRACTING
52.244-6	FEB 2006	SUBCONTRACTS FOR COMMERCIAL ITEMS
52.245-1	APR 1984	PROPERTY RECORDS

52.245-5	MAY 2004	GOVERNMENT PROPERTY (COST-REIMBURSEMENT, TIME-AND-MATERIAL, OR LABOR-HOUR CONTRACTS (DEVIATION) (AS MODIFIED BY NASA PIC 99-15)
52.246-25	FEB 1997	LIMITATION OF LIABILITY SERVICES
52.247-1	FEB 2006	COMMERCIAL BILL OF LADING NOTATIONS (INSERT IN SECTION (a) <u>NASA-JSC</u> and in SECTION (b) <u>NASA-JSC AND REFERENCE CONTRACT NUMBER NNJ06JF82C</u> and <u>Contracting Officer</u>)
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
1852.219-74	SEP 1990	USE OF RURAL AREA SMALL BUSINESSES
1852.219-76	JUL 1997	NASA 8 PERCENT GOAL
1852.228-75	OCT 1988	MINIMUM INSURANCE COVERAGE
1852.237-70	DEC 1988	EMERGENCY EVACUATION PROCEDURES
1852.237-72	JUN 2005	ACCESS TO SENSITIVE INFORMATION
1852.237-73	JUN 2005	RELEASE OF SENSITIVE INFORMATION

III. FULL TEXT CLAUSES

I.2 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*

(End of clause)

1.3 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.4 OMBUDSMAN (NFS 1852.215-84) (OCT 2003)

(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,

Shannon Lucid, Office of the Chief Engineer /Mail Code AG/Phone: 281-244-8938
Ralph Anderson, Office of the Chief Engineer/ Mail Code AG/Phone: 281-483-1272

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.

(End of clause)

[END OF SECTION]

SPACE PROGRAM INTEGRATED CONTRACT ENVIRONMENT (SPICE) CONTRACT

SECTION J

LIST OF ATTACHMENTS

- J-1 JSC Data Requirements List (DRL)
- J-2 JSC Data Requirements Description (DRD)
- J-3 Standard Labor Categories (SLC)s
- J-4 U. S. Department of Labor Wage Determination
- J-5 Acronyms and JSC Organizations List
- J-6 Government Furnished Property
 - J-6-1 Government Furnished Property Listing
 - J-6-2 JSC Standard ODIN Seats Listing
 - J-6-3 Key Personnel and Facilities as Required

SECTION J

ATTACHMENT J-1

JSC DATA REQUIREMENTS LIST (DRL)

ATTACHMENT J-1
Space Program Integrated Contract Environment (SPICE)
JSC DATA REQUIREMENTS LIST (DRL)
Based on JSC-STD-123

a. Title of Contract, Project, SOW, etc. Space Program Integrated Contract Environment (SPICE) Contract				b. Contract/RFP No. NNJ06JF82C		c. DRL Date/Mod Date June 25, 2004	
1. Line item no. 1	2. DRD Title Management Plan	3. Frequency OT	4. As-of-Date	5. 1st subm. date 10/01/06	6. Copies	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) BD/COTR (Electronic copy) BJ2/CO (1 hard copy)			9. Remarks One time submission at start of contract				
1. Line item no. 2	2. DRD Title Technical Plan	3. Frequency OT	4. As-of-Date	5. 1st subm. date 10/01/06	6. Copies	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) BD/COTR (Electronic copy) BJ2/CO (1 hard copy)			9. Remarks See Page 2, Paragraph F of DRD				
1. Line item no. 3	2. DRD Title Performance Status Reporting	3. Frequency AN	4. As-of-Date	5. 1st subm. date 10/1/06	6. Copies	a. type	b. number 1
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) BD/COTR (Electronic/web accessible) BJ2/CO (1 hard copy)			9. Remarks Due at contract start date Submit monthly				
1. Line item no. 4	2. DRD Title IT Security Plan	3. Frequency AR	4. As-of-Date	5. 1st subm. date 11/1/06	6. Copies As per DRD	a. type	b. number 1
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) BD/COTR (1 hard copy) BJ2/CO (1 hard copy)			9. Remarks Due 30 days after contract start date Submit monthly				

ATTACHMENT J-1
Space Program Integrated Contract Environment (SPICE)
JSC DATA REQUIREMENTS LIST (DRL)
Based on JSC-STD-123

1. Line item no. 5	2. DRD Title Data Management Procedures Guide	3. Frequency MO	4. As-of-Date	5. 1st subm. date 11/1/06	6. Copies a. type b. number
7. Data type: <input type="checkbox"/> (1) Written approval (Plan) <input checked="" type="checkbox"/> (2) Mandatory Submittal (Reports) <input type="checkbox"/> (3) Submitted upon request					
	8. Distribution (<i>Continue on a blank sheet if needed</i>) BD/COTR (Electronic) BJ2/CO (1 hard copy)	9. Remarks Due 30 days after contract start. Submit annually or update with major change to data management procedure			
1. Line item no. 6	2. DRD Title User Training	3. Frequency MO	4. As-of-Date	5. 1st subm. date 11/01/06	6. Copies 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 (<i>Continue on a blank sheet if needed</i>) BD/COTR (Electronic) BJ2/CO (1 hard copy)	9. Remarks First software update following contract award Deliver per software update			
1. Line item no. 7	2. DRD Title Safety and Health Plan	3. Frequency OT	4. As-of-Date	5. 1st subm. date 8/04/06	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					
	8. Distribution (<i>Continue on a blank sheet if needed</i>) BD/COTR (Electronic) BJ2/CO (1 hard copy) JE/Environmental Services (1 hard copy) NS/Safety and Test Operations Division (2 hard copies) SD13/Occupational Health Officer (1 hard copy)	9. Remarks Due at the time proposal is submitted			
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					
	8. Distribution (<i>Continue on a blank sheet if needed</i>)	9. Remarks			

ATTACHMENT J-1
Space Program Integrated Contract Environment (SPICE)
JSC DATA REQUIREMENTS LIST (DRL)
Based on JSC-STD-123

1. Line item no. 8	2. DRD Title Monthly Safety and Health Metrics	3. Frequency MO	4. As-of-Date	5. 1st subm. date 11/10/06	6. Copies a. type b. number
7. Data type: <input type="checkbox"/> (1) Written approval (Plan) <input checked="" type="checkbox"/> (2) Mandatory Submittal (Reports) <input type="checkbox"/> (3) Submitted upon request					
	8. Distribution (<i>Continue on a blank sheet if needed</i>) BD/COTR (Electronic) BJ2/CO (1 hard copy) NS2/Occupational Safety Branch (Electronic) SD13/Occupational Health Officer (Electronic)	9. Remarks Due by the 10 th of month following month being reported Send as Excel spreadsheet or in tables compatible with MS Word			
1. Line item no. 9	2. DRD Title Safety and Health Program Self Evaluation	3. Frequency AN	4. As-of-Date	5. 1st subm. date 9/30/07	6. Copies 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 (<i>Continue on a blank sheet if needed</i>) BD/COTR (Electronic) BJ2/CO (1 hard copy)	9. Remarks Due annually, September 30 th of each year			
1. Line item no. 10	2. DRD Title Employee Roster	3. Frequency AN	4. As-of-Date	5. 1st subm. date 11/1/06	6. Copies 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 (<i>Continue on a blank sheet if needed</i>) BD/COTR (Electronic) BJ2/CO (Electronic)	9. Remarks Due 30 days after contract start Submit annually or as required to track personnel changes			
1. Line item no. 11	2. DRD Title Non Disclosure Statements	3. Frequency OT	4. As-of-Date	5. 1st subm. date 10/1/06	6. Copies 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 (<i>Continue on a blank sheet if needed</i>) BD/COTR (Electronic) BJ2/CO (1 hard copy)	9. Remarks One time submittal for each contractor employee and new hires working on the contract			

ATTACHMENT J-1
Space Program Integrated Contract Environment (SPICE)
JSC DATA REQUIREMENTS LIST (DRL)
Based on JSC-STD-123

1. Line item no. 12	2. DRD Title NF 533 Reporting	3. Frequency MO 533M QT 533Q	4. As-of-Date	5. 1st subm. date 11/10/06	6. Copies a. type b. number
7. Data type: <input type="checkbox"/> (1) Written approval (Plan) <input checked="" type="checkbox"/> (2) Mandatory Submittal (Reports) <input type="checkbox"/> (3) Submitted upon request					
	8. Distribution (<i>Continue on a blank sheet if needed</i>) BJ2/Contracting Officer BD/COTR LI/Budget Analyst	9. Remarks 533M – Due 10 operating days after close of contractor's accounting month 533Q – Due 15 calendar days prior to quarter being reported			
1. Line item no. 13	2. DRD Title Wage/Salary and Fringe Benefit Data	3. Frequency AN	4. As-of-Date	5. 1st subm. date 11/01/06	6. Copies 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 (<i>Continue on a blank sheet if needed</i>) BA2/Contract Labor Relations Officer (1 copy) BJ2/Contracting Officer (1 copy)	9. Remarks 30 days after award Submit annually, 60 days prior to the anniversary date of the contract.			
1. Line item no. 14	2. DRD Title Reprocurement Data Package	3. Frequency See block 9 of DRL	4. As-of-Date	5. 1st subm. date See block 9 of DRL	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					
	8. Distribution (<i>Continue on a blank sheet if needed</i>) BD/COTR (Electronic/hard copy) (Where applicable) BJ2/CO (Electronic/hard copy) (Where applicable)	9. Remarks 1 Year prior to contract end date (Preliminary) 30 days prior to contract end date (Final)			
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 checked="" type="checkbox"/> (2) Mandatory Submittal <input type="checkbox"/> (3) Submitted upon request					
	8. Distribution (<i>Continue on a blank sheet if needed</i>)	9. Remarks			

1. DRD Title SPICE – 1 Management Plan	2. Date of current version 6/15/06	3. DRL Line Item No. 1	RFP/Contract No. (Procurement completes) NNJ06JF82C
4. Use <i>(Define need for, intended use of, and/or anticipated results of data)</i> Describe the Contractor's overall management structure and approach for managing the SPICE effort.		5. DRD Category : <i>(check)</i> <input type="checkbox"/> Technical <input checked="" type="checkbox"/> Administrative <input type="checkbox"/> SR&QA	
6. References <i>(Optional)</i>	7. Interrelationships <i>(e.g., with other DRDs) (Optional)</i> DRD 2 Technical Plan		
8. Preparation Information <i>(Include complete instructions for document preparation)</i>			

The Management Plan establishes the Contractor's general organizational structure, lines of responsibilities and authorities, contractor interfaces, and general processes that will be used to establish and manage the entire SPICE effort: resources, technical, costs, and other.

- Volume I: "Management Approach" may be submitted as your "Management Plan" (DRD 1).

First Submit: At contract award
 Delivery Frequency: Annually
 NASA approval: Yes
 Distribution: CO, COTR
 Format: Electronic

1. DRD Title SPICE - 2 Technical Plan	2. Date of current version 6/15/06	3. DRL Line Item No. 2	RFP/Contract No. (Procurement completes) NNJ06JF82C
4. Use (Define need for, intended use of, and/or anticipated results of data) Provides the Contractor's technical approach towards performing the SPICE effort.		5. DRD Category : (check) <input checked="" type="checkbox"/> Technical <input type="checkbox"/> Administrative <input type="checkbox"/> SR&QA	
6. References (Optional)	7. Interrelationships (e.g., with other DRDs) (Optional) DRD 1 Management Plan		

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

The Technical Plan shall describe the Contractor's technical approach toward performing the SPICE effort. This Plan shall include the following:

- Configuration Control Plan
- Application/Database Operations Plan
- Application Release Management Plan
- System Design Document Plan
- System Requirements Specification Plan
- Requirements Traceability Matrix Plan

A. Configuration Control:

1. Describe the Contractor's technical approach to be implemented for control of engineering (design) configuration and operational configuration. Include the following:

- Define how configuration control will be recorded and documented
- Identify the specific part of the organization responsible for maintaining the configuration control records
- Identify the documentation and data systems required to provide configuration control for the application and database
- Identify the specific equipment, systems, and operational interfaces which are subject to configuration control
- Describe the procedures to be used to coordinate, define, test, monitor, and control all technical and operational interfaces
- Identify individuals responsible for writing and for approving configuration control procedures, and
- Define how NASA will be involved with final decisions in the change process.

2. Baseline Configurations - Baseline configuration descriptions and documentation shall be provided and maintained for all systems. These configuration descriptions and documentation shall be updated to reflect the results of approved changes to the configurations. These documents shall be numbered such that it is possible to determine the historical evolution of baseline configurations to the current configurations. Changes from the previous version of the documents shall be clearly noted.

3. Change Authorization Document Reports - Summary reports of all the documents that authorize changes to be made to the SPICE application and database shall be provided. These reports shall contain CO or COTR approved Change Requests, and the Contractor's internal documentation.

4. Change Trace - Trace documentation of all changes between the original baselined systems, and the current configuration shall be maintained for SPICE data systems.

B. Applications/Database Operations Plan:

1. Describe the operational processes required for the SPICE system (application and database). Include startup/shutdown of the application and database, problem detection and correction procedures, resource utilization and performance monitoring, database management procedures, as well as specific procedures required to keep the application functioning normally.

C. Application Release Management Plan:

1. Describe the processes used to release the application to production (existing/modified) to production, following the completion of approved changes and satisfactory testing. Address the archival of existing application code and data structures.

D. System Design Document (SDD) Plan:

1. Describe the current design of the SPICE system, as an elementary guide for development activity. Include workflow and entity relationship diagrams, mockups, and other information essential to clearly conveying the design concept to those responsible for development.

E. System Requirements Specification (SRS) Plan:

1. Describe the requirements, functional and detailed, for a given release product. Functional requirements should include descriptive text which clearly conveys the intended purpose of a given component, or particular use case. Detailed requirements should be stated in a fashion that permits each requirement to be tested and verified as part of the unit testing that is performed prior to release. Detailed requirements that appear in the Requirements Traceability Matrix should directly correspond to the detailed requirements documented in the

F. Requirements Traceability Matrix (RTM) Plan:

1. Prepare a Requirements Traceability matrix serves as a checklist for testable requirements. This matrix documents that requirements have been implemented and tested. It ties together the SRS and SDD, and test results for a given release product. The RTM is expressed as a matrix containing the referenced requirement from the SRS, the corresponding design elements from the SDD, and a Pass/Fail indicator for unit testing performed for each requirement.

First Submit:	Item A, B, C: At contract award Item D, E, F: First Software Update following contract award
Delivery Frequency:	Item A, B, C: Annually Item D, E, F: Per Software Update
Annually	
NASA approval:	Yes
Distribution:	CO, COTR
Format:	Electronic

1. DRD Title SPICE – 3 Performance Status Reporting	2. Date of current version 6/15/06	3. DRL Line Item No. 3	RFP/Contract No. (Procurement completes) NNJ06JF82C
4. Use <i>(Define need for, intended use of, and/or anticipated results of data)</i> For reporting to contract management personnel project status and key performance indicators of contract activities		5. DRD Category : <i>(check)</i> <input checked="" type="checkbox"/> Technical <input type="checkbox"/> Administrative <input type="checkbox"/> SR&QA	
6. References <i>(Optional)</i>	7. Interrelationships <i>(e.g., with other DRDs) (Optional)</i>		

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

Performance status reporting on the contract shall apprise contract management personnel of all authorized work under the contract.

The report shall comprise the following:

- Project Status Report (Weekly/Monthly)
- Metrics Report (Monthly)

A. Project Status Report

The Project Status Report shall communicate the status of projects for all authorized contract work under the contract. This report shall be organized by "Contract Set/Task Order" and shall contain a description of the project/tasks, durations, skill/resource levels, start/end dates for approved application development activities. The report shall include a reference to the approved Change Requests, Corrective Actions, Concerns, Problem Resolution, Improvement Initiatives, and Upcoming activities, and any other items deemed essential to report, where necessary. Weekly and Monthly status reports are required.

B. Metrics Report

At a minimum the Metrics Report shall contain data on key performance indicators tracked in the following areas: server, application, database, training, users. The report shall be organized at a summary contract level, and at a lower level, by "Contract Set/Task Order". The report shall be a tabular report comprised of the following elements: metric, metric description, unit of measurement, measurement frequency, normal range, and actual value experienced. A description of how the metric is calculated shall be attached in narrative format to the report.

The Metrics Report shall be delivered as a Microsoft Excel spreadsheet. Multiple "Contract Sets/Task orders" may be reported in a single spreadsheet, with separate worksheets for each task order report. Reports shall include cumulative trend data showing metric results for each past reporting period. Status reports shall include reports on progress and problems encountered in meeting the quality and timeliness metrics in the SOW. This report shall be provided on a Monthly basis.

METRIC REPORT	
ELEMENT	DESCRIPTION
Metric	Name of metric
Metric Description	Description of what is measured
Measurement Procedure	How often is the measurement taken
Threshold Estimation	How are the thresholds calculated
Normal Range	Current range of values considered normal
Actual Value	Actual value experienced of the metric
Units	Units of measurement

First Submit: At contract award
 Delivery Frequency: Monthly
 NASA approval: Yes
 Distribution: CO, COTR
 Format: Electronic/ web-accessible

1. DRD Title SPICE – 4 IT Security Plan	2. Date of current version 6/15/06	3. DRL Line Item No. 4	RFP/Contract No. (Procurement completes) NNJ06JF82C
4. Use (Define need for, intended use of, and/or anticipated results of data) For reporting performance metrics per "trackable function" as identified within approved task orders		5. DRD Category : (check) <input checked="" type="checkbox"/> Technical <input 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 shall provide a performance metrics report as defined by the COTR, for all line items identified as a "Trackable Function". The metrics report shall be a tabular report consisting of one column listing "Trackable Functions", and a corresponding column for "Actual Hours". The Metrics Report shall be delivered as a Microsoft Excel spreadsheet. Multiple task orders may be reported in a single spreadsheet, with separate worksheets for each task order report.

First Submit: 1 month following contract award
 Delivery Frequency: Monthly, as directed by task order
 NASA approval: Yes
 Distribution: COTR
 Format: Electronic
 SOW reference:

1. DRD Title SPICE – 5 Data Management Procedures Guide	2. Date of current version 6/15/06	3. DRL Line Item No. 5	RFP/Contract No. (Procurement completes) NNJ06JF82C
4. Use (<i>Define need for, intended use of, and/or anticipated results of data</i>) Provide the operating procedures and guidelines for handling/management of SPICE data (hardcopy and electronic information).		5. DRD Category : (<i>check</i>) <input checked="" type="checkbox"/> Technical <input type="checkbox"/> Administrative <input type="checkbox"/> 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 Data Management Procedures Guide, documenting the operating procedures and guidelines for handling/managing SPICE data (hardcopy and electronic information). At a minimum, the guide shall include procedures for receipt, integration, maintenance, and archiving of physical and electronic data.

First Submit: Due 30 days after contract start
 Delivery Frequency: Annually or Update with major change to data management procedure
 NASA approval: Yes
 Distribution: CO, COTR
 Format: Electronic

1. DRD Title SPICE – 6 User Training	2. Date of current version 6/15/06	3. DRL Line Item No. 6	RFP/Contract No. (Procurement completes) NNJ06JF82C
4. Use (Define need for, intended use of, and/or anticipated results of data) Describe User Guides, On-line help, training materials for support of the SPICE effort.		5. DRD Category : (check) <input checked="" type="checkbox"/> Technical <input type="checkbox"/> Administrative <input type="checkbox"/> SR&QA	
6. References (Optional)	7. Interrelationships (e.g., with other DRDs) (Optional) Project Status Reporting		
8. Preparation Information (Include complete instructions for document preparation)			

Describe/provide User Guidelines, On-line help, training materials for support of the SPICE effort. Address briefing, quick reference guides, user training approach and target groups.

First Submit: First software update following contract award
 Delivery Frequency: Per software update
 NASA approval: Yes
 Distribution: COTR
 Format: Electronic

JSC DATA REQUIREMENTS DESCRIPTION (DRD)

(Based on JSC-STD-123)

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. 7	RFP/Contract No. (Procurement completes) NNJ06JF28C
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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
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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:

- BD/COTR (1 copy)
- BJ2/CO (1 copy)
- NS/Safety and Test Operations Division (2 copies)
- SD13/Occupational Health Officer (1 copy)
- JE/Environmental Services (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,

JSC DATA REQUIREMENTS DESCRIPTION (DRD)

(Based on JSC-STD-123)

Sonny Carter Training Facility, or White Sands Test Facility (WSTF); tailoring of the plan to the requirements of specific establishments is acceptable. The 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

JSC DATA REQUIREMENTS DESCRIPTION (DRD)

(Based on JSC-STD-123)

- 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.
- 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

JSC DATA REQUIREMENTS DESCRIPTION (DRD)

(Based on JSC-STD-123)

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;
- (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,

JSC DATA REQUIREMENTS DESCRIPTION (DRD)

(Based on JSC-STD-123)

- 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.
- 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
 - a. Discrepancies between observed conditions and current requirements, and
 - b. 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:
 - a. 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.

JSC DATA REQUIREMENTS DESCRIPTION (DRD)

(Based on JSC-STD-123)

- b. 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.
 - c. 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.
 - d. 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:
- a. 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.
 - 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

JSC DATA REQUIREMENTS DESCRIPTION (DRD)

(Based on JSC-STD-123)

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.

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

JSC DATA REQUIREMENTS DESCRIPTION (DRD)

(Based on JSC-STD-123)

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.

1. DRD Title SPICE – 8 Monthly Safety and Health Metrics	2. Current Version Date 6/15/06	3. DRL Line Item No. 8	RFP/Contract No. (Procurement completes) NNJ06JF82C
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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) Technical Administrative SR&QA

6. References (Optional) JPG 1700.1 JSC Safety and Health handbook	7. Interrelationships (e.g., with other DRDs) (Optional)
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8. Preparation Information (Include complete instructions for document preparation)

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

Distribution.
BD/COTR (1 copy)
BJ2/CO (1 copy)
NS2/Occupational Safety Branch (2 copies)
SD13/Occupational Health Officer (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	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	This month	Year to date

Include **electronic** copies of minutes or **representative information**

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

1. DRD Title SPICE – 9 Safety and Health Program Self Evaluation	2. Current Version Date 4/4/06	3. DRL Line Item No. 9	RFP/Contract No. (Procurement completes) NNJ06JF82C
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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:

BD/COTR (1 copy)
BJ2/COTR (1 copy)
NS/Safety and Test Operations Division (2 copies)
SD13/Occupational Health Officer (1 copy)
JE / Environmental Services (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 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.

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

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.

- 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;

- (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.

- 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
- a. Discrepancies between observed conditions and current requirements, and
 - b. 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 use of NASA forms as specified in JPR 1700.1 and alternate forms used by contractor with emphasis on timely notification of NASA; investigation procedures; exercise of jurisdiction over a mishap investigation involving NASA and other contractor personnel; 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 use of NASA Form 1627, "Mishap Report" (or equivalent), including 24-hour and ten-day mishap reports to JSC Occupational Safety, mail code NS2. Note: the NASA Form 1627 is not attached since it is a three part carbonless form not conducive to reproduction. This form can be obtained from JSC's Printing Services.
- 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:
- a. 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.
 - 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.
- 3.1. 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.
- 3.2. 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.
 - 3.3. 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.
 - 3.4. 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.
 - 3.5. 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.
 - 3.6. 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.
 - 3.7. Environmental Operations & Activities
 - 3.7.1. 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.
 - 3.7.2. 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.
 - 3.8. 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.
 - 3.9. 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).
 - 3.10. 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.
- 3.11. 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.srga.isc.nasa.gov/HATS/>). (The scope is restricted to establishments at JSC, Sonny Carter Training Facility, and Ellington Field.) This includes the following:
 - 3.11.1. 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.
 - 3.11.2. 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.
 - 3.12. 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.
 - 3.13. 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.

1. DRD Title SPICE – 10 Employee Roster	2. Date of current version 6/15/06	3. DRL Line Item No. 10	RFP/Contract No. (Procurement completes) NNJ06JF82C
4. Use (Define need for, intended use of, and/or anticipated results of data) Identifies contractor employees working on-site at Johnson Space Center. May be used during floor checks.		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)		

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

The contractor shall provide an Employee Roster of all personnel performing work on-site at JSC. The employee name, telephone number (JSC extension), location, and the organization supported by each contractor employee, shall be provided.

First Submit:	Due 30 days after contract start
Delivery Frequency:	Annually or As required to track personnel changes
NASA approval:	Yes
Distribution:	CO (1 copy), COTR (1 copy)
Format:	Electronic format

1. DRD Title SPICE – 11 Non-Disclosure Statements	2. Date of current version 6/15/06	3. DRL Line Item No. 11	RFP/Contract No. (Procurement completes) NNJ06JF28C
4. Use (<i>Define need for, intended use of, and/or anticipated results of data</i>) Agreement made between contractor employees and the Government to protect contract proprietary data and management sensitive Government information.		5. DRD Category : (<i>check</i>) <input type="checkbox"/> Technical <input checked="" type="checkbox"/> Administrative <input type="checkbox"/> 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 submit for all personnel upon employment on the SPICE contact, a non-disclosure statement per company policy and procedures.

First Submit: Upon contract award
Delivery Frequency: One-time submittal for each contractor employee working on the contract
NASA approval: Yes
Distribution: CO
Format: Electronic

JSC DATA REQUIREMENTS DESCRIPTION (DRD)

(Based on JSC-STD-123)

mm 8/16/06
Reviewed By:

Fandy An On
for Janice Melitt

8-14-2006

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

Date

Concurred By:

J. H. Beall

8/18/06

Chief Financial Officer

Date

1. DRD Title	2. Date of Current Version	3. DRD Line Item No.	4. RFP/Contract No.
NF 533 Reporting		12	NNJ06JF82C
5. Description (Include description of purpose and anticipated results of data)			6. Category (Check one)
To provide financial management reports for planning, monitoring, and controlling project resources; accounting for the contract's accumulated expenditures and other liabilities; evaluating contractor cost performance; and projecting/forecasting cost and work force resource requirements which realistically support the schedule requirements.			<input type="checkbox"/> Technical <input checked="" type="checkbox"/> Administrative <input type="checkbox"/> SR&QA
7. References (Optional)		8. 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:

<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 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.

<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 Equivalents (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)
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)
- BJ2/F. Mahan (Contracting Officer (1 hardcopy))
- LI23/C. Pettway (Budget/Program Analyst (1 hardcopy))
- BD/F. Ahadzie (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

Example File Format

Header (Non-Repeating Segment)

CCR Extension Data Element	Description	Contractor Initial Data Mapping	NF50: Required/Optional	OTHER: CCR Required/Optional	Field Name	St. Pos	End Pos	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
Cost Unit of Measure	Cost Unit of Measure (SIR2047)	Submitted with CONTRACTOR data	Required	Required	COST_UOM	50	51	2	CHAR
HR/WYE Unit of	Hour/Work-Year-Equivalent Unit of	Submitted with CONTRACTOR	Required	Required	HR_WYE_UOM	52	53	2	CHAR

CCR Extension Data Element	Description	Contractor Initial Data Mapping	INF 533 Required/Optional	OTHER CCR Required/Optional	Field Name	St. Pos	End Pos	Len	Format
Measure	Measure (SIR2047)	data							
	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 HR/WYE (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)
	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	The Grand Total Contract Cost Dollars Column 7c	Submitted with CONTRACTOR data	Required. Does not require	Required if detailed line item	GT_ITD_COST	123	135	13	CURRENCY (2)

CGR Extension Data Element	Description	Contractor Initial Data Mapping	NE 623 Required/Optional	OTHER CGR Required/Optional	Field Name	St. Pos	End Pos	Len	Format
ITD (7c)	which represents Contract Cost Inception to Date		detailed line item data if provided from Cost Incurred Month (7a)	data is provided for this column					
	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 month or Next Month Estimate for cost.	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_NEXT_MONTH_EST	172	184	13	CURRENCY (2)
	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)

CCR Extension Data Element	Description	Contractor Initial Data Mapping	NE 538 Required Optional	OTHER CCR Required Optional	Field Name	St Pos	EndPos	Len	Form
	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)

Example File Format

Detail (Repeating Segment)

CCR Extension Data Element	Description	Contractor Initial Data Mapping	NF 538 Required/Optional	Other CCR Required/Optional	Field Name	Start 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 Cost (8a)	Estimated costs for first upcoming month for given category.	Line item field—submitted with CONTRACTOR data	Required.	Determined by contract requirement-data from Column 7a, 7c or 8a	CUR_MONTH_EC	89	101	13	CURRENCY (2)
HR/WYE Current Month	Estimated hours for first upcoming month for given category. Will only be needed	Line item field—submitted with CONTRACTOR	Optional unless Required by contract for	Optional unless Required by contract for	HRWYE_CUR_MONTH_EST	102	111	10	NUMERIC (1)

CCR Extension Data Element	Description	Contractor Initial Data Mapping	NE 533 Required/Optional	OTHER CCR Required/Optional	Field Name	Start Pos	End Pos	Len	Format
Estimate (8a)	if labor hours are required to be submitted electronically per contract.	data	WYE calculation	WYE calculation					
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

Example File Format

Sub-Reporting Category Line Items – Repeating Segment

Field Name	Start Pos	End Pos	Length	Format	Variable Repetition (2-100)	Description
SUB RECORD TYPE	1	2	2	CHAR		'SM' for Monthly column 7a Detail; 'SQ' for ITD column Detail

Field Name	Start Pos	End Pos	Length	Format	Variable Definition (CR 8197)	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)

Example File Format

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

Field Name	Start Pos	End Pos	Length	Format	Variable Definition	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)

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	NF153 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

1. DRD Title SPICE – 13 Wage/Salary and Fringe Benefit Data	2. Date of current version 06/07/06	3. DRL Line Item No. 13	RFP/Contract No. (Procurement completes) NNJ06JF82C
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 : (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) FAR 52.222-41		

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

DISTRIBUTION: BJ2/Contracting Officer
BA2/Contract Labor Relations Officer

INITIAL SUBMISSION: 30 Days following start of contract

SUBMISSION FREQUENCY: Annually, 60 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.

Form 2

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 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>
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FORM 3A

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

FORM 3

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

1. DRD Title SPICE – 14 Reprocurement Data Package	2. Date of current version 9/8/06	3. DRL Line Item No. 14	RFP/Contract No. (Procurement completes) NNJ06JF82C
4. Use (<i>Define need for, intended use of, and/or anticipated results of data</i>) 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 re-procurement activities. Note: This data may be disclosed to competing offerors in the future.		5. DRD Category : (<i>check</i>) <input type="checkbox"/> Technical <input checked="" type="checkbox"/> Administrative <input type="checkbox"/> 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*)

In addition to the requirement to maintain certain data in the access to contractor data clause(s)/data rights clauses, the contractor shall deliver the following at no additional cost to the Government:

8a. Content: Data packages containing the following:

8b. SPICE Application/Database & Supporting Documentation: Submission of current version of all models, tools, source code, and supporting documentation:

1. A catalog of models and tools provided according to any DR or SOW on this contract shall be developed which contains the following:
 - a. Unique name of item
 - b. Version number, revision number, or release date as appropriate
 - c. Abstract which describes purpose or use of item
 - d. Location of electronic copy
2. Models and tools to be submitted include:
 - a. Models and tools developed/used in performance of this contract
 - b. 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.
3. 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:
 - a. Purpose of the model or tool
 - b. Inputs required
 - c. Governing assumptions or constraints, including definition of the Vehicle configuration if pertinent to the model definition or its use
 - d. Model or tool certification history, including description of validation methods used and results of correlation activities
 - e. Association with other models
 - f. For models, necessary tools such as a specific software modeling environment required to operate the model
 - g. For tools, necessary platforms such as computer processor requirements or operating system limitations
4. Data Items, for example, websites and internal work instructions developed for this contract that contains the following:
 - a. Version number, revision number, or release date as appropriate
 - b. Abstract which describes purpose or use of item Location of electronic copy (TBD)
 - c. Location of electronic copy (TBD)

8c. Cost/Resources/Other Contract Information: Submission of current labor & non-labor resources, copy of any labor agreements, and equipment lists:

1. Labor resources:

- a. List of all direct labor skills by labor category, segregated by current work breakdown structure (WBS)
- b. 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
- c. 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
- d. 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.
- e. Seniority level of all skills on the current contract

2. Non-labor resources:

- a. List of all materials, equipment, travel, supplies, etc., and the incurred annual cost by WBS
- b. 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.

3. Non-Exempt Personnel/ Collective Bargaining Agreements

- a. The projected liability cost associated with unused accrued paid leave associated with non-exempt personnel.
- b. Provide a copy of any Collective Bargaining Agreements in place and a current status of any upcoming negotiations with a union.

4. Equipment

- a. 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

8d. Format: Electronic format of all document submissions shall be compatible with NASA/JSC's desktop standard applications. All models/tools and data items shall be provided electronically in Open Format (ie. an electronic data file format that is non-proprietary: comma delimited, tab delimited, text and rich text formats).

8e. Distribution: Contracting Officer/BJ (1 Electronic/hard copy) (Where applicable)
COTR/BD (1 Electronic/hard copy) (Where applicable)

8f. Frequency: 1 Year prior to contract end date (Preliminary).
30 days prior to contract end date (Final).

SECTION J

ATTACHMENT J-3

STANDARD LABOR CATEGORIES

SLC:	Job Description/Guideline
Program Manager	Serves as the Contractor's primary contract manager, and shall be the Contractor's authorized interface with the Government Contracting Officer (CO), the contract level Contracting Officer's Technical Representative (COTR), government management personnel and customer agency representatives. Responsible for formulating and enforcing work standards, assigning Contractor schedules, reviewing work discrepancies, supervising Contractor personnel and communicating policies, purposes, and goals of the organization to subordinates. Shall be responsible for the overall contract performance. A Bachelor's degree in a related field with at least 10 years experience in a management position, managing 50 or more employees preferred.
Administrative Assistant	Supports Program Manager/Project Manager/project staff; prepares correspondence, schedules and coordinates travel or events. May assist in the preparation and integration of presentation graphics and other materials. May support the development of contract deliverables and reports. Performs data entry and verifies data entered, where applicable. May support external customers (e.g. educators and news media). High School Diploma or equivalent. Relevant experience including familiarity with work processing, spreadsheet, and presentation software.
Software Engineer I	Designs, modifies, develops, writes and implements software programming applications including Web applications. Supports or installs software applications. Participates in the testing process through test review and analysis, test witnessing and certification of software. Bachelor's degree in a related area preferred.
Software Engineer II	Designs, modifies, develops, writes and implements software programming applications including Web applications. Supports or installs software applications. Participates in the testing process through test review and analysis, policy verification, test witnessing and certification of software. Bachelor's degree in a related area and at least 2 years of experience in the field or in a related area preferred. A certain degree of creativity and latitude is expected.

Space Program Integrated Contract Environment (SPICE) Contract

Software Engineer III	Designs, modifies, develops, writes and implements software programming applications. Supports and/or installs software applications. Participates in the testing process through test review and analysis, test witnessing and certification of software. Bachelor's degree in a related area and at least 5 years of experience in the field or in a related area preferred. May lead and direct the work of others. A wide degree of creativity and latitude is expected.
Training	Teaches courses in one or more subjects in commercial, governmental, industrial or service establishments. Prepares instructional program/materials in accordance with training requirements. Instructs in the theoretical and practical aspects of requirements. Utilizes such teaching methods as individual coaching, group discussions, lectures, demonstrations, seminars, and workshops. Bachelor's degree in a related area and at least 2 years of experience in the field or in a related area preferred. A certain degree of creativity and latitude is expected.
Data Entry	Operates keyboard-controlled data entry devices such as a computer, key-operated magnetic tape, or disc encoder to transcribe data into a format suitable for computer processing. Job task requires skill in operating an alphanumeric keyboard, and an understanding of transcribing procedures and relevant data entry equipment. High School Diploma or equivalent. Relevant experience including familiarity with work processing, spreadsheet, and presentation software.

Space Program Integrated Contract Environment (SPICE) Contract

SECTION J

ATTACHMENT J-4

U.S. DEPARTMENT OF LABOR

WAGE DETERMINATION

January 1996

U.S. DEPARTMENT OF LABOR
EMPLOYMENT STANDARDS
ADMINISTRATION

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

(See Instructions on Reverse)

1. NOTICE NO.

43643

Memorandum

MAIL TO:

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

2. Estimated solicitation date (use numerals)

Month	Day	Year
05	31	06

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

Month	Day	Year
06	23	06

4. Date contract performance to begin (use numerals)

Month	Day	Year
10	01	06

5. PLACE(S) OF PERFORMANCE

Harris County, TX

6. SERVICES TO BE PERFORMED (describe)

II: Space Program Integrated Contract Environment (SPICE)
Software Support Contract Period: 10/01/06 to 09/30/07

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

Bastion Technologies, Inc.
17625 El Camino Real, Suite 330
Houston, TX 77058-3075

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 1

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)

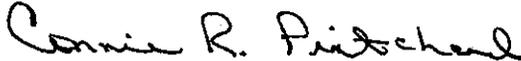
Signed: _____

(U.S. Department of Labor)

(Date)

9. OFFICIAL SUBMITTING NOTICE

SIGNED:



DATE

09/12/06

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

STANDARD FORM 98a
February 1973
U.S. DEPARTMENT OF LABOR
Employment Standards Administration

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

11. Notice No.

NASA
43643

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

Data Entry Operator, II

3

GS-3 \$12.15

01312 - Secretary II	17.73
01313 - Secretary III	19.36
01314 - Secretary IV	22.76
01315 - Secretary V	25.57
01320 - Service Order Dispatcher	14.63
01341 - Stenographer I	12.72
01342 - Stenographer II	15.12
01400 - Supply Technician	22.76
01420 - Survey Worker (Interviewer)	15.53
01460 - Switchboard Operator-Receptionist	10.88
01510 - Test Examiner	17.73
01520 - Test Proctor	17.73
01531 - Travel Clerk I	11.56
01532 - Travel Clerk II	12.46
01533 - Travel Clerk III	13.33
01611 - Word Processor I	11.45
01612 - Word Processor II	13.79
01613 - Word Processor III	16.27
03000 - Automatic Data Processing Occupations	
03010 - Computer Data Librarian	13.45
03041 - Computer Operator I	13.45
03042 - Computer Operator II	15.53
03043 - Computer Operator III	17.54
03044 - Computer Operator IV	22.60
03045 - Computer Operator V	23.90
03071 - Computer Programmer I (1)	21.12
03072 - Computer Programmer II (1)	26.16
03073 - Computer Programmer III (1)	27.62
03074 - Computer Programmer IV (1)	27.62
03101 - Computer Systems Analyst I (1)	27.41
03102 - Computer Systems Analyst II (1)	27.62
03103 - Computer Systems Analyst III (1)	27.62
03160 - Peripheral Equipment Operator	13.45
05000 - Automotive Service Occupations	
05005 - Automotive Body Repairer, Fiberglass	21.26
05010 - Automotive Glass Installer	21.68
05040 - Automotive Worker	20.91
05070 - Electrician, Automotive	22.66
05100 - 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	
(not set) - Food Service Worker	8.01
07010 - Baker	10.04
07041 - Cook I	8.65
07042 - Cook II	9.33
07070 - Dishwasher	8.11
07130 - Meat Cutter	12.36
07250 - Waiter/Waitress	7.75
09000 - Furniture Maintenance and Repair Occupations	
09010 - Electrostatic Spray Painter	16.65
09040 - Furniture Handler	11.74
09070 - Furniture Refinisher	16.09
09100 - Furniture Refinisher Helper	13.74
09110 - Furniture Repairer, Minor	15.29
09130 - Upholsterer	16.65
11030 - General Services and Support Occupations	
11030 - Cleaner, Vehicles	9.12
11060 - Elevator Operator	7.39
11090 - Gardener	12.14
11121 - House Keeping Aid I	7.27
11122 - House Keeping Aid II	7.68
11150 - Janitor	8.17
11210 - Laborer, Grounds Maintenance	9.75
11240 - Maid or Houseman	7.27
11270 - Pest Controller	12.98
11300 - Refuse Collector	9.12
11330 - Tractor Operator	11.44
11360 - Window Cleaner	8.92
12000 - Health Occupations	
12020 - Dental Assistant	14.22
12040 - Emergency Medical Technician (EMT)/ Paramedic/Ambulance Driver	12.93
12071 - Licensed Practical Nurse I	14.15
12072 - Licensed Practical Nurse II	15.88
12073 - Licensed Practical Nurse III	17.10
12100 - Medical Assistant	11.91
12130 - Medical Laboratory Technician	13.90
12160 - Medical Record Clerk	13.13
12190 - Medical Record Technician	16.02
12221 - Nursing Assistant I	7.08
12222 - Nursing Assistant II	9.82
12223 - Nursing Assistant III	10.62
12224 - Nursing Assistant IV	12.40
12250 - Pharmacy Technician	13.10
12280 - Phlebotomist	13.30
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	37.96
12316 - Registered Nurse IV	43.48
13000 - Information and Arts Occupations	
13002 - Audiovisual Librarian	18.40
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 Technician	12.96
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
15000 - Laundry, Dry Cleaning, Pressing and Related Occupations	
15010 - Assembler	7.98
15030 - Counter Attendant	7.98
15040 - Dry Cleaner	10.25
15070 - Finisher, Flatwork, Machine	7.98
15090 - Presser, Hand	7.98
15100 - Presser, Machine, Drycleaning	7.98
15130 - Presser, Machine, Shirts	7.98
15160 - Presser, Machine, Wearing Apparel, Laundry	7.98
15190 - Sewing Machine Operator	10.85
15220 - Tailor	11.67
15250 - Washer, Machine	8.76
19000 - Machine Tool Operation and Repair Occupations	
19010 - Machine-Tool Operator (Toolroom)	16.65
19040 - Tool and Die Maker	19.20
21000 - Material Handling and Packing Occupations	
21010 - Fuel Distribution System Operator	16.33
21020 - Material Coordinator	18.50
21030 - Material Expediter	18.50
21040 - Material Handling Laborer	12.26
21050 - Order Filler	10.53
21071 - Forklift Operator	12.84
21080 - Production Line Worker (Food Processing)	12.84
21100 - Shipping/Receiving Clerk	12.43
21130 - Shipping Packer	12.43
21140 - Store Worker I	9.57
21150 - Stock Clerk (Shelf Stocker; Store Worker II)	13.57
21210 - Tools and Parts Attendant	13.58
21400 - Warehouse Specialist	12.84

23000 - Mechanics and Maintenance and Repair Occupations	
23010 - Aircraft Mechanic	23.19
23040 - Aircraft Mechanic Helper	18.07
23050 - Aircraft Quality Control Inspector	24.21
23060 - Aircraft Servicer	20.10
23070 - Aircraft Worker	21.18
23100 - Appliance Mechanic	16.65
23120 - Bicycle Repairer	13.91
23125 - Cable Splicer	20.27
23130 - Carpenter, Maintenance	18.58
23140 - Carpet Layer	15.92
23160 - Electrician, Maintenance	25.19
23181 - Electronics Technician, Maintenance I	15.91
23182 - Electronics Technician, Maintenance II	20.59
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
23340 - Fuel Distribution System Mechanic	19.17
23370 - General Maintenance Worker	15.46
23400 - Heating, Refrigeration and Air Conditioning Mechanic	19.17
23430 - Heavy Equipment Mechanic	17.43
23440 - Heavy Equipment Operator	17.43
23460 - Instrument Mechanic	17.47
23470 - Laborer	10.14
23500 - Locksmith	16.65
23530 - Machinery Maintenance Mechanic	19.81
23550 - Machinist, Maintenance	20.16
23580 - Maintenance Trades Helper	13.58
23640 - Millwright	19.48
23700 - Office Appliance Repairer	16.65
23740 - Painter, Aircraft	18.32
23760 - Painter, Maintenance	16.65
23790 - Pipefitter, Maintenance	19.33
23800 - Plumber, Maintenance	18.87
23820 - Pneudraulic Systems Mechanic	17.47
23850 - Rigger	17.47
23870 - Scale Mechanic	15.92
23890 - Sheet-Metal Worker, Maintenance	17.43
23910 - Small Engine Mechanic	15.92
23930 - Telecommunication Mechanic I	21.33
23931 - Telecommunication Mechanic II	22.28
23950 - Telephone Lineman	21.09
23960 - Welder, Combination, Maintenance	17.43
23965 - Well Driller	17.43
23970 - Woodcraft Worker	17.47
23980 - Woodworker	10.27

24000 - Personal Needs Occupations

24570 - Child Care Attendant	9.68
24580 - Child Care Center Clerk	12.06

24600 - Chore Aid	6.36
24630 - Homemaker	15.41
25000 - Plant and System Operation 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	
(not set) - Police Officer	21.21
27004 - Alarm Monitor	13.96
27006 - Corrections Officer	18.04
27010 - Court Security Officer	18.04
27040 - Detention Officer	18.04
27070 - Firefighter	17.70
27101 - Guard I	10.14
27102 - Guard II	17.90
28000 - Stevedoring/Longshoremen Occupations	
28010 - Blocker and Bracer	16.16
28020 - Hatch Tender	16.16
28030 - Line Handler	16.16
28040 - Stevedore I	15.12
28050 - Stevedore II	17.21
29000 - Technical Occupations	
21150 - Graphic Artist	23.11
29010 - Air Traffic Control Specialist, Center (2)	35.18
29011 - Air Traffic Control Specialist, Station (2)	24.26
29012 - Air Traffic Control Specialist, Terminal (2)	26.71
29023 - Archeological Technician I	19.34
29024 - Archeological Technician II	21.66
29025 - Archeological Technician III	26.79
29030 - Cartographic Technician	27.31
29035 - Computer Based Training (CBT) Specialist/ Instructor	25.70
29040 - Civil Engineering Technician	24.82
29061 - Drafter I	16.82
29062 - Drafter II	17.44
29063 - Drafter III	21.12
29064 - Drafter IV	26.79
29081 - Engineering Technician I	15.08
29082 - Engineering Technician II	18.74
29083 - Engineering Technician III	21.81
29084 - Engineering Technician IV	27.69
29085 - Engineering Technician V	36.15
29086 - Engineering Technician VI	41.10
29090 - Environmental Technician	24.76
29100 - Flight Simulator/Instructor (Pilot)	32.45
29160 - Instructor	23.47

29210 - Laboratory Technician	19.77
29240 - Mathematical Technician	28.04
29361 - Paralegal/Legal Assistant I	17.80
29362 - Paralegal/Legal Assistant II	21.38
29363 - Paralegal/Legal Assistant III	26.62
29364 - Paralegal/Legal Assistant IV	29.59
29390 - Photooptics Technician	26.79
29480 - Technical Writer	24.02
29491 - Unexploded Ordnance (UXO) Technician I	22.35
29492 - Unexploded Ordnance (UXO) Technician II	27.05
29493 - Unexploded Ordnance (UXO) Technician III	34.42
29494 - Unexploded (UXO) Safety Escort	22.35
29495 - Unexploded (UXO) Sweep Personnel	22.35
29620 - Weather Observer, Senior (3)	21.81
29621 - Weather Observer, Combined Upper Air and Surface Programs (3)	17.99
29622 - Weather Observer, Upper Air	17.99
31000 - Transportation/ Mobile Equipment Operation Occupations	
31030 - Bus Driver	15.48
31260 - Parking and Lot Attendant	8.34
31290 - Shuttle Bus Driver	12.67
31300 - Taxi Driver	9.00
31361 - Truckdriver, Light Truck	12.67
31362 - Truckdriver, Medium Truck	14.97
31363 - Truckdriver, Heavy Truck	16.00
31364 - Truckdriver, Tractor-Trailer	16.00
99000 - Miscellaneous Occupations	
99020 - Animal Caretaker	8.21
99030 - Cashier	9.10
99041 - Carnival Equipment Operator	9.72
99042 - Carnival Equipment Repairer	10.22
99043 - Carnival Worker	7.50
99050 - Desk Clerk	10.65
99095 - Embalmer	19.59
99300 - Lifeguard	11.75
99310 - Mortician	24.04
99350 - Park Attendant (Aide)	14.75
99400 - Photofinishing Worker (Photo Lab Tech., Darkroom Tech)	9.48
99500 - Recreation Specialist	14.74
99510 - Recycling Worker	13.45
99610 - Sales Clerk	10.85
99620 - School Crossing Guard (Crosswalk Attendant)	8.29
99630 - Sport Official	11.47
99658 - Survey Party Chief (Chief of Party)	19.92
99659 - Surveying Technician (Instr. Person/Surveyor Asst./Instr.)	17.23
99660 - Surveying Aide	13.64
99690 - Swimming Pool Operator	13.10
99720 - Vending Machine Attendant	10.91
99730 - Vending Machine Repairer	13.10

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 4.174)

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 ordnance, explosives, and incendiary materials. This includes work such as screening, blending, drying, 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.

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.

**** NOTES APPLYING TO THIS WAGE DETERMINATION ****

Under the policy and guidance contained in All Agency Memorandum No. 159, the Wage and Hour Division does not recognize, for section 4(c) purposes, prospective wage rates and fringe benefit provisions that are effective only upon such contingencies as "approval of Wage and Hour, issuance of a wage determination, incorporation of the wage determination in the contract, adjusting the contract price, etc." (The relevant CBA section) in the collective bargaining agreement between (the parties) contains contingency language that Wage and Hour does not recognize as reflecting "arm's length negotiation" under section 4(c) of the Act and 29 C.F.R. 5.11(a) of the regulations. This wage determination therefore reflects the actual CBA wage rates and fringe benefits paid under the predecessor contract.

Source of Occupational Title and Descriptions:

The duties of employees under job titles listed are those described in the "Service Contract Act Directory of Occupations," Fourth Edition, January 1993, as amended by the Third Supplement, dated March 1997, unless otherwise indicated. This publication may be obtained from the Superintendent of Documents, at 202-783-3238, or by writing to the Superintendent of

Documents, U.S. Government Printing Office, Washington, D.C. 20402. Copies of specific job descriptions may also be obtained from the appropriate contracting officer.

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-5

Acronyms and JSC Organization List

ADL	Applicable Document List
AMS	Acquisition Management System
BA	Office of Procurement Mail Code
CAGE	Contractor and Government Entity
CBA	Collective Bargaining Agreement
CBI	Confidential Business Information
CCO	Contract Change Order
CM	Configuration Management
CO	Contracting Officer
COSS	Center Operations Support Services
COTR	Contracting Officer's Technical Representative
COTS	Commercial Off-The-Shelf
CS	Contract Specialist
DCMA	Defense Contract Management Agency
DD	Department of Defense Form
DIL	Deliverable Items List
DRD	Data Requirements Description
DRL	Data Requirements List
FAR	Federal Acquisition Regulation
FMD	Financial Management Division
FOIA	Freedom of Information Act
FTE	Full Time Equivalent
FY	Fiscal Year
GFD	Government-Furnished Data
GFE	Government-Furnished Equipment
H/W	Hardware
IAL	Information Accessibility Lab
IPMS	Integrated Procurement Management System
IRD	Information Resources Directorate
ISO	International Standards Organization
ISS	International Space Station
IT	Information Technology
JBO	JSC Business Opportunities
JDMS	JSC Directives Management System
JETS	JSC Enabling Technologies and Security
JF	JSC Form
JIMMS	JSC Information Management Services
JPD	JSC Policy Directive

JPG	JSC Procedures and Guidelines
JPI	JSC Procurement Instruction
JSC	Johnson Space Center
M&O	Maintenance and Operations
MCC	Mission Control Center
MOU	Memorandum of Understanding
MS	Microsoft
MSFC	Marshall Space Flight Center
NAICS	North American Industry Classification System
NAIS	NASA Acquisition Internet Service
NASA	National Aeronautics and Space Administration
NEMS	NASA Equipment Management System
NF	NASA Form
NFNMS	NASA Foreign National Management System
NFS	NASA FAR Supplement
NHB	NASA Handbook
NIEMS	NASA institutional Environment Management
NPD	NASA Policy Directive
NPG	NASA Procedures and Guidelines
ODIN	Outsourcing Desktop Initiative for NASA
ORC	Operational Readiness Check
ORR	Operational Readiness Review
OSHA	Occupational Safety and Health Administration
PCR	Program Control Room
PDF	Portable Document Format
PEC	Performance Evaluation Committee
PKI	Public Key Infrastructure
PM	Preventative Maintenance
PNM	Price Negotiation Memorandum
PPM	Prenegotiation Position Memorandum
PR	Purchase Requisition
QASP	Quality Assurance Surveillance Plan
QMS	Quality Management System
RFP	Request For Proposal
S&MA	Safety and Mission Assurance
S/A	Supplemental Agreement
S/W	Software
SAN	Storage Area Network
	Systems Applications, and Products in
SAP	Data Processing
SB	Small Business
SBA	Small Business Administration

SDB Small Disadvantaged Business
SEMO Supply and Equipment Management Office
SF Standard Form
SLP System Level Procedure
SOP Standard Operating Procedure
SOW Statement Of Work
SPICE Space Program Integrated Contract Environment
SR Service Request
SSCN Space Station Change Notices
SSPP System Safety Program Plans
STARS Staffing And Recruiting System
TBD To Be Determined
TIFF Tagged Information File Format
TM Technical Manager
TMR Technical Manager's Representative
TO Task Order
UPS Uninterruptible Power Supply
WBS Work Breakdown Structure
WSTF White Sands Test Facility
YTD Year To Date

JSC ORGANIZATION LIST

AA	Office of the Center Director
AB	Deputy Director Office
AC	Associate Director (Management)
AG	Office of the JSC Chief Engineer
AH	Human Resources and Education Office
AJ	Equal Opportunity and Diversity Management Programs Office
AL	Legal Office
AP	Office of Public Affairs
BA	Office of Procurement
CA	Flight Crew Operations Directorate
DA	Mission Operations Directorate
EA	Engineering Directorate
IA	Information Resources Directorate
JA	Center Operations Directorate
LA	Chief Financial Officer
MA	Space Shuttle Program
NA	Safety and Mission Assurance Directorate
OA	International Space Station Program
RA	White Sands Test Facility
SA	Space and Life Sciences Directorate
W-JS	NASA Office of Inspector General
WE	NASA Engineering and Safety Center
WR	Department of Defense Payloads Office
WS8	NOAA National Weather Service, Spaceflight Meteorology Group
XA	Extravehicular Activity Office
ZA	Constellation Program Office

SECTION J

ATTACHMENT J-6

GOVERNMENT FURNISHED PROPERTY LISTING

GOVERNMENT FURNISHED PROPERTY LISTING

Description	Date Acquired	Bastion Tag Number	Model Number	Serial Number	Location	Last Inventoried
Sharp PG-M10U Notevision Projector	11/17/00	G-0001	PGM 10X	D10411565	Bastion , 33D	12/15/05
CISCO 2620 Switch	1/22/01	G-0002	2620	JMX0504K0PJ	Bastion, 33D	12/15/05
CISCO 2924XL Router	1/22/01	G-0003	2924XL	FAB054M027	Bastion, 33D	12/15/05

ATTACHMENT J-6-2

JSC STANDARD ODIN SEATS

The Government will provide a total of 5 JSC Standard ODIN Seats for the Contractor's on-site employees and in support of this contract.

ATTACHMENT J-6-3

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 Procurement Policy Systems Office. The principal places of performance under this contract are as follows: Building 4S and Building 45 at approximately 302.97 square feet at the Johnson Space Center, Houston, TX.