OMB Approval #: 2700-0042

AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT

1. CONTRACT ID CODE	PAGE OF PAGES
3005758	1 2

2. AMENDMENT/MODIFICATION NO.	3. EFFECTIVE DATE	4. REQUISITION/PURCHASE REQ. NO.	5. PROJECT NO. *(If applicable)*
44	February 22, 2001	Refer to Article B.3	

ISSUED BY CODE 64

NASA Office Of Procurement DA20
John C. Stennis Space Center
Stennis Space Center, MS 39529-6000
Attn: James D. Huk II (228) 688-1045

7. ADMINISTERED BY *(If other than Item 6)* CODE

8. NAME AND ADDRESS OF CONTRACTOR *(No., street, county, State, and Zip Code)*

MISSISSIPPI SPACE SERVICES
JOHN C. STENNIS SPACE CENTER
STENNIS SPACE CENTER, MS 39529-6000

CODE 3005758 FACILITY CODE 64

(x)	
	9A. AMENDMENT OF SOLICITATION NO.
	9B. DATED *(SEE ITEM 11)*
X	10A. MODIFICATION OF CONTRACT/ORDER NO. NAS13-99030
	10B. DATED *(SEE ITEM 13)* AUGUST 28, 1999

11. THIS ITEM ONLY APPLIES TO AMENDMENTS OF SOLICITATIONS

☐ The above numbered solicitation is amended as set forth in Item 14. The hour and date specified for receipt of Offers ☐ is extended, ☐ is not extended. Offers must acknowledge receipt of this amendment prior to the hour and date specified in the solicitation or as amended, by one of the following methods:

(a) By completing Items 8 and 15, and returning copies of the amendment; (b) By acknowledging receipt of this amendment on each copy of the offer submitted; or (c) By separate letter or telegram which includes a reference to the solicitation and amendment numbers. FAILURE OF YOUR ACKNOWLEDGEMENT TO BE RECEIVED AT THE PLACE DESIGNATED FOR THE RECEIPT OF OFFERS PRIOR TO THE HOUR AND DATE SPECIFIED MAY RESULT IN REJECTION OF YOUR OFFER. If by virtue of this amendment you desire to change an offer already submitted, such change may be made by telegram or letter, provided each telegram or letter makes reference to the solicitation and this amendment, and is received prior to the opening hour and date specified.

12. ACCOUNTING AND APPROPRIATION DATA *(If required)*

PPC: BX REFER TO ACCOUNTING AND APPROPRIATION DATA IN SCHEDULE ARTICLE B.3

13. THIS ITEM APPLIES ONLY TO MODIFICATIONS OF CONTRACTS/ORDERS, IT MODIFIES THE CONTRACT/ORDER NO. AS DESCRIBED IN ITEM 14.

	A. THIS CHANGE ORDER IS ISSUED PURSUANT TO: *(Specify authority)* THE CHANGES SET FORTH IN ITEM 14 ARE MADE IN THE CONTRACT ORDER NO. IN ITEM 10A.
	B. THE ABOVE NUMBERED CONTRACT/ORDER IS MODIFIED TO REFLECT THE ADMINISTRATIVE CHANGES *(such as changes in paying office, appropriation date, etc.)* SET FORTH IN ITEM 14, PURSUANT TO THE AUTHORITY OF FAR 43.103(b).
	C. THIS SUPPLEMENTAL AGREEMENT IS ENTERED INTO PURSUANT TO AUTHORITY OF:
X	OTHER *(Specify type of modification and authority)* FAR CLAUSE 52.232-22, LIMITATION OF FUNDS CLAUSE (APRIL 1984), contractor's letter dated February 22, 2001.

E. IMPORTANT: **Contractor is not required to sign this document**

14. DESCRIPTION OF AMENDMENT/MODIFICATION *(Organized by UCF section headings, including solicitation/contract subject matter where feasible.)*

SEE CONTINUATION PAGES

Except as provided herein, all terms and conditions of the document referenced in Item 9A or 10A, as heretofore changed, remains unchanged and in full force and effect.

15A. NAME AND TITLE OF SIGNER *(Type or print)*		16A. NAME AND TITLE OF CONTRACTING OFFICER *(Type or print)* JAMES D. HUK II CONTRACTING OFFICER	
15B. CONTRACTOR/OFFEROR *(Signature of person authorized to sign)*	15C. DATE SIGNED	16B. UNITED STATES OF AMERICA BY *(Signature of Contracting Officer)*	16C. DATE SIGNED 2/21/01

7540-01-152-8070 PREVIOUS EDITION UNUSABLE

30-105

STANDARD FORM 30 (Rev. 10-83)
Prescribed by GSA
FAR (48 CFR) 53.243

The purpose of this modification is to provide for incremental funding in the amount of **$494,015.82** to cover work performed under subject contract through, **July 14, 2001** per contractor's letter dated **February 22, 2001.** All other terms and conditions of the contract remain unchanged.

Schedule Article B.3, CONTRACT FUNDING, as established in Modification No. 41, is further modified as follows:

'B.3 CONTRACT FUNDING (1852.232-81) (JUN 1990)

(a) For purposes of payment of cost, exclusive of fee, in accordance with the Limitation of Funds clause, the total amount allotted by the Government to this contract is **$95,581,991.52.** This allotment is for Facility Operating Services at the John C. Stennis Space Center and covers the following estimated period of performance:
August 28, 1999 through July 14, 2001.

(b) An additional amount of **$29,146.93** is obligated under this contract for payment of fee.

(c) Recapitulation of funding is as follows:

	Previous	This Action	Total
Phase- In Cost	$333,910.00	**$ -0-**	$333,910.00
Target Cost	$95,102,549.17	**$479,442.35**	$95,581,991.52
Provisional Incentive Fee			
Cost	$867,241.63	**$4,372.04**	$871,613.67
Performance	$2,023,562.83	**$10,201.43**	$2,033,764.26
Earned Incentive Fee	$ TDBG	**$ TBDG**	$ TBDG
Total Sum Allotted	$98,327,263.63	**$494,015.82**	$98,821,279.45

(d) Accounting and Appropriation Data:

Purchase Request No.	Appropriation	Program Code		Amount
72000038, S-0248	800/10111	997-36-00-00-00-64-2000-00-00-54-YY00-00-2540		$5,850.86
72001038, S-0074	801/20111	997-36-00-00-00-64-2001-00-00-54-YY00-00-2540		$111,341.77
72001038, S-0072	801/20111	997-36-00-00-00-64-2001-00-00-54-YY00-00-2540		$376,823.19
			Total	**$494,015.82**

"(End of Clause)"

OMB Approval #: 2700-0042

AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT

1. CONTRACT ID CODE	PAGE OF PAGES
3005758	1 of 2

2. AMENDMENT/MODIFICATION NO.	3. EFFECTIVE DATE	4. REQUISITION/PURCHASE REQ. NO.	5. PROJECT NO. *(If applicable)*
45	March 22, 2001	Refer to Article B.3	

6. ISSUED BY CODE 64

NASA Office Of Procurement DA20
John C. Stennis Space Center
Stennis Space Center, MS 39529-6000
Attn: James D. Huk II (228) 688-1045

7. ADMINISTERED BY *(If other than Item 6)* CODE

8. NAME AND ADDRESS OF CONTRACTOR *(No., street, county, State, and Zip Code)*

MISSISSIPPI SPACE SERVICES
JOHN C. STENNIS SPACE CENTER
STENNIS SPACE CENTER, MS 39529-6000

CODE 3005758 FACILITY CODE 64

(x) 9A. AMENDMENT OF SOLICITATION NO.

9B. DATED *(SEE ITEM 11)*

(x) 10A. MODIFICATION OF CONTRACT/ORDER NO. NAS13-99030

10B. DATED *(SEE ITEM 13)* AUGUST 28, 1999

11. THIS ITEM ONLY APPLIES TO AMENDMENTS OF SOLICITATIONS

☐ The above numbered solicitation is amended as set forth in Item 14. The hour and date specified for receipt of Offers ☐ is extended, ☐ is not extended.
Offers must acknowledge receipt of this amendment prior to the hour and date specified in the solicitation or as amended, by one of the following methods:

(a) By completing Items 8 and 15, and returning copies of the amendment; (b) By acknowledging receipt of this amendment on each copy of the offer submitted; or (c) By separate letter or telegram which includes a reference to the solicitation and amendment numbers. FAILURE OF YOUR ACKNOWLEDGEMENT TO BE RECEIVED AT THE PLACE DESIGNATED FOR THE RECEIPT OF OFFERS PRIOR TO THE HOUR AND DATE SPECIFIED MAY RESULT IN REJECTION OF YOUR OFFER. If by virtue of this amendment you desire to change an offer already submitted, such change may be made by telegram or letter, provided each telegram or letter makes reference to the solicitation and this amendment, and is received prior to the opening hour and date specified.

12. ACCOUNTING AND APPROPRIATION DATA *(If required)*

PPC: BX REFER TO ACCOUNTING AND APPROPRIATION DATA IN SCHEDULE ARTICLE B.3

13. THIS ITEM APPLIES ONLY TO MODIFICATIONS OF CONTRACTS/ORDERS, IT MODIFIES THE CONTRACT/ORDER NO. AS DESCRIBED IN ITEM 14.

(x)	A. THIS CHANGE ORDER IS ISSUED PURSUANT TO: *(Specify authority)* THE CHANGES SET FORTH IN ITEM 14 ARE MADE IN THE CONTRACT ORDER NO. IN ITEM 10A.
	B. THE ABOVE NUMBERED CONTRACT/ORDER IS MODIFIED TO REFLECT THE ADMINISTRATIVE CHANGES *(such as changes in paying office, appropriation date, etc.)* SET FORTH IN ITEM 14, PURSUANT TO THE AUTHORITY OF FAR 43.103(b).
	C. THIS SUPPLEMENTAL AGREEMENT IS ENTERED INTO PURSUANT TO AUTHORITY OF:
X	OTHER *(Specify type of modification and authority)* FAR CLAUSE 52.232-22, LIMITATION OF FUNDS CLAUSE (APRIL 1984), contractor's letter dated March 22, 2001.

E. IMPORTANT: **Contractor is not required to sign this document**

14. DESCRIPTION OF AMENDMENT/MODIFICATION *(Organized by UCF section headings, including solicitation/contract subject matter where feasible.)*

SEE CONTINUATION PAGES

Except as provided herein, all terms and conditions of the document referenced in Item 9A or 10A, as heretofore changed, remains unchanged and in full force and effect.

15A. NAME AND TITLE OF SIGNER *(Type or print)*		16A. NAME AND TITLE OF CONTRACTING OFFICER *(Type or print)* JAMES D. HUK II CONTRACTING OFFICER	
15B. CONTRACTOR/OFFEROR *(Signature of person authorized to sign)*	15C. DATE SIGNED	16B. UNITED STATES OF AMERICA BY *(Signature of Contracting Officer)*	16C. DATE SIGNED 3/22/01

The purpose of this modification is to provide for incremental funding in the amount of **$4,941,279.42** to cover work performed under subject contract through, **August 18, 2001** per contractor's letter dated **March 22, 2001.** All other terms and conditions of the contract remain unchanged.

Schedule Article B.3, CONTRACT FUNDING, as established in Modification No. 44, is further modified as follows:

"B.3 CONTRACT FUNDING (1852.232-81) (JUN 1990)

(a) For purposes of payment of cost, exclusive of fee, in accordance with the Limitation of Funds clause, the total amount allotted by the Government to this contract is **$100,377,503.20.** This allotment is for Facility Operating Services at the John C. Stennis Space Center and covers the following estimated period of performance: **August 28, 1999 through August 18, 2001.**

(b) An additional amount of **$291,535.49** is obligated under this contract for payment of fee.

(c) Recapitulation of funding is as follows:

	Previous	This Action	Total
Phase- In Cost	$333,910.00	$ -0-	$333,910.00
Target Cost	$95,581,991.52	**$4,795,511.68**	$100,377,503.20
Provisional Incentive Fee			
Cost	$871,613.67	**$43,730.32**	$915,343.99
Performance	$2,033,764.26	**$102,037.42**	$2,135,801.68
Earned Incentive Fee	$ TDBG	**$ TBDG**	$ TBDG
Total Sum Allotted	$98,821,279.45	**$4,941,279.42**	$103,762,558.87

(d) Accounting and Appropriation Data:

Purchase Request No.	Appropriation	Program Code	Amount
72001038, S-0086	801/20111	997-36-00-00-00-64-2001-00-00-54-YY00-00-2540	$296.35
71999038, S-0060	809/00111	997-36-00-00-00-64-1999-00-00-34-YY00-00-2540	$(296.35)
72001038, S-0085	801/20111	997-36-00-00-00-64-2001-00-00-54-YY00-00-2540	$8,517.17
72000038, S-0251	800/10111	997-36-00-00-00-64-2000-00-00-54-YY00-00-2540	$(8,517.17)
72000038, S-0253	800/10111	997-36-00-00-00-64-2000-00-00-54-YY00-00-2540	$323.72
72001038, S-0087	801/20111	997-36-00-00-00-64-2001-00-00-54-YY00-00-2540	$324,247.34
72001038, S-0081	801/20111	997-36-00-00-00-64-2001-00-00-54-YY00-00-2540	$4,616,708.36
		Total	**$4,941,279.42**

"(End of Clause)"

OMB Approval #: 2700-0042

AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT

1. CONTRACT ID CODE	PAGE OF PAGES
3005758	1 | 2

2. AMENDMENT/MODIFICATION NO.	3. EFFECTIVE DATE	4. REQUISITION/PURCHASE REQ. NO.	5. PROJECT NO. *(If applicable)*
46	March 24, 2001	Refer to Article B.5	

ISSUED BY CODE 64

7. ADMINISTERED BY *(If other than Item 6)* CODE

NASA Procurement & Business Management Office DA00
John C. Stennis Space Center
Stennis Space Center, MS 39529-6000
Attn: James D. Huk II (228) 688-1045

8. NAME AND ADDRESS OF CONTRACTOR *(No., street, county, State, and Zip Code)*

MISSISSIPPI SPACE SERVICES
JOHN C. STENNIS SPACE CENTER
STENNIS SPACE CENTER, MS 39529-6000

CODE 3005758 FACILITY CODE 64

(x)	
	9A. AMENDMENT OF SOLICITATION NO.
	9B. DATED *(SEE ITEM 11)*
X	10A. MODIFICATION OF CONTRACT/ORDER NO. NAS13-99030
	10B. DATED *(SEE ITEM 13)* AUGUST 28, 1999

11. THIS ITEM ONLY APPLIES TO AMENDMENTS OF SOLICITATIONS

☐ The above numbered solicitation is amended as set forth in Item 14. The hour and date specified for receipt of Offers ☐ is extended, ☐ is not extended.
Offers must acknowledge receipt of this amendment prior to the hour and date specified in the solicitation or as amended, by one of the following methods:

(a) By completing Items 8 and 15, and returning copies of the amendment; (b) By acknowledging receipt of this amendment on each copy of the offer submitted; or (c) By separate letter or telegram which includes a reference to the solicitation and amendment numbers. FAILURE OF YOUR ACKNOWLEDGEMENT TO BE RECEIVED AT THE PLACE DESIGNATED FOR THE RECEIPT OF OFFERS PRIOR TO THE HOUR AND DATE SPECIFIED MAY RESULT IN REJECTION OF YOUR OFFER. If by virtue of this amendment you desire to change an offer already submitted, such change may be made by telegram or letter, provided each telegram or letter makes reference to the solicitation and this amendment, and is received prior to the opening hour and date specified.

12. ACCOUNTING AND APPROPRIATION DATA *(If required)*

PPC: BX REFER TO ACCOUNTING AND APPROPRIATION DATA IN SCHEDULE ARTICLE B.3

13. THIS ITEM APPLIES ONLY TO MODIFICATIONS OF CONTRACTS/ORDERS, IT MODIFIES THE CONTRACT/ORDER NO. AS DESCRIBED IN ITEM 14.

(X)	A. THIS CHANGE ORDER IS ISSUED PURSUANT TO: *(Specify authority)* THE CHANGES SET FORTH IN ITEM 14 ARE MADE IN THE CONTRACT ORDER NO. IN ITEM 10A.
X	B. THE ABOVE NUMBERED CONTRACT/ORDER IS MODIFIED TO REFLECT THE ADMINISTRATIVE CHANGES *(such as changes in paying office, appropriation date, etc.)* SET FORTH IN ITEM 14, PURSUANT TO THE AUTHORITY OF FAR 43.103(b).
	C. THIS SUPPLEMENTAL AGREEMENT IS ENTERED INTO PURSUANT TO AUTHORITY OF:
	D. OTHER *(Specify type of modification and authority)*

E. IMPORTANT: **Contractor is not required to sign this document**

14. DESCRIPTION OF AMENDMENT/MODIFICATION *(Organized by UCF section headings, including solicitation/contract subject matter where feasible.)*

SEE CONTINUATION PAGES

Except as provided herein, all terms and conditions of the document referenced in Item 9A or 10A, as heretofore changed, remains unchanged and in full force and effect.

15A. NAME AND TITLE OF SIGNER *(Type or print)*		16A. NAME AND TITLE OF CONTRACTING OFFICER *(Type or print)* JAMES D. HUK II CONTRACTING OFFICER	
15B. CONTRACTOR/OFFEROR *(Signature of person authorized to sign)*	15C. DATE SIGNED	16B. UNITED STATES OF AMERICA BY *(Signature of Contracting Officer)*	16C. DATE SIGNED 3/24/01

This procurement is for the following: 1) incorporate the attached changes to Annex 8.0, Occupational Health Services, Paragraph 8.2.7, Program Administration, Medical Records, and Statistics, Performance Requirement Summary (PRS), and corresponding Data Requirements Document (DRD); 2) incorporation of the attached changes are the results of a review conducted by the Contracting Officers Technical Representative (COTR), dated August 1, 2000; 3) the attached changes to Annex 8.0, and the associated Performance Work Statement (PWS) were not anticipated or unknown when it was developed in June 1998; 4) confirmed in Mississippi Space Services (MSS) correspondence dated December 18, 2000 there are no costs associated with the aforementioned.

Revised Annex 8, Occupational Health Services consisting of 11 pages,

Revised Performance Requirements Summary consisting of 1 page,

Revised Data Requirements Documents (DR) consisting of 9 pages.

All other terms and conditions of the contract remain unchanged.

OMB Approval #: 2700-0042

AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT

1. CONTRACT ID CODE	PAGE OF PAGES
3005758	1 of 2

2. AMENDMENT/MODIFICATION NO.	3. EFFECTIVE DATE	4. REQUISITION/PURCHASE REQ. NO.	5. PROJECT NO. (If applicable)
47	March 28, 2001	Refer to Article B.3	

6. ISSUED BY CODE 64

NASA Office Of Procurement DA20
John C. Stennis Space Center
Stennis Space Center, MS 39529-6000
Attn: James D. Huk II (228) 688-1045

7. ADMINISTERED BY (If other than Item 6) CODE

8. NAME AND ADDRESS OF CONTRACTOR (No., street, county, State, and Zip Code)

MISSISSIPPI SPACE SERVICES
JOHN C. STENNIS SPACE CENTER
STENNIS SPACE CENTER, MS 39529-6000

CODE 3005758 FACILITY CODE 64

(x) 9A. AMENDMENT OF SOLICITATION NO.

9B. DATED (SEE ITEM 11)

X 10A. MODIFICATION OF CONTRACT/ORDER NO. NAS13-99030

10B. DATED (SEE ITEM 13) AUGUST 28, 1999

11. THIS ITEM ONLY APPLIES TO AMENDMENTS OF SOLICITATIONS

☐ The above numbered solicitation is amended as set forth in Item 14. The hour and date specified for receipt of Offers ☐ is extended, ☐ is not extended.
Offers must acknowledge receipt of this amendment prior to the hour and date specified in the solicitation or as amended, by one of the following methods:

(a) By completing Items 8 and 15, and returning copies of the amendment; (b) By acknowledging receipt of this amendment on each copy of the offer submitted; or (c) By separate letter or telegram which includes a reference to the solicitation and amendment numbers. FAILURE OF YOUR ACKNOWLEDGEMENT TO BE RECEIVED AT THE PLACE DESIGNATED FOR THE RECEIPT OF OFFERS PRIOR TO THE HOUR AND DATE SPECIFIED MAY RESULT IN REJECTION OF YOUR OFFER. If by virtue of this amendment you desire to change an offer already submitted, such change may be made by telegram or letter, provided each telegram or letter makes reference to the solicitation and this amendment, and is received prior to the opening hour and date specified.

12. ACCOUNTING AND APPROPRIATION DATA (If required)

PPC: BX REFER TO ACCOUNTING AND APPROPRIATION DATA IN SCHEDULE ARTICLE B.3

13. THIS ITEM APPLIES ONLY TO MODIFICATIONS OF CONTRACTS/ORDERS, IT MODIFIES THE CONTRACT/ORDER NO. AS DESCRIBED IN ITEM 14.

(x)	A. THIS CHANGE ORDER IS ISSUED PURSUANT TO: (Specify authority) THE CHANGES SET FORTH IN ITEM 14 ARE MADE IN THE CONTRACT ORDER NO. IN ITEM 10A.
	B. THE ABOVE NUMBERED CONTRACT/ORDER IS MODIFIED TO REFLECT THE ADMINISTRATIVE CHANGES (such as changes in paying office, appropriation date, etc.) SET FORTH IN ITEM 14, PURSUANT TO THE AUTHORITY OF FAR 43.103(b).
	C. THIS SUPPLEMENTAL AGREEMENT IS ENTERED INTO PURSUANT TO AUTHORITY OF:
X	OTHER (Specify type of modification and authority) FAR CLAUSE 52.232-22, LIMITATION OF FUNDS CLAUSE (APRIL 1984), contractor's letter dated March 27, 2001.

E. IMPORTANT: Contractor is not required to sign this document

14. DESCRIPTION OF AMENDMENT/MODIFICATION (Organized by UCF section headings, including solicitation/contract subject matter where feasible.)

SEE CONTINUATION PAGES

Except as provided herein, all terms and conditions of the document referenced in Item 9A or 10A, as heretofore changed, remains unchanged and in full force and effect.

15A. NAME AND TITLE OF SIGNER (Type or print)		16A. NAME AND TITLE OF CONTRACTING OFFICER (Type or print)	
		JAMES D. HUK II CONTRACTING OFFICER	
CONTRACTOR/OFFEROR	15C. DATE SIGNED	16B. UNITED STATES OF AMERICA	16C. DATE SIGNED
(Signature of person authorized to sign)		BY (Signature of Contracting Officer)	3/28/01

The purpose of this modification is to provide for incremental funding in the amount of **$7,719,400.00** to cover work performed under subject contract through, **October 17, 2001** per contractor's letter dated **March 27, 2001.** All other terms and conditions of the contract remain unchanged.

Schedule Article B.3, CONTRACT FUNDING, as established in Modification No. 45, is further modified as follows:

"B.3 CONTRACT FUNDING (1852.232-81) (JUN 1990)

(a) For purposes of payment of cost, exclusive of fee, in accordance with the Limitation of Funds clause, the total amount allotted by the Government to this contract is **$107,869,180.90.** This allotment is for Facility Operating Services at the John C. Stennis Space Center and covers the following estimated period of performance:
August 28, 1999 through October 17, 2001.

(b) An additional amount of **$455,444.60** is obligated under this contract for payment of fee.

(c) Recapitulation of funding is as follows:

	Previous	This Action	Total
Phase- In Cost	$333,910.00	**$ -0-**	$333,910.00
Target Cost	$100,377,503.20	**$7,491,677.70**	$107,869,180.90
Provisional Incentive Fee			
Cost	$915,343.99	**$68,316.69**	$983,660.68
Performance	$2,135,801.68	**$159,405.61**	$2,295,207.29
Earned Incentive Fee	$ TDBG	**$ TBDG**	$ TBDG
Total Sum Allotted	$103,762,558.87	**$7,719,400.00**	$111,481,958.87

(d) Accounting and Appropriation Data:

Purchase Request No.	Appropriation	Program Code	Amount
72001038, S-0089	801/20111	997-36-00-00-00-64-2001-00-00-54-YY00-00-2540	$7,719,400.00
		Total	**$7,719,400.00**

"(End of Clause)"

OMB Approval #: 2700-0042

AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT

1. CONTRACT ID CODE	PAGE OF PAGES
3005758	1 2

2. AMENDMENT/MODIFICATION NO	3. EFFECTIVE DATE	4. REQUISITION/PURCHASE REQ NO	5. PROJECT NO (If applicable)
48	~~March 28, 2001~~ 4/9/01		

6. ISSUED BY	CODE	7. ADMINISTERED BY (If other than Item 6)	CODE
NASA Procurement & Business Management Office DA00 John C. Stennis Space Center Stennis Space Center, MS 39529-6000 Attn: James D. Huk II (228) 688-1045	64		

8. NAME AND ADDRESS OF CONTRACTOR (No., street, county, State, and Zip Code)	(x)	9A. AMENDMENT OF SOLICITATION NO.
MISSISSIPPI SPACE SERVICES JOHN C. STENNIS SPACE CENTER STENNIS SPACE CENTER, MS 39529-6000		9B. DATED (SEE ITEM 11)
	X	10A. MODIFICATION OF CONTRACT/ORDER NO. NAS13-99030
		10B. DATED (SEE ITEM 13) AUGUST 28, 1999

CODE 3005758 FACILITY CODE 64

11. THIS ITEM ONLY APPLIES TO AMENDMENTS OF SOLICITATIONS

☐ The above numbered solicitation is amended as set forth in Item 14. The hour and date specified for receipt of Offers ☐ is extended, ☐ is not extended.
Offers must acknowledge receipt of this amendment prior to the hour and date specified in the solicitation or as amended, by one of the following methods:

(a) By completing Items 8 and 15, and returning copies of the amendment; (b) By acknowledging receipt of this amendment on each copy of the offer submitted; or (c) By separate letter or telegram which includes a reference to the solicitation and amendment numbers. FAILURE OF YOUR ACKNOWLEDGEMENT TO BE RECEIVED AT THE PLACE DESIGNATED FOR THE RECEIPT OF OFFERS PRIOR TO THE HOUR AND DATE SPECIFIED MAY RESULT IN REJECTION OF YOUR OFFER. If by virtue of this amendment you desire to change an offer already submitted, such change may be made by telegram or letter, provided each telegram or letter makes reference to the solicitation and this amendment, and is received prior to the opening hour and date specified.

12. ACCOUNTING AND APPROPRIATION DATA (If required)

PPC: BX REFER TO ACCOUNTING AND APPROPRIATION DATA IN SCHEDULE ARTICLE B.3

13. THIS ITEM APPLIES ONLY TO MODIFICATIONS OF CONTRACTS/ORDERS, IT MODIFIES THE CONTRACT/ORDER NO. AS DESCRIBED IN ITEM 14.

(x)	A. THIS CHANGE ORDER IS ISSUED PURSUANT TO: (Specify authority) THE CHANGES SET FORTH IN ITEM 14 ARE MADE IN THE CONTRACT ORDER NO. IN ITEM 10A.
	B. THE ABOVE NUMBERED CONTRACT/ORDER IS MODIFIED TO REFLECT THE ADMINISTRATIVE CHANGES (such as changes in paying office, appropriation date, etc.) SET FORTH IN ITEM 14, PURSUANT TO THE AUTHORITY OF FAR 43.103(b).
X	C. THIS SUPPLEMENTAL AGREEMENT IS ENTERED INTO PURSUANT TO AUTHORITY OF: FAR CLAUSE 52.243-2, Changes Cost - Reimbursement, Alt II (Aug 87)
	D. OTHER (Specify type of modification and authority)

E. IMPORTANT: Contractor is required to sign this document

14. DESCRIPTION OF AMENDMENT/MODIFICATION (Organized by UCF section headings, including solicitation/contract subject matter where feasible.)

SEE CONTINUATION PAGES

Except as provided herein, all terms and conditions of the document referenced in Item 9A or 10A, as heretofore changed, remains unchanged and in full force and effect.

15A. NAME AND TITLE OF SIGNER (Type or print)	16A. NAME AND TITLE OF CONTRACTING OFFICER (Type or print)
LEO W. PONDER PROJECT MANAGER	JAMES D. HUK II CONTRACTING OFFICER
15B. CONTRACTOR/OFFEROR Leo W. Ponder (Signature of person authorized to sign)	15C. DATE SIGNED 4/4/01
	16B. UNITED STATES OF AMERICA BY (Signature of Contracting Officer)
	16C. DATE SIGNED 4/9/01

7540-01-152-8070
PREVIOUS EDITION UNUSABLE

30-105

STANDARD FORM 30 (Rev. 10-83)
Prescribed by GSA
FAR (48 CFR) 53.243

This purpose of this procurement is for the following: 1) incorporate the attached changes to Annex 3.0, Engineering Services; 2) Annex 3.0 Performance Requirements Summary (PRS); 3) 9.0 Logistics Services; 4) Annex 9.1, Logistics Department; 5) Annex 9.2 Inventory Management; 6) Annex 9.3 Shipping /Receiving/Warehousing; 7) Annex 9.4 Storage and Issue; 8) Annex 9.5 Transportation; 9) Annex 9.8 Acquisition Services; 10) Update List 2 Property List; 11) Incorporation of the attached changes are the results of a review conducted by the Contracting Officers Technical Representative (COTR), dated February 6, 2001; 12) the attached changes to Annex 3.0, 9.0, 9.1, 9.2, 9.3, 9.4, 9.5, 9.8, associated PRS and List 2 Property were not anticipated or unknown when it was developed in June 1998.

Revised Annex 3.0, Engineering Services consisting of 40 pages inclusive of the cover page and index,

Revised Performance Requirements Summary consisting of 2 pages,

Revised Annex 9.0, Logistic Services consisting of 2 pages inclusive of the cover page,

Revised Annex 9.1, Logistics Department consisting of 2 pages inclusive of the cover page,

Revised Annex 9.2, Inventory Management consisting of 34 pages inclusive of the cover page

Revised Annex 9.3, Shipping/Receiving/Warehousing consisting of 18 pages inclusive of the cover page,

Revised Annex 9.4, Storage and Issue consisting of 26 pages inclusive of the cover page,

Revised Annex 9.5, Transportation consisting of 12 pages inclusive of the cover page

vised Annex 9.8, Acquisition Services consisting of 8 pages inclusive of the cover page,

Revised List 2 Property List consisting of 2 pages

All other terms and conditions of the contract remain unchanged.

NAS13-99030
Modification No. 48

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3.0 Engineering Services

3.0.1 General Information

3.0.1.1 Annex Description

This annex identifies the facilities engineering services required by the Government. It should be understood that the engineering called for in this Annex is exclusive of all engineering necessary to meet other contract requirements as called for in other annexes.

3.0.1.2 Reserved

3.0.1.3 Restrictions, Limitations, and Special Conditions

The Contractor must take into account entry restrictions to secure facilities to accomplish the work called for in this Annex.

3.0.1.4 Professional and Non-Professional Engineering Services

Professional engineering services shall include, but not be limited to, civil, architectural, mechanical, electrical, structural, environmental, construction management and fire protection disciplines. Limited crane, instrumentation, electronic control and chemical, specialties will be required. High pressure fluid system and cryogenic system specialties will require emphasis. The design of special equipment such as ground support and propulsion test equipment is also a requirement under this contract. Non-professional engineering services shall consist of, but not be limited to, drafting, detailing, AutoCAD Computer-Aided Drafting (CAD) operators, in-field testing and research, Central Engineering File (CEF) management, project control, Specsintact management, standards management and construction surveillance in support of SSC activities.

3.0.1.4.1 Design Discipline Supervisors or Leads

Leads shall be professional engineers registered in accordance with the National Society of Professional Engineers (NSPE), with a minimum of 5 years of experience working in their discipline.

3.0.1.4.2 Design Engineers

Engineers shall an engineering degree in their technical discipline or must be a designer with 3 years minimum specialized experience in their technical discipline.

3.0.1.4.3 Drafting Personnel

Drafting personnel shall have knowledge of AutoCADD 14.0 or higher software or manual drafting expertise, personal computer operations, construction practices, the ability to accurately read construction drawings, and recognize building components and such disciplines as architectural, mechanical, electrical, and structural.

3.0.1.5 Design Overview

All designs and studies shall be prepared under the supervision of a professional engineer registered in the State of Mississippi. All designs and studies shall be in

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compliance with Federal, State, local, and Stennis Space Center (SSC) requirements and regulations. The Contractor shall coordinate with the site Safety, Pressure Systems, Environmental, Fire Safety and the plant Engineering offices to ensure each design meets all applicable codes, regulations and Government requirements. The Contractor shall retain sole responsibility for ensuring all designs comply with applicable regulations and meet 10 Code of Federal Regulations (CFR) 435 and 436 and subsequent mandated legislation.

3.0.1.5.1 Design Reviews

The Government will request one final and a variable number of interim formal reviews of the design process and design deliverables. The specific personnel, requirements, scope and deliverables of the design effort and the design review processes will be addressed on a per project basis with the NASA project manager during the development of the Project Management Plan.

3.0.1.6 Updating Site-wide Oriented Repair Document (SORD) Drawing (As-Building)

At the start of this Contract the Government will have existing as-built work in backlog. (Approx. 1300 redlines.) As projects are as-built on this Contract, the Contractor shall review that existing backlog to determine: (1) if any of that backlog work can and should be integrated into the present work and (2) if it should be as-built. The site's SORD drawings shall be maintained and used by the Contractor and provided to others at the request of the Government as references for design, construction and operating efforts.

Once the SORD drawings have been updated, the final design drawings, the redlines, and the updated masters shall be delivered to Central Engineering Files (CEF) in Building 2104.

3.0.1.7 Computer-Aided Drafting

All CAD drafting called for by this Annex shall be performed using AutoCADD Version 14 or higher version software.

All updates shall be formatted per the **Facilities Engineering Documentation Instruction, SSC 66-500**, and the **Facilities Drafting Manual, SSC 66-600.**

3.0.1.8 Accuracy of Project Management Plans Construction Estimates

The Contractor shall include construction budget, design budget and design schedule data on a Project Management Plan (PMP) before a design begins per Paragraph 3.1.2. At each design review stage or when requirements change during the design, the Contractor shall review the PMP to determine that projected budget and schedule estimates are still correct. Informal proposals for adjustments to these and all PMP parameters are the responsibility of the Contractor as is notification of same to the Government's technical representative. All changes to these parameters agreed upon between the Contractor and Government's technical representative shall be formalized within 3 days in a revised PMP.

The degree of correlation required between the PMP construction budget and the construction cost-estimate produced as a deliverable of the design shall depend upon the construction budget and the design percent completion. The construction cost-estimate shall always be within the percentage as specified below of the construction budget detailed in the PMP:

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For <$25K Construction Projects:

If the design is < 50 percent – the new PMP construction cost-estimate shall be within 20 percent of the final negotiated construction estimate.
If the design is > 50 percent complete – the new PMP construction cost-estimate shall be within 15 percent of the final negotiated construction estimate.

For >$25K and <$75K Construction Projects:

If the design is < 50 percent complete – the new PMP construction cost-estimate shall be within 15 percent of the final negotiated construction estimate. If the design is > 50 percent complete – the new PMP construction cost-estimate shall be within 10 percent of the final negotiated construction estimate.

For >$75K Construction Projects:

If the design is < 50 percent complete – the new PMP construction cost-estimate shall be within 10 percent of the final negotiated construction estimate. If the design is > 50 percent complete – the new PMP construction cost-estimate shall be within 5 percent of the final negotiated construction estimate.

3.0.1.9 Definitions

Sitewide Oriented Repair Documentation (SORD) Drawings: Master facility drawings, hardcopy or electronic, that act as the official record of the site's facilities.

Raster Master Drawings: Master facility drawings that have been scanned into electronic format.

As-Building: Updating the master facility drawings to accurately depict existing conditions in the field.

Project Management Plan (PMP): Detail of a specific scope of work relating to design and study services and deliverables.

Specification Control Drawings (SCD): Detailed drawings showing parts and specifications of individual elements of a component or system such as valve, controllers, expansion joints and pipe fittings.

Construction: Any and all field work for the purpose of constructing new facilities, and modifying, rehabilitating, or repairing existing facilities. This construction is not limited to Davis-Bacon definitions and includes the installation of special equipment.

Certificate of Completion (COC): Document used to close construction project verifying completion.

Redline Drawing: A drawing which has had approved modifications/changes not incorporated in the controlled official archives.

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3.1	Engineering Drafting Support Services and Documentation Maintenance			
3.1.1	Reserved			
3.1.2	Reserved			
3.1.3	Engineering Drafting Support Services and Documentation Maintenance			
3.1.3.1	Sitewide Oriented Repair Documentation (SORD), Documentation Update	The contractor shall revise, create and update all SORD drawings to accurately reflect the field conditions upon completion of any facility modification or new construction work performed by this contract and as built changes from NASA and Resident Agencies. This service shall be performed when a facility modification or new construction results in a change to government property, facilities, electrical and climate control systems, plumbing, utilities, roads and grounds. The contractor shall incorporate as-built details to the level of detail presently found on the SORD drawings. The Government shall be given electronic accessibility	Update drawings for 100 COCs per year.	No deviation from **Facilities Engineering Documentation Instruction, SSC 66-500,** and the **Facilities Drafting Manual, SSC66-600.** The Contractor shall maintain records to show a project's receipt from construction and the percent completion of incorporating as-built details into the SORD System. The records shall

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		to the database maintaining these records.		cover all as-built work. Review and use all available sources, including redlines, shop drawings, submittals and field investigations to determine the information to be transferred to the affected SORD drawings. Perform all drafting, CAD and manual, to update all SORD drawings affected by a project. Delivery of final as-builts to CEF shall be within 5 days of job completion or NASA review and approval.
3.1.3.2	Specification Control Drawing (SCD's) SORD Update	The contractor shall revise, create and update Specification Control Drawings (SCD's).	Update 400 "B" size drawings per year	Update per redline mark-ups per **Facilities Engineering Documentation Instruction, SSC 66-500**

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				the **Facilities Drafting Manual, SSC66-600 and SSC Work Instruction 99-011.**
3.1.3.4	Master Plan Updates	The contractor shall revise, create and update all master plan drawings and make available to the government on electronic database. Frequency will be as directed by the Government's designated Master Planner.	Minimum 1 Maximum 30 pages per year.	Update per redlines, mark-ups and information furnished by the government.
3.1.3.5	Design Drafting and Miscellaneous CADD Support	The contractor shall perform CADD drafting services as requested by the government. The contractor shall revise or create projects, signs, graphs, and charts.	100 requests per year. As ordered	The Contractor shall complete these tasks within 14 days of Government providing information. The exact schedule for each task shall be given when the task is assigned. Update or create per redline, mark-ups or information given by the government.
3.1.3.6	Issue Digging Permits	The Contractor shall review construction drawings created by other contractors to ensure installation, re-routing, or removal of cables, and conduits of the	50 Digging permits issued per year.	All requests for permits and their disposition, whether approved or

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		site's underground/buried utility systems meets SSC's facility criteria. Contractor will ensure that all potential hazards and position conflicts resulting from such installation are identified visually in the field with paint or tape and conveyed verbally to the Government or construction project manager and to the team physically handling the installation.		disapproved, are documented by the Contractor. Within 7 days the Contractor shall review the submitted construction drawings and respond to the customer with a new permit or a written notice explaining the reason for the request being rejected.

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3.1.3.7	Configuration Management and Project Control	The Contractor shall maintain and make available to the Government current project information for all facility projects the contractor has a requirement to perform as requested by the Government. This includes facility designs, studies, locally approved construction and modifications, planned maintenance projects, and construction surveillance. (See DR 1-CM01)	52 written updates per year.	Cost and current status information maintained in the NASA approved system and PC spreadsheet software as required for NASA and Tenant efforts in the COF and local construction programs. Data will include start and completion date, current completion status, point of contact and project cost.
3.1.3.8	Building Plans (1/8" Floor Plans) DR 3-FA01	Use and build upon the existing Building Plan Drawings and maintain in CADD format. The updated Building Plan drawings shall reflect current room number, and location of walls and partitions within Government and Government-leased buildings. The Contractor shall perform field inspections of the onsite facilities to verify all Building Plan drawings are accurate. The Contractor shall update Building Plans per redlined drawings provided by the Government from bid construction work and from construction performed by this contract.	150 updates per year	Each Building Plan shall represent the current architectural configuration of the area including room numbers and layouts, room type, gross square footage and net usable square footage total. The format of each update shall be according to the SSC 66-600 and all room numbers shall be legible, when just

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				photocopied.
				All onsite buildings shall be field checked at least once a year.
				All updates shall be completed within requirements set by the COC procedures.
				Full size drawings shall be plotted to scale:
				1/8" = 1'-0" for 28" x 40."
		The Contractor shall distribute updated Building Plan drawings to an established distribution list. ****Building Plan Distribution List**. Building Plan Drawings shall be available to the Government thru electronic means – (Auto Manager is the current software utilized for this requirement).**	20 copies per year, requested as and when required.	Updated Building Plans with wall modifications or room number changes will be distributed with a redlined Building Plans showing the location of the changes.
				Customer requests shall be met within 8 hours.
		The Contractor shall provide a hardcopy of the Building Plan's Document to the Government and	5 per year	Customer requests shall be met within 72 hours.

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		other site customers upon request.		
		Maintain one original copy and 5 stock copies in CEF.		Available for inspection by the Government.
3.1.3.9	Fire Evacuation Plans	The Contractor shall create, update, and maintain Fire Evacuation Plans (FEP) when requested by the Government.	As Ordered Minimum 1 Maximum 1	(See SPG 8715.1)
		The Contractor shall maintain and update **FEP**. The Contractor shall work with Facilities Engineering Division to identify location and placement of key evacuation and safety features in all facilities located at SSC, EF, and SCTF. The Contractor shall also perform field inspections to verify locations of fire hose cabinets, pull stations, and fire extinguishers. The Contractor shall modify existing FEP drawings based on the Building Plan's to include key evacuation symbols.		Update and distribute to Facilities Engineering Division within 21 days of request. Fire Safety items properly located on FEP's. FEP data shall be consistent with Building Plan data.
		The Contractor shall create and maintain a progress list to document current FEP's.		List kept current and available for inspection by the Government.
		The Contractor shall plot the updated FEP drawings to an appropriate scale to fit the existing 18" x 24" black wood frames located in the facilities. Provide Facility		Full plot fits within existing frames.

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		Manager with finished plot.		
3.1.3.10	Asbestos Abatement Plans	The Contractor shall update Asbestos Abatement Plans (AAP) based on redlined drawings provided by the Government.	As Ordered Minimum 1	Produce and distribute within 21 days.
		The Contractor shall **post AAP's on SSC web page.**	Nothing additional.	
		The Contractor shall maintain the AAP's List and provide updated lists to the NASA Facilities Engineering Division. The Contractor shall also maintain a log for status purposes. ****AAP's Listing****.		Updated list available for inspection by the Government. Respond to inquiries concerning requested dates and delivery dates within 8 hours.
3.1.3.11	Drafting and Central Engineering Demand Services	Provide drafting services for SSC programs and Resident Agencies.	As Ordered Minimum 20 Requests	See Paragraph 3.1.3.1
		Provide document retrieval and filing services for SSC programs and Resident Agencies.	As Ordered Minimum 50 Requests	
3.1.3.12	Space Utilization and Real Property	The Contractor shall provide up-to-date 1/8" floor plans. Data to be reflected: net square footage per room, type of space per room, gross square footage for building, wall type, and tenant occupying room or building. Submit in accordance with DR's 3-FA01 and 3-FA03. Periodic walkthrough inspections of	100 requests per year.	See Paragraph 3.1.3.8 Support shall be provided within 2-4 hours of the request. The exact schedule for each task shall be given when the task is

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		space will be conducted to verify accuracy of plans. See Paragraph 3.1.3.8		assigned.
		Provide annual listing of Real Property collateral equipment; values over $5000, per DR 3-FA02.	1 list per year	No instances of unreported property
3.1.3.13	SPECSINTACT System Maintenance	The Contractor shall maintain and update the NASA's SPECSINTACT Software System to produce project specifications for Government bid projects. The SSC Submasters shall be updated twice a year per the latest SPECSINTACT text updates and format changes, and the software shall be updated twice a year per the latest SPECSINTACT software updates. The Government shall be given 5 days to review and approve the Submaster changes before they are made available for project design use. A copy of the latest master text and Submasters shall be kept on the shelf for use by the Government.	4 updates per year. ****SPECSINTACT ** Submaster Index.**	Updates shall be completed within 30 days of receiving the latest SPECSINTACT software or text updates. Master text updates and approved Submasters shall be on the shelf within 30 days.
3.1.3.14	Management of Engineering Guidelines and Work Instructions	The Contractor shall maintain and update SSC engineering guidelines and work instructions. The contractor will update these documents when changes are request by the government and incorporate updated industry consensus standards as they occur. There are 110 engineering guidelines and work	20 Document updates per year	Accurate updates shall be completed within 30 days of received change data. Documents will be grammatically correct and the a consistent format.

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		instruction to be maintained.		
3.1.4	Computer-Aided Drafting Information System Maintenance and management of Data Bases	The Contractor shall provide programming support for AutoCAD 14 and other government furnished engineering software, which includes providing functional enhancements, response to questions, trouble shooting of problems, and assistance in printing. The contractor shall maintain/create all engineering and drafting electronic databases to SORD, EMI, SCD, 1/8" floor plans (Building Plan Drawings). The contractor will devise a fast response retrieval system and provide the government network access to the databases. The databases consist of Raster, Vector and Raster/Vector AutoCAD and AutoCAD compatible drawings. The contractor shall maintain a back-up and security system to prevent the loss of information.	Support required throughout normal working hours weekly, 200 hours.	Support shall be provided within 2-4 hours of the request. The exact schedule for each task shall be given when the task is assigned. All databases shall be maintained current.
3.1.5	Central Engineering Files (CEF)	The contractor shall operate the government's Central Engineering Files addressing customer requests, research, document distribution, document pick-up and delivery, document archive and retrieval, control of Engineering Modification Instructions, control of vendor data, control of engineering work instructions, and maintaining current engineering/industry	Operate weekly during normal working hours, 40 hours/week.	Comply with SSC work instructions 66-500, 66-600, NPG 8820.2 and the Standard Operating Procedure 1500 for CEF.

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		consensus standards.		
3.1.5.1	Documentation Research	The contractor shall provide information to the government by researching the databases and files in CEF. The request would be for drawings, specifications, technical reports, standards, vendor data and space utilization and real property information.	3000 requests per year	Information is complete based on customer request
3.1.5.2	Pick-Up and Delivery	The contractor shall provide pick-up and delivery services to and from CEF.	100 per year	Respond within three days of the request.
3.1.5.3	CEF Filing and Maintenance of Hard Copies	The contractor shall file and maintain hard copies of drawings, manuals, and technical papers.	1200 documents to file per year	All documents, drawings used shall be filed on a weekly basis.
3.1.5.4	CEF Control of Engineering Modification Instructions (EMI) Packages	The contractor shall receive, check, have signed, print and release all EMI packages.	150 EMI's per year	At the government's request CEF will release and maintain all EMI packages.
3.1.5.5	CEF Support to Documentation Updates	The contractor shall supply CEF support to the drafting staff for documentation updates such as	Update 500 drawings per year	Support within 5 days of request.

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		Certificate of Completions (COC's), SORD #'s, pulling EMI packages, research, Engineering Orders(EO's), Field Change Requests (FCR's) and filing. Research all existing SORD facility drawings to determine those affected by each modification.		
3.1.5.6	Input and Maintenance of CEF Computer Data Base	The contractor shall update databases in CEF to control documentation files. The database will consist of the vendor cross reference index, EMI/SWR cross reference indexes, CADD/EMI indexes, Technical reports and Studies indexes, SSC standards index, SSC technical procedures index, SSC maintenance instructions index, government standards and specifications index, Industry standards and specifications index, Construction SPECSINTACT index, CADD/SCD index, SORD Drawing index, CR/CCBD index and component database (CDB to parts list).	100,000 entries per year	All databases shall be maintained current. All documentation, such as drawings, manuals, technical papers, pertinent to SSC facilities, systems, and equipment will be controlled by CEF.
3.2	**DESIGN**			
3.2.1	Project Management Plan (PMP)	A. For each design and study effort of a value >$1000, the Contractor shall develop the Project	Minimum: 75 PMP's	Completed PMP delivered for approval on the

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		Management Plan (PMP) for Government review and approval. The PMP initiates each design process and details the following: Objectives Necessary Personnel Activities, Deliverables and Schedule Construction Funding Constraints Total Proposed Cost of Implementing the PMP Schedule of Values Detailing the Schedule and Level of Compensation to the Contractor	per year. Maximum: 105 PMP's per year.	following schedule: Within 7 days of receipt of the design request when the tasks estimated construction value is between $10,000 and $50,000. Within 14 days of receipt of the design request when the task estimated construction value is >$50,000
		B. In the event that changes in the Government's requirements or resources occur, the efforts stipulated in the PMP can be expanded, reduced or terminated. Contractor shall develop and provide a revised PMP within 7 days of Government notice.		
		C. The Contractor shall be represented at NASA's Facilities Engineering Division weekly meetings.	52 meetings per year.	Background information necessary to provide status is ready for distribution and discussion.
		D. In the event the contractor requests revision to PMP to accommodate management of workforce, data shall be provided to Government validating request.		Maintain workload data available for Government review.

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3.2.2	Design Limits			
3.2.2.1	Engineering Designs for Bid Work Construction Value <$10K or <$1000 Design Cost	Contractor pricing shall include design and implementation estimate in the SWR for construction.	Nothing Additional	
3.2.2.2	Engineering Designs for Bid Work Construction Value $10K - $200K or Greater than $1000 Design Cost	The Contractor shall produce designs for open competitive bid by the Government to accomplish construction. The Contractor shall produce final engineering design package drawings and specifications necessary to make the correct facility modifications to meet the requirements determined in the project scope of work. The designs shall accommodate the modification, repair of existing, and the construction of new facilities.	Nothing Additional	Design shall meet the PMP requirements. All design construction drawings are formatted per the **Facilities Engineering Documentation Instruction, SSC 66-500**, and the **Facilities Drafting Manual, SSC66-600.** All designs address and resolve specific requirements detailed in approved PMP. All designs created require the following: Specifications and the design drawings define the

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				construction work to be accomplished. All engineering designs reference the specifications developed for the construction project. Latest and most applicable specifications are edited and tailored to meet specific project requirements. The final design includes all the required materials and is delivered per schedule. Designs are in compliance with the ****National Resource Protection Act** when modifications are made in a secure area. The specifications are produced using the NASA SPECSINTACT Submasters, and the CCB

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				NASA SPECSINTACT Mastertext, whichever is the latest and most applicable. Design prepared under the supervision of a registered professional engineer.
		The Contractor shall provide an itemized construction cost estimate with each design review package. A final construction cost estimate, based upon the final Government approved design, shall be provided with the final design.		An itemized construction cost estimate is provided with each design review package. Final cost estimate, based upon the final Government approved design, is delivered with the final design. Final cost estimate is within plus or minus 12% of the average competitive bids received by the Government.
		The format of the estimates shall be per		Construction change requests due to design error

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		PMP as a deliverable.		as compared to total original construction cost shall be less the 5% cost.
3.2.2.3	Accomplish Design for Construction Category $10K - $200K	See Paragraph 3.2.2.2	As Ordered. Maximum 90	See Paragraph 3.2.2.2
3.2.2.4	Engineering Designs Construction Value > $200,000	The Contractor shall produce final design engineering drawings and specifications necessary to make the correct facility construction modifications to meet the requirements determined in the project scope of work. The designs shall accommodate the modification, repair of existing, and the construction of new facilities. The Contractor shall produce designs for its own construction personnel or open competitive bid by the Government. For Construction projects greater than $200,000, the Contractor shall create new project specifications using CCB NASA SPECSINTACT software and text. Each new or edited project specification shall be based upon marked-up specifications at various stages of design. The specification edits shall occur at 60%, 90% and 100% design.	As Ordered. Maximum 15	See Paragraph 3.2.2.2 The new or edited project specification shall accurately reflect the marked-up specifications. The edited product shall

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		The marked-up specifications shall be proofread before editing begins to ensure an understanding of what and how the specification is to be edited. The edited product shall be reviewed for, spelling, sentence structure, punctuation, clarity, and accuracy.		have no spelling, sentence structure, or punctuation errors.
3.2.3	Environmental Design Certifications, Permits, and Permit Applications	For all applicable environmental designs, the Contractor shall prepare design and construction certifications signed by an independent, registered, professional engineer. The Contractor shall not use staff personnel to provide the design or construction certification if the corresponding design or construction work will be performed by the Contractor.	As Ordered. Minimum 1	Certifications are prepared in accordance with 40 CFR 270 and 40 CFR Part 60. Certifications are submitted in accordance with regulation in time to support construction schedules.
		The Contractor shall prepare permits, permit applications, modifications, renewals and certification forms and applicable documentation and calculations per local, State, and Federal environmental regulations. The permit applications will be reviewed and approved by the Government before submission to the State. The Government shall be given a minimum of one week for review.		All documentation is submitted to the Government and the State within a schedule that will not impede construction activities. Permits, permit applications, modifications, are prepared and submitted per Mississippi

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				Environmental Administrative Code.
3.2.4	Engineering Studies	The Contractor shall perform feasibility studies, special engineering investigations and analysis, environmental studies, existing condition studies, analysis of future requirements, cost and design feasibility studies, conceptual project design studies, energy conservation studies.	As Ordered. Minimum 1	Study report shall: Describe all data used for the final conclusion.
		The Contractor shall perform field investigation, engineering analysis, research of master facility drawings, and all engineering necessary to produce reports, studies and planning documents relative to: a. Investigate, analyze, and evaluate existing facility operations anomalies to make remedial (non-repair) recommendations. b. Modification of existing facility structures and systems. c. Design of new facilities and systems.		Provide analysis of problem or issue, and sound engineering recommendations. Address project feasibility, constructability, cost effectiveness, schedule, energy efficiency as applicable. Design prepared under the supervision of a registered professional engineer.

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3.2.5	As-Building			
3.2.5.1	Master Facility Drawing Updates (Construction Projects <$200,000)	See Paragraph 3.1.3.1.	Nothing Additional	See Paragraph 3.1.3.1.
3.2.5.2	Master Facility Drawing Updates (Construction Projects >$200,000)	A. The Contractor shall revise, create and update all NASA master facility drawings to accurately reflect the field conditions upon completion of any facility modification work performed by this contract. This service shall be performed when a facility modification results in a change to Government property, including but not limited to facilities, systems, utilities, roads and grounds. The Contractor shall as-build to the level of detail presently found on the master facility drawings. **** Master Facility Drawing Examples.**	As Ordered. Minimum 2 Maximum 15	The Contractor shall: Research all existing master facility drawings, CAD or hardcopies, to determine those affected by each facility modification. Review and use all available sources, including redlines, shop drawings, submittals, and field checks to determine the information to be transferred to the effected master facility drawings. Perform all drafting necessary, CAD and manual, to update all

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				master facility drawings effected by a project. Deliver final as-builts to CEF within 5 days of job completion or NASA review and approval. Complete all backlog work within the same room, system, or functional area has been as-built at the same time as the current as-building job.
		For this line item, the Contractor shall preprice each bare cost craft hour by engineering discipline.		
3.2.6	Redline Verification Reviews (Construction Projects >$200K)	For open, competitive bid construction projects by the Government >$200,000, the Contractor shall participate with the Government in three redline verification reviews to ensure the construction redlines are clear and complete as the project progresses. The Contractor shall note discrepancies and shall indicate where clarification is required to produce accurate redlines.	As Ordered Minimum 3 Maximum 8	The Contractor shall note and document problems with redline discrepancies.

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3.2.7	Provide Test Complex Engineering	There are special requirements for engineering work for test programs and for test complex facility maintenance. These requirements are divided into two areas: Component Engineering and Area Engineering. The special requirements for each of these requirements are listed in the sub-annexes bel0w: Historical Work Load Data: Component Engineering: Test Complex – 6-1/2 my/yr Base – 1/2 my/yr Area Engineering: Area Engineering – 1-1/2 my/yr Rapid Designs – 3-1/2 my/yr PVR Program – 1-1/2 my/yr Drafting Support – 2 my/yr	See Below	
3.2.7.1	Provide Component Engineering Capability	The requirements are: 1. Maintain, update and write specifications for components. These standards are called ****Standardized Control Drawings (SCD's or commonly called B00-Specs.)**.** The responsibility for selection of components for the correct application and maintenance of all component site standards and procurement	Maximum 430 tasks/yr for SCD's Maximum 215 tasks/yr in FCPF 1 annual task for spares requirements document	SCD's will be current and changes will be input within 3 months of requirement. Engineering decisions will be completed within 1 day for shop work. Customer coordination will be timely

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		specifications falls within this organization. 2. This includes engineering in the FCPF and, as such, makes all engineering decisions regarding repair techniques, application of components and piece parts, and disposition of Discrepancy and Corrective Action reports for components. Close interface with shop and quality personnel is required along with good customer relations. 3. This function coordinates the procurement of spare parts for various programs and base side. As part of this effort, maintain a data base on all backlog of spares requirements, canvas customers annually on their requirements for the next year, and provide a prioritized listing of requirements for spares prior to the start of each fiscal year. The requirements for spares shall be segregated by program. Synergy and commonality between programs shall be cost reduction emphasis. This function shall serve as the advocate for spares procurement and coordinate all annual requirements with the various NASA Program Offices and Construction Group. Construction and maintenance activities shall develop spare parts lists which are divided into: large dollar spares, operating spares and consumable startup items. 4. This function coordinates spares procurements to		and technically in accordance with SSC standards.

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		meet customer need dates, maintain a data base on the status of each item and provides the customer with weekly or monthly updates in delivery information. (Depending on the criticality of the customer requirements, this update procedure may be required daily but no less often than monthly.) 5. Review shop bench stock and assure that quantities and type of material are adequate to meet customer needs. 6. Provide cost estimates for repairs.		
3.2.7.2	Provide Area Engineering Capability	The following functions are performed: Provide design engineering and drafting for the Pressure Vessel Recertification Program; Plan and coordinate all facility maintenance projects; Provide support to field engineering for maintenance and construction projects; Provide coordination and corporate knowledge for all test complex facilities maintenance; Provide drafting support for design packages, and construction drawings; and coordinate the Annual Facilities Maintenance Inspection, maintain the Backlog of Maintenance (BMAR) databases and develop the maintenance five-year plan. Attendance is required at weekly status meetings. Engineering evaluations, work coordination, and quick response problem solving are functions performed by area	Write Shop Packages for: 160 Planned Maintenance Projects/year Studies: 2/yr Pressure Vessel initial certifications: 15/yr. Recertifications: 10/yr. Periodic inspections of pressure vessels: 80/yr.	Designs shall meet standards in 3.2.2.2

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		engineering.		
3.2.8	Records, Reports, and Submittals	None.		
3.3	**Construction Services**			
3.3.1	Provide Construction and Engineering Management of Contractor Administrated Construction Contracts		As Ordered. Minimum 20 Construction Projects	
3.3.1.1	Pre-solicitation Activities	The Contractor shall manage Government Furnished Equipment (GFE) issues related to the construction contract. This effort will include placing orders, confirming funding and acquisition of the Facility Review Board (FRB) and other relevant approvals.		Manage GFE issues to effect minimum project schedule impact.
		The Contractor may be responsible for checking documentation for accuracy, appropriate approvals, proper issuance by CEF and for the reproduction of contract and design documents as required.		Checking and reproduction are to be completed prior to the pre-bid distribution of documents.
		The Contractor shall be responsible for the development, approval acquisition and implementation		Development and approval of required documentation

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		of the project Statement of Work, NASA forms 1509 and 1510, Material Requests (MR's) and Stennis Work Requests (SWR's) for construction support.		to be completed prior to the pre-solicitation conference.
		The Contractor shall be responsible for consideration of legal, labor, FRB and funding requirements.		Consideration and resolution of issues to be implemented prior to pre-solicitation conference.
3.3.1.2	Solicitation Activities	The Contractor shall be responsible for technical review of the solicitation package for accuracy and for development of the anticipated construction schedule.		Completion is required prior to the pre-solicitation conference.
		The Contractor shall be responsible for the planning and management of the pre-bid conference and for the documentation and resolution of amendments and GFE issues that arise at that time.		
3.3.1.3	Award Activities	The Contractor shall be responsible for the management and documentation of the Bid opening process.		All documentation is to be collected, registered and reported upon within five days.
		The Contractor shall be responsible for the development of the Implementation Cost Worksheet (which details design costs, construction cost estimates and available funds), Bid Summary, Technical		All items, excepting the Construction Report, to be developed and presented to the Government within five

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		Evaluation and updates to the Construction Report.		days of the bid opening.
		The Contractor shall be responsible for the management of remaining GFE issues and for the coordination of the Post-Award conference.		GFE issues shall be managed to resolution.
3.3.1.4	Construction Activities	The Contractor shall be responsible for the processing and delivery to the Government of all subcontractor submittals.		The submittal review process shall be managed with the goal of minimal impact on the construction effort.
		The Contractor shall review and approve the subcontractor's Proposed Construction Schedule and shall evaluate and remain apprised of the degree of construction completion.		This requirement shall be addressed daily.
		The Contractor shall conduct daily inspections of the project site keeping records of progress and issues in a daily construction log.		This requirement shall be addressed daily.
		The Contractor shall ensure the approval of all necessary permits and coordinate all elements of construction activities. These include updating construction reports, management of construction costs, Facility Change Requests (FCR), Material Safety Data Sheets (MSDS) issues, utility outages,		Related issues shall be managed with the goal of minimal impact on the construction effort.

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		subcontractor access to restricted areas and all related documentation including "AS BUILT" drawings.		
		The Contractor shall meet with the NASA Project Engineer regularly for briefing on the current project status.		This requirement shall be addressed at a minimum effort of once weekly. FCR shall be processed in accordance with Facilities Construction Configuration Management Manual RA-97-02.
3.3.1.5	Contract Closeout Activities	The Contractor shall collect and distribute, as and to whom appropriate, all documentation related to the construction effort including required NASA forms, "AS BUILT" drawings, Certificate of Completion (COC), parts lists, warranties, equipment operations and maintenance manuals, submittals and construction logs.		Document collection and distribution shall be complete prior to COC approval.
		The Contractor shall conduct a walk-through inspection of the completed work ensuring the completion, as specified, of all components of the subcontract.		Walk-through shall be completed prior to final invoice and COC approval.
		The Contractor shall conduct a facilities maintenance assessment of all facilities and equipment installed		Written invitation shall be distributed upon

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		under the contract.		completion of walk-through and resolution of all punch-list items.
3.3.2	Provide Construction Surveillance and Engineering Services for NASA Direct Construction Contracts		As Ordered Minimum 2 Construction Projects Maximum 8 Construction Projects	
3.3.2.1	Pre-Solicitation Activities	At the discretion of the Government, the following requirements may be contracted for on an as needed basis.		
		The Contractor shall implement and resolve all GFE related issues.		Manage GFE issues to effect minimum project schedule impact.
		The Contractor shall check documentation for completeness and for appropriate approvals and issuance by CEF.		Checking is to be completed prior to the pre-bid distribution of documents.
		The Contractor shall be responsible for the reproduction of contract and design documents as necessary.		Reproduction is to be completed prior to the pre-bid distribution of documents.

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		The Contractor shall develop a complete Statement of Work.		Development shall be completed prior to solicitation.
		The Contractor shall develop and implement the construction management SWR's as required.		Development shall be completed prior to solicitation.
3.3.2.2	Solicitation Activities	At the discretion of the Government, the following requirements may be contracted for on an as needed basis		
		The Contractor shall review technical portions of the solicitation package for accuracy and return any relevant comments to the NASA Project Engineer.		Review shall be completed prior to solicitation.
		The Contractor shall attend the pre-bid conference and document the details of the meeting, any proposed amendments and details of GFE issues.		Resolution of issues shall be managed to resolution.
		The Contractor shall attend the post-award conference and assist in the orientation of the accepted bidder.		Attend the meeting as scheduled.
3.3.2.3	Construction Activities	At the discretion of the Government, the following requirements may be contracted for on an as needed basis.		

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ITEM NO.	PERFORMANCE REQUIREMENT	RELATED DOCUMENTS OR INFORMATION	WORKLOAD DATA	MINIMUM STANDARDS
		The Contractor shall be responsible for the continued management of GFE issues.		GFE issues shall be managed to resolution.
		The Contractor shall coordinate the processing of all contractor submittals.		The submittal review process shall be managed with the goal of minimal impact on the construction effort.
		The Contractor shall ensure the approval of all necessary permits.		Related issues shall be managed with the goal of minimal impact on the construction effort.
		The Contractor shall conduct daily inspections of the project site keeping records of progress and issues in a daily construction log.		This requirement shall be addressed daily.
		The Contractor shall perform quality control surveillance and document discrepancies. The Contractor shall coordinate elements of construction activities including updating construction reports, FCR and MSDS issues, utility outages, permits, contractor access to restricted areas and all related documentation including current "AS BUILT" drawings.		Related issues shall be managed with the goal of minimum impact on the construction effort. FCR's shall be processed in accordance with Facilities Construction Configuration Management Manual RA-

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ITEM NO.	PERFORMANCE REQUIREMENT	RELATED DOCUMENTS OR INFORMATION	WORKLOAD DATA	MINIMUM STANDARDS
				97-02.
		The Contractor shall meet with the NASA Project Engineer regularly for briefing on the current project status.		This requirement shall be addressed at a minimum of once weekly.
3.3.2.4	Contract Closeout Activities	At the discretion of the Government, the following requirements may be contracted for on an as needed basis.		
		The Contractor shall collect and distribute, as and to whom appropriate, all documentation related to the construction effort including required NASA forms, "AS BUILT" drawings, COC, parts lists, warranties, equipment operations and maintenance manuals, submittals and construction logs.		Document collection and distribution shall be completed prior to COC approval.
		The Contractor shall conduct a walk-through inspection of the completed work ensuring the completion, as specified, of all components of the contract.		Walk-through shall be completed prior to final invoice and COC approval.

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ITEM NO.	PERFORMANCE REQUIREMENT	RELATED DOCUMENTS OR INFORMATION	WORKLOAD DATA	MINIMUM STANDARDS
		The Contractor shall perform quality control surveillance and document discrepancies. The Contractor shall coordinate elements of construction activities including updating construction reports, FCR and MSDS issues, utility outages, permits, contractor access to restricted areas and all related documentation including current "AS BUILT" drawings.		Related issues shall be managed with the goal of minimum impact on the construction effort. FCR's shall be processed in accordance with Facilities Construction Configuration Management Manual RA-97-02.
		The Contractor shall meet with the NASA Project Engineer regularly for briefing on the current project status.		This requirement shall be addressed at a minimum of once weekly.
3.3.2.4	Contract Closeout Activities	At the discretion of the Government, the following requirements may be contracted for on an as needed basis.		
		The Contractor shall collect and distribute, as and to whom appropriate, all documentation related to the construction effort including required NASA forms, "AS BUILT" drawings, COC, parts lists, warranties, equipment operations and maintenance manuals, submittals and construction logs.		Document collection and distribution shall be completed prior to COC approval.
		The Contractor shall conduct a walk-through		Walk-through shall be

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Totals	0-1000				
	1000-2500	**PMP Threshold**			18
	2500-5000	**75 PMP's**			21
	5000-10000				15
	10000-15000				7
	15000-2000				3
	>20000				15
					78

Annex 3.0

PERFORMANCE REQUIREMENTS SUMMARY

CONTRACTS REQUIREMENTS			PERFORMANCE REQUIREMENTS				
(1) ITEM NO.	(2) CONTRACTS REQUIREMENT	(3) WEIGHT (%)	(4) SURVEILLANCE METHOD	(5) WORK REQUIREMENT	(6) WEIGHT (%)	(7) STANDARD OF PERFORMANCE	(8) MAD
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1	Provide Design Services: Engineering Designs Engineering Studies Project Management Plans	60 %	PI, UPI, RR	Timely submission	30%	Submit 7 days after established completion date.	50%
				Quality	20%	Meet Quality Standards established by customer.	
				Documentation	20%	Meet documentation requirements according to SSC standards.	
				Cost	30%	No cost overrun greater than $1,500 and 10% of the Project Management Plan estimate	
2	Provide Construction Services	20%	PI, UPI, RR	Provide continual presence at construction site, documentation, and timely closeout	100%	No work days without surveillance. Construction logs and documentation complete.	15%
3	Provide Engineering Drafting Support Services, Documentation Maintenance, and Component Engineering: Drafting Digging Permits Space Utilization CADD Systems Support Central Engineering Files (CEF)	20%	VCC, RR	Maintain accurate drawings with required information shown on drawings. Documentation. Timely response to service requests. Provide SSC customers access to NASA engineering files. Maintain and update SCDs to accurately reflect configuration of components.	100%	Inaccordance with Annex 3.1. Not to exceed One validated customer complaints per month. SORD updates within 60 days of receipt of COC. SCD updates completed within 90 days of preparation of ARN.	20%

Annex 9.0

LOGISTICS SERVICES

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9.2 Inventory Management
9.3 Shipping/Receiving/Warehousing
9.4 Equipment Management and Disposal
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9.6 Redistribution and Utilization Operations
9.7 Equipment Accountability
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9.9 Transportation and Drayage
9.10 Traffic Management/Packing and Shipping
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9.15 Critical Spares Programs

ANNEX 9.1

LOGISTICS DEPARTMENT

ANNEX 9.1
LOGISTICS DEPARTMENT

9.1 LOGISTICS

9.1.1 GENERAL INFORMATION

9.1.1.1 Annex Description

This Annex identifies logistics services required at Stennis Space Center. Even though specific guidelines, regulations and minimum performance standards have been established, the services to be performed will rely heavily on knowledgeable, experienced individuals who are innovative and resourceful in their approach.

9.1.1.2 Scope

The Contractor shall furnish all personnel, supervision, management, necessary to provide support services in this Annex for John C. Stennis Space Center (SSC).

9.1.1.3 Automated Systems Responsibilities

Problems with automated systems are the responsibility of the ODIN contractor and should be reported to the ODIN Help Desk. However, some software associated with the supply and property systems may be maintained by the Technical Services Support Contractor.

9.1.1.4 Limitations, Restrictions, or Other Exceptions

The Contractor shall ensure that all services protect the integrity of the Government's property and supplies. Contractor employee's private vehicles shall not be used to transport Government property. Throughout the receipt, inspection, acceptance, storage, and delivery process, the Contractor shall ensure that Contractor property, material, or supplies are not commingled with Government property, material, or supplies.

9.1.1.5 Workload Data

The Contractor shall maintain records for workload data given in this Annex to include monthly actual and average workload data for the current fiscal year. The data shall be electronically available by Annex by the tenth day of the following month.

9.1.1.6 Authorizations

It is the Contractor's responsibility to request a letter of delegation from the SSC Supply and Equipment Management Officer (SEMO) authorizing specific personnel to receive Government property on behalf of the Government. It is also the Contractor's responsibility to request a letter of delegation from the SSC Transportation Officer authorizing specific trained personnel to sign for freight for SSC. The employee's name and signature must be included in the request.

ANNEX 9.2

INVENTORY MANAGEMENT

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INVENTORY MANAGEMENT

9.2 INVENTORY MANAGEMENT

9.2.1 General Information

9.2.1.1 Annex Description

This Annex identifies the inventory management and cataloging operations, which includes the procurement, replenishment, record reconciliation, and maintenance of stores stock, program stock and standby stock assets. This operation should be run by knowledgeable personnel in the management of Government material. Maintain a single point of contact to manage the issue and maintenance of assets designated as standby stock. Ensure mission critical stock is on-hand to support each mission/program. Ensure Emergency Storm Supplies are on-hand as required by NASA. The Contractor shall establish and maintain a Government approved purchasing system for John C. Stennis Space Center (SSC) stock replenishment in accordance with the Federal Acquisition Regulation (FAR) and the NASA FAR Supplement, performing market surveys in accordance with FAR 7.101 and FAR 6.303-2(a)(8) (See Annex 1). The Contractor shall be responsible for maintaining and updating selected Commodity Managers Tables in the NASA Supply Management System (NSMS) as necessary. The cataloging functions in support of the NASA Supply Management System (NSMS), include the identification, cataloging, and standardization of installation property, material, and supplies. The Contractor shall transmit and receive cataloging data from Federal, Military, and other civilian agency sources, as well as interfaces with the Defense Logistics Service Center (DLSC) to maintain registration with DLSC of John C. Stennis Space Center (SSC) items. The Contractor shall maintain and operate a uniform catalog system as set forth in the Federal Logistics Information System (FLIS) Manual, Department of Defense (DOD) 4100, Volumes 1-15, and the ****NASA 4400 Series**, relative to **Utilization and Maintenance of the Federal Cataloging System**. Contractor personnel shall be knowledgeable in the utilization and maintenance of the Federal Catalog System (FCS).

9.2.2.1 Supply Publications Library

The Contractor shall maintain a cataloging support library, including current manufacturer's brochures and catalogs, Federal specifications, military specifications, qualified products, and miscellaneous engineering standards and drawings.

9.2.2.2 Identification of Commodity Class Managers

The Contractor shall notify the SSC Supply and Equipment Management Officer (SEMO) or designated Technical Manager's Representative with the names of the Inventory Managers, their commodity class ranges, and phone numbers. Notify the SSC Supply and Equipment Management Officer (SEMO) or designated Technical Manager's Representative each time a change occurs. Notification will be made on the same workday as the change occurs.

9.2.2.3 NASA Supply Management System (NSMS)

The Contractor shall operate NSMS, a total supply system that includes, the total tracking and visibility of a complete catalog of stock items and asset information such as availability, warehousing, usage history, procurement lead times, reorder points, replenishment, economic order quantity, demand history, shelf life, manufacturer's lot information, serialization, substore capabilities, record reconciliation, hazardous material control and coding, accounting data, potential excess, receipts, issues, due ins, due outs, backorders, and total item management capabilities with manual overrides.

9.2.2.4 Limitations, Restrictions, or Other Exceptions

The Contractor shall ensure that all services protect the integrity of

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Government property, supplies and equipment.

9.2.2.5 Documentation

The Contractor shall organize and maintain Supply related documentation and files including, but not limited to, Material Requests (MR's), physical inventory folders, warehouse denial and inventory adjustment vouchers and corresponding documentation, excess disposal vouchers and corresponding documentation, and a variety of NSMS reports. Files shall be accurate and current at all times and maintained in an orderly, easily accessible manner.

9.2.2.6 Record Reconciliation and Adjustment of Accountable Records

The Contractor shall respond to requests made by personnel from the NASA Supply and Equipment Management Officer, Institutional Services Division, Financial Management Division (FMD), or any other department involved with the reconciliation of accountable records by researching individual transaction records in NSMS to ensure accuracy of input as compared to documentation.

The Contractor shall adjust transactions in NSMS; ensuring comments are made in NSMS to record explanation of problem and resolution. The Contractor shall return the response to the applicable

9.2.2.7 Gas Cylinder Program

The Contractor shall manage a Gas Cylinder Program, which includes the acquisition, receipt, inspection, analysis, acceptance, storage, issue, and handling of gas cylinders.

9.2.2.7.1 Limitations, Restrictions, or Other Exceptions

The Contractor shall ensure that all services protect the integrity of Government property, supplies, and equipment.

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9.2.2.8 Program Stock

The Contractor will comply with the requirements for the receipt, storage, and issue of Program Stock items at the John C. Stennis Space Center (SSC). There are approximately 20,125 *line items of Program Stock.

9.2.2.9 Authorized Signatures

The Contractor shall maintain current ownership data within the NASA Supply Management System (NSMS) for managers. The Contractor shall not accept authorized signature information directly from the using organization.

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ITEM NO.	PERFORMANCE REQUIREMENT	RELATED REQUIREMENTS OR INFORMATION	WORKLOAD DATA	MINIMUM STANDARDS
9.2.3	Stock Replenishment	The Contractor shall maintain stock levels on all inventory to support this Center at an optimum level. Stock levels on store stock items shall be determined by monthly demand as calculated by NSMS, and levels on all standby stock shall be determined by requirement. Approximately 2700 are direct buys. (See Annex 9.8)	Approximately 4,800 line items annually.	The Contractor shall meet the NASA standard fill rate of 90%.
		The Contractor shall coordinate with customers to confirm requirements for the item with hazardous content, prior to ordering.	Nothing additional.	As required.
		The Contractor shall review all Military/Federal (MIL/FED) order requirements by utilizing the NSMS "Order Notice Review" function, selecting items for transmittal to depots, inputting valid priority codes and quantities, making all necessary changes prior to transmittal, making cancellations of item when deemed appropriate, and following up on all delinquent orders. Additional NSMS reports to be used to maintain required levels are the "Due-in/Due-out," the "On-hand Balance Less than Level," and the "Delinquent Delivery," and the "Reorder Notice" Reports.	Approximately 2,100 line items annually.	Review order notices, make necessary changes and initiate orders for nightly batch run on a daily basis. Review and initiate follow-up action on "Due-in and Due-out Report" weekly.
		The Contractor shall transmit MIL/FED orders to various federal depots and receive status updates on all orders by utilizing Defense Automatic Addressing System Center (DAASC) Asynchronous Message Entry System (DAMES) software to download from NSMS and upload status into NSMS.	Nothing additional.	Transmit MIL/FED orders on a daily basis after such orders have been reviewed and confirmed by the Item Manager (IM.)

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ITEM NO.	PERFORMANCE REQUIREMENT	RELATED REQUIREMENTS OR INFORMATION	WORKLOAD DATA	MINIMUM STANDARDS
		The Contractor shall complete a ****Standard Form (SF) 364, Report of Discrepancy (ROD)****, on discrepant MIL/FED receipts regardless of dollar value if the receipt is an overage, an unacceptable substitute, damage, or a medical item. The Contractor shall prepare a ROD for shortages only if the dollar amount is greater than $50 for General Services Administration (GSA) items or greater than $100 for MIL/FED items. The Contractor shall forward the completed ROD through the SEMO or designated representative for signature, then send to the appropriate depot.	Approximately 200 line items annually.	Completed ROD shall be sent to the appropriate depot within 2 workdays after initial receipt. A copy of the response from the depot shall be forwarded to the CO or designated Technical Manager's Representative, within 1 workday after receipt of response.
		The Contractor shall forward ROD responses to the SSC Supply & Equipment Management Officer (SEMO) or designated Technical Manager's Representative. The Contractor shall initiate and document follow-up action on any ROD not responded to within 30 calendar days. Notify the SEMO or designated representative of any ROD's not responded to within 30 calendar days.	Approximately 200 line items annually.	Follow-up action shall be taken within 2 workdays after 30 calendar days with no response. Notify Supply and Equipment Management Officer of ROD's not responded to on the same day as follow-up action is taken.

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ITEM NO.	PERFORMANCE REQUIREMENT	RELATED REQUIREMENTS OR INFORMATION	WORKLOAD DATA	MINIMUM STANDARDS
		The Contractor shall review all commercial order requirements utilizing the NSMS "Reorder Notice Report" for all stores and standby stock items, and the NSMS "On-hand Balance Less than Level Report" for standby stock. The Contractor shall establish due-ins and follow up on all delinquent orders utilizing the NSMS "Due-in/ Due-out" and the "Delinquent Delivery" Reports. The Contractor shall purchase required stock items in accordance with the Federal Acquisition Regulation (FAR).	Approximately 4,500 line items annually.	Review all commercial orders on a daily basis. Initiation of acquisition process will be completed within 1 workday of notification of the need to replenish. Follow-up of all delinquent orders shall be made within 4 workdays of routine requests and 2 workdays of work stoppage requests.
9.2.4	Affirmative Procurement Program	The Contractor shall implement and utilize the Affirmative Procurement Program for purchasing recycled products as mandated by ****Executive Order 12873****, in accordance with the standards set forth in the FAR, NASA Supplements. Ensure purchases fulfill the minimum standards set forth in the Affirmative Procurement Program. The Contractor shall coordinate with the cataloging function to input recycle codes for designated items to ensure accurate reporting of products with recovered content. At time of purchase and upon receipt verify with documentation per vendor. (Reference Dr 6-GA19)		

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ITEM NO.	PERFORMANCE REQUIREMENT	RELATED REQUIREMENTS OR INFORMATION	WORKLOAD DATA	MINIMUM STANDARDS
		The Contractor shall verify items when recovered content meet minimum percentages as found in Environmental Protection Agency (EPA) 530-SW-91-011, 40 CFR Parts 250, 252, 253, 248, and 249.		
9.2.5	Management of Inventory	The Contractor shall manage the inventory of all stocked assets of stores stock as well as standby stock in accordance with ** **NASA Series 4100 Policy, Procedures and Guidelines, NASA Materials Inventory Manual.**** This includes, designation of controlled items or other items requiring specific consideration.		

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ITEM NO.	PERFORMANCE REQUIREMENT	RELATED REQUIREMENTS OR INFORMATION	WORKLOAD DATA	MINIMUM STANDARDS
		The Contractor shall review requests for stockage, ****SSC Form 217****, Request for **Additional SSC Inventory Support,** to ensure they meet the criteria as stated in the NASA Series 4100 Policy, and Procedures/Guidelines. On standby stock items, verify approved levels, specifications, nomenclature, justification with accurate approvals, mission-related items, repairable items, building and system component in which item is to be used. For stock items, the Contractor shall complete a ****SSC Form 217**** and submit to the SSC Supply & Equipment Management Officer (SEMO) or designated Technical Manager's Representative for approval. Upon receipt of an approved **SSC Form 217,** the Contractor shall activate store stock and standby stock asset records determined to meet criteria for stockage through NSMS; establish initial purchase in accordance with the economic order quantity (EOQ) or approved standby stock level and within budgetary constraints.	Approximately 10 **SSC Form 217's per month** with an average of 3 line items per form.	Forward **SSC Form 217's** to the SSC Supply & Equipment Management Officer (SEMO) or designated Technical Manager's Representative for approval within 1 workday of receiving request. For approved **SSC Form 217's create** asset record and initiate purchase within 1 workday of receipt of approved form.

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ITEM NO.	PERFORMANCE REQUIREMENT	RELATED REQUIREMENTS OR INFORMATION	WORKLOAD DATA	MINIMUM STANDARDS
		The Contractor shall review stores stock items, which have been in the NSMS inventory for at least 12 months, with little or no usage, for retention or elimination. The Contractor shall contact users of potential excess items, create excess transactions, document the reason for excess action, and complete the process through the first level of approval for the accurate transfer of applicable items to disposal.	Approximately 370 line items per year subject to review.	Review the Complete Excess Report on a quarterly basis. Initiate disposal action and appropriate transaction in NSMS within 5 workdays. Ensure first level of approval is complete within or rejected by the next workday after completion of IM analysis.
		The Contractor shall discontinue assets through NSMS that have been considered excess or no longer meets the criteria for stockage according to the NASA Series 4100.1.	Approximately 200 line items per year.	Discontinue asset within 1 workday of confirmation of discontinuance of stockage.
		The Contractor shall take action to complete all suspense transactions, receipts and issues, through the NSMS functions "Suspended Receipts Browse Select" and "Release Suspended Issues." The Contractor shall use appropriate instruction codes on all applicable issues and receipts. The Contractor shall be prepared to support a decision to hold a suspended transaction longer than 2 workdays from the time it was suspended.	Approximately 150 transactions per month.	Review and release suspended transactions daily.

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ITEM NO.	PERFORMANCE REQUIREMENT	RELATED REQUIREMENTS OR INFORMATION	WORKLOAD DATA	MINIMUM STANDARDS
9.2.6	Physical Inventories	The Contractor shall develop and make available to the SSC Supply & Equipment Management Officer (SEMO) or designated Technical Manager's Representative an annual fiscal year (FY) schedule, that facilitates the inventory of store stock, program stock, and standby stock. In accordance with NASA Series 4100 Policy, Procedures and Guidelines. The schedule must conform to the NASA Supply Management System (NSMS) Inventory program and must be administered through NSMS.	1 schedule per year.	Schedule shall be complete and available at least 30 calendar days prior to the beginning of the FY.
		The Contractor shall conduct inventories according to the approved schedule. Inventory control record, freeze records and count sheets will be generated in NSMS.	Approximately 4 inventories per year - dependent on schedule.	Schedule shall be complete and available at least 30 calendar days prior to the beginning of the FY.

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ITEM NO.	PERFORMANCE REQUIREMENT	RELATED REQUIREMENTS OR INFORMATION	WORKLOAD DATA	MINIMUM STANDARDS
		The Contractor shall begin the count process when the freeze on records takes place. The Contractor shall utilize NSMS suspense functions for issue and receipt activity during the inventory process. First and second counts shall be accomplished by the Contractor and the same person shall not count the same item both counts. Data entry into NSMS of all count results shall be accomplished by the Contractor only after physical issue and receipt activity on frozen items has been considered. Third count shall be accomplished by non-warehouse staff.	Nothing additional	
		The Contractor shall operate the supply system in an efficient and effective manner throughout the inventory process, ensuring customer support is maintained.	Nothing additional	
		Contractor shall be responsible for compiling the semi-annual performance measures and providing the 1619 reports for all inventories performed during the reporting period.	See DR 9-LS01	
9.2.7	Maintenance and Standardization	The Contractor shall maintain and standardize the SSC on-line catalog in NSMS.		

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ITEM NO.	PERFORMANCE REQUIREMENT	RELATED REQUIREMENTS OR INFORMATION	WORKLOAD DATA	MINIMUM STANDARDS
		The Contractor shall maintain a control number log to facilitate the tracking of **SSC Form 217, Request for Additional SSC Inventory Support, through the approval/disapproval process. The log shall contain the following data elements: Date received, control number, description, requesting organization, date completed, and approved/not approved. Upon receipt of a SSC Form 217, the Contractor shall review for appropriate signatures. The Contractor shall assign a control number and record the SSC Form 217 data on the log. For standby stock, the Contractor shall verify approved levels, mission-related items, repairable items, building and system component. If the item already exists in stock, the Contractor shall annotate form and forward accompanying SSC Form 217 to the inventory management function for processing. The Contractor shall notify the customer of the stock number. If item is not in stock, the Contractor shall forward for approval signatures. If the item is hazardous, the Contractor shall ensure that stocking of item is approved by the NASA Environmental Management Officer or designee.	350 SSC Form 217's per year	SSC Form 217 should be researched and routed for approval signatures within 2 workdays of receipt from customer. Contact customer for missing information on the same day the SSC Form 217 is received if received prior to 3 p.m. Next day processing if received after 3 p.m. New catalog record shall be created and forwarded to the inventory management function within 1 workday after receipt of approved SSC Form 217. Contact initiator for completion and safety approval of SSC Form 217.

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ITEM NO.	PERFORMANCE REQUIREMENT	RELATED REQUIREMENTS OR INFORMATION	WORKLOAD DATA	MINIMUM STANDARDS
		Upon return of approved SSC Form 217, catalog record should then be created in NSMS and forwarded to the inventory management function for processing. For critical spare item, create catalog record and notify the inventory management function for processing. Notify customer of disapproved SSC Form 217.		Catalog record shall be created on the same day of receipt of approved form. Customer shall be notified of disapproval within 1 workday of receipt from approval cycle.
9.2.8	Perform Federal Catalog Activities	The Contractor shall perform Federal Cataloging activities to ensure that all SSC items authorized for cataloging are included and maintained in the FCS, have Federal Item Identification, and are assigned National Stock Number (NSN) or Local Stock Number. Ensure that NSMS catalog records are complete and up-to-date to ensure accurate ordering and maintenance.		

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ITEM NO.	PERFORMANCE REQUIREMENT	RELATED REQUIREMENTS OR INFORMATION	WORKLOAD DATA	MINIMUM STANDARDS
		The Contractor shall perform Log Add User/Log Withdraw User (LAU/LDU) actions using an appropriate diskette formatted per DLSC, to maintain the accuracy between the Master Catalog Record, NSMS and DLSC's Simplified File Maintenance (SFM) Basic Catalog Tape Record. The Contractor shall use this process to update the DLSC master file of NSN's in stock and NSN's to be added or withdrawn. The Contractor shall prepare a transmittal letter to GSA to submit the diskette.	500 User Registration requests per year. 27 User Withdraws per year. SSC Form 217	Forward diskette and transmittal letter to GSA as needed per NHB 4410. Upon notification by GSA, complete appropriate actions in NSMS in 2 workdays. Notify item management and warehouse functions within 1 workday of NSMS updates.
		Upon receipt of a **Department of Defense (DD) Form 1685, Collaborations from Other Cataloging Activities, the Contractor shall determine if SSC is a user of the item and return to requesting activity. Upon notification of catalog record change, the Contractor shall update NSMS record.	10 forms per year.	Research and response to DD Form 1685 shall be completed within 2 workdays from receipt of the DD1685. NSMS shall be updated within 2 workdays of notification of record change. Notify the item management and warehouse functions within 1 workday of NSMS updates.

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ITEM NO.	PERFORMANCE REQUIREMENT	RELATED REQUIREMENTS OR INFORMATION	WORKLOAD DATA	MINIMUM STANDARDS
		The Contractor shall ensure all information has been updated using the information from the semi-annual tapes.	2 tapes per year (May and November).	Complete verification of updates using semi-annual tapes and update NSMS within 5 workdays after receipt of tapes.
		The Contractor shall research items for Standardization (Item Reduction) Studies received from the Defense Logistics Agency (DLA), GSA, or DLSC to compare proposed Non-standard stock numbers with proposed Standard stock numbers.	12 studies per year.	Research and respond to listing within 2 workdays of receipt of listing.

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ITEM NO.	PERFORMANCE REQUIREMENT	RELATED REQUIREMENTS OR INFORMATION	WORKLOAD DATA	MINIMUM STANDARDS
9.2.9	Update NSMS	The Contractor shall perform file maintenance to update the NSMS catalog to ensure the catalog system is current. Upon notification from the item management function, or receipt of listings from the military or Federal depots requesting action, or when operations warrant such changes, the Contractor shall process catalog maintenance actions. These actions include, changes in stock number, classification, identification, source, interchangeability, equivalency, shelf life data, hazardous codes, packaging, unit price, unit of order, and container marking, for items existing in and to be added to SSC stores stock or critical spares.	10,000 inputs per year.	Update NSMS within 2 workdays of receipt of list or identification of situation requiring updates.
9.2.10	Provide Customer Assistance	The Contractor shall provide customer assistance in all areas of cataloging. Upon request, the Contractor shall perform physical material inspection of items to determine if the item is correctly identified.	See below. 1000 *line items per year.	See below. These will be accomplished within 1 workday of request.

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ITEM NO.	PERFORMANCE REQUIREMENT	RELATED REQUIREMENTS OR INFORMATION	WORKLOAD DATA	MINIMUM STANDARDS
		The Contractor shall respond to requests on part number listings, telephone requests, and Safety Alert Forms and requests.	3,000 *line items to research per year. 2,365 telephone requests per year. 10Safety Alert line *items per year.	Respond to part number listings within 4 workdays of receipt. Respond to telephone requests within 4 workhours of request. Respond to Safety Alerts within 1 workday of receipt.
9.2.11	Publications	The Contractor shall prepare for publication the following catalogs:	See below.	See below.
9.2.12	Basic Stores Stock Catalog	**Basic Stores Stock Catalog.	4,626 *line items.	Minimum of one\ce per year or maximum of four times per year.
9.2.13	Critical Spares Catalog	**Critical Spares Catalog.	17,812 *line items.	Annually or as needed.
9.2.14	Change Bulletins	Change Bulletins.	600 changes annually.	Semi-annually after catalog is distributed.

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ITEM NO.	PERFORMANCE REQUIREMENT	RELATED REQUIREMENTS OR INFORMATION	WORKLOAD DATA	MINIMUM STANDARDS
9.2.15	Shelf Life	The Contractor shall be responsible for the management of shelf life material for SSC Supply items. The Contractor shall use the NSMS shelf life program to track shelf life information and expiration dates on those items designated as subject to shelf life control from the time of receipt at SSC through storage, issue, and delivery to the customer. The Contractor shall ensure the NSMS catalog record indicates if an item is subject to shelf life control as determined by either the manufacturer of the item or by the Defense Logistics Supply Center (DLSC). The Contractor shall ensure that, in accordance with **NASA Series 4100, NASA Materials Inventory Management Manual**, shelf life material has sufficient shelf life remaining when received at SSC. Both the manufactured date and shelf life expiration date shall be entered into NSMS. The Contractor shall mark the shelf life expiration date on all shelf life material before it is stored and locations will be marked as containing shelf life material. Stores stock and critical spare issues will be made based on the first in, first out (FIFO) method. Label all flight hardware shelf life items on SSC "Shelf life Sticker." The stickers shall be adhered to the container the flight hardware is stored in, rather than attached directly to the material.	300*line items subject to shelf life control. (annual average)	Continuous and accurate tracking of shelf life data and expiration dates. 75 percent of shelf life must be remaining upon receipt at SSC. Material shall be physically identified as subject to shelf life controls and locations marked as containing shelf life controlled material prior to storage action and throughout the storage process.

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ITEM NO.	PERFORMANCE REQUIREMENT	RELATED REQUIREMENTS OR INFORMATION	WORKLOAD DATA	MINIMUM STANDARDS
		The Contractor shall run the NSMS "Expiring Shelf Life Report" monthly covering records that will expire within 30 calendar days. The Contractor shall use the report to verify if material for that expiration date is in location and annotate count on the listing. The Contractor shall update the NSMS shelf life program with the information, take out any shelf life date with zero quantity in location, and run another report. The Contractor shall determine if extension is possible, if material will be consumed by expiration date, or if excess action is required. In addition to condition of material, usage history and customer satisfaction should be considered. Customer approval is required for any extensions. The Contractor shall complete any required actions or updates resulting from the review. The Contractor shall annotate counts, findings, and determination on the listing and forward a completed copy to Supply and Materials Officer with back-up documentation attached.	Review 150 expiring shelf life records per year.	Complete review and any required actions forward annotated report, with back-up documentation attached, to the SSC Supply & Equipment Management Officer(SEMO) or designated Representative Within 10 workdays after month end.

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ITEM NO.	PERFORMANCE REQUIREMENT	RELATED REQUIREMENTS OR INFORMATION	WORKLOAD DATA	MINIMUM STANDARDS
9.2.16	Inventory Reconciliation	The Contractor shall utilize the inventory adjustment or warehouse denial process in NSMS to initiate, document research, and adjust the accountable records. The Contractor shall initiate and accomplish inventory adjustments by National Stock Number (NSN) in NSMS any time it becomes known the on-hand quantity does not match the NSMS balance and immediate research and corrective action cannot be taken. (Immediate research and corrective action is defined as research that is initiated at the time the discrepancy is discovered, and results in a recount that resolves the discrepancy or another specific action, such as a document reversal or transaction adjustment, etc.) Upon discovery the asset will be frozen immediately, research conducted and discrepancy resolved. The Contractor shall perform thorough research and documentation on all adjustments The Contractor shall provide any additional documentation requested by the Supply and Equipment Management Officer that may that arise during the approval. The Contractor shall perform the actual adjustment to the records in NSMS after the Supply and Equipment Management Officer's approval is received.		Initiate warehouse denial by close of business the same day after discovery of the discrepancy. Total research, analysis, and resolutions to be completed within 5 workdays of initiation. All analysis and documentation should be thorough and in a format suitable for NASA management signature.

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ITEM NO.	PERFORMANCE REQUIREMENT	RELATED REQUIREMENTS OR INFORMATION	WORKLOAD DATA	MINIMUM STANDARDS
9.2.17	Customer Service Desk	The Contractor shall staff a Customer Service Desk to provide services including, but not limited to, computer data inquiry, issue and shipment status, and processing forms.	Nothing Additional	Provide accurate and efficient assistance to ensure processes flow in an accurate and prompt manner.
		The Contractor shall assist customers calling for assistance for items including, but not limited to, status of NSMS supply requisitions, status of **SSC Form 21 - Material Request**; **Department of Defense (DD) Form 1149, Requisition and Invoice/Shipping Document, the SSC APPR System, SSC MAXIMO System and Fed/Mil Records.**	4,000 customer request calls per year.	Provide assistance to callers within 30 minutes after receipt of call.
		The Contractor shall be responsible for processing **Department of Defense (DD) Form 1149, Requisition and Invoice/Shipping Document**, through the contractor's Traffic Management and Equipment Management sections. Processing includes, but is not limited to, verification of authorized signatures and acquisition documents, and tagged equipment verification.	2,051 DD Form 1149's per year with 680 of those processed as customers walk through.	Completely process Form DD 1149's received the same day as received.

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ITEM NO.	PERFORMANCE REQUIREMENT	RELATED REQUIREMENTS OR INFORMATION	WORKLOAD DATA	MINIMUM STANDARDS
		Upon receipt of DD1149 the Contractor shall accomplish the following steps: a. Verify there is a contract or purchase order number which authorizes the shipment of all equipment being sent for repair, test, or relocation to destinations other than another NASA Center b. Ensure the DD 1149 Form signed by the Supply and Equipment Management Officer (SEMO) or designee and if the document indicates flight items are included, an SR&QA Representative signature and stamp is required in the appropriate block. If no signature is present, inform the customer immediately the form cannot be accepted without the SEMO's signature.		

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		c. If any items on the document are NASA tagged equipment, the Contractor shall research the NASA Equipment Management System (NEMS) to ensure the equipment is in the system and the dollar value of the item(s) on the DD 1149 Form match the dollar value in NEMS. If the dollar values do not match, the Contractor shall change the amount on the DD 1149 Form to match the NEMS dollar value. If the item is not in NEMS, hand carries the document to the Equipment Management Office. After returned, proceed to step "d" below.		
		d. Hand carry the document to the Supply and Equipment Management Officer (SEMO) or designee for signature.		
		e. Assign a "Voucher" number to the DD1149 Form and record the appropriate information on the log.		
		f. Forward the document to the Traffic Manager for shipment.		

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ITEM NO.	PERFORMANCE REQUIREMENT	RELATED REQUIREMENTS OR INFORMATION	WORKLOAD DATA	MINIMUM STANDARDS
9.2.18	Testing NASA Supply and Equipment Management System (NSMS)	Contractor shall perform tests to NSMS upon notice of new system releases.	Three releases annually. Approximately 20 hrs testing per release.	Testing of NSMS releases to be completed within one week of release being installed.
9.2.19	Document Control	The Contractor shall perform computer input and inquiries, organize and maintain a variety of SSC Supply related document files, verify receipts, and distribute documentation resulting from overnight and on-line requests into NSMS.	See below.	Maintain an accurate, effective, easily accessible and retrievable filing system of accountable NSMS documentation. Provide accurate and timely data input and verification.
		Upon receipt of a **SSC Form 21 Material Request or Bench Stock Ticket**, the Contractor shall process requests for supplies into NSMS. The Contractor shall verify, through NSMS, if the documents contain the proper authorizing signatures prior to processing. If the appropriate signatures are not present, verify with Supply and Equipment Management Officer or the customer. If verification cannot be accomplished, mail the document back to the customer, indicating the problems.	28,000 requests per year.	Valid requests shall be accurately processed in NSMS on the same workday as received prior to 3:00 p.m. Next day processing for those received after 3:00 p.m. If proper signatures are not present, mail the document to the customer on the same workday as the request is received.

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ITEM NO.	PERFORMANCE REQUIREMENT	RELATED REQUIREMENTS OR INFORMATION	WORKLOAD DATA	MINIMUM STANDARDS
9.2.20	Acquisition and Management, Gas Cylinders	The Contractor shall establish and maintain a Government approved program for the acquisition of gasses in accordance with the Federal Acquisition Regulation and compliance with safety standards.	400 gas purchases per year.	See below.
		The Contractor shall receive and review requests for stocked gasses as well as requests for special blends from customers verifying appropriate approvals. The Contractor shall receive requests for picking up empty cylinders. The Contractor shall initiate pick up and delivery of cylinders.	Nothing additional.	Within 1 workday of receiving request.
		The Contractor shall assure purchases are made in accordance with the provisions of NASA Series 5300 coordinating with the Quality Assurance on required specifications or any other information necessary to purchase the item in an accurate manner.	Nothing additional.	Purchase shall be initiated within 1 workday of request. Due-ins are to be input into NSMS within 4 workhours of placing order.
9.2.21	Receipt and Inspection	The Contractor shall establish and maintain a receiving operations program to effectively and safely inspect and receive applicable gasses in accordance with NASA regulations.	400 receipts per year.	See below.

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ITEM NO.	PERFORMANCE REQUIREMENT	RELATED REQUIREMENTS OR INFORMATION	WORKLOAD DATA	MINIMUM STANDARDS
		The Contractor shall inspect to ensure the correct quantity is received against each order. Verify accurate information is provided, correct signatures are present, specifications are met, and that Material Safety Data Sheet (MSDS) is provided by the vendor.	Nothing additional.	Upon inspection and prior to receipt, verify completely and accurately all information on item being received.
		The Contractor shall make accurate and complete distribution of all documentation. A copy of the certificate of Gas Analysis shall accompany the cylinder and be included in any document distribution concerning that cylinder. The original copy of the certificate of Gas Analysis provided by the vendor shall go to the inventory manager (IM) of the item to be placed in the official procurement file.	Nothing additional.	Make distribution on the same workday as received.
9.2.22	Data Base for Tracking Gas Cylinders	The Contractor shall maintain and utilize the data records in the Cylinder Demurrage (CYLDEM) application for the tracking of all gas cylinders. The data elements include, but are not limited to, purchase order (PO) number, date of PO, cylinder identification numbers, location, user, and disposition.	12,00 entries per year.	Provide current and accurate tracking and status of all gas cylinders located at SSC.
		The Contractor shall update the CYLDEM for all gas cylinders.	Nothing additional.	Data base shall be updated on the same workday any change in status occurs.

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ITEM NO.	PERFORMANCE REQUIREMENT	RELATED REQUIREMENTS OR INFORMATION	WORKLOAD DATA	MINIMUM STANDARDS
9.2.23	Restricted Issue – Program Stock	Activity on restricted material shall be processed in NSMS under the appropriate ownership code designated for that specific program manager.	Nothing additional.	Material shall be tracked under the correct ownership code at all times.
9.2.24	Program Stock Issues	The Contractor shall process issues per the NASA Series 4100. The Contractor shall ensure all requesting paperwork contains the signature of the Program Manager or Official Designee for that project. If a problem exists, the Contractor shall contact the Program Manager for resolution.	Issues per year.	Issues must be completed 2 workdays after request for issue is received
9.2.25	Customer Service	The Contractor shall respond to oral or written (Contractor discretion) customer service requests, which could include, part number verification, asset availability, inventory count of an individual item, and requests to physically view material.	3,500 requests per year.	Assistance shall be provided within 8 workhours after request is made.

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ITEM NO.	PERFORMANCE REQUIREMENT	RELATED REQUIREMENTS OR INFORMATION	WORKLOAD DATA	MINIMUM STANDARDS
9.2.26	Emergency Storm Supplies	The Contractor shall review annually the Post Storm Emergency Supplies Listing, provided to the Contractor by the NASA Emergency Preparedness Officer, for any quantity and content changes. Any changes shall be marked on the listing. The Contractor shall return the annotated listing to the SSC Supply & Equipment Management Officer (SEMO) or designated Representative. Reference **SSC Disaster Preparedness Plan (HB 4130)**.	29 *line items subject to annual review.	Return annotated listing to SSC Supply & Equipment Management Officer(SEMO) or designated Representative within 10 workdays after receipt.
9.2.27	Critical Spares Re-certification	In accordance with the **NASA Series 4100, NASA Materials Inventory Management Manual, and the Federal Property Management Regulation, Subchapter E, Subpart 101-27.304, the Contractor shall perform a biennial review of items designated as critical spares. A listing will be furnished to the appropriate Engineering Division for review. The Contractor shall indicate on the listing which items shall be retained, any changes in levels, additions, and deletions. The Contractor shall return the annotated listing to the Supply and Equipment Management Officer (SEMO) or designee. Any item marked for retention must state for what purpose contingency items are being held.	The biennial listing will contain 12,350 *line items for review.	

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ITEM NO.	PERFORMANCE REQUIREMENT	RELATED REQUIREMENTS OR INFORMATION	WORKLOAD DATA	MINIMUM STANDARDS
9.2.28	Program Critical Stock Item Requirements	The Contractor shall identify and make available for Supply and Equipment Management Officer or designee's approval, items considered to be Program critical. The annotated listing shall be returned to SEMO within 45 workdays after the Contractor received the listing. All necessary changes will be marked legibly. Program Critical list shall be available for approval within 10 days after contract start and shall be updated within 2 workdays anytime a change occurs. The contractor shall procure all designated program critical items, taking into account considerations such as lead times, uniqueness, and availability so as to maintain a 90% stock level.	3,772 line items per year.	

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ITEM NO.	PERFORMANCE REQUIREMENT	RELATED REQUIREMENTS OR INFORMATION	WORKLOAD DATA	MINIMUM STANDARDS
9.2.29	Storage Request Program	The Contractor shall maintain a Case File Folder for every case file in temporary Storage. Documentation in the folder includes but is not limited to NASA Form 1602, NASA Equipment Management system (NEMS) Transaction Document or SSC Temporary Storage Document, processed on the case file, a copy of all inventories associated with the case, retention level letters and responses. Data in the file is cumulative. Submission of the folder is required to SEMO or designated representative during the annual retention review process. Nothing Additional. Folders shall be current at all times. The Contractor shall maintain and update a database containing case file number (Contractor assigned), responsible organization, property custodian, equipment control number (ECN) (If applicable), identification and dollar value of each storage cost. The database should have sort capabilities and be able to print reports to consolidate data. Annually, the Contractor shall forward one copy of the "Master Temporary Storage Listing) to the Supply and Equipment Management Officer and two copies of the printout to owners of the material for review and validation.	200 case files to maintain annually. 1 Master Case File Listing per year.	Provide continuous tracking and visibility of temporary storage material/equipment. Forward Master Case File By ownership.

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ITEM NO.	PERFORMANCE REQUIREMENT	RELATED REQUIREMENTS OR INFORMATION	WORKLOAD DATA	MINIMUM STANDARDS
9.2.29.1		The Contractor shall process requests from the Supply and Equipment Management Officer or Designee to remove or add items for temporary storage on SSC Temporary Storage Request Form, for non-tagged material/equipment; or NASA Form 1602, for tagged equipment; or NASA Form 1602, for tagged equipment. The Contractor shall review items to be stored and recommend storage location and packing case file number on the NASA Form 1602 or SSC Temporary Storage Request Form. **For ads**: After Supply and Equipment Management Officer approval, review items, arrange transportation and package/crate for storage, if necessary. Physically add items to storage as indicated and update database. The Contractor shall file the original SSC Temporary Storage Request Form or a copy of the NASA Form 1602 in the Case File folder, forward the original page NASA Form 1602 for tagged equipment to the Equipment Control, and forward a copy of the SSC Temporary Storage Request Form or NASA Form 1602 to the property custodian. **For removals**: After Supply and Equipment Management Officer's approval, the Contractor shall physically remove the items from storage as indicated and update database.	300 request for adds or removals per year.	Total issue or receipt shall be completed within 5 workdays from the initial receipt of request with data input into the database by the second day of that process.

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ITEM NO.	PERFORMANCE REQUIREMENT	RELATED REQUIREMENTS OR INFORMATION	WORKLOAD DATA	MINIMUM STANDARDS
		The Contractor shall file the original SSC Temporary Request Form or a page of the NASA Form 1602 In the Case File folder; attach the green copy of the NASA 1602 to the equipment; and forward the original page NASA Form 1602 for tagged equipment to the SSC Supply & Equipment Management Officer (SEMO) or designated Representative. The Contractor shall arrange for the delivery of materials/equipment to owning organization or R&U.		
9.2.29.3	Inventory	The Contractor shall perform a physical inventory of each case file annually. The Contractor shall complete a Temporary Storage Inventory Report and retain it in the Case File Folder. The data elements of the Inventory Report include; item description, count, location, and case file number.	200 case files annually	The Inventory shall be completed prior to responsible organization review for retention (see below)

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ITEM NO.	PERFORMANCE REQUIREMENT	RELATED REQUIREMENTS OR INFORMATION	WORKLOAD DATA	MINIMUM STANDARDS
9.2.29.4	Retention Justification	All items in temporary storage must have retention justified annually by the responsible organization. The contractor shall generate a Temporary Storage Case File Listing (a printout of all data elements contained in the database, reference above paragraph), and attach it to the Case File Folder for the Supply and Equipment Management Officer or designee. If no response is received, the Contractor shall contact the using organization. If contact does not result in the required response, the contractor shall notify the Supply and Equipment Management Officer with the following information: case file number, property custodian, organization code, phone number, date review letter was sent to organization, and expired and inventory date.	200 case files annually Nothing Additional	Submit the listing at least 1 month prior to anniversary date of material receipt in temporary storage. Contact using organization if no response is received for 3 months from the date of final letter. Notify Supply and Equipment Management Officer in 1 week if non-response continues after contact.
9.2.30	Test Complex Support	Contractor shall provide full-time supply operations supp9ort for Test Complex. Work will be identified by a service work request.		Provide accurate efficient supply to shops to ensure materials are available.

ANNEX 9.3

SHIPPING/RECEIVING/WAREHOUSING

ANNEX 9.3
CATALOGING

ITEM NO.	PERFORMANCE REQUIREMENT	RELATED REQUIREMENTS OR INFORMATION	WORKLOAD DATA	MINIMUM STANDARDS
	item. For additional receipt requirements of critical spare, refer to Annex 9.3.18.			
9.3.5	Warehousing Material	The Contractor shall warehouse material for storage and future issue. The Contractor shall establish controls to ensure placement of material in a storage location in a safe and secure manner, providing easy access, identification, and retrieval. Material may include pilferable, shelf life, and hazardous material items.	*4,500 line item receipts* per *year*.	Completely warehouse material within 2 workdays after delivery to warehouse.
		The Contractor shall verify that identity, quantity, and unit of issue of incoming material to be stored conforms to receiving paperwork. Resolve any discrepancies.	Nothing additional.	Nothing additional.
		The Contractor shall place the material in a storage location. The Contractor shall ensure items requiring refrigeration are promptly moved to refrigerated storage.	Nothing additional.	Material shall be placed in a safe, secure manner, providing easy identification and access. Refrigerate within 30 minutes after delivery to warehouse.
9.3.6	Issue or Redistribution	Upon receipt of a Material Request (MR) or other approved issue document, the Contractor shall select stock to fill request and prepare and physically stage material for customer delivery.	*16,000 line item* issues per *year*.	Within 1 workday after MR or other approved issue document is received in the warehouse. Correct material shall be pulled and counts accurate.

ANNEX 9.3
CATALOGING

ITEM NO.	PERFORMANCE REQUIREMENT	RELATED REQUIREMENTS OR INFORMATION	WORKLOAD DATA	MINIMUM STANDARDS
9.3.7	Work Stoppage Requests	The Contractor shall provide a work stoppage counter for customers with properly signed documents to walk up and receive immediate service. The Contractor shall ensure documents contain proper signatures. The Contractor shall verify the average monthly demand (AMD) for the item, check for asset freeze, on-hand quantity, or asset control prior to issue. If the customer chooses to hand carry the requested supplies, the Contractor shall pull the supplies immediately.	4,000 line items per year.	Work stoppages shall be completed within 15 minutes if the customer hand carries the supplies.
9.3.8	Temporary Storage	The Contractor shall manage materials/equipment in Temporary Storage warehouses in accordance with **NASA SERIES 4200, NASA Equipment Management Manual; NASA SERIES 4200.2, NASA Equipment Management Users Handbook, Appendix L.** Management includes, but is not limited to, the addition, removal, tracking, inventory, review, and processing of temporary storage material and related documentation.	200 case files consisting of 1,400 line items.	See below.
9.3.9	Excess Disposal Documents	Upon receipt of an excess disposal document, the Contractor shall select stock to fill request. The Contractor shall prepare and physically stage material for movement to Redistribution and Utilization (R&U).	500 Line Items per year.	Excess disposal document must be staged for movement to R&U within 5 workdays after the document is received in the warehouse.

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9.3.9	Excess Disposal Documents	Upon receipt of an excess disposal document, the Contractor shall select stock to fill request. The Contractor shall prepare and physically stage material for movement to Redistribution and Utilization (R&U).	500 Line Items per year.	Excess disposal document must be staged for movement to R&U within 5 workdays after the document is received in the warehouse.
9.3.10	Operate a Packing and Shipping Department	The Contractor shall operate a packing and shipping service that includes, complete preparation of items and materials for shipment from SSC. The Contractor shall receive all equipment and materials for shipment from the customer. The Contractor shall inspect all equipment, materials, and items to ensure that all NASA Control Numbers, part numbers, serial numbers, and other identification numbers correspond with the shipping document such as the DD1149. The Contractor shall select appropriate packaging for hardware, software, materials, and equipment to ensure safe delivery to the customer to its world-wide destination by all modes of transportation.		

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		Provide, assemble and utilize fiberboard boxes as required; fabricate and utilize wood/plywood boxes, crates, and pallets as necessary for machinery and delicate or sensitive items; provide and utilize pre-fabricated reusable containers as required. Ensure all packing, packaging, marking, labeling, and crating is consistent with Military and Federal standards and specifications, NASA Directives and Handbooks, Department of Transportation (DOT) regulations, Domestic and International Dangerous Goods Regulations; MIL-STD 129 Military Standard, Marking For Shipment and Storage; MIL-STD 2073, Military Standard, Department Of Defense (DOD) Material Procedure For Development and Application of Packaging Requirements; NASA SERIES 6000.1, NASA Requirements For Packaging, Handling, and Transportation; and all applicable commercial standards. Label packages as appropriate (Fragile, Magnetic Tape, Handle With Care, etc.).		
9.3.11	Prepare Routine Shipments	The Contractor shall prepare all routine shipments of equipment and materials from SSC. Routine shipments are those shipments that do not have a date stated on the shipping document.	5,700 shipments per year.	The Contractor shall properly package, prepare, and ship all routine shipments within 2 workdays of receipt. Obtain the carrier's representative's signature on all bills of lading for all shipments.

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9.3.12	Prepare Priority Shipments	The Contractor shall package and prepare priority shipments for the customer. The priority is determined by the "Date Required Destination" information on the shipping document.	7,000 shipments per year.	The Contractor shall properly package, prepare, and ship all priority shipments to ensure arrival at destination by the required due date. Obtain the carrier's representatives signature on all bill of lading for all shipments
9.3.13	Hazardous Shipments	The Contractor shall package and prepare hazardous materials for shipment. The Contractor shall ensure that all shipments containing hazardous materials are packaged, packed, marked, labeled, and documented in compliance with the DOT Hazardous Materials Regulations in Title 49, Code of Federal Regulations; the International Civil Aviation Organizations (ICAO) Technical Instructions For The Safe Transportation Of Dangerous Goods; the International Maritime Organizations (IMO) Dangerous Goods Code; and the International Air Transport Association (IATA) Dangerous Goods Regulations; as appropriate	200 shipments per year.	The Contractor shall properly package, prepare, and ship all routine hazardous shipments within 4 workdays of receipt. Ship all priority hazardous shipments to ensure arrival at destination by required due date. Obtain the carrier's representative's signature on all bills of lading for all shipments. No instance of improperly shipped hazardous material.

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9.3.14	Hazardous Materials Packers Shippers	The contractor shall provide qualified hazardous materials packers/shippers personnel to sign the Shippers Certification of Shippers Declaration for all shipments containing hazardous materials. The contractor shall ensure that shipments containing hazardous materials are prepared for shipment only by personnel who have been trained in accordance with subpart H of Part 172 in Title 49, Code of Federal Regulations, (CFR).	Contractor Determined	Current certification, or evidence of experience, is on hand for personnel performing duties. 2 years experience required for personnel performing hazardous materials packaging duties. Be able to show compliance with experience and training requirements.
9.3.15	Hurricane Kits	The Contractor shall maintain and distribute Hurricane Kits in accordance with **SSC Disaster Preparedness Plan (HB 4130)**. Hurricane Kits are located in Temporary Storage in building 2204. The Contractor shall ensure all specified quantities of items are located in the kits and economical utilization and rotation of batteries and other shelf life contents has occurred.	20 Hurricane Kits.	Kits will be maintained at 100 percent of required contents. Rotation of shelf life contents shall be completed annually, at least 30 calendar days prior to the beginning of hurricane season.
9.3.16	Storage, Issue, and Handling	The Contractor shall establish and maintain a Government-approved system for the effective storage, issue, and handling of compressed gasses for maintenance and testing at the Center.	4,000 cylinders located at SSC (annual average).	See below.

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9.3.17	Triennial Inventory	Perform triennial inventory per ****NASA Series 4100, NASA Materials Inventory Management,** utilizing the CYLDEM System. Notify the Supply and Equipment Management Officer of the results.	1 inventory every 3 years. Last Inventory was December 31, 1997.	Complete inventory every 3 years. Notify Supply and Equipment Management Officer within 1 week after completion.
9.3.18	Program Stock Receipts	The Contractor shall process receipts into Program Stock in accordance with ****NASA Series 4100, NASA Materials Inventory Management,** Processing includes, inspection, ensuring all material meets criteria for Program Stock, count, stamp and documentation requirements, and updating NSMS.	*20,125* ****line items*** per *year*.	The entire receipt process shall be completed within 2 workdays after receipt of paperwork.
		The Contractor shall perform a QA Inspection *on all coded receipts.* Discrepancies shall be addressed to the initiator of the receipt paperwork or SR&QA, whichever is appropriate.	Nothing additional.	QA Inspection must be performed in accordance with the SSC Quality Assurance Plan.
		The Contractor shall perform an accurate count of all receipts. All manufacturers' packages must be opened and all pieces counted, unless directed otherwise in writing by, the owner of the hardware or Supply and Equipment Management Officer.	Nothing additional.	Every item on each receipt must be counted unless it meets the exceptions listed under the related work requirements column.
		The Contractor shall place the material in a storage location.	Nothing additional.	The material shall be stored in a safe, secure manner, providing easy identification and access.

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		The Contractor shall process the receipt in NSMS and annotate the electronically assigned transaction number on the source document paperwork.	Nothing additional.	Maintain continuous, accurate identification and accountability of material located in stock.
9.3.19	Receive Inbound Freight	The Contractor is responsible for receiving all inbound freight ***shipments** consigned to SSC. The Contractor shall perform initial receipt and in checking inspection of all inbound freight and process all transportation documentation. The inspection shall include, annotating and resolving any visible overages, shortages, or damages (OS&D); ensuring the number of pieces reflected on the delivery document matches *the number actually* received; routing the material to the customer or to inspection; and ensuring material received has proper and expeditious disposition.	45,500 Line Items per year.	See below.
		The Contractor shall review documents to determine if shipment is properly consigned.		***Shipments** may be refused if not properly consigned.
		The Contractor shall identify incoming material against the applicable documentation. All freight not identifiable to a document will be considered "frustrated" freight. The Contractor shall hold frustrated shipments pending correct paperwork.		Appropriate paperwork shall accompany freight through receipt processing.

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		For all OS&D occurrences, the Contractor employee discovering the discrepancy shall *promptly* notify his/her supervisor, the carrier, and the SSC Transportation Officer or designee; and obtain a claim number.		Same workday as OS&D discovery.
		Claims will be processed in accordance with Federal Property Management Regulation (FPMR) 101-70.7, Reporting and Adjusting Discrepancies in Government Shipments.		
		The Contractor shall prepare a claim folder and **SF 361, Transportation Discrepancy Report, and include them with the freight bills for that day.		
		The Contractor shall maintain inbound freight claim data, which provides SSC Transportation Officer and the Contractor with the current status on all open claims. The Contractor shall notify the Transportation Officer or designee monthly. The notification shall include, but is not limited to, the Purchase Request (PR) number, date the discrepancy was discovered, description of the freight involved, claim number, type of discrepancy, carrier, quantity or number and weight of freight involved, value of freight involved, Free on Board (FOB) point as stated on the PR, and remarks, to include date claim was closed and resolution.	Notify Transportation Officer monthly.	Data shall be current and accurate at all times. *Notify the Transportation Officer of the status of open claims as requested.*

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		The Contractor shall ensure special handling instructions are complied with for all inbound freight. Special handling instructions include:	Nothing additional.	See below.
		a. The receipt of medical items or drugs shall be rigidly controlled. The Contractor shall notify the SSC Medical Officer for pickup of receipt and store the material in a secure location until pick up		Notification to the SSC Medical Officer and secure storage action shall be accomplished the same workday as medical items or drugs are received.
		b. The Contractor shall promptly refrigerate packages requiring refrigeration and the items shall be kept refrigerated until processed and delivered to destination. The Contractor shall contact the customer for delivery or pick-up information as applicable. Refrigeration shall continue until material is picked up by customer or delivered to destination.		Material requiring refrigeration shall be refrigerated within 30 minutes after physical receipt at SSC. All film will be processed through delivery prior to close of business the same workday the film is received. All material requiring refrigeration will be moved to applicable storage location within 4 work hours of receipt processing.

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		c. The Contractor shall physically segregate chemicals and caustic substances from other stock during the inspection process, additionally ensuring they are physically segregated for compatibility purposes.		Segregation of chemicals and caustic substances from other stock shall begin *immediately upon physical receipt,* and shall be adhered to continuously as long as the Contractor is in possession of the material.
		d. Upon arrival of radioactive material, the Contractor shall verify the material with accompanying documentation. The Contractor shall store the material in a refrigerator designated for radioactive material, where it shall remain until pick up. The Contractor shall contact the consignee for pick up.		Receipt verification, proper storage, and contact of the consignee shall be accomplished within 4 work hours of receipt of freight.
		e. Class A and B explosives shall be off-loaded at consignee area. The Contractor shall accompany the shipment to the consignee area to process the receipt. Materials shall be kept in an explosive container until delivery.		Delivery and receipt processing of Class A and B explosives shall be accomplished within 30 minutes of notification of delivery of freight.
		f. Class C explosives shall be off-loaded and processed through the receiving area, and be kept in an explosive container until delivery to the consignee.		Receipt processing and delivery of Class C explosives shall be accomplished within 4 work hours of receipt of freight.

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		g. The Contractor shall ensure pilferable items are secure during the entire receipt process to guard against theft. Pilferable items shall be stored in a secure location until delivered to destination.		Processing, delivery and/or storage of pilferable items shall be completed within 2 workdays of receipt.
		h. The Contractor shall ensure precious metals remain in constant surveillance from the time of receipt until pick up. Immediately after inspection, the Contractor shall notify SSC Security for escort, and shall secure the freight until arrival by SSC Security to escort the delivery.		Processing of precious metals shall be accomplished within 4 workhours of receipt.
		i. The Contractor shall notify the recipient for pick up of personal items obtained with personal funds. The Contractor shall attach the standard memo from the Supply and Equipment Management Officer (SEMO) regarding deliveries of personal property.		Notify the recipient of personal items within 3 workdays.
		j. The Contractor shall unload, inspect, and process large, unique, hazardous, or delicate shipments at the ultimate point of usage or storage to eliminate duplicate handling and possible damage.		Unloading, inspection, and processing of large, unique, hazardous, or delicate shipments at the point of usage or storage shall be accomplished the same workday as receipt of freight.

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		k. The Contractor shall follow proper procedures needed for receipt/storage of hazardous materials and ensure required Material Safety Data Sheets (MSDS's) accompany the material.		If MSDS does not accompany freight as required, contact the Occupational Health Office within 4 workhours of delivery. If item is stocked item, ensure MSDS is filed in warehouse.
		l. The Contractor shall forward flight hardware to the appropriate bonded storage room for inspection and acceptance.		Flight hardware shall be forwarded within 4 workhours.
9.3.20	Processing SSC Supply Items	The Contractor shall enter into NSMS all receipts that are to replenish SSC supply inventory or are direct delivery stock items to customers.	45,600 ***line items** per year.	Enter receipts into NSMS at the time of inspection. Stage for delivery to warehouse or customer within 1 workday of receipt being processed in NSMS. Contractor shall maintain the NASA performance standard of 2 workdays for receipt processing time.

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		The Contractor shall enter and suspend all discrepant receipts in NSMS; ensuring comments are made on the suspended transaction. Concealed damage receipts will be filed with the Traffic Management for a claim number and subsequent processing. Once the discrepancy is corrected, the Contractor shall process the receipt in NSMS.	Nothing additional.	Discrepant receipts will be suspended in NSMS at the time of inspection. Comments shall be entered on all receipt suspension transactions in NSMS, and shall be in a manner that someone not familiar with that particular receipt could understand the cause for the suspense. File concealed damage receipts with the Transportation Branch on the same workday that the discrepancy is discovered.

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ITEM NO.	PERFORMANCE REQUIREMENT	RELATED REQUIREMENTS OR INFORMATION	WORKLOAD DATA	MINIMUM STANDARDS
		The Contractor shall maintain a database to record and track material returns. The data base shall contain the following elements: sequential return control number, stock number, stock status, warehouse or demand item, noun, quantity, location of material, document number, organization returning the item, reason for return, disposition, date returned, and date of disposition. The database shall have at least first and second sort capability on the stock number and organization fields. The database shall be electronically available, or the Contractor shall notify the Supply and Equipment Management Officer or designee on a monthly basis of the status of all material returned in that month. The Contractor shall process customer returns, ensuring the appropriate transaction occurs in NSMS to record the return as applicable. The Contractor shall segregate returned material from normal receipts until disposition is determined. Material will be returned to stock or disposed of through Redistribution and Utilization (R&U).	223 returns per year.	Input return information into database within 1 workday of material return. Complete entire process within 3 workdays of the return.
9.3.21	Non-Stock, Non-Equipment Receipts	The Contractor shall process SSC non-stock, non-equipment receipts, which are items that are purchased in support of the Center but are not replenishing stocked supplies. These items shall be inspected by the Contractor and forwarded to the recipient, as applicable. Material will be inspected and the Account Payable Procurement and Receipts System shall be updated.	37,262 ***line items** per year.	Material will be inspected and staged for delivery within 1 workday of receipt of material. Data shall be input into APPR same day as received.

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ITEM NO.	PERFORMANCE REQUIREMENT	RELATED REQUIREMENTS OR INFORMATION	WORKLOAD DATA	MINIMUM STANDARDS
9.3.22	Identification and Condition	Upon receipt of critical spare items, whether from new purchase or from turn-in, the Contractor shall inspect each item to validate the identity and condition to ensure there has been no damage during shipment and to determine if test and certification is required. Catalog specifications and SCD requirements must match to material being received. The Contractor shall perform receiving inspection, verify proper documentation and affix a quality stamp on the Receiving Report.	650 items inspected per year	Identification and Condition should be validated within 8 work hours, if item is a new receipt and within 4 work hours if item is a customer turn-in.
9.3.23	Test Complex Support	Contractor shall provide full-time supply operations support for Test Complex. Work will be identified by a service work request.		Provide accurate efficient supply assistance to shops to ensure materials are available.

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STORAGE AND ISSUE

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9.4.1 General Information

9.4.1.1 Annex Description

This Annex identifies the office furnishings operations including furniture receipt, storage, issue, repair, determination of scrap metal furniture, field and warehouse assembly and disassembly. The Contractor shall establish a database for the furniture pool operation. The data base shall provide data as to the on hand inventory of furniture by type, color and condition and be made available to the NASA Supply and Equipment Management Officer upon request.

9.4.1.1 Limitations, Restrictions, or Other Exceptions

All furniture requests are approved through the SSC Supply & Equipment Management Officer (SEMO) or designated Representative.

9.4.2 Office Furnishings

The Contractor shall manage the office furnishings operations including furniture receipt, storage, issue, repair, determination of scrap metal furniture, field and warehouse assembly and disassembly. The contractor shall establish a database for the furniture pool operation. The data base shall provide data as to the on hand inventory of furniture by type, color and condition and be made available to the NASA Supply and Equipment management Officer upon request.

9.4.2.1 Limitations, Restrictions, or Other Exceptions

All furniture requests are approved through the SSC Supply & Equipment Management Officer (SEMO) or designated Representative.

9.4.3 Redistribution and Utilization Operations

This Contractor shall perform the functions necessary to operate and maintain a total mechanized inventory control system, as well as a total storage function for all excess Government property from time of receipt into storage through accomplishments of reutilization or disposal activities. All functions shall be performed in accordance with all applicable Federal Property Management and NASA Regulations including: 41 Code of Federal Regulations (CFR) Chapter 101, Subpart H, NASA Series 4300 NASA Disposal Management.

9.4.3.1 Limitations, Restrictions, or Other Exceptions

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The Contractor employees shall ensure that all services protect the integrity of the Government's interest. The handling of all precious metals shall be restricted according to the following:

a. Upon receipt of precious metals contractor shall record the required information from the turn-in document into the precious metals logbook.

b. All precious metals shall be secured in the designated area.

c. The Contractor shall conduct a monthly inventory of all precious metals or precious metal-bearing materials and verify the count with the logbook.

9.4.3.2 Applicable Documents

The Contractor shall comply with all applicable regulations, policies, and procedures. To include 41 CFR 101; NASA Series 4100; 4200; 4300 and the NASA Property Disposal Management System (NPDMS) Users and Operations Guide.

9.4.4 Equipment Accountability

The Contractor is required to operate and maintain a total documentation function for the John C. Stennis space Center (SSC) database in the NEMS. Compliance with all applicable Governmental regulations is required – particularly NASA series 4200, NASA Equipment Management.

9.4.4.1 Limitations, Restrictions, or Other Exceptions

The Contractor employees shall ensure that all services protect the integrity of the Government's interests.

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9.4.5	Furniture	The Contractor shall maintain furniture operations (includes acoustical panels).		
9.4.6	Furniture Receipts	The Contractor shall receive new furniture in the warehouse, inspect for damage, and store. Log receipt of new furniture/panels into an inventory database.	1,800 pieces per year.	Within 2 workdays after receipt of furniture.
9.4.7	Furniture Issues	The Contractor shall identify and prepare furniture for issue; clean, polish, and tag for delivery. Assemble those pieces of furniture needing assembly in warehouse.	1,800 pieces per year.	Comply with schedule date for delivery.
9.4.8	Furniture Repair Program	The Contractor shall maintain the minor furniture repair program. *Repair* includes, *but is not limited to, repair of serviceable furniture. For example, cleaning and reupholstering of acoustical panels, replacing casters, pneumatic cylinders, under seat mechanisms; adjusting drawers; covering scratches; filling holes; and repairing/replacing locks.*		

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		The Contractor shall furnish repair parts as necessary. Repair parts include, but are not limited to, casters, pneumatic cylinders, under-seat mechanisms, locks, refinishing products, wood fillers, screws, and fabric for re-upholster of acoustical panels. If repairs exceed 66 percent of the *replacement* cost of the item, the Contractor shall notify the Government and identify the item as scrap.		
		Repairs that cannot be accomplished in the warehouse or in the field including, but not limited to, executive furniture re-upholstery and electrostatic painting, will be accomplished with *an issuance of a service order by the Government.*		
		The Contractor shall cannibalize parts from non-repairable furniture upon approval of the NASA Supply and Equipment Management Officer or designated Representative.		