PART III – LIST OF DOCUMENTS, EXHIBITS AND OTHER ATTACHMENTS

Section J-1

PERFORMANCE WORK STATEMENT

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ANNEX 1.0

ADMINISTRATIVE SERVICES

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1.0 ADMINISTRATIVE SERVICES

1.1 GENERAL INFORMATION

1.1.1 Annex Description

This Annex identifies the Administrative Services that cannot be identified with a single annex or may be related to the performance of services throughout this Contract. Even though this Annex contains certain guidelines, the Contractor has the responsibility to establish a management program, which is innovative and uses to full advantage the facilities and equipment provided by the Government. The Contractor shall respond to changing service requirements and prioritize tasks to best accomplish the requirements of the contract in terms of mission support, multi-agency initiatives at SSC, and customer service.

For each annex, the Contractor shall furnish all necessary management, labor, facilities, materials and equipment (except as specified to be furnished by the Government). This shall include a full range of management duties, including project management, configuration management, planning, scheduling, work control, report preparation, safety and quality control.

1.1.2 Facilities, Utilities, and Information Technology

The Government will provide facilities and utilities to the Contractor as defined below for performance of work defined in this Contract.

1.1.2.1. Facilities. Government facilities, or portions thereof to be made available to the Contractor are identified in Attachment J-10, List 3.

1.1.2.2 Reserved

1.1.2.3. Utilities. The Government will provide all utilities for Government facilities assigned to the Contractor for the performance of services identified in this Contract. The Contractor shall exercise reasonable efforts to conserve energy and comply with the requirements of the National Energy Conservation Policy Act, EO 12759, Federal Energy Management, E012902, Energy Efficiency and Water Conservation at Federal Facilities.

1.1.2.4 Information Technology (IT). The Government shall provide to the Contractor desktop computers, telecommunications, network connectivity, and allied services required in the performance of services covered by this contract as the Contractor may reasonably request. This does not include the computer services required for the Contractor's internal operations such as corporate accounting or other contract accounting, which are included in the Contractor's General and Administrative (G&A) or Overhead expense.

Radio Communications. The Contractor shall use the existing assigned radio frequencies for the respective annex functions, and shall be responsible for providing efficient communications on these frequencies. These frequencies are jointly used by the SSC Civil Service Work Force. Routine and emergency communications shall be effectively established and professionally accomplished.

There should be no expectation of privacy for contractor specific data utilizing the center's networks and telecommunications systems. Additionally, server systems supporting the contractor's IT resource requirements may be supported by other NASA contractors.

Configuration management of IT resources may be the responsibility of the ODIN support services contractor. Office automation support software and services, documents, data-sets, and/or data exchange formats being used by the Contractor to support the SSC mission shall be reviewed and approved

by the Contracting Officer. Electronic data and information submitted by the contractor to the government will be submitted in the applicable agency standard interoperability formats and protocols that are in effect at the time. The ADP hardware and software required to support the FOS Contractor, except for Energy Management Control System (EMCS), will be maintained by the ODIN Contractor. The EMCS will be the responsibility of the FOS Contractor. Access to Government provided IT resources must be available to the NASA IT support contractor(s) (i.e. ODIN) as needed for repair, inventory control, and/or configuration management as needed.

Security of IT resources shall be in adherence to the SSC IT Security standards as outlined in the SPG 2410.9. The Contractor shall implement and provide evidence of an IT Security Plan and Procedure and all owned, maintained, or operated IT components. All interfaces to government furnished equipment must be addressed by the Contractor's IT Security Plan. An annual audit of the Contractor's IT Security Plan will be conducted by the Government.

The Contractor shall submit annual IT Services forecasts to the Contracting Officer and shall submit timely written requests to the Contracting Officer for such services in accordance with such forecasts.

The Government reserves the right to adjust the amount of such IT services authorized by the Contracting Officer pursuant to the provisions of the "Changes" clause of this contract. In any such case, the Contracting Officer, upon timely written request of the Contractor, shall equitably adjust this contract in accordance with the procedures to the extent set forth in the General Provision entitled "Changes" clause in Section I of this contract.

Year 2000 Compliance

The items or services acquired under this contract are required to include accurate processing of the date-related data (including but not limited to calculating, comparing, and sequencing) by all hardware and software products delivered under this contract, individually and in combination, upon installation. This also include the manipulation of data with dates prior to, through, and beyond January 1, 2000, and shall be transparent to the user.

Hardware and software products provided under this contract shall, individually, and in combination, successfully transition into the Year 2000 with the correct system date, without human intervention, including leap year calculations. Such products shall also provide correct results when moving forward or backward in time across the Year 2000 or subsequent years. Refer to Schedule Article H-14 of this contract. Guidelines for Year 2000 compliance are provided in the TRL under NASA Year 2000 Agency Test and Certification Guidelines and Requirements Volume 1.

1.1.3 Definitions, Acronyms and Abbreviations

Definitions are identified on Table 1-1. The latest edition of Webster's New Collegiate Dictionary will be used for defining words not specifically addressed.

1.1.4 Contractor Personnel

The Government's minimum requirements, qualifications, training, certifications, and other requirements are identified in the applicable annex. These minimum requirements do not relieve the Contractor of the responsibility of complying with all Federal, State, SSC, and Local laws regarding licenses, certifications, training, etc., of employees performing the specified services.
Contractor personnel shall conduct themselves in a proper, courteous, and business-like manner. Contractor personnel shall wear attire which is neat, clean, and suited to the work or situation being performed. Contractor personnel shall be uniformed per applicable annex.

Contractor personnel operating automotive, weight handling, material handling, or miscellaneous equipment shall be properly qualified, trained and licensed.

1.1.5 Directives

SSC will issue and enforce directives, manuals and instructions intended to establish policies and guidelines for organizations and persons on site or utilizing site facilities/services. Attachment J-11 incorporates a list of applicable manuals directives, etc. All Contractor personnel shall comply with all such directives, manuals and instructions. When two or more directives or instructions apply, Contractor personnel shall comply with the more stringent of the directives or instructions.

1.1.6 Restrictions, Limitations and Special Conditions

The Government may undertake or award other contracts for additional work at or near the site of the work under this Contract. The Contractor shall fully cooperate with the other contractors and with Government employees and shall carefully adapt scheduling and performance of the work under this Contract to accommodate the additional work, subject to direction that may be provided by the CO.

The Contractor shall confine all operations (including storage of materials) on Government premises to areas authorized or approved by the CO. Temporary buildings (e.g.; storage sheds, shops, offices) and utilities may be erected by the Contractor only with the approval of the CO and shall be built with labor and materials furnished by the Contractor without expense to the Government. The temporary buildings and utilities shall remain the property of the Contractor and shall be removed by the Contractor at the Contractor's expense upon completion of the work. With the written consent of the CO, the buildings and utilities may be abandoned and need not be removed.

The Contractor shall use only established roadways, or use temporary roadways constructed by the Contractor when and as authorized by the CO. When it is necessary to cross curbs or sidewalks, the Contractor shall protect them from damage. The Contractor shall repair any damaged curbs, sidewalks, or roads.

1.1.6.1 Contractor Vehicles. Use of Contractor and Contractor employee vehicles on SSC shall be subject to State of Mississippi and SSC Vehicle Regulations. Roadable vehicles must be state registered & licensed.

1.1.6.2 Hazardous Materials. The Contractor shall immediately bring to the attention of the CO any material suspected of being hazardous which he encounters during execution of the work. A determination will be made by the CO as to whether the Contractor shall perform tests to determine if the material is hazardous and the CO will direct any follow-on action.

1.1.6.3 Observance of Legal Holidays. The Contractor shall observe legal holidays as specified in NFS Clause 1852.242-72.

Note: Any holiday falling on a Saturday will be observed on the preceding Friday; holidays falling on a Sunday will be observed on the following Monday.

1.1.6.4 Logos. The Contractor shall correctly represent the NASA logo and other resident agency logos and insignia in all exhibits, materials, and publications in accordance with established agency standards.

1.1.7 Installation Accountable Government Property (IAGP) For On-site Use

1.1.7.1 IAGP. The Government property identified in Attachment J-10, List 1 is provided to the Contractor pursuant to the FAR Clause 52.245-5. This equipment may be replaced and repaired as a direct charge to the

Government. The Contractor is responsible for operation, maintenance and repair of the equipment as specified in applicable Annexes.

1.1.7.2 IAGP identified in Attachment J-10, List 2, will be made available to the Contractor on a "as is" basis. If there is any change in the condition of such Government property from the time inspected or made available for inspection to the time of issuance to the contractor, and such change will adversely affect the contractor, the contractor will be allowed a cut off period of 60 days from commencement of the contract on August 28, 1999, during which time a claim may be made. The Installation Accountable Government Property (IAGP) Facilities are identified in Attachment J-10, List 3. Refer to NFS 1852.245-71 (Schedule Article G.5), NFS 1852.245-77 (Schedule Article G.6), and Schedule Articles 6.7, H-17 and H-18.

ITEM NO.	PERFORMANCE REQURIEMENT	RELATED REQUIREMENTS OR INFORMATION	WORKLOAD DATA	MINIMUM STANDARD
1.1.8	**Government-Furnished Facilities**	Government-furnished facilities are identified in Attachment J-10, List 3.		
1.1.8.1	Keep Government-furnished facilities in a clean and safe condition and exercise reasonable care, security, and protection of same	When occupied or utilized, comply with all energy and water conservation directives. NOTE: Custodial services are covered in Annex 4 and facilities maintenance is covered in Annex 5.	Nothing additional	No instances of safety violation, fire protection discrepancy, or energy or water conservation regulation violation
1.1.8.2	Maintain physical security of all assigned facilities and provide keys	The Government will issue keys for assigned facilities upon award of Contract.	Nothing additional	
1.1.8.3	Reserved			
1.1.8.4	Maintain Facilities Utilization Records by indicating on drawings contract functions, personnel and use of Government-Furnished Facilities	Provide and maintain floor plans showing accurate locations of contract functions in the various Government-furnished facilities. Contract functions should be identified by annex and sub-annex level on drawings.		
1.1.8.5	Authorize Access to SSC Propulsion and Test Support Areas	Designate personnel who will be authorized to grant access for FOS contractor & subcontractor personnel to test complex area in accordance with NASA PTD-OI-T29 & PTD-OI-T18.	1 Listing	Listing due with first week of contract award.

1.1.9 ISO-9001

1.1.9.1 Scope of Work

The Contractor shall be responsible for providing a quality management system in compliance with the provisions of "ANSI/ASQC Q9001-1994, "Quality System Model for Quality Assurance in Design, Development, Production, Installation and Servicing". The Contractor Quality Manual (DR 1-RA01) shall define the activities and systems requiring quality systems surveillance. Once the Contractor's Quality Manual has been approved by NASA, it will become the governing quality systems document for the Contractor.

The scope of ISO-9001 registration at SSC currently includes Propulsion Test and the validation and verification process for Commercial Remote Sensing Programs.

1.1.9.2 General Requirements

The Contractor must be compliant to ISO 9001 within 6 months after contract award. The Contractor must receive ISO 9001 third party independent registration in the company's name, within a minimum of 18 months after contract award. The independent registration must be performed by an accredited ISO-9001 registrar (company).

The Contractor will be required to develop work instructions necessary to implement SSC's Level 1 and Level 2 ISO documents. Examples of areas requiring work instructions include: engineering, purchasing, fluid component processing facility, source and receiving inspections, welding, nondestructive testing.

SSC utilizes a distributed document management system with a design that allows for management of all types of documents. This Tech Doc system provides for electronic revision control of approved documents and has a centralized search engine. All Level 1 and 2 documents are currently maintained in Tech Doc, and Level 3 documents will be added during the life of the contract. This system will be used by the FOSC. Documentation on this system is included in the TRL.

Contractor management is expected to participate as a member of the SSC ISO Steering Committee. This group, chaired by the SSC Deputy Center Director, is comprised of senior managers from NASA and its major support contractors. This group meets a minimum of four times each year.

The Contractor is required to participate in the SSC internal audit program which is designed to maintain SSC's Quality Management System. The recent frequency of internal audits can be obtained from the SSC's Annual Audit Plan located in the Technical Reference Library (TRL). The frequency of internal audits is anticipated to be four times a year. The duration of each audit including audit preparation through final closeout is approximately one week. The recent level of FOSC employee participation in the SSC internal audits is indicated in the Annual Audit Plan located in the TRL.

The Contractor is expected to conduct FOSC internal audits in accordance with ANSI/ISO/ASQC Q9001-1994. Under SSC NASA/Contractor registration and the contractor internal audit program, duplicate audits will not be performed. The SSC NASA/Contractor internal audit plan will be adjusted based on the successful performance of the contractor internal audit program.

ANSI/ISO/ASQC A9001-1994 Element No. 19 (Servicing) will not be required on this contract.

Implementing documents, such as ANSI/ISO/ASQC Q9001-1994, can be obtained by writing or calling ASQC, 611 East Wisconsin Avenue, P. O. Box 3005, Milwaukee, Wisconsin 53201-3005, Telephone No. (414) 272-8575 or 1-800-248-1946, Fax No. (414) 272-1734.

SSC's ISO 9001 Level 1 and 2 documents can be found in the Technical Reference Library (TRL).

1.1.9.3 Definitions/Acronyms

ANSI: The American National Standards Institute (ANSI) is the U.S. member body of ISO.

ASQC: The American Society for Quality Control (ASQC) is the U.S. member of ANSI responsible for quality management and related standards.

ISO 9001 Compliance: The FOSC must develop a Quality Management System based on the ISO-9001 standard compliance by the contractor's attained by implementing all applicable ISO-9001 elements. This compliance is based on the successful implementation of their documents and verification by an internal audit program.

ISO 9001 Registration: Concurrence by an accredited third party Registrar that the processes within the scope of the audit conform to the ISO-9001 standard.

Quality Management System: A Quality Management System is the organizational structure that is established, maintained and documented as a means to ensure that products and services conform to specified requirements. At SSC the quality management system documentation consists of SSC's Customer Service Manual (CSM) (equivalent to a Quality Manual), System Level Procedures (SLPs) and detailed work instructions. Many of the plans and procedures required to satisfy ISO-9001 already existed when SSC determined it would pursue ISO Registration. Those documents have been updated and validated and in some cases new procedures have been developed.

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1.1.9.4	Quality Management System (QMS)	Provide, implement and maintain a Quality Management System that has sufficient authority and organizational freedom to identify quality problems as well as to initiate, recommend, or provide solutions. Management measures must provide for checking, auditing, or otherwise verifying that an activity has been correctly performed, independent of the individual or groups directly responsible for performing the specific activity.	1 QMS System	Manage a Quality Management System that identifies and corrects problems in an independent and unbiased fashion, provides timely strategies to manage potential problems.
		The Contractor shall be in compliance with ANSI/ISO/ASQC Q 9001-1994 within six (6) months, after contract award.		Perform all activities in compliance to ANSI/ISO/ASQC Q9001, 1994.
		The Contractor shall be ANSI/ISO/ASQC Q 9001, 1994 third party registered within eighteen (18) months after contract award.		This registration shall be retained through out the life of the contract.
1.1.9.5	Quality Manual (DR 1-RA01)	Develop Quality Manual in compliance with ANSI/ISO/ASQC Q 9001-1994 Element 4.2.1.	1 Quality Manual	Quality Manual submitted with offeror's proposal
		The Contractor quality system must be defined in a Quality Manual.		Conformance with DR
		The Quality Manual must define the type, levels, and inter-relationships of the documentation that defines the organization quality system. A "tree" diagram showing various types of policies, plans, procedures and work instructions related to one another could be used.		The Quality Manual and associated operating procedures must be in compliance with ANSI/ ISO /ASQC Q 9001, 1994, and consistent with the Contractor documented Quality Policy and objectives.

ITEM NO.	PERFORMANCE REQURIEMENT	RELATED REQUIREMENTS OR INFORMATION	WORKLOAD DATA	MINIMUM STANDARD
1.1.10	**PERSONNEL REQUIREMENTS**			
1.1.10.1	Sufficient Qualified Personnel Staffing			
	Furnish a sufficient number of competent and qualified personnel to accomplish the services	Personnel must be properly trained and qualified to perform the types of work requiring specific knowledge and skills as identified in all annexes.	Contractor determined	No incident of an unqualified person being assigned.
		Contractor personnel assigned to operate either Government-owned or Contractor-owned/leased motor vehicles/equipment in the performance of this Contract shall be certified by the Contractor as being fully qualified to operate the vehicles/equipment to which they are assigned and be licensed as required by State and local Governments.		
		The Contractor shall use Industry Standards and Federal, State, SSC and local qualifications for licensing or certifications, or as otherwise may be required in specific annexes. Training is updated and maintained current for activities that require periodic re-certification. Employee shall not be allowed to perform a task for which the certification is not current.	Contractor determined	No instances of lapsed certification or license.
1.1.10.21	Maintain Personnel Records	The Contractor is responsible for compliance with all Federal, State, and Local laws regarding licenses, certifications, training, etc., of employees performing the specified services to the same degree had requirements been fulfilled on non-Federal property. Records shall be maintained on certifications and licenses of required trades personnel. The Contractor	Contractor determined	Personnel records are accurate and complete. No instances of violation of Privacy Act.

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		is responsible for the operation of a system of records on the medical history of individuals at SSC in accordance with the Privacy Act of 1974, Public Law 93-579 (5 U.S.C.552a). Refer to Annex 8, Occupational Health Services		
1.1.10.3	Certified Operators	Operators shall be trained and certified for systems equipment and process they operate. The Contractor shall document all operator training and certification and provide adequate drills and exercises in conjunction with the Contractor Quality Control (QC) Program that confirms operators knowledge, skills, safety, and understanding of operational requirements. Drills, certification, testing and scheduling shall be Contractors responsibility. Operators shall exercise due care while operating equipment and accomplish appropriate pre-operational inspections of the equipment.	Nothing additional.	No incident or occurrence of unqualified operators or operational errors.
1.1.11	**Emergency Management** Plan, develop, comply with, manage and accomplish Contractor Supporting Procedures of the SSC Emergency Preparedness Plan.	Establish and Implement an Emergency Management Program to ensure compliance with SSC NASA/SSC Emergency Preparedness Plan, SPG 1040.1.		Manage and comply with NASA/SSC Emergency Preparedness Plan across all contract functions.
		The FOS Emergency Preparedness Plan shall be inclusive of all required Emergency Plan Annexes, Appendices, and Procedures that support overall NASA/SSC Emergency Preparedness Plan. Update and maintain Contractor's Plan annually. Accomplish plan per DR 1-GA03.	1 plan (annually).	Conformance to DR

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1.1.12	Functional Metrics	The Contractor shall develop, acquire, maintain, record and report all metrics' requirements for designated functional requirements. These metric and reporting requirements are in addition to other metrics, on-line electronic data, reports, and submittals that are required in the various annexes of Attachment J-1. The planning and implementation of these contract metrics will be achieved through a government/contractor partnership that will continue throughout the life of the contract. The contractor shall report the various metrics, as further defined in DR 1-MA07.	Monthly Report. 12 Reports	Metrics Reports to be received by the 10th of each month and per dates required in DR 1-MA07.

ITEM NO.	PERFORMANCE REQURIEMENT	RELATED REQUIREMENTS OR INFORMATION	WORKLOAD DATA	MINIMUM STANDARD
1.2	**Work Control**			
1.2.1	Work Management Program Establish and implement a Work Management Program.	Collect, receive, manage, track, account for, Performance Work Statement (PWS) work services and maintain identification and status for all contract work, including work from resident agencies. Ensure that service and equipment requests are initiated by authorized requesters. The Government will provide listings of authorized requesters. Work management includes all work requirements in this contract.	Contractor determined.	Services are easily accessible and identifiable; Ensure the program is capable of separating/ identifying work by annex, sub-annex and item Number.
1.2.2	Customer Guide	Develop a customer guide to Facility Operating Services at SSC for SSC customers. Refer to DR 1-GA02	One Guide	In conformance with DR
1.2.3	Provide Work Control Provide work control center(s) for receiving, scheduling, tracking and reporting all work services.	Minimum work control requirements are identified in each functional annex. The Contractor shall ensure the number of work control center(s), location(s), and access by customers allows for easy use by the customer with minimal impact. Work control center(s) location and phone number(s) shall be published or otherwise made available to all customers receiving Contract Services.	Nothing additional	Operate center(s) with individuals who are knowledgeable of the services(s) being requested and capable of answering questions and initiating proper action. No instance of work reception delays.

ITEM NO.	PERFORMANCE REQURIEMENT	RELATED REQUIREMENTS OR INFORMATION	WORKLOAD DATA	MINIMUM STANDARD
1.2.4	Work Control Numbering System Establish a work order numbering system for easy identification and tracking of all Contract Services.	Minimum requirements are identified in each of the functional annexes. Ensure the numbering system for SSC work orders can be distinguished from and does not duplicate or contradict any other Government established numbering systems. The Material Request (MR) and SSC Stennis Work Request (SWR) numbering and documents control procedures are included on the forms. The NASA Center Operations & Support Directorate's work status function will assign NASA control numbers to the SWRs. The Government's numbering systems will be provided in the Management Accounting and Statusing System (MASS) Manual in the Technical Reference Library (TRL).	Nothing additional	All work can be accounted for and a complete audit trail exist.
1.2.5	Work Scheduling and Coordination	The Contractor shall incorporate into work performance-scheduling controls that support SSC's Missions and Goals. As such, the Contractor's scheduling of work shall accommodate SSC's Programs, SSC's Customer Work Schedule, and Mission-related restrictions and limitations. Coordinate work with all customers and Program Managers. The Contractor shall be flexible in accommodating schedule requirements which only allow for access outside core hours, periodic "shut	Nothing additional	Ensure work is scheduled in a timely manner within cost estimate, and with minimal impact on the customers and their mission. Ensure notification of and coordination with all customers and Program Managers.

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		down", etc.; access limitations, restrictions, or constraints imposed by the customer's employee work schedules; and other conditions which may limit access to their areas. Unresolved scheduling conflicts shall be forwarded to the Contracting Officer (CO). Includes coordination and scheduling of any associated Quality Assurance (QA) Inspections, Inventories, audits, follow-up, reworks, etc. Customers shall be notified in writing and by telephone when the actual cost of the work request has reached 85% on SWRs funded for $500.00 or more. At no time will the estimated funds be exceeded without written approval of the customer.		
1.2.6	Mission And Site Critical Work Schedule work to be accomplished in Mission Critical and Site Critical areas, with the applicable Program Manager.	Notify the Program Manager of uncompleted work, pending systems and return dates and times before leaving the area. Due to the strict access controls in the Test Complex Area, the Contractor should expect some delays in obtaining access. See NASA PTD-0I-T29 & PTD-0I-T18.	Nothing additional	Notify the Program manager prior to beginning scheduled work/inspection.
1.2.7	Work Completion/ Acceptance/Complete Notification	Provide notification of completed work to customers.	Nothing additional	Work shall not be considered complete until notification, inspection, and acceptance are completed.

1.3 FINANCIAL MANAGEMENT

1.3.1 GENERAL REQUIREMENTS

The Contractor will operate within the negotiated contract value while also adhering to the approved fiscal operating budget and be responsible for providing financial services to comply with the SSC Management Accounting and Statusing (MASS) System to satisfy the reporting requirements of NASA/SSC management, resident users, SSC contractors and others in the management of NASA/SSC resources.

1.3.2 System Requirements

The Contractor's financial management system will report all incurred costs. The contractor's system will interface with the following systems at SSC: Funds Availability System (FAS), MASS, NASA Supply Management System (NSMS), Financial Reporting System (FRS), Site Wide Reporting System (Site Wide) and Computerized Maintenance Management Systems (CMMS). Documentation and/or flow charts on these systems are available in the TRL.

1.3.3 Funds Availability

The Contractor will process reimbursable work orders upon receipt and provide estimates into the FAS and obtain FAS acceptance and reservation of funds before work begins. The contractor will update the FAS when work orders are amended and as cost is incurred. The contractor will not exceed the estimated cost on the work order without obtaining prior written approval from the requester and NASA COTR and an amended work order.

1.3.4 Cost Reporting

The Contractor's system will interface with MASS Release 2 (i.e., FRS and Site Wide) to provide cost by master element (i.e. labor, material, ODC, etc.) and workforce data at the work order level (reference DR 1- MF03). Cost will also be distributed based on the functional definition specified in FMM 9121-52A, (reference: http://www.nasa.gov/fmm.) The cost will be provided monthly for inclusion in the SSC Site Wide in an electronic flat file format (reference **DR1- MF03**). The contractor's system will distribute cost to the work order that describes the actual work performed. The contractor's cost will be consolidated monthly for inclusion in the SSC Site Wide. The cost data is due by COB Tuesday following the end of the SSC fiscal month. (SSC's fiscal year calendar is published before the beginning of each fiscal year by the NASA SSC Financial Management Division. A copy will be provided to the contractor before October 1 of each year.) The contractor's system will be capable of allocating other SSC costs (non-contract) against work orders either as a direct charge or as an add-on (adders) to contract costs. These adders will be developed by a cooperative effort between the contractor and the government. The contractor's system will be required to provide the capability to distribute non-contract costs with no impact to the contract (i.e., monthly occupancy distribution).

1.3.5 Budget Development Support

The Contractor shall respond to requests for support to development of the Program Operating Plan (POP), annual phasing plans and other special budget exercises as required.

1.3.6 Recurring Support

The contractor is required to produce ad-hoc financial reports. For example, total SR&QA cost at the budget category level and budget line item detail by benefitor (approximately 8 annually.)
The contractor will also be required to:

- Analyze and correct weekly FAS cost errors by the end of the following week.

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- Complete and maintain monthly customer cost spreadsheets before the following month's cost activity is available.
- Input monthly NIPS data within one workday of receipt.
- Maintain on a monthly basis open commitment reports and procurement request binder.
- Input data into the monthly cost to obligations report within one workday of receipt.
- Input data into the monthly prompt payment report within two workdays of receipt.
- Input billing data into MASS Release 1 (accounting system) within two workdays of receipt.
- Input payment information in Electronic Certification System.

ITEM NO.	PERFORMANCE REQUIREMENT	RELATED REQUIREMENTS OR INFORMATION	WORKLOAD DATA	MINIMUM STANDARD
1.3.7	**Financial Operations**			
1.3.7.1	Contractor Financial Status	Report cost and workforce data. Per DR 1-MF01	1 Monthly Report Quarterly	Accurate data delivered on time.
1.3.7.2	Operating Budget Status	Status of contractor's monthly and fiscal year-to-date cost and workforce as compared to the fiscal year operating plan. Per DR 1-MF04	1 Monthly Report	Accurate data provided on due date providing mutually understandable explanations of deviations from plan.
1.3.7.3	Monthly Cost Data	Electronic flat file containing work hours and cost for current fiscal month. Per DR 1-MF03	1 data file per SSC fiscal month	File format compatible to match Site Wide input parameters and delivered no later than close of business on the Tuesday following close of SSC fiscal month.
1.3.7.4	Occupancy Report	Cost data by NASA Budget line item and Stennis Work Order to aid in the development of the yearly occupancy rate based on SSC's prior fiscal year cost for the contract. Per DR 1-MF05	1 Annual Report	Accurate data due on November 15. Provide explanation of variances from prior year.
1.3.7.5	Work Order Status Report	Cost data on open work orders that are at least 85% complete. Per DR 1-MF02	1 Monthly Report	Accurate data due by 3rd Monday after each fiscal month-end.

1.4 DOCUMENTATION AND RECORDS MANAGEMENT

1.4.1 GENERAL INFORMATION

The contractor shall provide a comprehensive records and files management program that will provide for the appropriate filing, storage, retrieval, and disposition of records to include photographic and audiovisual materials. A plan for operation of the program shall be developed by the contractor and submitted to NASA as specified in DR 1-DM01. A document index shall be maintained and submitted in accordance with DR 1-DM02. The documentation plan shall be prepared to comply with established records management regulations and guidelines: NASA Records Management, NPD 1440.6; NASA Records Retention Schedules (NRRS), NPG 1441.1; General Records Schedules (GRS); 36 CFR – Chapter XII, Subchapter B, Records Management; and applicable supplemental guidelines from the National Archives and Records Administration (NARA), the NASA Records Officer, or the SSC Records Management Officer. The contractor shall provide a Repository for photographs and audiovisual materials created at SSC to be maintained and archived per NASA and NARA regulations.

1.4.2 Records, Reports & Submittals

The Government via Data Requirements (DRs) requires records, reports, and submittals. Submittals may include but are not limited to plans, procedures, Standard Operating Procedures (SOPs) and are identified in the applicable Annexes. Other records, reports, and submittals are further defined as:

1.4.2.1 Records

For the purpose of this Contract, required databases are considered as records. All logs, records, files, databases, and workload data identified in the Annexes shall be maintained throughout the life of the Contract and as otherwise may be required by law or regulatory authority. Records shall be available for review by the CO, or designated technical representative and auditors, and upon termination of the Contract, shall be turned over to the Government. All records shall contain documentation to provide a complete audit trail. A Records Master List/Files Index shall be developed and maintained by the contractor as required in DR 1-DM04. Records shall be maintained according to established regulations and guidelines: NASA Records Management, NPD 1440.6; NASA Records Retention Schedules (NRRS), NPG 1441.1; General Records Schedules (GRS); 36 CFR – Chapter XII, Subchapter B, Records Management; and applicable supplemental guidelines from the National Archives and Records Administration (NARA), the NASA Records Officer, or the SSC Records Management Officer.

1.4.2.2 Reports

Selected reports and outline instructions for the development of the format are contained on individual DRs in Attachment J-2. All DR numbers will be preceded by the number of the applicable Annex, for example, 6-SA13. Due dates are specified for each report.

1.4.2.3 Submittals

Detailed plans, manufacturer's installation, testing and product data, and other submittals which are required on an infrequent or one-time basis are identified in the applicable annexes. Typically, the required submittals require the Contractor to propose or define his plan or methodology of providing a specified service. Updates are required whenever changes to the stated plan occur. Selected submittals and outline instructions for the development of the format are contained on individual DRs in Attachment J-2. Due dates are specified for each separate submittal. When the due date falls on a Saturday, Sunday, or holiday, the submittal is due by 8:00 a.m. Monday, or the day following the holiday.

ANNEX 1.0
ADMINISTRATIVE SERVICES

ITEM NO.	PERFORMANCE REQURIEMENT	RELATED REQUIREMENTS OR INFORMATION	WORKLOAD DATA	MINIMUM STANDARD
1.4.2.4	Records, Reports, And Submittals	The following additional Data Requirements (DRs) are required by the Government and included in Attachment J-2 of this contract: 1-DM01, 1-DM02, 1-DM03, 1-GA01, 1-GA02, 1-MA01, 1-MA02, 1-MA03, 1-MA04, 1-PC01, 1-PC02, 1-PC03, 1-DM04	Per DRs	In Compliance with DRs
1.4.2.5	Configuration Management Plan	Provide a plan to assure proper configuration identification, control and accounting as related to the SSC facilities, documentation, records and equipment for FOS in accordance with DR 1-CM01	Per DR	No deviation from ISO 9001 requirements

1.5 ACQUISITION MANAGEMENT

The Contractor shall manage acquisition services at John C. Stennis Space Center in support of NASA and other resident agencies. The Contractor shall provide a sound subcontracting management program that supports NASA's commitment to providing maximum practicable opportunities to small, small disadvantaged, and women-owned small business concerns.

1.5.1 GENERAL REQUIREMENTS

The Contractor shall be knowledgeable of Federal Acquisition Regulations (FAR) and be experienced in the acquisition and management of supplies and services in support of the Government. The Contractor shall maintain a single point of contact to manage the acquisition activities. The Contractor shall establish and ensure continuous certification of a Government approved purchasing system for John C. Stennis Space Center in accordance with the FAR and the NASA FAR Supplement, performing market surveys in accordance with FAR 7.101 and FAR 6.303.2(a)(8).

1.5.1.1 Subcontracted Construction Services

In accordance with FAR Part 12, the Contractor and its subcontractors at all tiers shall incorporate, to the maximum extent practicable, commercial items or nondevelopmental items as components of items supplied to NASA and its resident agencies.

The Contractor may perform with its own employees work falling within the "Construction" category, as defined in FAR Part 22, Subpart 22.4 up to $100,000 per project. This type of Davis-Bacon work under $100,000 may also be subcontracted out using competitive acquisition practices. Davis-Bacon work over $100,000 per project shall be sub-contracted out. Locally approved NASA construction projects, valued at less than $500,000.00, may be forwarded to the Contractor for subcontract services at the discretion of the NASA/SSC Facilities Engineering Office. Other Minor Construction Projects, valued between $500,000.00 and $1,500,000.00, may be forwarded periodically to the Contractor for subcontract action. On rare occasions, major construction projects (discrete projects) may be forwarded to the Contractor for subcontract action. The preponderance of subcontracted construction services will fall within the locally approved construction projects. The Contractor will be reimbursed for the actual cost of subcontracted construction services without the addition of any burden, handling, or other charges in accordance with the cost principles and procedures set forth in FAR Part 31. Refer to Section B of the contract for special cost provisions. The Contractor will initiate a subcontract construction acquisition upon receipt of a funded Stennis Work Request (SWR), SSC Form 704, as authorized by the C.O. and NASA Facilities Engineering Office.

ITEM NO.	PERFORMANCE REQURIEMENT	RELATED REQUIREMENTS OR INFORMATION	WORKLOAD DATA	MINIMUM STANDARD
1.5.2	**Contractor Purchasing System**	The Contractor shall establish and ensure continuous certification of a Government approved purchasing system. The cognizant Defense Contract Management Command Office will be delegated by the C.O. to conduct an initial Contractor Purchasing System Review with the first year of contract performance to determine adequacy of the Contractor's Purchasing System.	Nothing Additional	Approved Purchasing System NLT 1 year after contract award. No instances of lapsed certification thereafter.
		The Contractor shall develop a Purchasing Manual or Purchasing Procedures that covers all aspects of an acquisition, including pre-solicitation planning, solicitation, negotiable, award, administration, and close-out of acquisition documents. The Purchasing Manual shall be updated on a regular basis to adhere to changes the FAR. The Purchasing Manual shall be submitted to the Contracting Officer for informational purposes.	1 Manual	In accordance with FAR, NFS, or in compliance with Contractor's ISO 9001 certification. Purchasing Manual or Procedures submitted NLT 90 days after contract award.
1.5.3	**Subcontract Management**	The Contractor shall, to the maximum practicable extent, provide small business concerns and small disadvantaged business (SDB) concerns the maximum practicable opportunity to receive a fair portion of subcontract awards in accordance with a negotiated Subcontracting Plan for Small Business, SDB, and Women-Owned Small Business which is incorporated in Section J-6.	Approximately 40 sub contracts and 40 sub contract modification annually	
1.5.3.1	Advance Subcontract Notification	The Contractor shall provide the CO with advance notification of proposed subcontracts in excess of $25,000 in accordance with DR 1-PC04.	Contractor Determined	2 weeks advance notification prior to placement of subcontract in conformance to DR 1-PC04.

ITEM NO.	PERFORMANCE REQURIEMENT	RELATED REQUIREMENTS OR INFORMATION	WORKLOAD DATA	MINIMUM STANDARD
1.5.3.2	Consent-to-Placement of Subcontracts	The Contractor shall submit consent to place file documentation for all subcontracts and purchase orders in excess of $100,000.00 or on a cost reimbursement type, T&M, or labor hours basis in accordance with FAR 52.244-2 (b) and (e). No instances of subcontracts awarded without consent of C.O. unless advanced verbal approval given by C.O with subsequent ratification file to follow.	Contractor Determined	File Documentation complete in accordance with FAR 52.244-2. Ratification file submitted to CO NLT 2 weeks after advanced verbal approval. No instances of subcontracts awarded without consent of C.O. unless advanced verbal approval given by C.O. with subsequent ratification file to follow.
1.5.3.3	Davis-Bacon Act Work	All Davis Bacon work over $100,000 per project shall not be performed by prime contract employees. The Contractor may perform Davis-Bacon work under $100,000 per project subject to payment of Davis-Bacon wages and adherence to Davis-Bacon provisions.	Approximately 20 construction contracts annually	No instances of Prime Contractor employees performing construction work over $100,000 per project.
		Historically, during the past 3 fiscal years, the prime contractor's Davis-Bacon construction subcontracts were as follows: 11 per year <$25,000 4 per year $25,000 - $50,000 3 per year $50,000 - $100,000 2 per year >$100,000		Subcontract placed in timely manner per SWR requirements.
		The Contractor shall conduct Davis-Bacon compliance reviews. The Contractor shall ensure that appropriate wage determinations are utilized and	Nothing Additional	No instances of Davis-Bacon violations.

ITEM NO.	PERFORMANCE REQURIEMENT	RELATED REQUIREMENTS OR INFORMATION	WORKLOAD DATA	MINIMUM STANDARD
		weekly-certified Davis-Bacon Payroll Records obtained.		
		The Contractor shall submit Davis-Bacon Reports in accordance with DR 1-PC06.	Quarterly & Semi-Annual (Total 6 reports)	Conformance with DR 1-PC06.
1.5.3.4	Participate in Small Business Outreach Activities	The Contractor shall attend four small business/industry conferences annually as requested by the NASA/SSC Small Business Specialist. Set up display/exhibit at each event. The Contractor shall also attend approximately three Small Business Fairs. Historically, these Small Business Fairs have been requested by different congressional districts, e.g. Baton Rouge, LA, Atlanta, GA, and Little Rock, AR.	4 Conferences Annually - Gulf Coast Exposition & Trade Fair (Biloxi, MS) (3-days) - Small Business Acquisition Opportunities (Biloxi, MS) (2-days) - Jackson County Industrial Trade Show (Pascagoula, MS) (2-days) - Annual Gulf Coast Business & Marketing Fair (Pass Christian, MS) (1-day) - 3 Small Business Fairs Annually	Active participation within the dates and times specified. Booths staffed at all times.
1.5.4	**Reports And Submittals**			
1.5.4.1	Geographic Economic Impact	The Contractor shall submit a report covering all	Annual 1 Report	Conformance to DR 1-

ITEM NO.	PERFORMANCE REQURIEMENT	RELATED REQUIREMENTS OR INFORMATION	WORKLOAD DATA	MINIMUM STANDARD
		acquisitions placed by the Contractor and the related geographic impact of these acquisitions in accordance with DR 1-PC07.		PC07.
1.5.4.2	Purchasing and Subcontracting Metrics	The Contractor shall provide two separate metrics reports for all acquisition activity and the use of consolidated contracts in accordance with DR 1-PC08.	Quarterly (8 Reports)	Conformance to DR 1-PC08.
1.5.4.3	Subcontract Reporting	The Contractor shall submit four separate subcontract reports as required by NASA HQ in accordance with DR 1-PC05.	Annual; Semi-Annual & Monthly (Total 17 reports)	Conformance to DR 1-PC05.

TABLE 1-1
DEFINITIONS

Annually: Service is accomplished 1 time during each 12-month period of the contract, at intervals of 11 to 13 months.

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

Augmentation: The Contractor shall define the method to be used to augment the core work force to handle additional work for each sub-annex.

Backlog of Maintenance and Repair (BMAR): The unfunded facilities maintenance work required to bring facilities and collateral equipment to a condition that meets acceptable facilities maintenance standards

Biannually: Also called 2-year Frequency. Activities accomplished 1 time during each 24 month period of the contract, at intervals of 23 to 25 months. 50% of the Biennial Tasks shall be completed each year under any given task sheet.

Buffer Zone: An area of 125,071 acres surrounding the fee area . All activities within all portions of this zone are subject to specific easement provisions. These provisions specify that habitable buildings cannot be erected, however, farming livestock raising, pulpwood and timber operations, and mining activities are allowed.

Capital Equipment: An item of equipment with an acquisition cost of $5,000 or more, that has an estimated service life of 2 years or more, which will not be consumed in an experiment, and which most generally will be identified as an independently operable item.
Collateral Equipment: See NHB 8831.2A) Facilities Maintenance and Energy Management Handbook

Common Use Areas: Facilities and/or portions of facilities, to which access is afforded and which are constructed, maintained and operated specifically for, but not incidental to, the benefit of all SSC residents. Common use areas include entry and hallways, stairs and stairwells, rest rooms, and vending areas within dedicated facilities. Access restrictions, for security or other reasons, does not alter this definition.

Computerized Maintenance Management System (CMMS): A CMMS is a set of computer software modules and equipment data bases containing facility utilities and structures data with the capability to process the data for Public Works Maintenance Management Functions. These maintenance-related functions typically include, but not limited to:

- Facility/Equipment Inventory
- Facility/Equipment History
- Work Input Control
- Job Estimating
- Work Scheduling and Tracking
- Building Operations and Maintenance (including the normal CMMS functions)
- Preventive Maintenance
- Predictive Maintenance
- Facility Inspection and Assessment
- Material Management
- Utilities Management

Construction: Any and all field work for the purpose of constructing new facilities, and modifying, rehabilitating, or repairing existing facilities.

Contracting Officer (CO): "Contracting Officer" means a person with the authority to enter into, administer, and/or terminate contracts and make related determinations and findings. The term includes certain authorized representatives of the Contracting Officer acting within the limits of their authority as delegated by the Contracting Officer. For the purpose of this contract, when the Contracting Officer is referred to, it shall be understood as the Contracting Officer or a designated technical representative.

TABLE 1-1
DEFINITIONS

Contracting Officer's Technical Representative (COTR): A Government employee with technical training and experience appointed by the Contracting Officer to assist in the following functions:
Ensuring services under the terms and conditions of this contract are accomplished as defined.

Providing technical clarification of work requirements specified in their functional annex. The COTR serves as the central point of contact between the customer, Contractor, and the Contracting Officer.

Consumables: Expendable material and/or supplies used on a recurring basis.

Core Hours: For purposes of this contract, core hours are 0700-1630, Monday through Friday excluding Federal holidays.

Daily (D): Service is accomplished 1 time a day, Monday through Friday (excluding holidays), during each 12-month period of the contract, at intervals of 22 to 26 hours (not including Saturday and Sunday).

Daily, 7 days a week (D7): Service is accomplished 1 time a day, Monday through Sunday, during each 12-month period of the contract, at intervals of 22 to 26 hours.

Day: For purposes of this contract, a day is defined as 1 calendar day unless specified differently in the Annexes.

Debris: Debris is defined as any trash, wastepaper, gum, limbs, leaves or other matter lying scattered about which is foreign to its surroundings; e.g., leaves/rocks in equipment areas, or other items not placed or intended for the given location.

Delinquent Orders: Items or services not received or performed by the due date or completion date

Demand Services: Services provided by the contractor for which the requesting agency fully reimburses NASA SSC on a case-by-case basis. Services provided on a demand basis are within the scope of the contract but are rendered for a specified purpose and timeframe as designated on a Stennis Work Request (SWR).

Direct Buy: Purchase in response to MRs for supplies and services other than replenishment of stock and inventory

Energy Management and Control System (EMCS): A computerized system for monitoring and controlling systems and equipment through an integrated network of microprocessor based controls.

Equipment: For purposes of this annex equipment is defined to mean collateral equipment.

Facilities: A facility is an enclosed structure to protect personnel, material or equipment from the elements and provide associated work or storage space. For purposes of this contract, a facility includes the utility systems inside the facility and extends five feet from the facility or as otherwise defined.

(1) Architectural. Includes (interior/exterior): doors; windows; flooring (coatings and coverings); stairs and stairwells; interior walls, ceilings, and partitions

(2) Structural. Includes foundation; structural system; building shell; roof; external attachments (e.g. walkway covers, overhangs, loading docks, etc); and facilities water collection and drainage system.

(3) Electrical. Includes: electrical wiring and lighting, hardware, and panels; power for equipment up to the point of disconnect, grounding or lightning arresting systems; alarm systems and communication equipment (excluding telephones).

(4) Mechanical. Includes all equipment, components and controls associated with the following systems as well as components located outside the facility: HVAC; plumbing; compressed air; steam; fire suppression; gas; boilers, furnaces; and generators.

(5) Building Specialty. Includes: installed equipment within the facility such as food service and processing equipment; appliances; elevators; automatic doors; roll-up doors; blast doors; vehicle gates; waste disposal equipment; shop equipment and hoists.

Fee Area: An area of approximately 25 square miles (13,800 acres) of government-owned land. The property was acquired in "Fee Simple" and includes the underlying mineral rights. It is within this area that NASA and the other resident agencies have constructed the test facilities, laboratories and office and support buildings necessary for conducting their operations.

Fiscal Year: An accounting period of 12 months. NASA fiscal year extends from October 1 through September 30 of the following year.

Government Property: All property owned or leased by the Government or acquired by the Government under the terms of the contract.

Holidays: Federal holidays include: New Year's Day; Martin Luther King, Jr. Day; Presidents' Day; Memorial Day; Independence Day, Labor Day; Columbus Day; Veterans' Day; Thanksgiving Day; and Christmas Day.

Immediate/Immediately: For purposes of this contract, immediately means with no interval of time or delay.

In-House: For purposes of this contract, "in-house" labor includes all labor performed by prime Contractor employees or employees of subcontractors.

Institution or Base: For purposes of this contract Institution and Base are used interchangeably. Institution refers to those facilities and equipment that are in the fee area, west of a line parallel to and 1000 feet west of D road and excludes all Test Complex structures, facilities and utilities, and the Army Complex.

Integrated Pest Management: The utilization of control measures coordinated for overall environmental protection so as to reduce pest numbers to a controlled level without adverse effects to the surroundings.

IAGP: Installation Accountable Government Property in the possession of, or directly acquired by the Government and subsequently made available to the contractor for use in the performance of work related to this contract.

Location: The Contractor shall define the location where each type of work will be performed (or location based out of).
Maintenance: Includes day-to-day periodic, scheduled or unscheduled work required to preserve or restore a piece of equipment, a system, or utility to such a condition that it may be effectively utilized for its intended purpose, output, redundancy and availability.

Maintenance Level: A designation used to specify the frequency of services and type of grounds maintenance required.

Monitor and Inspect: These terms are used in conjunction with "Operate" to delineate system activities other than actual operations which require periodic staffing. The Government requires that these activities would be

accomplished by trained personnel with ability to recognize abnormal conditions and evidence of potential problems.

Monthly (M): Service is accomplished 12 times during each 12-month period of the contract, at intervals of 28 to 32 days.

Mowing: Mowing shall include cutting and trimming, within the designated area, all grasses, weeds and other vegetation, which is 1 inch, or less in diameter (at ground level).

Non-reimbursable Customers: A customer who is funded by NASA direct appropriations.

Occupied Period: Hours in which a facility is in use, to house personnel or other activities which require utility support (may include working and non-working hours).

Operate: This term is used for systems that require periodic operational activities but not continuous staffing. Personnel may be available for other contract activities. Operations include the first hour of trouble-shooting/investigation of a malfunction or availability loss (See Table 5.5-4 for response time), and also includes operational support for planned outages required for Utility PM's.

Outage: The planned or unintentional interruption or termination of a utility service such as electricity, water, sanitary sewage, EMCS control, or natural gas.

Planned Maintenance: Planned maintenance projects : A project which is approved and funded for a fiscal year as a result of the comprehensive inspection process (5.7.3.2 - 5.7.8) or as designated by the CO.

Predictive Testing and Inspection (PT&I): The use of testing techniques (primarily non-intrusive), visual inspection, and performance data to assess equipment condition. Continuing analysis of equipment condition is used to replace arbitrarily timed maintenance tasks with maintenance that is scheduled based on equipment condition.

Preventive Maintenance (PM): Also called time-based maintenance. PM is the planned, scheduled periodic inspection, adjustment, cleaning, lubrication, parts replacement and calibration of components, equipment and systems. Also frequently called time-based, but in the broad sense is extended to include PT&I.

Proactive Maintenance: Maintenance which seeks to reduce maintenance costs through better design, construction/installation, specifications, maintenance procedures, workmanship, and scheduling. Proactive Maintenance employs techniques such as specification of new/rebuilt equipment, precision build/installation, failed part analysis, root-cause failure analysis, reliability engineering, rebuild certification/verification, age exploration and recurrence control.

Pruning: Pruning is selectively removing unwanted growth to make a plant or tree grow or respond in a desired manner. Pruning differs from 'shearing'. Pruning involves selection and judgment. 'Shearing' means clipping all growth on a plant at a uniform distance and shape.

TABLE 1-1
DEFINITIONS

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

Quarterly (Q): Service is accomplished 4 times during each 12 month period of the contract, at intervals of 80 to 100 days.

Quinquenially: Also called 5-year Frequency. Activities accomplished 1 time during each 60 month period of the contract, at intervals of 58 to 62 months. 20% of the Quinquennial Tasks shall be completed each year under any given task sheet.

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

RCM Criticality Levels:
Level I - Safety and/or Environmental Impact
Level II - Mission Operational Impact
Level III - Significant Operational Impact (replacement cost)
Level IV - Personnel Costs (loss of facility use)
Level V - Non-Critical

Ready-for-Issue: In a usable condition and available for immediate use

Recurring Work: Work which is performed under the contract which is not a part of the Scheduled Maintenance and Repair Program and is required an undetermined number of times during the year, but is required at least once. This work will be accomplished as required. An example is implementation of the Hurricane Plan which will be performed (partially) once per year at the start of hurricane season with the resumption and completion of the plan carried out dependent on the number of storms which threaten the Mississippi Gulf Coast

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

Reimbursable Customers: A government or non-government customer who provides funding under a reimbursable agreement for goods and/or services received from NASA and/or it's contractors. Reimbursable customers must have sufficient funding registered with NASA before costs can be incurred on their behalf. All services must be requested on a Stennis Work Request and must cite the funding authorization that will provide the reimbursement.

Reliability Centered Maintenance (RCM): An on-going structured process which determines the optimum mix of reactive, preventive, PT&I and proactive maintenance practices in order to provide the required reliability at the minimum cost.

Responsiveness: The Contractor shall define the philosophy and method to be used to assure responsiveness to customers' requirements. A clear chain of communication between the customers and the Contractor must be defined.

Selected: Records, reports, and submittals that are further defined by a DR.

Semi-Annually (S): Service is accomplished 2 times during each 12-month period of the contract, at intervals of 160 to 200 days.

Shift: The period of time defined as one third of a 24-hour day.

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

TABLE 1-1
DEFINITIONS

Six-Year Frequency: Activities accomplished 1 time during each 72 month period of the contract, at intervals of 70 to 74 months. 1/6 of the Six-Year tasks shall be completed each year under any given task sheet

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.

Staff and Operate: This term is used for systems that require continuous staffing during the operational period. Personnel may also operate other systems within the immediate vicinity.

Standard Operating Procedure (SOP): This is a standing procedure that provides step-by-step instructions to operate systems. It is used for activities that commonly occur. The SOP requires Contracting Officer (CO) review and shall be maintained in electronic format easily accessible to the Government. Documents shall become Government property and shall be stored at CEF. (See DR 5-GA09)

Standing Work: Work which is performed under the contract which is not a part of the Scheduled Maintenance and Repair Program and is required a pre-determined number of times during the year. The schedule can be specifically called out as in, once per hour or may be left to the Contractor, as in, once annually. An example is implementation of the Fall/Winter Setback Plan which always occurs once per year during the fall of the year.

Structures: A structure is a constructed unit established for a designated objective. Structures that are part of or inside a facility are included with the facility. For purposes of this contract, structures are generally described as:

(1) Allowing pedestrian and vehicular transportation. Includes roads and parking areas, paved or gravel surfaces, curbs, shoulders, guard rails, medians, wheel stops, walkways, bridges, sidewalks, and associated hardware.

(2) Preventing access and maintaining privacy. Includes fences, gates, barbed wire, planters, bollards, chains, and associated hardware and attachments.

(3) Retaining or directing natural elements. Includes culverts, drainage systems, gravity storm water systems, retaining wall, bulkheads, landscaped borders, head walls, rip rapped areas, retention/detention ponds, spillways, canals, navigational lock, catch basins, and oil/water separators.

(4) Providing information. Includes signs, pavement markings, flag poles, displays, historical markers, monuments and associated equipment.

(5) Other. Boat ramps, docks, landfill, and associated equipment.

Test Complex: Test complex: For the purpose of this contract, all facilities, equipment and land east of a line parallel to and nominally 1000 feet west of D road extended to the ARMY complex.

Training/Certification: The Contractor shall define the methods to train and certify new and existing employees in areas that require certification and address how the contractor will handle attrition.

Transaction: Single purchase action of material/equipment to a single source (vendor) regardless of the number of line items on an order.

Utilities: For purposes of Annex 5, consist of 13.8KV Electrical System, Potable Water System, Sanitary Sewage System, EMCS System, and the Natural Gas System as defined and described in Table 5.1-1.

TABLE 1-1
DEFINITIONS

Utility Process Plan (UPP): This is a one time per operation. Contractor generated, document that provides step-by-step instructions that establish responsibility and control system configuration changes. It provides details such as lockout/tagout, switch operation, valve operation, coordination, etc. Documents shall become Government property. (See DR 5-FA05)

Utility Systems: A utility is a system for collecting or distributing services between a common point and specific locations both above and below ground. See Annex 5.1, Table 5.1-1 for descriptions of utility systems.

Work Control Center: The central organizational point for receipt, tracking, and management of work generated from all sources.

Yearly: Service is accomplished one time during each 12-month period of the contract, at intervals of 11 to 13 months.

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
ANNEX 1.0 (ADMINISTRATIVE SERVICES)							
1	Project Management	55%	RR, UPI, VCC	(a) Ensure contract compliance with Public Laws, Executive Orders; FAR and NFS contract clauses; Ensure that all work is conducted in a high quality manner and safe environment; establish and implement an effective Emergency Management Program	50%	No violations or non-compliances of Public Laws, Executive Orders, FAR/NFS contract clauses promulgated by public laws and Executive Orders; no OSHA citations or EPA violations; no lapses in ISO 9001 3rd party registration	1*
				(b) Provide necessary personnel and resources, except those government-furnished, to accomplish work and comply with all other terms and conditions of the contract	25%	Retention of qualified personnel and resources to accomplish work; no instances of non-compliance with other contract terms and conditions	6*
				(c) Responsiveness to multiple customers; Maintain flexibility in management operating systems and controls for changing service requirements and prioritizing tasks to accommodate competing demands	25%	No disrupted services to any customers; work management program accessible to customers and identifies work by annex and work authorization; no instances of estimated funds exceeding SWR without customer approval	12*

*Denotes # of occurrences (quarterly)

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
	ANNEX 1.0 (ADMINISTRATIVE SERVICES)						
2	Financial Management (Documentation and Reporting Requirements)	20%	RR, PI, UPI	(a) Satisfy Reporting Requirements Needed by SSC to allow reporting to NASA Headquarters	60%	Comply with SSC Management Accounting and Statusing System (MASS); no instances of late or inaccurate reports	1*
				(b) Maintain Documentation with Respect to all Financial Operations and satisfy other reporting requirements	40%	Comply with SSC MASS; no instances of late or inaccurate reports/data input	6*
3	Documentation and Record Management	5%	RR, PI, UPI	Develop and Maintain a Comprehensive Records and File Management Program to Include: Logs, Records, Files, Databases and Workload Data Throughout Life of Contract	100%	Comply with all established regulations and guidelines identified in Annex 1.4; Contractor management oversight of the timely and accurate submittal of all data requirements.	20%

*Denotes # of occurrences (quarterly)

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
ANNEX 1.0 (ADMINISTRATIVE SERVICES)							
4	Acquisition Management	20%	PI, UPI, RR	(a) Establishment and continuous certification, of a Government-approved purchasing system	20%	Minimum Standards under Annex 1.5.2	1*
				(b) Adherence to a Government approved purchasing system	55%	Minimum Standards under Annex 1.5.3; no instances of system non-compliance	10*
				(c) Small Business Subcontracting: Goals, Targets, and Outreach Activities	25%	Subcontracting goals are met and exceeded for Small Businesses (SB), Targeted Small Disadvantaged Businesses (SDB); and Women-Owned Small Businesses; Active Outreached Participation within dates and times specified. Annual assessment.	5%

*Denotes # of occurrences (quarterly)

ANNEX 3.0

ENGINEERING SERVICES

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ANNEX 3.0
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3.1 Engineering Services

3.1.1 General Information

3.1.1.1 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.

3.1.1.2 Reserved

3.1.1.3 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.

3.1.1.4 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, AutoCADD 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.

3.1.1.4.1 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.

3.1.1.4.2 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.

3.1.1.4.3 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.

3.1.1.5 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 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.

3.1.1.5.1 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.

3.1.1.6 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.

3.1.1.7 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.**

3.1.1.8 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:

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.

3.1.1.9 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.

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

ITEM NO.	PERFORMANCE REQUIREMENT	RELATED DOCUMENTS OR INFORMATION	WORKLOAD DATA	MINIMUM STANDARDS
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 to the database maintaining these records. All as-building for new construction projects greater than $200,000 will be covered in Annex 3.2.	Update 50 drawings 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 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.

ITEM NO.	PERFORMANCE REQUIREMENT	RELATED DOCUMENTS OR INFORMATION	WORKLOAD DATA	MINIMUM STANDARDS
				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** the **Facilities Drafting Manual, SSC66-600 and SSC Work Instruction 99-011.**

ITEM NO.	PERFORMANCE REQUIREMENT	RELATED DOCUMENTS OR INFORMATION	WORKLOAD DATA	MINIMUM STANDARDS
3.1.3.3	SORD Drawing Updates (Bid Work)	The Contractor shall revise, create and update the SORD drawings to reflect the field conditions per redlined field control print drawings provided by the Government for construction work valued at <$200K performed outside this contract.	Update 50 drawings per year.	For all construction projects with a construction value less than $200,000, the Contractor shall update the SORD drawings. As-building of all construction projects with a construction value greater than $200,000 will be addressed in Annex 3.2.
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.	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 drafting services for tasks given by the Government. The Contractor shall revise SORD drawings, Master Utility Plan (MUP), Construction of Facilities (CoF) project drawings to match redlined information provided. The contractor shall perform CADD drafting services for task given by the government. The contractor shall revise or create projects, signs, graphs, and charts.	100 drawings per year.	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.

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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 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.	50 Digging permits issued per year.	All requests for permits and their disposition, whether approved or disapproved, are documented by the Contractor. Within 7 days the Contractor shall review the submitted construction drawings and respond to the Government or construction project manager and to the team physically handling the installation with a new permit or a written notice explaining the reason for the request being rejected.

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ITEM NO.	PERFORMANCE REQUIREMENT	RELATED DOCUMENTS OR INFORMATION	WORKLOAD DATA	MINIMUM STANDARDS
3.1.3.7	Configuration Management and Project Control	The Contractor shall maintain and make available to the Government current project information. (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 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.	Nothing additional.	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 photocopied.
3.1.3.8.1	Field Check Updates	The Contractor shall perform field inspections of the onsite facilities to verify all Building Plan drawings	Updated drawings for	All onsite buildings shall be field checked at least

ITEM NO.	PERFORMANCE REQUIREMENT	RELATED DOCUMENTS OR INFORMATION	WORKLOAD DATA	MINIMUM STANDARDS
		are accurate. The drawings shall be updated to reflect current configurations resulting from wall modifications and room number changes found by these field checks. Revised Building Plans shall be provided on 8-1/2" x 11" and 17" x 22" plots. The Contractor shall maintain one original copy of each size plot for their use, provide one original copy of each size plot to the Government and maintain the original in CEF. The Government shall be notified of any incorrect or missing room numbers. The field check schedule shall be developed and maintained and available for review by the Government. The field check schedule shall be updated by the Contractor when buildings are added or deleted from SSC. New buildings shall be field checked within one year of Government acquisition. Changes to the schedule, for reasons other than including or deleting buildings, are allowed only with the prior approval of the Contracting Officer. Whenever the schedule is changed, the Contractor shall provide the Government a copy of the new schedule.	ten buildings per year.	once a year. All updates shall be completed within 14 days of the field inspections during which the error is found. Full size drawings shall be plotted to scale: 1/8" = 1'-0" for 28" x 40." Reductions to 8 ½ " x 11" shall be labeled "not to scale". Changes made to schedule only with prior Government approval. Contractor provides the Government a copy of the new schedule within 3 days.
3.1.3.8.2	Redline Updates	The Contractor shall update Building Plans per redlined drawings provided by the Government from bid construction work.	Updated drawings for 10 buildings per year.	Update within 7 days of assignment.

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3.1.3.8.3	Construction Updates	The Contractor shall create new Building Plans or update all Building Plan's affected by construction projects performed by this Contract. When notified that a design involves a change in floor plan, the Contractor shall provide at the end of that design an updated Building Plan representing the configuration. This "preliminary" Building Plan will be provided electronically to the Government. Once construction is complete, the Contractor shall field verify the actual floor plan and update the "preliminary" Building Plan to show the actual configuration. This occurs for about half of the updates shown in the workload data.	150 updated drawings per year.	Update within 14 days of field construction completion. Preliminary Building Plan's are provided electronically within 24 hours of the Government approving the final design.
3.1.3.8.4	Distribute Building Plan Drawings	The Contractor shall distribute updated Building Plan drawings to an established distribution list. ****Building Plan Distribution List**.**	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.
3.1.3.8.5	Distribute Building Plans Manual	The Contractor shall maintain and update the distribution list in Microsoft Excel. Personnel, drawing type, and quantity distribution changes to this		The list shall be kept current within 24 hours of receipt of changes. Report

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		list will be provided by the Government.		changes within 7 days.
		The Contractor shall assemble updated Building Plan drawings into the existing Building Plans Document, named Building Plans Manual, produce multiple copies, and distribute it to an established distribution list. ****Building Plans Manual** and **Document Distribution List**.** The Government will review and approve the assembled document before reproduction and distribution. Changes to the distribution list requires prior approval by the Government.	Total 100 per year.	All Building Plan's updates completed prior to November 30 of each year shall be included in the document. The document shall be initially distributed by January 15 of each year. Copies shall be legible and shall be provided on 3-hole paper.
		The Contractor shall provide the Building Plan's Document to the Government and other site customers upon request.	5 per year	Customer requests shall be met within 72 hours.
		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.	Nothing additional.	(See SPG 8715.1)
3.1.3.9.1	Update Fire Evacuation Plans	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	As Ordered. Minimum 1 Maximum 1	Update and distribute to Facilities Engineering Division within 21 days of request. Fire Safety items properly located on FEP's. FEP data shall be

ITEM NO.	PERFORMANCE REQUIREMENT	RELATED DOCUMENTS OR INFORMATION	WORKLOAD DATA	MINIMUM STANDARDS
		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.		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 Manager with finished plot.		Full plot fits within existing frames.
3.1.3.9.2	Create New FEP	The Contractor shall provide one original plot mounted in 18" x 24" black wood frame for new installations. The FEP shall be mounted to the wall of the facility by the Contractor. Coordinate location with Facilities Engineering Division.	As Ordered. Minimum 0 Maximum 1	FEP shall be mounted within 21 days of request and does not hinder surrounding areas.
3.1.3.9.3	Distribute FEP	The Contractor shall distribute updated FEP's to the requester. One original copy shall be maintained by the Contractor for their use and one original 8 1/2" X 11" copy shall be provided to the NASA Facilities Engineering Division.	As Ordered Minimum 0 Maximum 1	Distribute FEP within 21 days of Building Plan update.
3.1.3.10	Asbestos Abatement Plans	The Contractor shall update Asbestos Abatement Plans (AAP) based on redlined drawings provided by the Government or when asbestos is abated greater than 100 ft.^{2} by any portion of this Contract.	As Ordered Minimum 1	Produce and distribute within 21 days.

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		The Contractor shall provide the AAP's and an 8 1/2" X 11" copy to the NASA Facilities Engineering Division, send an 8 1/2" X 11" copy to the Facility Manager of the abated area, and maintain a file copy of each AAP. The abated area shall be printed in color or manually highlighted on all copies for clarity. ****AAP's**.**	Nothing additional.	AAP's are distributed, on proper sized drawing, and abated areas are readily recognizable.
		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 space will be conducted to verify accuracy of plans.	100 requests per year.	New construction or modification updates shall be provided within 14 days of field construction completion. Support shall be provided within 2-4 hours of the request. The exact schedule for each

ITEM NO.	PERFORMANCE REQUIREMENT	RELATED DOCUMENTS OR INFORMATION	WORKLOAD DATA	MINIMUM STANDARDS
				task shall be given when the task is 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 instruction to be maintained.	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.
3.1.4	Computer-Aided Drafting Information System Maintenance and management of Data Bases			

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3.1.4.1	CADD Programming Support and Administration of Engineering Data Bases	The Contractor shall provide programming support for Autocadd 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 data bases consist of Raster, Vector and Raster/Vector Autocadd and Autocadd 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 data bases shall be maintained current.
3.1.4.2	Electronic File Distribution	The Contractor shall provide electronic file copies of the latest standard details, Building Plan's, and CAD as-built drawings to those designated by the Government.	60 requests per year.	All delivered files shall be in the most compatible format available by the Autocadd Software for the receiver's CAD System to read and modify it.
3.1.4.3	Architect-Engineer CAD File Review	The Contractor shall review the format of CAD files received by the Government from outside Architect-Engineer (A-E) firms. Files will be reviewed for compatibility with the Contractor's Autocadd system.	2 reviews per year.	Provide written suggestions which assures best compatibility within 5 days.

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		The Contractor shall provide written suggestions to assure the outside A-E creates the best files possible to be read by the Contractor's system when the project is as-built.		
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 consensus standards.	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.
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

ITEM NO.	PERFORMANCE REQUIREMENT	RELATED DOCUMENTS OR INFORMATION	WORKLOAD DATA	MINIMUM STANDARDS
				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 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.	Update 500 drawings per year	Support within 5 days of request.
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.

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3.2	**DESIGN**			
3.2.1	Project Management Plan (PMP)	A. A. For each design and study effort of a value >$10K, the Contractor shall develop the Project 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	60 PMP's per year.	Completed PMP delivered for approval on the 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.

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3.2.2	Design Limits			
3.2.2.1	Engineering Designs for Bid Work Construction Value <$10K	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	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 construction work to be accomplished. All engineering designs reference the specifications developed for the

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				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 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 PMP as a deliverable.		
3.2.2.3	Accomplish Design for Construction Category $10K - $200K	See Paragraph 3.2.1.2	As Ordered. Minimum 1 Maximum 4	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,	As Ordered. Minimum 4	See Paragraph 3.2.2.2

ITEM NO.	PERFORMANCE REQUIREMENT	RELATED DOCUMENTS OR INFORMATION	WORKLOAD DATA	MINIMUM STANDARDS
		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.		
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 Environmental Administrative Code.

ANNEX 3.0
ENGINEERING SERVICES

ITEM NO.	PERFORMANCE REQUIREMENT	RELATED DOCUMENTS OR INFORMATION	WORKLOAD DATA	MINIMUM STANDARDS
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.
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	As Ordered. Minimum 2	The Contractor shall: Research all existing

ITEM NO.	PERFORMANCE REQUIREMENT	RELATED DOCUMENTS OR INFORMATION	WORKLOAD DATA	MINIMUM STANDARDS
		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.**	Maximum 4	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 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.

ITEM NO.	PERFORMANCE REQUIREMENT	RELATED DOCUMENTS OR INFORMATION	WORKLOAD DATA	MINIMUM STANDARDS
		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 6	The Contractor shall note and document problems with redline discrepancies.
3.2.7	Construction of Facilities CoF Specification Production	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. Minimum 2 Maximum 4	The new or edited project specification shall accurately reflect the marked-up specifications.
		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.		The edited product shall have no spelling, sentence structure, or punctuation errors.
3.2.8	Records, Reports, and Submittals	None.		
3.3	**Construction Services**			

ANNEX 3.0
ENGINEERING SERVICES

ITEM NO.	PERFORMANCE REQUIREMENT	RELATED DOCUMENTS OR INFORMATION	WORKLOAD DATA	MINIMUM STANDARDS
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 shall 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 of the project Statement of Work, NASA forms 1509 and 1510, Material Requests (MR's) and Stennis Work Requests (SWR's) for construction support.		Development and approval of required documentation 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.

ITEM NO.	PERFORMANCE REQUIREMENT	RELATED DOCUMENTS OR INFORMATION	WORKLOAD DATA	MINIMUM STANDARDS
		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 Evaluation and updates to the Construction Report.		All items, excepting the Construction Report, to be developed and presented to the Government within five 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.

ITEM NO.	PERFORMANCE REQUIREMENT	RELATED DOCUMENTS OR INFORMATION	WORKLOAD DATA	MINIMUM STANDARDS
		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, subcontractor access to restricted areas and all related documentation including "AS BUILT" drawings.		Related issues shall be managed with the goal of minimal impact on the construction effort.
		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		Walk-through shall be

ITEM NO.	PERFORMANCE REQUIREMENT	RELATED DOCUMENTS OR INFORMATION	WORKLOAD DATA	MINIMUM STANDARDS
		inspection of the completed work ensuring the completion, as specified, of all components of the subcontract.		completed prior to final invoice and COC approval.
		The Contractor shall conduct a facilities maintenance assessment of all facilities and equipment installed under the contract.		Written invitation shall be distributed upon 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	
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.

ITEM NO.	PERFORMANCE REQUIREMENT	RELATED DOCUMENTS OR INFORMATION	WORKLOAD DATA	MINIMUM STANDARDS
		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.		
		The Contractor shall be responsible for the continued management of GFE issues.		GFE issues shall be managed to resolution.

ITEM NO.	PERFORMANCE REQUIREMENT	RELATED DOCUMENTS OR INFORMATION	WORKLOAD DATA	MINIMUM STANDARDS
		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-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		

ITEM NO.	PERFORMANCE REQUIREMENT	RELATED DOCUMENTS OR INFORMATION	WORKLOAD DATA	MINIMUM STANDARDS
		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.

Table 3-1

FOSC Work Load Data Designs

	Construction Range	Design Range	Number of Projects 1995	Number of Projects 1996	Number of Projects 1997
Base	0-10000	0-1000	0	23	27
	10000-25000	1000-2500	5	9	12
	25000-50000	2500-5000	1	6	16
	50000-100000	5000-10000	7	3	6
	100000-150000	10000-15000	0	4	2
	150000-200000	15000-20000	0	0	0
	200000>	>20000	0	1	3
Test Complex	0-10000	0-1000	5	1	10
	10000-25000	1000-2500	2	1	2
	25000-50000	2500-5000	11	2	8
	50000-100000	5000-10000	1	4	4
	100000-150000	10000-15000	1	1	2
	150000-200000	15000-20000	0	0	2
	200000>	>20000	3	3	3
Demand	0-10000	0-1000	0	63	79
	10000-25000	1000-2500	3	14	4
	25000-50000	2500-5000	4	3	9
	50000-100000	5000-10000	5	4	5
	100000-150000	10000-15000	1	2	3
	150000-200000	15000-20000	2	2	1
	200000>	>20000	8	11	10

	Design Range	
Totals	0-1000	
	1000-2500	**PMP Threshold**
	2500-5000	**75 PMP's**
	5000-10000	
	10000-15000	
	15000-2000	
	>20000	

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
	ANNEX 3.0 (ENGINEERING SERVICES)						
1	Provide Engineering Services: Engineering Designs Engineering Studies Project Management Plans	60%	PI, UPI, RR	Timely submission, Quality, Documentation and Cost	100%	Submit 7 days after established completion date. Meet Quality Standards established by customer. Meet documentation requirements according to SSC standards. No cost greater than 10% of the Project Management Plan P.M.P.) estimate	15%
2	Provide Construction Management Services	20%	PI, UPI, RR	Provide continual presence at construction site, documentation, and timely closeout	100%	No more than 2 work days without surveillance. Construction logs and documentation complete. Project closeout within 60 days of project completion.	15%
3	Provide Engineering Support Services: Drafting Digging Permits Space Utilization CADD Systems Support Central Engineering Files (CEF)	20%	VCC, RR	Maintain accurate drawings with required information shown on drawings. Maintain all databases. Timely response to service requests. Provide SSC customers access to NASA engineering files.	100%	Drafting is accomplished within required number of hours established at beginning of job and meets quality standards set by customer. CEF, Space Utilization, Digging permits and CADD support will be provided within 1 day of the request. Operate CEF during normal working hours, 40 hours per week. Zero validated customer complaints.	20%

ANNEX 4.0

INSTITUTIONAL SERVICES

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4.1.1.1 Annex Description
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4.1.1.6 Uniforms
4.1.1.7 Communications
4.1.1.8 Government-Furnished Property

ANNEX 4.0
INSTITUTIONAL SERVICES

4.1 INSTITUTIONAL SERVICES

4.1.1 GENERAL INFORMATION

4.1.1.1 Annex Description

This Annex identifies Institutional Services which consists of Food Services, Mail Services, Custodial Services, Fire Protection Services, Multimedia Service, Information Service and Educator Services. 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.

4.1.1.2 Scope of Work

The Contractor shall furnish all personnel, supervision, management, equipment, materials, tools, transportation, supplies, and other items or services necessary to provide support services in this Annex.

4.1.1.3 Location of Services

Facilities covered by this Annex are found in the Master Facility Plan in Central Engineering Files, Building 2104.

4.1.1.4 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 and supplies.

4.1.1.5 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.

4.1.1.6 Uniforms

Uniforms shall be required for employees tasked to perform in Sub-Annexes 4.2 Food Services, 4.4 Custodial Service, 4.5 Fire Protection Services, and 4.7 Visitor's Center.

All Contractor personnel shall be properly uniformed and be neat, clean in appearance, and easily recognized. All employee uniforms shall be the same design and color. The uniforms worn by any field supervisors shall be of the same basic design, but may be of a different color for distinction from the general staff. Shorts or cut-off slacks shall not be worn. Shoes shall have closed toes. Sandals and other open type shoes shall not be worn.

4.1.1.7 Communication

Any employee whose job requires contact with occupants of facilities at SSC must be able to communicate in the English language.

4.1.1.8 GOVERNMENT FURNISHED PROPERTY

The Government will provide, without cost to the Contractor, equipment and materials listed in Attachment J-10, List 1 and List 2. The Government Furnished Equipment (GFE) shall be maintained and managed in accordance with the guidelines set forth in Annex 1.

ANNEX 4.0
INSTITUTIONAL SERVICES

The listing of GFE shall not be construed as being sufficient or adequate to meet the requirements of this Annex; the Contractor shall make recommendations for any additional or state of the art equipment and materials that may be required to properly perform the requirements of this Annex.

ANNEX 4.2

FOOD SERVICES

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Annex 4.2
Food Services

4.2 FOOD SERVICES

4.2.1 GENERAL REQUIREMENTS

4.2.1.1 Scope of Work

The Contractor shall deliver Food Services at the Stennis Space Center (SSC) as defined in this Annex. The intent is that food service activities will be operated as a "not for profit" business that covers the cost of operation with food sale revenue. To achieve this the contractor will be required to deliver a variety of prepared meals that are attractive, healthy and reasonably priced to ensure a strong customer base.

4.2.1.2 Cafeteria and Food Truck

Food services will be provided in two cafeterias and one food truck. The main cafeteria will be located within Building 1100, the satellite cafeteria will be located in Building 2201, and the food truck will be dispatched from the main cafeteria.

4.2.1.3 Salad Bar/Sandwich Line

A salad bar/sandwich line will be maintained in the main cafeteria and shall include items that are health conscious, yet customer driven.

4.2.1.4 Catering

The contractor shall maintain the ability to perform a full range of catering services for SSC organizations. These services may be within the cafeteria or at the requesting organization's facility.

4.2.1.5 Regulatory Compliance

The contractor shall comply with all applicable laws of the ****Mississippi State Board of Health Division 100, Part 10****, as well as applicable sanitation requirements of ****NPD 1820.1B** and **SPG 8715.1****. Industrial Hygiene shall inspect monthly and submit a report of findings to the Government in accordance with **DR 7-SA01.**

4.2.1.6 Menu

Menus will be developed on a cycle of no less than 6 weeks and reflect healthy, nutritionally balanced meals. Priced menus shall be prominently posted and distributed to all offices. All menus will be reviewed and approved by institutional services prior to being posted and/or distributed.

4.2.1.7 Meals

The contractor shall serve two meals per day, 5 days per week, 52 weeks per year, except for NASA recognized holidays. At a minimum, breakfast shall be served in the main cafeteria between the hours of 7:00 a.m. and 9:00 a.m. and lunch shall be served in both cafeterias between the hours of 11:00 a.m. and 1:00 p.m.

4.2.1.8 Pricing

The pricing schedule shall be kept reasonable and based on a "break-even" concept.

4.2.1.9 Customer Count

The average daily customer count shall be maintained at a minimum of 25 percent of the population of SSC.

4.2.2 GOVERNMENT-FURNISHED PROPERTY

The Government will provide, without cost to the contractor, equipment and materials listed in ** **Attachment J-10**** as well as a maximum of $100k annually in related material i.e. paper products. The Government Furnished Equipment (GFE) shall be maintained and managed in accordance with the guidelines set forth in ****Annex 1****.

The Contractor shall perform preventive maintenance on all food service equipment. Contractor shall be responsible for all levels of preventive maintenance to maintain all equipment in a safe, operable condition and to repair or identify for replacement as required.

4.2.2.1 Reports

Sanitation Reports shall be provided in accordance with **DR 6-SA20.** All deficiencies must be corrected within 90 days and imminent life & health deficiencies must be corrected immediately. P&L studies shall be provided in accordance with **DR 4-GA01**

ANNEX 4.2
FOOD SERVICES

ITEM NO.	PERFORMANCE REQUIREMENT	RELATED DOCUMENTS OR INFORMATION	WORKLOAD DATA	MINIMUM STANDARDS
4.2.3	Operate on a Self Sufficient Cost Basis	Develop a pricing schedule with respect to economy of scale and break-even concept.	Nothing Additional	Maintain net margin within ± 5% of monthly gross sales and ± 1.5% of annual sales.
		Correct sanitation deficiencies accordingly to Mississippi of Health and State Board SPG 8715.1.	immediately	Conformance with DR 6-SA20

ANNEX 4.3

MAIL SERVICES

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4.3 MAIL SERVICES

4.3.1 GENERAL REQUIREMENTS

4.3.1.1 Management and General Requirements.

The mailroom shall be the central area for SSC mail services. This area is the focal point for the receipt or dispatch of mail, and for further SSC internal distribution to customer office locations or entry into the United States Postal Service (USPS) mail system. The Contractor shall provide the rapid handling and accurate delivery of mail at the lowest cost available. Processing steps shall be kept to a minimum; sound principles of work flow shall be applied; and modern equipment shall be used. Annual calibration of equipment scales shall be a Contractor responsibility.
The Contractor's mail management operation shall be in full compliance with the local area USPS mail sorting and bagging requirements and the current editions of the:

o **U.S. Postal Service Domestic Mail Manual (DMM)**

o **U.S. Postal Service International Mail Manual (IMM)**

o **U.S. Poster 103 Postage Rates, Fees, and Information**

o **Postal Zone Chart**

o **U.S. Publication 28, "Postal Addressing Standards" **

o **NASA SSC Mail Management Guide (MMG)**

o **NASA Handbook National Industrial Security Program Operations Manual (NISPOM)**

The Contractor is expected to use to full advantage the equipment and facilities provided by the Government and the USPS to offer the greatest degree of mail services possible. Although fairly routine in nature, the services provided under this annex are largely customer oriented and will rely heavily on the Contractor's ability to establish an efficient, courteous and quality customer pickup and delivery schedule which will best serve the customers. The Contractor's mailroom operation shall at no time jeopardize the integrity of the USPS system and shall ensure that the customer's mission is protected at all times.

4.3.1.2 Security.

The mailroom, mail, and meters shall be in the control of mailroom personnel at all times. Meter and meter key security shall be handled in accordance with the **NASA SSC **Mail Management Guide (MMG)**.

4.3.1.3 Personnel.

Personnel shall be fully qualified, trained, and knowledgeable in handling and processing USPS mail in accordance with the **DMM and IMM** referenced in **paragraph 4.3.11.** Personnel must have a proper security clearance to handle classified mail at the Secret clearance level.

4.3.1.4 Work Hours.

To the extent possible, the Contractor shall schedule and arrange work so as to enhance the mission of the customer organizations and accommodate the U.S. Postal Service mail delivery and pickup schedule.

4.3.1.5 U.S. Postal Service.

The USPS local area authority for the John C. Stennis Space Center is: Postmaster, 11110 Hwy 49 North, Gulfport, MS 39503. Meter-head replenishment is performed at the U.S. Post Office, 1200 Hwy 90, Bay St. Louis, MS 39520.

4.3.1.6 Limitations, Restrictions, or other Exceptions.

Due to the high influx of customers, mailroom services shall be limited only by the quantities specified in this annex with no restrictions to identification of customers.

4.3.1.7 Meters.

Two meters are provided for **OFFICIAL GOVERNMENT BUSINESS MAIL** services only. One meter shall meter **NASA** Government originated mail and the other shall meter Non-**NASA** organization originated mail. The Non-NASA meter charges shall be segregated by organization.

ITEM NO.	PERFORMANCE REQUIREMENTS	RELATED REQUIREMENTS OR INFORMATION	WORKLOAD DATA	MINIMUM STANDARDS
4.3.2	**MAILROOM SERVICES**			
4.3.2.1	Manage and Operate a Central Mailroom	Operation shall be in conformance with the **General Requirements paragraph 4.3.1.** This includes annual equipment calibration, receiving, dispensing and delivering of all mail to USPS and SSC mail customers, and responding to customer requests for information and mailing estimates.	Approximately 200 SSC mail pickup and delivery customer locations	Mailroom is operated in conformance with **paragraph 4.3.1.**
4.3.2.2	Receive mail from USPS	USPS will provide one (1) delivery daily, Monday through Friday, excluding holidays	6-12 mail carts on Monday and day following holiday and 2-4 per day Tuesday - Friday. 300,000 pieces annually	Conformance with ****DMM****
4.3.2.3	Deliver mail to USPS	USPS will provide one (1) pick up daily, Monday through Friday, excluding holidays.	2 carts per day Monday through Friday 70,000 pieces annually	Conformance with ****DMM****
4.3.2.4	Dispense mail to customers on a "walk-in" basis	Includes SSC customers (resident organizations, permanent and visiting, etc.), who elect to pick up their mail from the mailroom or who do not receive routine delivery services.	5 to 10 customers per day	Conformance with ****DMM****
4.3.2.5	Deliver/pickup mail at scheduled locations	The minimum delivery/pickup frequency shall be once daily during SSC work hours. Delivery of first class incoming USPS mail and accountable mail shall be made within 6 hours from the time the mail enters the central mailroom . All other mail shall be delivered no later than the next delivery run	900,000 pieces annually	Deliver first class and accountable mail within 6 hours of receipt into the central mailroom (excluding late USPS mail arriving after 9:00am) and delivery of all

ITEM NO.	PERFORMANCE REQUIREMENTS	RELATED REQUIREMENTS OR INFORMATION	WORKLOAD DATA	MINIMUM STANDARDS
		following receipt into the mail system.		other mail no later than the next delivery schedule following receipt in the mail system.
4.3.2.6	Special services	This shall include Registered Mail, Certified Mail, Special Delivery, Special Handling, Insured Mail, Return Receipts, Certificates of Mailing, Restricted Delivery, Express Mail, Federal Express Mail, et.	7,000 pieces annually	Process in accordance with **NASA Mail Management Guide, DDM and NHB 1600.1**
4.3.2.7	Pickup/delivery of print shop material and procurement office material	Print shop material for customer delivery and NASA procurement office and FOS procurement office special package requirements, i.e., engineering drawings, RFP/RFQ packages, etc.	300 boxes/packages annually	Process during same day received into the central mailroom
4.3.2.8	Unaddressed distribution	Information flyers, newsletters, employee information, etc.	230,000 pieces annually	Compliance with **4.3.1, NASA MMG **
4.3.2.9	USPS misrouted mail	Incorrect Zip Code. Return misrouted mail to the USPS.	20,000 pieces annually	Return mail in accordance with**DMM**
4.3.2.10	USPS undeliverable mail	Undeliverable mail shall be processed in accordance with the DMM and NASA Mail Management Guide. To the greatest extent possible, disposable material shall be processed through the SSC recycle program	35,000 pieces annually	Return mail in accordance with** DMM**
4.3.2.11	SSC misaddressed internal mail	Forward misaddressed Internal mail to the appropriate Agency Administration Office for identification and redistribution	100 pieces annually	**NASA MMG**
4.3.2.12	International Mail	International mail should be processed through the most economical means available.	1,000 pieces annually	Process in accordance with **NASA SSC Mail Management Guide and IMM**
4.3.2.13	Delivery Schedule	Contractor shall adhere to the published schedule per		Pickup and deliveries shall

ITEM NO.	PERFORMANCE REQUIREMENTS	RELATED REQUIREMENTS OR INFORMATION	WORKLOAD DATA	MINIMUM STANDARDS
		****DR 4-SC01****		occur within 30 minutes of the published schedule
4.3.2.14	Mailroom Delivery Schedule	See Data Requirement ****DR 4-SC01**** There are approximately 200 current SSC customer locations.	1 schedule, semi-annual updates	Complete, accurate and timely information
4.3.2.15	Direct Accountability Penalty Mail and Meter Mail and Mail Distribution Report	See Data Requirement ****DR 4-LS01****	1 Report, monthly	Complete, accurate and timely information

ANNEX 4.4

CUSTODIAL SERVICES

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4.4 CUSTODIAL SERVICES

4.4.1 GENERAL REQUIREMENTS

4.4.1.1 Return Moved Items

Numerous tasks required by this annex will necessitate moving chairs, furniture and other items in order to fully accomplish the task. In all cases, when items are moved to accomplish a task, the items will be returned to their approximate original position.

4.4.1.2 Protect Government Property

During execution of the work, the Contractor shall take special care to protect all Government property including furniture, walls, baseboards, and other surfaces from being used improperly. Accidental splashes shall be removed immediately. The Contractor shall notify the trouble desk of needed repairs and/or damage to fixtures by 10:00 a.m. of the work day following the discovery. Any item of a critical, priority, or emergency nature shall be reported immediately upon discovery. (See Paragraph 4.1.1.8)

4.4.1.3 Definitions

Definitions unique to this Annex is shown in ****Table 4.4.1.****

4.4.1.4 Facilities

The estimated square footage is included in the TRL as ****Workload Data for Custodial Services****, approximately 40% is covered with immovable objects and shall not be considered as areas to be cleaned.

4.4.2 WORK SCHEDULE

4.4.2.1 Routine

The initial work schedule for applicable routine tasks, shall be submitted to the CO for approval no later than 7 days after the contract award. Once approved, all work shall be performed in strict compliance with the work schedule to facilitate the Government's inspection of the work. The work schedule shall reflect service to test complex facilities on all holidays (see Annex 1.0) except Memorial Day, Independence Day, Labor Day, Thanksgiving Day, Christmas Day and New Year's Day.

4.4.2.2 Shiftwork

Since it is the intention of NASA to minimize work performed at night in order to meet federally mandated energy conservation goals, except as may otherwise be specified, all basic work shall be performed between the hours of 6:00 a.m. and 9:30 p.m. However, to minimize inconvenience to both the customers and NASA personnel, some discrete projects, such as stripping, waxing, or shampooing floors, may be performed outside of the normal work hours. Such project work may be accomplished between the extended hours of 5:00 p.m. to 1:30 a.m. (second shift). It should be noted that access to certain offices and buildings may be restricted outside the normal "core hours" of 7:00 a.m. to 4:30 p.m. When such access is restricted, Security personnel will have to be notified by the Contractor, in advance, to provide that access.

4.4.2.3 Effects of Holidays

When a service is required less than three times per week and the time for that service falls on a holiday, the services shall be accomplished on the work day preceding or following the holiday.

ITEM NO.	PERFORMANCE REQUIREMENTS	RELATED REQUIREMENTS OR INFORMATION	WORKLOAD DATA	MINIMUM STANDARDS
4.4.3	Work Areas			
4.4.3.1	Clean Hard Floors	a. Dust mop or sweep hard floors.	W	Floor will be free of any laden airborne dirt, liquid, heel marks, soil, lint, or foreign material.
		b. Sweep, wet mop, and rinse hard floors in Bldg. 1100 cafeteria, Atrium & site maintenance cafeteria.	5W	See 4.4.3.1.a
		c. Spray buff hard floors in the Fluid Component Processing Facility (FCPF).	2M	Spray buffed floors will be free of dirt, soil, stains, heel marks, debris and have a high gloss appearance.
		d. Strip, wax and seal hard floors.	A	A stripped floor shall be completely free of all dirt, stains, deposits, wax, finish, water and cleaning solution and shall be ready for the reapplication of sealer, and floor finish. No splash evidence on baseboards and furniture/fixtures shall exist. The floor shall present a uniform high gloss appearance.
		e. Sweep and damp mop hard floors.	2M	See 4.4.3.1.a

ITEM NO.	PERFORMANCE REQUIREMENTS	RELATED REQUIREMENTS OR INFORMATION	WORKLOAD DATA	MINIMUM STANDARDS
		g. Dust mop or sweep hard floors in high-visibility areas and executive areas.	5W	See 4.4.3.1.a
		h. Dust mop or sweep hard floors in common use areas.	5W	See 4.4.3.1.a
		i. Sweep & damp mop common use areas.	W	See 4.4.3.1.c
		j. Spray buff hard floors in site cafeteria.	M	See 4.4.3.1.c
		k. Spray buff hard floors at North and South gates.	2M	See.4.5.3.1.c
		l. Spray buff hard floors in cafeteria and Bldg 1100 Snack Bar area.	W	See 4.4.3.1.c
		m. Stripping wax or Finish coat from Asbestos containing floor coverings	2A	In accordance with EPA recommendations for custodial/maintenance of Asbestos containing floor coverings
4.4.3.2	Clean Carpets	a. Vacuum carpet.	W	No evidence of any dust, dirt, or any other loose foreign material.
		b. Spot clean carpet	1 as Required	For spot cleaning, remove any evidence of the soiling and return the finish of the area affected to its previous

ITEM NO.	PERFORMANCE REQUIREMENTS	RELATED REQUIREMENTS OR INFORMATION	WORKLOAD DATA	MINIMUM STANDARDS
				condition.
		c. Shampoo carpet	A	Carpet will be free of dirt, soil, stains. Excess cleaning agent shall be removed from baseboards, walls and furniture/fixtures.
		d. Vacuum carpet in high-visibility, executive offices, and Bldg. 2120 and TRL 263.	5W	See 4.4.3.2.a
		e. Vacuum carpet in Bldg. 1100 common use	5W	See 4.4.3.2.a
		f. Shampoo carpet common use areas, Bldg. 2120 and TRL 263.	M	See 4.4.3.2.c
		g. Shampoo carpet cafeteria, Bldg 1200 first floor, 2201 Security.	6A	See 4.4.3.2.c
4.4.3.3	Empty all Trash Receptacles and Replace Liners	a. Waste containers shall be emptied.	5W	The waste receptacles will be free of all waste and disposed materials.
		b. Replace soiled or torn plastic liners	5W	The waste receptacles will be lined with unsoiled & new plastic liners.
		c. Containers shall be cleaned and disinfected if soiled.	5W	Wash with a disinfectant solution.
		d. Remove items placed adjacent to waste containers marked **"TRASH"**. Provide extra plastic liners or	5W	Area shall remain debris-free, and any residue which

ITEM NO.	PERFORMANCE REQUIREMENTS	RELATED REQUIREMENTS OR INFORMATION	WORKLOAD DATA	MINIMUM STANDARDS
		portable trash bins and remove upon request. Cardboard trash shall be broken down and put in the proper outside receptacles marked for cardboard only which will be located next to trash bins in high cardboard use areas. If the cardboard receptacles do not exist at a building, the broken down cardboard shall be stacked neatly next to the outside trash bin for pick up as covered under sub-annex 5.4.6.		may be left from the material collection shall be immediately cleaned so that the collection area is free from stains and odor. Keep all areas around the containers free of any type of debris.
4.4.3.4	Clean Stairwells	Clean stairs	2M	The stairs, railings, ledges, and ramps will be free of any laden airborne materials, streaks, smudges, dirt, soil, debris, liquids or other foreign material.
4.4.3.5	Clean Elevators	a. Clean elevator cab walls and door tracks.	W	The elevator cab walls and door tracks will be free of all dirt, soil, stains, or other foreign material.
		b. Clean elevator floors.	W	The floor will be free of any laden airborne dirt, soil, lint or other foreign material.
4.4.3.6	Clean Entrance Ways	a. Sweep outside entrances and steps.	5W	Entrance ways will be free of all dirt, soil, stains, other foreign material, and debris.

ITEM NO.	PERFORMANCE REQUIREMENTS	RELATED REQUIREMENTS OR INFORMATION	WORKLOAD DATA	MINIMUM STANDARDS
		b. Sweep or vacuum entrance way mats.	5W; 225 SF per entrance	See 4.4.3.6.a
		c. Empty ash receptacles.	5W	All ash receptacles will be emptied.
4.4.3.7	Perform Dusting/Cleaning and Furniture Polishing	a. Dusting/cleaning shall be performed.	A	Dusted/cleaned items to be free of dust, dirt, lint, soil, stains, and foreign material with no streaking.
		b. Baseboards, door frames, venetian blinds, and window ledges dusted	M	All items will be free of dirt, soil, stains, bugs, cobwebs, trash, refuse, and any other foreign material.
		c. Cleaning/polishing will be performed on wood furniture, fixtures, walls, vestibule doors and bathrooms with an approved wood cleaner, oil and/or polish.	M	All items will be free of dirt, soils and stains and have a high-gloss appearance.
		d. Dust/cleaning shall be performed in high-visibility and executive offices.	W	See 4.4.3.7.a
		e. Baseboards, door frames, and window ledges dusted in high-visibility and executive offices.	W	See 4.4.3.7.a
		f. Cleaning/polishing will be performed on wood furniture, fixtures, walls, vestibule doors and bathrooms with an approved wood cleaner, oil and/or polish in executive offices.	W	See 4.4.3.7.a